

# Elementary Officers Report

## March 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

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-Continue to reach out to new staff and non-members in your building. Encourage them to join the union. They do not have the privilege to vote on upcoming officer and contract elections without being a registered member of the union.

-Building safety concerns: All building concerns should first be addressed with building administration and the head custodian. If safety concerns persist feel free to attach either of us and/or Judy Treichler to the emails.

-Personal Days: Don't wait until the last minute to submit Personal Day paperwork! Only 10% of the building is allowed to take off on the same day. As the end of the year draws near many of the days close to the staff.

-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!!

-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,  
Nathan Henschel

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