

Weekly Calendar for Feb. 26-March 2, 2018

Some of my duties this week include:

- Met with Kristen Witt regarding secondary master schedules
- Met with CTA primary contact staff regarding multiple issues
- Coordinated coverage of non-reelect meetings with VP Katie Molina
- Planned and facilitated Executive Board meeting
- Conferred with Rob Martinez regarding non-reelect members and trainings
- Supported teacher on bridge assignment for light duty
- Met with multiple non-reelect pending unit members
- Met with I/S teachers
- Attended non-reelect meetings in support of unit members
- Worked with payroll to correct underpayment of member
- Attended the Energy Guideline Committee
- Attended the Cordelia Leadership Council
- Attended the LCAP advisory committee meeting
- Researched cost saving options for office expenses
- Worked on Spring membership campaign
- Supported staff regarding unsafe working conditions on campus
- Attended Cordelia Regional Organizing Academy
- Supported teacher on administrative leave
- Researched legal ramifications of participation in upcoming events
- Finalized principal's effectiveness survey/LCAP survey
- Conferred with Central Office over concerns of unsafe working conditions on site
- Monitored and responded to member telephone calls and emails