

October 2024

Hello Association Representative!

Here are the materials for your 1st Union 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)
- 9/4/2024 Minutes and 10/9/2024 RA Agenda (2 sheets)
- Rep Checklist, October 2024 (1 sheet)
- PAT Vision (1 sheet)
- PAT Goals, Vision & Strategic Plan Timeline and information (2 sheets)
- Member Lists (varies)
- Membership Application (1 sheet)
- Mock Rank Choice Ballot (1 sheet-make enough copies for 1 per member)
- PAT Candidate Endorsements Flyer (1 sheet per member)

Take care,

Angela Bonilla, PAT President

Alisha Chavez, PAT Vice President

Jennifer Dixon and Kelly McKenna, OEA Associate Staff

9/4/2024 Minutes and 10/9/2024 RA Agenda (5 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 Rep Assembly Agenda
Monday, August 22nd, 9:30 am-2:30 pm

1. Welcome
2. PAT President's Message
 - a. Bargaining/ Organizing/ Communication update
 - b. Vision/goals
3. PAT Treasurer's Report
4. Committee Updates
 - a. Leg
 - b. PAT PAC
5. Clarify sequence of support/Rep communication pipeline
 - a. Answer questions vs forward
 - b. Share what we are telling folks at NEO
6. Staffing Update
 - a. Interview
7. Beginning of Year Items
 - a. Elections

PAT Vision 2024-2025

- Where: Share with your site on bulletin board and make copies for members as needed.
- What: Discuss with members at a 10 minute meeting and take down feedback for a vote at November RA.

PAT Goals, Vision & Strategic Plan Info, 2024-2025

- Where: Share with your site on bulletin board and make copies for members as needed.
- What: Discuss with members, explain that we will be discussing and presenting a vision and strategic plan, the timeline for this process.

PAT Goals, Vision & Strategic Plan

- (WHAT) The **Goals** voted on at 9/4/24 RA are our goals for THIS school year.
- (WHY) The **PAT vision** is an **external** document that outlines our values & belief statements. This is in an ongoing iterative process, as outlined by our bylaws & policies.
- (HOW) The **Strategic Plan** is an **internal** document that outlines the strategy, structures, systems & tactics necessary to operate in alignment with our vision. This is a plan for a bargaining cycle approx 2-3 school years.
- The **Executive Board & Steering Committee** have been working on a draft vision since 2022.

Rep Checklist, September 2024 (1 sheet)

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

Building Rep August 2024 Checklist

- Inform your administrator of your position as Building Rep
- Make sure that each member in your job site knows who their Building Reps are and their personal emails
- Create a 1-to-10 organizing structure/list for your rep team for your site. Share it with all of the building reps at your school/site.
- Collect personal emails & phone numbers from all members at your site.
- If you have not held your election, elect reps ASAP & report results on PAT form
- Hold a short PAT School-based building rep meeting to create norms & discuss roles, responsibilities, RA & meeting schedules

Membership Forms (5 sheets)

- Where: 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!

MEMBERSHIP FORM
OEA-OR (For Office Use Only) (M - AC)
(Print Use Only)

YOUR INFORMATION

PLEASE PRINT: Full Name Last Name First Name Middle Name

EMPLOYER: Portland Public Schools (PPS) TITLE (For Office Use Only)

LOCAL CHAPTER: Portland-AT OCCUPATION

WEBSITE

PERSONAL INFO: Last, First, Middle, Date of Birth, Level of Ed, Full Email Professional, Sex (Male/Female/Other), Race, Ethnicity, Religion, Marital Status, Home Address, Home Phone, Cell Phone, New Work Email?

VERIFY (Both boxes must be checked in order to confirm membership and dues authorization.)

MEMBERSHIP CONFIRMATION: I hereby agree to join the local association and become a member of the local association, the Oregon Educator Association, and the National Education Association. I hereby request and authorize proper membership in these associations and agree to abide by the Constitution and Bylaws of all these associations.

ASSOCIATION REPRESENTATIVE: I hereby agree to use the annual dues, fees, and assessments established by the three associations in consideration for the services they provide. I understand that these dues/fees/assessments are specifically levied against the dues-paying members of these associations. I authorize my employer to deduct the payment of these annual amounts from my salary. I do not authorize my employer to deduct these dues/fees/assessments from my salary. I do not authorize my employer to deduct these dues/fees/assessments from my salary. I do not authorize my employer to deduct these dues/fees/assessments from my salary. I do not authorize my employer to deduct these dues/fees/assessments from my salary.

Membership Lists (Varies)

- Where: Reps keep the list
- What: Check in with non members. Ask all potential members to join! You can do it!

Mock Rank Choice Ballot

- Where: Make a copy for each member
- What: During your Union 10 meeting with members, please practice the rank choice voting and watch the video in the Union 10 slideshow

PAT PAC Endorsed Candidates (1 Sheet/member)

- Where: Give one flyer to each member
- What: Folks check for PAT PAC endorsed candidates for their district