

## Checklist for PAT Reps August 2020

### 1<sup>st</sup> Priority

- Hold a PAT building Meeting by September 10th** (slides provided)
  - Collect Issues from the Site to take to your admin meeting
- Hold PAT Rep/Administrator Monthly Meeting.** Bring issues forward from members, use the contract and the MOA on Comprehensive Distance Learning. Make sure to report back to members what happened. Reach out to your UniServ Consultant with questions or for support.
- Meet with every educator new to your building** – let them know who the PAT Building Reps are. Invite them to become a member if they have not already joined.
- Ask Nonmembers/Potential Members to join PAT**
  - Have one-on-one conversations – Get to know what they care about and connect that to why joining their colleagues as PAT is vital to protecting/improving/winning on the issue.
  - Ask them to complete a Membership Form online, at [https://secure.everyaction.com/f-m\\_MdWMzkGLe4eCITppbA2](https://secure.everyaction.com/f-m_MdWMzkGLe4eCITppbA2)
  - If they decline to become a member, ask them why.
- Communicate with your building administrator immediately to confirm that as PAT reps, one of you would like to join them in welcoming new staff to the school community at the first staffing meeting.**
  - Ask staff to provide you with a good non-work email and phone # to add to your PAT building phone tree.

### If you haven't already

- Report your elected 2020-2021 building reps [here](#), by September 10.** (If you need PAT's help in creating a ballot for your site, please submit your list of building rep candidates ASAP, on [this form](#).)"
- Let your administrator know when you will use your 10 minutes PAT time.** You can use 10 minutes on the agenda at each of 15 staff meetings. *(Article 2: 2.4 The Association shall have the right to ten (10) minutes as a scheduled item on the agenda of fifteen (15) of the faculty staff meetings of its choice. This portion of the agenda shall be exclusively for bargaining unit members.)*
- Make sure your building has a 1:10 communication system in place.** If you need help recruiting additional volunteers, contact Gwen Sullivan at: [gwen.sullivan@oregoned.org](mailto:gwen.sullivan@oregoned.org) or Peter Brogan at [peter.brogan@oregoned.org](mailto:peter.brogan@oregoned.org)
- Schedule regular building rep team meetings** (every 1-2 weeks for a brief check in).

Check the PAT Website for a full calendar of events. Go to [www.pdxteachers.org](http://www.pdxteachers.org)  
Like us on Facebook at Portland Association of Teachers.  
Request Permission to join the closed Facebook group "PAT Discussion Group".