

Elementary West Officer Report

December 2021

Contact Information:

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Glenside, Northwest, Riverside, Millmont, Lauer's Park, and Tyson-Schoener

Reminders:

If you are a new Rep or do not have a copy of the current Rep manual it can be accessed here: <https://drive.google.com/file/d/1BRlyC-96waGuFtWT0HIDmFyeDeKbRwHO/view?usp=sharing>

This Friday's early dismissal will be for you to complete work as needed during your contractual hours and responsibilities are not to be determined by administration. If modules are assigned for Thursday 12/23 REA members who have completed all of their Safe Schools modules may be dismissed no earlier than :Elementary: 1:45 p.m.

Submit all section 30's and split class sheets promptly, the same day when possible but always within 48 hours. If your payment exceeds 100 dollars it should come to you in a separate check. Below 100 dollars will be on your regular paycheck.

Remember the REA Website has links to many of the resources you may need - www.readingea.com

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.

Your laptop should travel with you each evening in case of any further disruptions to in-person instruction.

Make sure you have lesson plans EVERY DAY. The board policy is three full and five skeletal. If you are given an unsatisfactory observation rating, or feedback in PAETEP that doesn't seem right, contact your building rep immediately.

Please email me the time and, if it is held virtually, the link for your building meetings. I would like to attend a few building meetings each month. When emailing building notes to president@readingea.com please Cc me, n.a.henschel@outlook.com so that I can stay current with each of the building specific concerns.

Respectfully submitted,

Nathan Henschel