

August 2025

Hello Association Representative!

Here are the materials for your 1st Union 10 minute meeting with your members (which is 30 minutes during your inservice days). 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 also need to make copies of some of these pieces at your site. Please let us know if you have any issues.

Your packet should include:

- Instructions for each document (this packet)
- 8/19/2025 Agenda and 6/04/2025 RA Minutes (3 sheets)
- PAT Calendar (1 sheet)
- Zone Roster (1 sheet)
- Beginning of the Year Checklist (1 sheet)
- Rep Checklist, August 2025 (1 sheet)
- 10 Minute Meeting Instructions (1 sheet)
- Roster Update Sign up + Instructions (5 sheets)
- Member Cheat Sheet (3 sheets)
- QR code for Schedule Checks (1 sheet)
- How Does PAT Work? (4 sheets)
- Party in the Park Flyer (1 sheet)
- Membership Forms (1 sheet)
- Member List/ Building Roster (length varies)

Take care,

Angela Bonilla, PAT President

Alisha Chavez, PAT Vice President

Jennifer Dixon and Maria Mapes, OEA Associate Staff

8/19/2025 Agenda and 6/29/2023 RA Minutes (2 sheets, 3 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 & Training Agenda
Monday, August 18th, 2025
9:00am-11:00am at the PAT Office

RA Agenda 9:00am-11:00am

- I. Welcome & Inclusive Opening (5 min)
- II. Agenda & Approve Last RA's Minutes (5 min)
- III. Standing Rules (5 min)
- IV. Zone Check In (25 min)
- V. Rep Refresh: 30 Minute Meetings! (20 min)
- VI. PAT President's Report (10 min)
- VII. PAT Vice President's Report (10 min)
- VIII. PAT Treasurer's Report (10 min)
- IX. Committee + PAC Updates (20 min)
- X. On the Horizon/ FYIs (5 min)
- XI. Optimistic Closure + Raffle (3 min)

PAT Calendar (1 sheet, double sided)

- **Where:** Place this on your PAT Board.
- **What:** Make it easy to remove if members would like to make a copy for themselves.

Governance Meetings @ PAT Office	
Representative Assemblies	Executive Board
Monday, August 18th: 9:00am-11:00pm	August 27th
September 2nd	*September 25th (THURSDAY)
October 6th	November 5th
November 19th	January 21st (SAT DAY Retreat)
January 20th	*February 15th (THURSDAY)
February 25th	April 22nd
April 25th	May 20th
May 27th	

PAT Office Team Meetings: Mondays 10:30am-12:00pm @PAT or Zoom

Committee Meetings @PAT Office		
Advocacy (C.)	Bargaining (C.)	IPD (C.)
September 10th	September 10th	September 10th
October 15th	October 15th	October 15th
November 12th	November 12th	November 12th

Zone Roster (1 sheet, double sided)

- **Where:** Keep one copy and make copies of this for your Reps.
- **What:** Circle your Zone Liaison before making copies.

Zone	Member Name	Phone	Email
Zone 1

Zone 2

Zone 3

Beginning of the Year Checklist (1 sheet)

- **Where:** Keep a copy as Head Rep.
- **What:** Use to organize your work for the year. Review this info with your Rep team.

Organizer

Beginning of the Year Checklist

Preparing for being an effective Building Rep includes developing a plan of action. Here are some things to consider:

- Inform your administrator of your position as Building Rep, preferably in a face-to-face meeting.
- Assist with local membership materials and return them to your local Association office.
- Find other members to help you.
- Make sure that each member in your building knows that you are the Building Rep.
- Communicate on a one-to-one basis with members.
- Hold a building meeting in September when given your first 10-minute meeting assignment.

In your position as Building Rep, there are some basic things you will do on a regular basis to serve as a liaison between your building and the Association:

Annually

Rep Checklist, August 2025 (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 2025 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 1-10 organizing structuralist 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
 - Check Pre-service training calendar and make sure all contract requirements are present, if not, talk to your principal
 - Hold a short PAT School-based building rep meeting to create norms & discuss roles.

10 Minute Meeting Instructions (1 sheet)

- **Where:** Keep a copy as Head Rep.
- **What:** Read and review before the first 10 minute meeting of the year.

Communicator

The 10-Minute Meeting

Building Reps who host regular building or department meetings have the best shot at strengthening rapport with their constituents, especially during challenging times. These meetings are often held at the end of an existing meeting (like an all staff meeting for example) when a large number of the membership is in the same place. Use the guidelines as another opportunity to hold a short meeting. By running a concise meeting, Building Reps can share important information, collect feedback from members, and report out on recent stories.

Time	Category	Topic	Attention
2 minutes	Current Issues Update	Brief discussion of major topics from the last Rep Council meeting.	Keeping members informed, reduce backroom drama. Direct communication keeps members from spreading rumors.
4 minutes	Hot Issue	Current issue that...	Member input should be...

Roster Update Sign up + Instructions (10 Pages, OPTIONAL)

- Where: Head Rep keeps filled out copy AND kindly requests a list of all new PAT staff from the School Secretary.
- What: Pass around at the first meeting to get an updated list of contacts for your building. Use this list for PAT Business ONLY (no marketing, personal political messaging, etc) and to set up your 1:10 phone tree at your site. **DO NOT SEND THIS BACK TO PAT.**

Roster Info Update (For PAT Representatives ONLY -- KEEP THIS COPY)

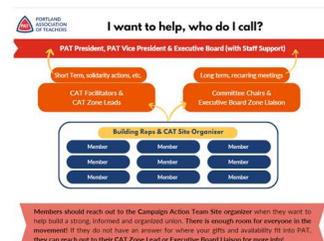
Name	Position	Personal Email (NOT @pps.net)	Personal Phone Number	How would you like to be contacted? (check all that apply)
				<input type="checkbox"/> Call <input type="checkbox"/> Text <input type="checkbox"/> Email
				<input type="checkbox"/> Call <input type="checkbox"/> Text <input type="checkbox"/> Email
				<input type="checkbox"/> Call <input type="checkbox"/> Text <input type="checkbox"/> Email
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Roster Update Sign up + Instructions (Continued)

- DIGITAL OPTIONS:
 - Make a [Google Doc](#) with the same fields (Name, Position, Personal Email [Not @pps.net], Phone number, and preferred contact method [check all that apply]) and share as “anyone can edit”. Once everyone has submitted their info, change the permission to “Restricted” for only the building reps.
 - Make a [Google Form](#) with the same fields that auto populates folks’ info into a Google Sheet. Make the Google Sheet “Restricted” only to the reps. If new folks come into your building, you can use the same form and it will automatically update the info for you.

Member Cheat Sheet (3 sheets)

- Where: Make copies so each rep gets a copy of the packet.
- What: Use this as a reference for how to connect with the members and how we move the process forward with any info beyond the site.



QR Code for Schedule Checklists (1 sheet with QR Codes, copies as needed of the relevant schedules)

- Where: Share QR code with your coworkers.
- What: Folks should check that their daily schedule includes the correct amount of contractually protected planning time, duty, etc. **DO NOT SEND BACK TO PAT-** if issues are found, members should discuss with their building rep and admin.

Use the QR code below or go to <https://bit.ly/4meX3q> to access the **2025 Schedule Checks**

- Find your category/work group
- Print a copy
- Fill it out

If there are any issues with your schedule, ask your union rep for support.

make

ELEMENTARY SCHOOL - GRADES K-5 FULL-TIME (1.00 FTE) 05.2024

SCHEDULE CHECK
 Is my schedule fair and does it allow me to support my students?
 Use this checklist to review your 2025/26 contract rights - schedule 7.
 If you answer "No" to any question, talk to your **2025 Building Rep** and administrator.

If you have less than a full-time (1.0 FTE) assignment, complete the "Part-Time" worksheet instead.

Name	Date
Work Site	Grade(s)/Subject(s)
Is my standard workday 8 hours?	YES NO
Does my workday begin at least 15 minutes before the student day?	YES NO
If I am required to perform duty during those 15 minutes, is it 7.5 minutes or less?	YES NO

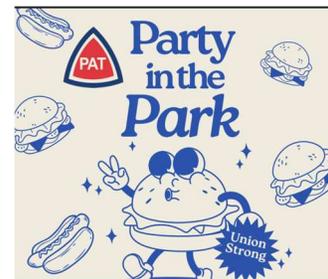
How Does PAT Work? (7 sheets)

- Where: Post these on your PAT Board.
- What: Prioritize the Executive Board, Officers, and Staff Sheets if you don't have enough room.



Party in the Park Flyer (1 sheet)

- Where: Place on PAT bulletin Board.
- What: Share event and RSVP with your co-workers.



Membership Forms (15 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! Once filled out, either PONY to Jennifer Dixon at PAT or bring to the PAT office.

(*NOTE: these are *new* forms this year- please do not use any old forms you may still have.)

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. 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

**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 1/16/2023)

Last Name	First Name	Work Location	Membership Status?
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