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.

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*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”.*