

September 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 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)
- 8/18/2025 Minutes and 9/3/2025 RA Agenda (4 sheets)
- Rep Checklist, September 2025 (1 sheet)
- QR code for Schedule Checks (1 sheet)
- PAT Goals 2025-2026 (9 sheets)
- NIKE Oregon Investment Council Letter (1 sheet)
- Party in the Park Flyer (1 sheet)
- Membership Application (5 sheets)
- Membership List (Varies)

Take care,

Angela Bonilla, PAT President

Alisha Chavez, PAT Vice President

Jennifer Dixon and Maria Mapes, OEA Associate Staff

## 8/18/2025 RA Minutes and 9/3/2025 Agenda (4 sheets)

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

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)

Use the QR code below or go to <https://bit.ly/4meFX3g> 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.



## QR Code- Schedule Checklists

(1 sheet, make 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.

**SCHEDULE CHECK**

Is my schedule fair and does it allow me to support my students?  
 Use this checklist to review your PAT/PTP contract rights - Article 7.  
 If you answer "No" to any question, call to meet with Building Rep and administrator.

*Fill out this sheet and bring it to your representative meeting on "Rep Day" - schedule listed below.*

Question	YES	NO
Is my schedule contractually based?	YES	NO
Does my workday begin at least 15 minutes before the student day?	YES	NO
Do I get an opportunity to perform fully during class (15 minutes, but 15 minutes or less)?	YES	NO

## PAT Goals 2025-2026

- **Where:** Share with your site on bulletin board and make copies for members as needed.
- **What:** Discuss with members and take down feedback for vote at October RA.

**PAT GOALS 2025-2026**

Build Union Engagement, Solidarity & Accessibility. Build trust and unity among our union and in solidarity with other unions and community based organizations.

- Strengthen the internal structure needed to:
  - Expand member participation and two-way communication, rooted in a strong foundation of union values, organizing, and anti-racism.
  - PAT Executive Board will support building representatives in identifying CAT members at each site and achieve 75% of sites have identified a CAT member.
  - Assess needs, conduct surveys, organize members and begin preparation for next contract cycle.
  - PAT Executive Board will execute 3 surveys which can be in collaboration with committees, task forces or the bargaining team with at least 50% responses for feedback including our longitudinal questions. To what extent do you feel connected to the statement "We are PAT?" and "To what extent do you feel PAT represents your values and interests?"
  - The Executive Board will execute a non-survey based action to receive information from members which may include but is not limited to: site visits, phone calls, identifying a specific group of members with which to meet, etc.

## Rep Checklist, September 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 September 2025 Checklist**

- Continue to collect personal emails & phone numbers from all members at your site.
- If you have not had your rep election, elect your ASAP report results on PAT form
- Hold a 15-minute meeting for all union members in September
- Discuss with members about the PAT goals, get feedback and be ready to present and vote based on feedback at the October RA.
- Review your lists of members & potential members
- Continue to have one-on-one conversations with all potential members, and encourage them to join PAT.
- Post union materials on bulletin boards in the common staff area.
- Distribute materials with all members in your building in both electronic and hard copy form when available.
- Schedule PAT building rep & school principal monthly check-in meetings for your school.
- Resources here: <https://bit.ly/4uqashm9p>

## Party in the Park Flyer (1 sheet)

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



## 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**

YOUR INFORMATION

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

POSITION: \_\_\_\_\_

CONTACT: \_\_\_\_\_

VERIFY: \_\_\_\_\_

## 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 at [jdixon@regainet.org](mailto:jdixon@regainet.org)
- \*People who may not realize they are a non-member our need to sign up for membership (sign up) include: new hires, transfers from other districts, people returning from leaves of absence (LOA), people listed but your folks 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?