

Elementary East Officer Report

January / 2022

Evan Jack

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Union related email - eleastofficer@gmail.com

Remember your representation!

- As we return for the new year. Please be vigilant about bringing your laptop and charger home with you. As well as backup resources for teaching remotely.
- Please remember to submit your section 30's in a timely manner.
- Remember if anecdotal notes / walk through notes are being submitted on PAETEP. You are able to respond to it. If anything seems off. Please contact your building reps.
- Chain of command - Please remind your staff of the chain of command. First a member needs to bring a concern to you. Please advise them appropriately. If you need assistance. Please then contact the level officer. The level officer will work with you if needed to take further action.
- Remember to host monthly meetings in your building!
- If creating an activity, or collaborating with other teachers on a group activity that is outside of normal practice in your building. Please send an email to your building administrators to clear that activity to ensure it is approved.
- As we adapt and overcome the daily situations that arise in our profession. Please make sure your daily lesson plans reflect what you are doing in your rooms that day!
- Reps please familiarize yourself with the district's [health and safety plan](#). As updates and changes are bound to arise.

Respectfully Submitted,

Evan Jack

