

# Checklist for PAT Reps February 2020

## 1st Priority

- Hold a **PAT building Meeting** (slides provided)
  - Share events for PAT's Black Lives Matter at School Week of Action
  - Remind members to VOTE in the PAT election. Ballots will be emailed to members at their PPS address on February 10<sup>th</sup>, and must be completed by 5 pm on February 24<sup>th</sup>.
  - Encourage members to register for the OEA PAC Convention, March 6-7 at the Benson Hotel in Downtown Portland.
  - Collect Issues from your site to take to your admin meeting
- Hand out materials** to members at your site/ Post on your PAT bulletin board
  - o Advocate
  - o Black Lives Matter at School Week of Action flyer
  - o SSA Community Conversation with the Latin@ community flyer
  - o OEA PAC Convention flyers
- 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 for support.
- Have at least one Rep attend the February RA (February 26, 2020)

## If you haven't already

- Report who will be your **Building Organizer** to PAT's Head Internal Organizer, Erika Schneider ([eschneids@gmail.com](mailto:eschneids@gmail.com))

*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".*