

Checklist for PAT Reps

September 2018

1st Priority

- Hold a **PAT building Meeting** (slides provided)
 - Explain Threshold Overage Documentation Process
 - Collect Issues from the Site to take to your admin meeting
- Use your 1:10 structure to **document Workload Overages** using the October Workload Documentation form. These should be completed when you believe any class-size/caseload fixes have been implemented, and before October 15.
- Support members in **documenting their class size, caseload, and/or number of unique preps on October 15**. Anyone with a workload overage should print dated lists or screens from Synergy on that day.
- Hold PAT Rep/Administrator Monthly Meeting**. Bring issues forward from members, use the contract, and report back to members what happened. Reach out to your UniServ Consultant with questions or support.
- Have at least one Rep attend the October RA (October 17, 2018).

2nd Priority

- Come to New Rep Training on September 19, and/or Representing Members Training on September 27 at PAT. Encourage other members of your Rep Team to sign up.
- 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. Invite them to the New Educator Social, Sept 20.
- 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 system in place. If you need help recruiting additional volunteers, contact Elizabeth Thiel at: pat_vp@oregoned.org.
- Help recruit for Engage!
- Come to the Party in the Park, Friday September 14 3:30-6:30, Laurelhurst Park. Invite your colleagues and bring your families!

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".