

February 2024 Rep Checklist

- Complete [FTE 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
- Remind members in your building to vote in OEA elections.
 - Ballots were sent electronically to members – Tuesday, 2/20/24
- Hold your monthly PAT Rep/Admin meeting in your school/site
- Follow up with administration about questions/concerns from rep/admin meeting members addressed in meeting