

Elementary Officers Report

April 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

-Thank you Reps for everything you do! Keep in mind as a Rep your most important responsibility is to continue to reach out to new staff and non-members in your building. Encourage them to join. Unfounded Child Line calls and the support PSEA provides to its members is the number one reason to become and remain a member.

-Remind members: Do not respond to an accusation or questioning from an administrator via email when there is a chance that the answer could lead to disciplinary action. You have the right to ask for representation by a Association Representative before you respond.

-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.

-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 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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