

Checklist for PAT Reps

May 2018

First Priority

- Hold a 10-Minute Meeting** (slides provided at pdxteachers.org/rep_materials).
 - Make sure everyone at your site knows about the Rep Election Process and has an opportunity to run
 - Share information from the Advocacy Committee about new contract language:
 - Moving Classrooms
 - Pay for Masters Degrees
 - IEP Hours
 - Evaluation Rebuttals
- Deliver 1:1 Handouts** to all members. If you are at a site being reconfigured, use your 1:10 structure to talk to each member impacted by a building move about the “FAQ: Moves” and how the new contract language applies to them.
- Hold a **Rep Election** for your site
 - Notify all members and talk to people about running
 - Create a ballot
 - Hold a meeting and vote
 - Report your results to PAT by June 1.
- If your site needs any **Contract Exceptions**, complete a Contract Exception form, and hold a meeting for members to vote. Contract Exceptions are due by June 1.
- Meet with your administrator for a **monthly PAT Rep/Building Administrator Meeting**
- Join us for the End of the Year Celebration, Wednesday June 6 at 4:30 at the Laurelhurst Club

Second Priority

- Encourage members to participate in the Burgerville Boycott to support workers fighting for form a union
- Invite Special Education educators at your site to the Special Education Social, Thursday, May 17, 4:30-6:00 at PAT.

*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”.*