

# Elementary West Officer Report

## May 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.

**If your building is closed, you are still expected to be prepared to teach virtually. Take your computer and your charger home daily.**

I am asking elementary building reps to touch base with both your librarian and your administrator to be sure they both know that inventory begins on May 26, 2021. If they have different information, please contact me at the personal email above.

**Information concerning traveling specialists and building shut downs as per Lisa Magrowski: “Unless they are ordered to quarantine as a close contact, they should report to their alternate building while covering their virtual classes in the closed building. If ordered to quarantine and not symptomatic or COVID+ they should work from home unless they need to take leave.”**

### **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.

Respectfully Submitted,

Rebecca Guthier-Kline