

Weekly Calendar Feb. 5-9, 2018

Some of my activities this week included:

- Spoke with Angie Avlonitis about coding of student discipline
- Spoke with Jennifer Taylor regarding bridge assignment for teacher
- Met with teacher and HR regarding medical leaves and voluntary separation
- Supported teacher placed on leave
- Planned and facilitated Representative Council
- Rep Council materials sent to sites not in attendance
- Attended disciplinary meeting with teacher and site administration
- Paid monthly office expenses
- Spoke with tax service regarding preparation of tax documents
- Met with Superintendent Corey for monthly meeting
- Attended Open Forum at Mary Bird
- Met with Rob Martinez and Keitha Bryan
- Met with teachers regarding elementary in-lieu questions
- Scheduled meeting with Kristin Witt regarding GELAP and master schedules
- Scheduled meeting with Cindy Brown and Laurie Parrish regarding Restructuring
- Prepared materials for Read Across America
- Collaborated with teachers on administration effectiveness survey
- Worked with teacher on rebuttal to discipline issue
- Attended Governing Board meeting and presented Site Teachers of the Year
- Met with Jennifer Taylor and Mike Minahen
- Met with Stephanie Cobb on bargaining issues
- Continued to work with Office Manager on membership
- Monitored and responded to member phone calls and emails