

PDTA Representative Assembly Meeting Agenda

Monday, September 16, 2024, promptly at 3:30 p.m.

LOCATION: SHS LGI

Not Present- Greg Bischooping, Michele Riedl, Ann Conciardo, Mike Madden, Brian Oliver, Patricia Steeley, Murie Gillett, Emily Natoli-Burns, Katie Shea

1. Sent with agenda: Treasurers Reports (delayed), 2024-25 Meeting Dates, RA Roster, Committee Rosters, PDTA 2024-25 Budget, NYSUT/PDTA Code of Conduct, 2024-2025 Committee Reports Available On PDTA Website: Sexual Harassment Documentation (NYS – PDTA Policy Notice , Sexual Harassment Prevention Policy Notice , Complaint Form for Reporting Sexual Harassment)
2. **NYSUT/PDTA Code of Conduct**
3. **“We are the PDTA’s Representative Assembly”; Intros, Roles and Responsibilities”**- all of you represent someone, your voice is imperative, we need to hear from you. Job is to be that voice, can always speak in meetings, to officers, and in between meetings as well.
 - Introductions of officers- two vacancies currently; Secretary and Treasurer
 - Reviewed all Rep Assembly positions
 - Informed the group about Tracy’s current limited availability
4. Additions to the Agenda: none
5. Approval of the Minutes (sent with agenda)
 - a. Representative Assembly – June 2024- none currently
 - b. Executive Committee – September 2024- Approved
6. Treasurer’s Report: (sent with agenda)- ask for a stay of this topic, Dwayne does not currently have access, waiting until treasurer is on board and will do a full presentation next month.
 - a. Treasurer’s Reports: Not Available – will be shared for October RA, Approved to hold until October.
 - b. **Annual Required AFT Audit (Available to members upon request from the PDTA office)**
Vote on Acceptance? **Action: Approved**
Discussion/Questions- none
Vote on Approval (President to sign and send to AFT)? **Action: Approved**
 - c. Annual Budget Review- only has to do a brief presentation on the budget as this has already been voted on. Drop in overall budget from last year due to a slight drop in membership; Dues \$759, \$8 per month change, increase solely due to NYSUT level increase.
No Action Required
7. Old Business/Updates
 - a. **2024-2025 Sick Leave Bank:**
 - **Member voluntary donation days will occur in October, including at the Benefits Fair.**

Bold items should be included in building minutes.

- Contractual provision “All members of the Sick Leave Bank may elect to donate up to four (4) sick days to the Sick Leave bank each year during open enrollment.
- **713 Days in the SLB so no need to reassess (Required when less than 500 days available)**
 - Annual Sick Leave Bank Status Report:
 - **2023-2024: 290.5 Days Allocated**
 - **158 Enrollment Days + 36 Days Donated = 194 Total Collected Days**
 - **713 Days Available (Historical: 22/23 = 809.40, 21/22 = 700.7, 20/21 = 709.8, 19/20 = 567.8)**
 - **Reassess at/below 500 – No need to reassess at this time.**

Open enrollment for anyone to donate in October, then retirees at time of retirement can donate more at the end of the year.

Take a Look at Teaching (TALAT)

PCSD/PEF have agreed to fund the stipend for the TALAT advisor stipends at each HS as the PDTA NYSUT Grant has expired. Will not receive a normal PCSD extra-classroom contract, will receive a modified one. Their check will come from PEF, not district.

8. New Business

a. **PDTA Officer Vacancies (Secretary and Treasurer)**

b. **Action:** see below

i. Multiple interest for both roles

ii. Treasurer

1. Nomination of Ryan from the floor, seconded, discussion see #2 below

2. Would like to approach Julie Shaw and ask her to onboard Ryan, want to compensate her. Offer her 1/10th of the stipend

a. Approved, unanimously

iii. Secretary- Alyson Hallett

1. Nomination of Alyson from the floor, seconded, discussion see #2 below

a. Approved, four abstentions noted

2. Allison Luta is interested in stepping up to co-chair PR but wasn't sure if she could and maintain her building level position. Dwayne shared that this is acceptable and discussed potential co-chair with other applicant for secretary.

PR Chair- Dwayne will have a conversation with Alyson, Allison, and other applicant regarding co-chair possibilities.

c. **Spring Elections: 2025-2026 Election Timeline:**

Tuesday, February 11 - The nomination memo for President Position distributed

Tuesday, March 4 - President Position petitions due to PDTA Office

Wednesday, March 5 - Communication of contested President Position shared with members

Monday, March 10- Candidate bio and message due to Communications Chair for Speak Out

Tuesday, March 11 - The nomination memo for Officers and District Level Positions distributed

Thursday, March 13 - Special Edition of Speak Out: Candidates Issue, if necessary

Thursday, March 20 - Presidential Elections will be held, if needed

Friday, March 21 – Formal announcement of Presidential Election results

Tuesday, March 25 - Officers and District Level Position petitions due to PDTA Office

Wednesday, March 26 - Communication of contested Officer and District Level Positions shared with members

Monday, March 31- Candidate bio and message due to Communications Chair for Speak Out

Thursday, April 3 - Special Edition of Speak Out: Candidates Issue, if necessary

Thursday, April 3 - The nomination memo for Building Representative emailed

Thursday, April 10 - Officer and District Level Elections will be held, if needed

Friday, April 11 – Formal announcement of Officer and District Level Election results

Thursday, April 24 – Building Rep petitions due to PDTA Office and Memo for Bld. Committee Positions sent to Building Reps
Friday, April 25 - Communication of contested Building Level Positions
Thursday, May 8 - Building Level Elections held and results communicated to PDTA Office
Friday, May 9 – PDTA Office shares Building Election Results with building members
& Committee Member Nomination Form distributed to all members
Monday, May 12- May Representative Assembly Meeting (all elected positions filled)
Friday, May 23- Deadline for Building Representatives to submit filled committee seats to PDTA Office

Mandated by Constitution to have everyone in place by May RA so the timeline works back from there. Conversation about separating the President election from the rest came up after last Exec meeting:

- President- Feb 11- March 21
- Officers- March 11- April 11
- Building reps- April 3- May 9

This schedule should be considered for the future, negative is you could wind up with two District-wide elections in one year. Would not have an appointment then, but a true election. Consider a constitutional change in the future.

d. **Compensation:**

ALL members are encouraged to review their 9/15 pay reports for accuracy (hours and rate). Members should have received a 4% increase.

Paraprofessional Compensation

- i. **2024-2025 increase 4.0% + \$.57/hour**
- ii. **Para salary is calculated based on an hourly rate. It is the hourly rate that is increased annually and then converted to a salary. The calculation is close, but not exactly the same as applying the annual increase directly to the salary.**
- iii. **Paras who believe they qualify for the \$250/Semester stipend for working with students with specific needs should review contract provision 25-2-5 and then verify with your principal that your name has been submitted to payroll.**
- iv. **New “Para Subbing for Para Compensation Form”: An email is forthcoming to building administrators and paraprofessionals this week that explains the need for changes following an audit and important information regarding the new process.**

e. **Building Work Hours-** conversations are ongoing with building admin to clarify expectations around building hours.

- i. Hours are inconsistent, have changed practice or not communicated
- ii. Dwayne and Melissa (PDAA President) will have a standing meeting during the day on Monday of Exec, so that the same message is going to Rep and Principals
- iii. Melissa will discuss interest with PDAA for consistency and reasonable implementation.

f. **PCSD calendar – December 23rd Non-report work day designated for completion of Global Compliance, Teacher TEACH Mandated Reporter Training and the new Violence in the Workplace module.**

- i. Put a work ticket in if anyone is having trouble with modules.

- 1. Amy Lamb- there are issues this year with the rollover of programs, will respond quickly to requests.
- g. **At the request of our members, the PDTA Executive Committee is currently reviewing PCSD/PDTA posting practices.**
 - i. **Some practices that came to us for considerations, will process at Exec, then RA for input and guidance. Have time on this, but want members to know that we are actively engaged in these conversations.**
- h. **Workplace Violence Reporting**
The reporting FORM was included at the end of the WPV training and is provided here for your use if needed. ANY incident that involves violence must be reported using this FORM. PDTA is currently working with HR to get this FORM posted on the HR website.
Workplace Incident Recording Form (office.com)
 - i. **Form should be filled out for acts of violence against anyone- student to student, or student to teacher, etc.**
- i. **DPT/Advocacy Team Update:**
PCSD is anticipating a \$1.5 – \$2 million budgetary deficit resulting from ongoing Foundation Aid and Tax Cap limitations.
The PCSD Advocacy Team has been convened. Efforts will initially focus on communication with elected officials and engaging the PCSD community (PDTA Members included) in our efforts.
- j. **PDTA Sexual Harassment Training**
 - **All RA members must complete the PCSD Module prior to September 31st and submit (email, interoffice mail or at the meeting) a copy of the Certificate of Completion.**
 - **If not present at the September RA Meeting, you will be required to set up time to complete the required PDTA training.**
 - **Review and Discussion of PDTA Sexual Harassment Policy, Compliance Form and Reporting Process. Assessment of who is the responsible agency; PCSD/PDTA.**
 - **Opportunity for discussion/questions – Required component**

Official Sexual Harassment Training complete- Q&A, no questions from the Representative body

9. Committee Reports (See attached)

- a. Communications- Murie Gillett
 - **Speak Out Deadlines** → Sept. date change highlighted. January 20th we don't have school, will need to be changed.
- b. Extracurricular (Katie Shea)
 - **Contract processes in-building-** no one should sign a contract if it is not believed to be accurate.

2024-2025	Submission Deadline	Publication Date
September	23	26
November	4	7
January	20	23
March	10	13
May	5	8
June	9	12

- c. Health and Safety (Emily Natoli-Burns)- nothing significant to share currently
- d. Membership (Paul LeVan)
 - Membership update Membership drive has begun. Membership representatives will be reaching out to all new hires in the coming days. We look forward to reaching 100% Membership.
 - If Building Reps are aware of any retirees that have been rehired to teach for a Semester or more, please let Paul LeVan know, as we do need to re-invite them to join PDTA.
- e. Political Action (Karen Grace)

FIX TIER SIX – Check out this comprehensive page for information about NYSUT’s initiative to fix Tier 6.

Update on this year’s VoteCope strategy- hope to have all forms of those who already give sorted by building for October meeting. New/not giving will be the targeted all year long. Reps please help Political Reps help spread the word and share resources. Retirees run their own campaign.
- f. Professional Standards (Dennise Zobel)- first meeting 10/1- action items continuing from last year Q&A doc for non-APPR staff. Also explore digital options for the evaluation process to eliminate concerns from recent years. Email Dennise if you don’t know your building rep is for PSC.

We are paused on any change in APPR process due to the change in legislature, NYSUT is unclear on updates until we have more guidance from the state.

- g. Professional Growth (Nicole Barry)- none
- h. Public Relations (Alyson Hallett)
 - **Seeking a Co-Chair**
 - **Making Strides Against Breast Cancer Walk**
 - **Sunday, October 13 at 10:00AM at Innovative Field**
 - **If interested in donating, please the use the following link: MAKING STRIDES and search "Pittsford"**
 - **Benefits Fair/Flu Shot Clinic**
 - **Thursday, October 24 from 2:30-5:00PM at CRMS Commons**
 - **Raffle Baskets - Look for an email from your Building PR Rep regarding your building’s basket’s theme and how to donate items that help us create exciting prizes and raise a significant portion of the money for our Scholarship Fund**
 - **PDTA Apparel Sale**
 - **To begin ahead of the Benefits Fair. Forms will be available in individual Buildings and at the Benefits Fair**
 - Should we invest in new badge reels, sold almost all of them in the past two years. Old minimum was 150qty. Stephanie will check with contact to see if that quantity and price are still the same.
 - **Motion: **Approved** for spending up to \$500 which will be recouped by sales. Will come back to RA if more is needed.**
- i. Social Committee (Erica Bonin)
 - **Benefits Fair Thursday, October 24 from 2:30-5:00PM at CRMS Commons**

- **FluShot Clinic: Appointments will be required for the FluShot Clinic. Information is forthcoming from our provider.**
 - **There will not be access to COVID-19 vaccination/boosters at the event.**

10. Special Reports

President:

- Review of Terms: “Duty of fair representation” / “Weingarten Rights” / “Cadet Rights” / “Progressive Discipline” / MOA- conversation on hold due to time
- The Culture Code Book Study [Blended]
 - Please register by Friday
 - Estimated count for pre-order of books? Rough estimate for books: 20, more hands were up that are interested in participating. Dwayne will send out individual communication in the next day or two.
- Assistance Animals on Campus**

Questions have arisen regarding staff members with allergies impacted by the presence of assistance animals on campus. BOE policy states, “If any individual suffers an allergic reaction while in the presence of a therapy dog, the District will require the handler to move the therapy dog to a different location designated by a District administrator.”

If you have medical impact, you are advised (not required) to work with the handler first (and/or) then your building administrator and union representative, as needed. Would go to a health and safety form as needed.
- Each year NYSUT and the Monroe County Federation of Teachers (MCFT) support the Rochester Labor Film Series. This is a joint effort of the Dryden Theatre & Rochester Labor Council to present films supporting and celebrating workers around the world. Check out this website for the listing of the 2024’s Labor Film Series: [2024 Rochester NY Labor Film Series Schedule \(rochesterlabor.org\)](https://rochesterlabor.org) These films will be shown at the Dryden Theatre on Friday nights at 7:30pm, starting on September 6-Nov 1. Call the NYSUT Regional office at 585-454-5550, email Dee at Deanne.Smith@nysut.org, or email the PDTA office to request free tickets. Dryden Theatre, 900 East Ave, Rochester, NY 14607**
- Important dates:**
 - **Early Decision Retirement Workshop: September 18, 2024 from 3:30 – 4:30pm**
 - **New SRP Orientation: September 23, 2024 from 3:30-5:00 pm (BRE: McCluski Meeting Room)**
 - **Benefits Fair/ Flu Shot Clinic (CRMS) October 24, 2024 from 2:30-5:00 pm (Solidarity Wear Day)**
 - **NYSERS (SRP’s) Pre-Retirement Workshop: October 28, 2024 (SHS LGI) from 3:30-5:00 pm**
 - **NYSTRS Pre-Retirement Workshop: Date and location TBD**
 - **SRP Recognition Day: Tuesday, November 19, 2024 (3rd Tuesday of November annually)**
 - **Membership Meeting (SHS LGI): January 13, 2025 (Solidarity Wear Day) at 3:30 pm**
 - **Pink the Rink (RIT): TBD (Wear Pink)**
 - **Retirement Party (Eagle Vale): Thursday, May 22, 2025 at 4:30PM**
- Other- none

Executive Vice President:

- a. **Please promote the PDTA Student Assistance Benefit Student Benefit Fund - Forms are electronic and found exclusively on www.pdta.org**
- b. **PTSA – Encourage all PDTA members to join! Membership is \$8 for Faculty/Staff**
- c. **Social Media - FB page (Pittsford District Teachers Association), X (@PDTAunion)**

Vice President-Negotiations - none

Resolution Specialist

- a. **All overages, overloads or contractual inquiries should be communicated to Kim Chesko immediately. Time is of the essence.**
- b. **Any ongoing issues with para hours or compensation for working with students with significant needs , etc should be communicated as soon as they become known.**
- c. **All start of the year contract issues (class size, IEP numbers, lack of planning/travel/lunch time, over contractual minutes, etc.) to Kim as soon as they become known.**

SRP Representative

- a. **Para mentors**
 - i. **0.5FTE or greater gets a mentor**
 - ii. **Mentor process for paras**
- b. **Compensation for Paras being pulled to fill other positions.**
 - i. **New “Timesheet” process**
- c. **All paras should know their work hours and these should align with those communicated to payroll. If unsure, all paras are recommended to inquire of their administrator/supervisor.**

Delegates- none

Retiree- does communication go to the retirees about the Benefits Fair? Irene will reach out to Tracy and Dwayne so proper communication can go out.

11. Adjournment