

Elementary Officers Report

February 2023

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

-February Conferences: 2 hours of evening conference time are required as well as after-school duties to contractually fulfill part of the 8 hour time requirement.

-Teachers/Staff are to have a 30 minute duty free lunch every day and 180 minutes of planning per week. Please let us know if someone in your building is not receiving one or both of these items.

-Lesson Plans: Please make sure you have 3 days of full lesson plans and 2 skeletal plans available at all times. Winter ailments may have you calling off unexpectedly and you want to be prepared. Administrators can put anecdotal notes in PAETEP if plans are not provided or visible.

-Please make every effort to attend Act 80 and In-service days!!

-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

-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 representation by a Association Representative.

-Be sure to follow the chain of command and timeline when filing a grievance or complaint. There is a 10 day limit from the occurrence of the event to begin the grievance process.

-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!

-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,

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