

Middle School East

February 2023

Respectfully submitted by Shanalyn Eckenrod

Just a couple of quick reminders for all teachers this month:

1. In accordance with Act 13, all teachers who are observed must have a pre and post observation conference for it to be counted towards your evaluation.
 - a. By the contract, administration has 5 days (10 days in extenuating circumstances) after the observation to hold the post observation conference.
 - i. If the meeting is held after 10 days, it becomes an automatic satisfactory score.
2. Make sure that you keep track of your coverages and splits to be sure that your coverage pay and split pay are correct.
3. Be sure to follow through with discipline procedures in your building.
 - a. If you feel that a discipline issue has not been given correct consequences, be sure to check the Student Code of Conduct book for consistency.
 - i. <https://www.readingea.com/wp-content/uploads/2021/08/Code-of-Conduct-English-Language.pdf>
 - ii. You can appeal any consequence by following the procedure outlined on page 14
4. If you have safety concerns in your building, let your reps know.
5. Covid 19 Procedures:
 - a. If someone in your household tests positive, but you test negative, you should continue to report to work.
 - b. If you test positive for Covid 19:
 - i. The day you test positive is considered day 0
 - ii. You may return to work 5 days after symptoms start if:
 1. Symptoms have improved
 2. You are fever free for 24 hours without the aid of fever reducing medications.
 - iii. If you have questions, contact Lisa Magrowski at magrowskil@readingsd.org

Some reminders for Building Reps

Be sure to call or text me when things come up in your building. This is the best way for me to keep up to date and help as quickly as possible!

If you need to contact me, my contact information can be found below. Be sure to have as much information about the situation as possible when contacting.

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