

Elementary West Officer Report

February 2022

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>

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.

An email was sent to Elementary Reps concerning a discussion time for Elementary staff on Tuesday February 8. If you have not yet shared this with Special Ed teachers in your building please do so.

As always, 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