

#10 RIHS Officer Report April 2017

Please contact a rep with any section 30 concerns. Please scroll down on your payroll voucher. If you earned more than \$100 in activity pay, the district issues a second check. There appears to be some concerns about the number of minutes earned. So far, the checks are matching the submitted sheets. So, if you have other hours that are not documented, you need to send Mrs. Beaver an email. Please keep calling the emergency/non-emergency line for any discipline issues. Remember the numbers are 57000 and 57911. If you cannot reach anyone, please note the date and time and get that information to a rep. This is important. Also, please continue to write referrals for student behaviors according to the discipline handbook/flowchart. I am making copies of referrals or taking photos with the camera on the computer for my records. I know we do not have supplies like toner and paper in copy rooms. It has been reported and we will continue to work on getting supplies in the rooms. If you absolutely need paper, come see me. I have resources. 😊 It is extremely frustrating when we have limited prep time to have to run around the building hunting for what we need to keep students engaged in the classroom.

Some reminders:

I will be sending out a monthly coverage log. Please document your coverage for the month after the last school day. Please use the form I send out after the monthly building meeting.

Please report any broken doors or phones immediately. Broken door locks should be reported to Corey and broken phones are reported through the help desk. Please keep your doors locked whenever possible.

Make sure you have lesson plans available. You should have one complete and two skeletal plans. This is required.

If you are asked to write an incident report, please allow a rep to read it before submitting. You can email this to a rep.

Please try to use our home email addresses for REA concerns. District email is property of the district.

Respectfully submitted by Jennifer (Gagliardi) Skoraszewski Jennifer.gagliardi@gmail.com