

February 2024

Hello Association Representative!

Here are the materials for your 10 minute meeting with your members. Below are the directions for each piece of material you have in this envelope. **Many of these materials are intended to be POSTED on your PAT Board in a staff-only area** (i.e. Staff Lounge). You will need to make copies of some of these pieces at your site, as we do not yet have accurate numbers for members at each site. Please let us know if you have any issues.

Your packet should include:

- Instructions for each document (this packet)
- 2/21/2024 Agenda and 1/10/2023 RA Minutes (2 sheets)
- February Rep Checklist (1 sheet)
- IHEAR Summit Dinner Event, Flyer (1 sheet)
- Membership Forms (2 sheets)
- FAQ #1 Transfers and Unassignments (1 sheet)
- FAQ #2 Transfers and Unassignments (1 sheet)
- Member List/Building Roster (Varies) (varies)

Take care,

Angela Bonilla, PAT President

Jacque Dixon, PAT Vice President

Jennifer Dixon and Kelly McKenna, OEA Associate Staff

## 2/21/2024 Agenda and 1/10/2024 RA Minutes (2 sheets, 2 pages)

- Where: Head Rep keeps for reference.
- What: Use to explain what is going on at PAT and what happened at the last meeting.

PAT Representative Assembly  
Wednesday, February 21, 2024  
4:30-6:30 pm at the PAT Office

### RA Agenda, 4:30-6:30 pm

- I. Welcome & Inclusive Opening (2 min)
- II. Agenda & Approve Last RA's Minutes (5 min)
- III. Standing Rules (5 min)
- IV. Nominations and Elections (3 min)
- V. President's Report (10 min)
- VI. VP's Report (5 minutes)
- VII. Treasurer's Report (10 min)

## Rep Checklist, February 2024 (1 sheet)

- Where: Keep a copy as Head Rep
- What: Review this info with your Rep team, distribute work amongst team

### February 2024 Rep Checklist

- Complete [ETE survey](#) for your building
- Activate your CAT to share your school's information with parents on PPS 24-25 staffing
- Hold your 10 min. Meeting
  - If still needed, get input from members for strike debrief & fill out the google form reporting schoolwide member debrief ASAP
- Email 10 min. Meeting slides to all members in your building
- Update PAT Bulletin Board with PAT flyers

## OEA IHEAR Summit Dinner (1 page) (Multiple sheets depending on site size)

- Where: Place copy on PAT Board and share with members
- What: Invite educators who might be interested in attending



## Membership Forms (2 sheets)

- Where: Make copies, keep in the lounge, give a few to each building rep. Leave a few in the Main office next to the substitute sign in.
- What: Refer to RA slides for instructions on how to make a successful membership ask. Ask all new staff if they are members! You can do it!

## FAQ #1 Transfers and Unassignments (Multiple sheets depending on site size)

- Where: Place on PAT Board and share with members
- What: Frequently asked questions reps should be ready to answer when colleagues have questions on the unassignment process

### FAQ #1 - UNASSIGNMENTS

- 1. What does unassignment mean?**  
**A:** If declining enrollments, program changes, or changes in funding result in a reduction of staff in a building or program area, certain positions may be partially or fully reduced. Employees in positions that have been reduced will be unassigned from their building and will be owed a job, equal to their reduction, in the District for the following year. *Unassignment is NOT a layoff; you still have a job.*
- 2. Must my principal ask for volunteers prior to unassigning members?**  
**A:** Yes. Volunteers must first be requested and considered from among the staff. Volunteers will be unassigned if they are from within the grade level(s) or subject matter area(s) where the positions are to be reduced.
- 3. Why have I been selected to be unassigned?**  
**A:** Employees in positions that have been reduced are generally unassigned by their seniority and licensure. Additional areas of consideration are listed in the PAT /PPS contract, Article 10.E.2.
- 4. What is seniority?**

## FAQ #2 Transfers and Unassignments (Multiple sheets depending on site size)

- Where: Place on PAT Board and share with members
- What: Frequently asked questions reps should be ready to answer when colleagues have questions on the unassignment process

### FAQ # 2 – Applying and Interviewing for Positions

- 1. I am unassigned. What should I do next?**  
**A:** You may apply to transfer to a vacant position through the Internal Job Fair.
- 2. Who is eligible to apply during the Internal Job Fair?**  
**A:** Any contract or third-year PAT bargaining-unit member may apply for a posted position. This includes Child Development Specialists, Student Services Specialists, Social Workers, or Audiologists, etc., who are in at least their third year of employment. See PAT/PPS Collective Bargaining Agreement, Article 18.6.3 and 18.6.4 for additional information.  
*First- and second-year (probationary 1 and probationary 2), temporary and PAT Substitute bargaining unit members are NOT eligible to apply in Phase I.*
- 3. Who is eligible to apply during the Internal Round AFTER the Job Fair?**  
**A:** Following the internal transfer process, any professional educator may apply for any posted vacancy except a professional educator who has accepted a voluntary transfer under the provisions of Sections 18.5.2 – 18.5.3. Substitute teachers and temporary teachers are NOT eligible to apply in Phase II (Internal).

## Member List/Building Roster (Varies)

- Where: One Rep holds on to the list.
- What: Use these to keep a record of members at your site. Ask each potential member/not-yet-member to join and use to organize your 1:10 phone trees. Keep this list for your records, DO NOT SEND THIS BACK TO PAT.

### Member List/Building Roster: Instructions for Reps

- **Have reps at your site ask all non-members to join PAT\*\***
  - **ALL non-members should be asked, but especially check in with those who are NEW HIRES**
- **If you have questions about the membership status of anyone on your list, please reach out to [Jennifer.Dixon@oregoned.org](mailto:Jennifer.Dixon@oregoned.org)**  
*\*\*People who may not realize they are a non-member and need to sign up (or need to re-sign up) include: new hires, transfers from other districts, people returning from leaves of absence (LOAs), people hired last year (who didn't already sign up), etc.  
 There could be people missing from your list: please still check in with them about their membership status.  
 When in doubt about someone's membership status, ask them to sign up!  
 (This list reflects the data we have as of 3/16/2023)*

Last Name	First Name	Work Location	Membership Status?
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