

Checklist for PAT Reps

April 2018

To Do This Month

- Hold a 10-Minute Meeting** (slides provided at pdxteachers.org/rep_materials).
 - Tell members about the upcoming **May Election** and the PAT PAC endorsements
 - Urge members to sign up to be Engage! Listeners
 - Remind members that they may find the “FAQ #3 – Layoffs on the PAT website. A few copies are in your packet.
 - Make sure members know about deadlines for claiming degrees they held prior to licensure for correct salary placement per our new contract
- Post flyers** about upcoming events:
 - Financial Planning for Retirement Workshop April 26, 4:30-6:00 at PAT
 - National Board Certification Workshop, May 3 4:30-6:30 at PAT
 - Health Care for All Blues Festival, Saturday April 21, 5pm-midnight, at North Portland Eagles Lodge
- Deliver 1:1 Handouts to all members
- If your site needs any Contract Exceptions, complete a Contract Exception form, and hold a meeting for members to vote.
- Talk to members who are trusted and respected about running to be a PAT Rep for your building.
- Meet with your administrator for a monthly PAT Rep/Building Administrator Meeting

Check the PAT Website for a full calendar of events. Go to www.pdxteachers.org
Like us on Facebook at Portland Association of Teachers.
Request Permission to join the closed Facebook group “PAT Discussion Group”.