

April 2026

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)
- 02/25/2026 Minutes and 4/29/2026 RA Agenda (2 sheets)
- Rep Checklist, April 2026 (1 sheet)
- Key Responsibilities of a Building Rep (1 sheet)
- Instructions for Creating a Ballot for Building Rep Elections (1 sheet)
- May Day Rallies Flyers (2 sheets)
- PAT Racial Equity End of the Year Social (1 sheet)
- PAT Student of Color Scholarship (1 sheet)
- PAT Classified Employee of Color Scholarship (1 sheet)
- PAT Educator Self Care Day Flyer (1 sheet)
- PAT Retirement and Early Career Dinner Flyer (1 sheet)
- Just Sign It Nike Rally/March Flyer (1 sheet)
- CPPS Funding Forum Flyer (1 sheet)
- Membership Lists (varies)
- Membership Form (1 sheet)

Take care,

Angela Bonilla, PAT President

Alisha Chavez, PAT Vice President

Jennifer Dixon and Maria Mapes, OEA Associate Staff

02/25/2026 Minutes and 4/29/2026 RA Agenda (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.

Rep Checklist, April 2026 (1 sheet)

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

Building Rep April 2026 Checklist

- Continue to collect personal emails & phone numbers from all members at your site.
- Hold a 10-minute meeting for all union members in May
 - Rep Elections!
- Elect and report back Rep Election results before May RA. Resources in your packet.
[Report back results here: https://bit.ly/4cXlpQv](https://bit.ly/4cXlpQv)
- Continue to have one-on-one conversations with all potential members including New Members, Coaches and Substitutes. Encourage them to join PAT per the Membership Drive
- Post and distribute union materials on bulletin boards in the common staff area.
 - May Day Rally Flyers

Key Responsibilities of a Building Rep (1 sheet)

- Where: Keep a copy as Head Rep
- What: Talk to other reps or others interested in becoming a building rep



Key Responsibilities of a Building Rep

- Attending monthly Representative Assembly meetings and reporting information back to site staff.
- Keeping your school's PAT membership at 100% and attending regular rep and organizing training.
- During contract organizing years, I work with the Contract Action Team at your site to activate membership around contract proposals and strike readiness.
- Establish monthly PAT/Admin meetings and attempt to resolve issues with site administrators.
- Organize and lead monthly 10-minute meetings at your site.
- Establish ongoing relationships with fellow PAT members in your building.
- Introduce yourself and other employees to new staff.
- Consistent communication with PTA or PTO.

Instructions for Creating a Ballot for Building Rep Elections (1 sheet)

- Where: Keep a copy as Head Rep
- What: Work with members in your building to hold rep elections for next year

Instructions for Creating the Ballot for Your PAT Building Rep Election (and for Validating the Results of Your Election)

- Make a copy of the [template](#) for the "Ballot for PAT Building Rep Elections"
 - Click on [this link](#) for the ballot template. When it asks if you want to create a Copy, click the box that says "Make a Copy". This will create a copy of the ballot that you may then edit.
 - (Make sure to also read the important note, highlighted in yellow, lower in these instructions.)
- In the header, replace "Site Name" with the name of your site.
- In the instructions, delete the top three lines (which are just instructions for you).
- On the question "Candidates for Building Rep: Vote for NO MORE THAN (N) Reps", replace "(N)" with the number of reps your site is allowed to have. (Make sure your colleagues understand that if they place more votes than that number, ALL of their votes will be voided and will not count).
 - Reminder: The PAT Bylaws say that "One representative may be elected for each

May Day Rallies Flyers (2 sheets)

- Where: Place on PAT Board
- Who: Share with your 1:10s about attending and supporting!



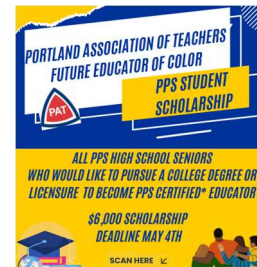
PAT Racial Equity End of the Year Social (1 sheet)

- Where: Keep on the PAT Board, make copies if needed, and leave in the lounge.
- What: Share with educators of color in your worksite so people can come and have some fun!



PAT Student of Color Scholarship (1 sheet)

- Where: Keep on the PAT Board, make copies if needed, and leave in the lounge.
- What: Invite members to share with their students if applicable.



PAT Classified Employee of Color Scholarship (1 sheet)

- Where: Keep on the PAT Board, make copies if needed, and leave in the lounge.
- What: Invite members to share with their coworkers if applicable.



PAT Educator Self Care Day Flyer (1 sheet)

- Where: Place on PAT Board
- Who: Share with your 1:10s about attending and getting some much needed self care during teacher appreciation week!



PAT Retirement and Early Career Dinner Flyer (1 sheet)

- Where: Place on PAT Board
- Who: share with early career (1-3 years) and folks retiring this year!



Just Sign It Nike Rally/March Flyer (1 sheet)

- Where: Place on PAT Board
- Who: Share with your 1:10s about attending and supporting!



CPPS Funding Forum Flyer (1 sheet)

- Where: Place on PAT Board
- Who: Share with your 1:10s about attending and supporting!



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.



Membership Forms (1 sheet)

- 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!

