

8. September Report  
Elementary West Officer

1. **New Rep Advice**- Take a notebook and write down all information when you are asked to represent someone in a meeting. ***Do not tell anyone private information that you heard in the meeting.***
2. **Email Address**- My email address is [lshester@psea.org](mailto:lshester@psea.org) or you can call me at 610-914-4666.
3. **New Principals and VPs**- I would like to be at your first meeting if possible. Please let me know.
4. **REA Website**- Please visit our website at [www.readingea.com](http://www.readingea.com).
5. **Class Size**- Please let me know if there is an issue of class size within your building. The district will look at numbers and make adjustments based on need and open classrooms within a building.
6. **Planning Time**- Please check your schedule and add up the time to see if you have 180 minutes of planning time each week. Keep in mind that your planning time can not be in 10 minute increments. The minimum time is 30 minutes.
7. **Protocol**- You will need to hold a meeting each month to go over the information given to you at the Representative Meeting. Post the reports on your REA bulletin board. Tell the teachers that they first go to you for help, you can contact me, and you or I will go to the president if needed. Post your name and room number on the REA bulletin board so your members know who to contact. If you don't know the answer, tell them you will look into it for them. Call/text/email me and I will help.
8. **Building Meetings**- I would like to know the dates for your meetings with your administrators and members each month. Please send me an email with that information as soon as possible. Thank you for accepting this very important role.
9. **Physicals**- You are eligible for one physical each year. You must get your physical prior to June 30<sup>th</sup> each year to get two months of your health insurance paid for by the district. The physical does not have to be a year and a day from your last visit.
10. **KEI for Kdg.**- We are doing this again. New teachers to K will receive training at the October In-Service. I will give you more information as it becomes available. You should be given time to do this work. The district will give us time on sn Act 80 day or in-service time to complete the work.

*Welcome back and I look forward to working with you this year!*

Respectfully submitted,  
Lori Sherman