

November 2025

Hello Association Representative!

Here are the materials for your 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)
- 11/19/2025 RA Agenda and 10/08/2025 Minutes (2 sheets)
- Rep Checklist, November 2025 (1 sheet)
- Class Size Committee Info Sheet (3 sheets)
- QR codes Community Survey (1 sheet per member)
- Nominations and Elections Letter (1 sheet)
- Retirement Seminar Flyer (1 sheet)
- Bargaining Committee Interest Flyer (1 sheet)
- OEA ICE Resources Flyers (4 sheets, Spanish and English)
- Membership Application (2 sheets)
- Membership List (Varies)

Take care,

Angela Bonilla, PAT President

Alisha Chavez, PAT Vice President

Jennifer Dixon and Maria Mapes, OEA Associate Staff

11/19/2025 Agenda and 10/8/2025 RA Minutes (2 sheets)

- 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, November 19th, 2025
5:00pm-7:00pm at the PAT Office

RA Agenda 5:00pm-7:00pm

- Welcome & Inclusive Opening (5 min)
- Agenda & Approve Last RA's Minutes (5 min)
- Standing Rules (3 min)
- Nominations and Elections Committee (5 min)
- Zonal Check-In (25 min)
- Community Organizer Report (10 min)
- PAT Secretary's Report (5 min)
- PAT President's Report (10 min)
 - Bargaining Survey

Rep Checklist, November 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 November 2025 Checklist

- Continue to collect personal emails & phone numbers from all members at your site.
- Copy and share Community Bargaining Survey QR code flyer with every educator to post at Parent/Teacher Conferences
- If you have not held your rep election, select reps ASAP & report results on PAT form
 - Inform your administrator of your position as Building Rep if you have not already
- Hold a 10-minute meeting for all union members in November
 - Begin Class-Size committees conversations with admin and affected educators, if you have not already.
- Review your lists of members & potential members

Class Size Committee Info Sheet (3 sheets)

- Where: Keep in the lounge and give to each building rep.
- What: Refer to contract and reach out to Eboard liaison if you have any further questions.



Know Your Rights: Class Size Committees

1. How to Refer or Concern for a Class Size Committee:

Option 1: Because of a prolonged absence (Article 8.3.2.1.b and 8.3.2.1.c)

If on the third Monday in October (10/21/24) and the third Tuesday in February (2/19/25), a professional educator's class size exceeds the threshold set forth in the chart in Article 8.3.3, the District offers three options:

- Students are moved to meet the limit within two weeks.
- A 1:175 educational assistant or a paraprofessional is provided within two weeks, or
- The professional educator is paid a stipend.

It also states in 8.3.2.1.b that they may also call for a class size committee.

QR codes Community Survey (1 sheet)

- Where: Give one flyer per member.
- What: Folks will post the QR code near their table for parent teacher conferences or outside the classroom door.



Nominations and Elections Letter (1 sheet)

- Where: Place on PAT bulletin board.
- What: Share with your co-workers and have members interested in running follow the nominations and election procedures.



Retirement Seminar Flyer (1 sheet)

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



Bargaining Committee Interest Flyer (1 sheet)

- Where: Place on PAT bulletin board.
- What: Share information with your co-workers.



OEA ICE Resources Flyers (4 sheets, Spanish and English)

- Where: Place on PAT bulletin board.
- What: Share information with your co-workers.



Membership Forms (2 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!

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 every potential member/ not-yet-member to join. Keep this list for your records. DO NOT SEND THIS BACK TO PAT.

