

## #6 Elementary East Officer Report April 2017

### Contact information

- o email - [evansl@readingsd.org](mailto:evansl@readingsd.org), [evansl@me.com](mailto:evansl@me.com)
- o phone - 610-750-1990 (call or text)

In the event of an emergency absence, please call your building office and Anthony Leonti (484-258-7008). Leave a message that includes your full name, building, type of day (emergency/personal), and full or half day. **\*\*to ensure a sub, Karen Gokay advised teachers to put in for a sick day, then contact Anthony Leonti ASAP and he will make the change to personal/emergency day.**

I would like to attend your monthly meetings. Please let me know when they are!

Please save your Rx receipts if you are asked to pay preferred brand copay for a medicine with no generic available. Be sure you are saving the Rx receipt – NOT the cash register receipt!!

When forwarding information to your building reps, level officers, etc. about incidents involving students at your buildings, **DO NOT** include student names or names of their family members in the information!!!

PLEASE follow the chain of command – contact your Building Rep. first; they will contact the Level Officer; Level Officer will contact the Grievance Chair – this will prevent problems should an issue need to be grieved.

Please let me know if anyone at your building is ever injured by a student intentionally or accidentally.

Respectfully submitted by,  
Lindsay Evans

