Middle School East

April 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. If you are called into a meeting in which there will be disciplinary action, you are entitled to representation. If your meeting suddenly becomes disciplinary, you have the right to ask to stop the meeting and ask for representation. This is known as your Weingarten rights.

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!
- Make sure that you are having 1 monthly meeting with your administration team to discuss building concerns.

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.

seckenrod@comcast.net eckenrods@readingsd.org