

Email Reminder Coordinator

The Email Reminder Coordinator is responsible for sending out reminder emails for the class monitors the Wednesday before co-op. The class monitor should have seen their responsibility in the newsletter on Monday and should know what monitors do already. This is a written reminder right before it occurs. The reminders will be sent to monitors working in the following areas: Art, Gym, Science, and 7-12 grade class. The emails will be written by the board members based on input from teachers and sent to the coordinator at the beginning of the year.

If the email reminder coordinator can be the same person as the reporting absences person, the reminder email is more likely to be accurate.