

# Elementary West Officer Report

## April 2021

### Contact Information

\*District email - [guthierr@readingsd.org](mailto:guthierr@readingsd.org)

\*Personal email - [rguthierkline@gmail.com](mailto:rguthierkline@gmail.com) *please note*- this is a change from the email used previously.

### Reminders

Please contact your building rep immediately if you receive negative feedback on your PAETEP.

The only reason a Personal Day can be denied is if the 10% of the building's professional staff is already off for a Personal Day. *It day cannot be denied for any other reason, including testing windows.* If your Personal Day is denied by your building admin, it must to be sent to HR for final approval or denial. If the request is still denied by HR for any reason other than the quota being filled, contact your building rep immediately.

Please report any safety concerns to your building administrator. If the concern is not addressed in accordance with the health and safety plan, contact your rep.

If you are not receiving your 180 minutes of planning for any reason, please contact your rep immediately.

### **Elementary teacher day is the same for virtual learning as it is for face to face learning:**

Monday – 6 hours, 45 minutes - 8:00 – 2:45

- 45 minute meetings may be held on the first 3 calendar Mondays of each month, except in September when the meetings may be held on the first 3 school Mondays.

Tuesday – Friday – 7 hours - 8:00 to 3:00

Respectfully Submitted,

Rebecca Guthier-Kline