

#6 Elementary East Officer Report May 2017

Contact information

- o email - evansl@readingsd.org, 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.

If you are asked to attend a meeting with your principal, you have a right to know what the meeting is about beforehand. You also have the right to have an Association Officer present at ANY meeting where disciplinary action may happen.

Respectfully submitted by,
Lindsay Evans

