

# Elementary Officers Report

## January 2023- HAPPY NEW YEAR!

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

Elementary East: 10th and Green, 10th and Penn, 13th and Union, 13th and Green,  
12th and Marion, 16th and Haak, Amanda E. Stoudt

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-Whenever a member is being asked to attend a meeting involving disciplinary action, he/she is to be advised in advance about the content of the meeting. ALL members have the right to ask for an Association Representative to be present.

-In the event that an improvement plan is required, the plan must include the following criteria:

- a. Regularity of observations - approximately once every two weeks
- b. Continuity of observations - include follow-up comments on recommendations and criticisms made at previous sessions
- c. Administration/Evaluator must sit regularly with the Professional Employee to analyze and interpret the goals of the plan
- d. Progress - Principal shall provide written reports detailing the Employee's progress

-Claims for personal property & automobile damage: Each claim which occurs on school property shall be reimbursed no more than \$500 per person per claim. Payments are secondary to the Employee's own insurance coverage. These payments come from a fund established by the RSD specifically for such instances and do not come out of the district's insurance policy. Proof of damage on school property may be required.

-Physical Form: **2022-'23 – Physical Form\_BenefitsOffice.docx – Google Docs**

Annual physical must be completed between July 1, 2022-June 30, 2023. Form is due by August 1, 2023 to qualify for contribution credit.

-Please let us know when your monthly meetings are scheduled with your building members and administration. If you would like us to attend a specific meeting to speak to any issues please let us know. We are here to support you!

-Be sure to follow the chain of command and timeline when filing a grievance or complaint. When correct procedures aren't followed the grievance process can be hindered.

-Please remind members that Split Class forms, the 2022-23 Physical forms, Level II information, and many other helpful resources are available on the REA website at:

<https://www.readingea.com/resources/>

-The current Rep manual can be accessed here:

<https://drive.google.com/file/d/1BRlyC-96waGuFtWT0HIDmFyeDeKbRwHO/view?usp=sharing>

Respectfully submitted,

Nathan Henschel

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