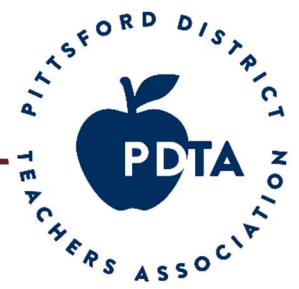


PDTA Executive Committee Meeting Minutes

Monday, October 2, 2023 at 3:30 pm

LOCATION: SHS LGI



Standing Attendees: Melissa Althouse, Greg Bischooping, Bret Burrows, Dwayne Cerbone, Kim Chesko, Kristen Dolan, Amanda Marshall, Spencer Jones, Jessica LeVan, Michele Riedl, Julie Shaw, Connie Maust, Jen Villareale, Stephanie Warchol, Todd Warren, Dennise Zobel

Additional Attendees:

Updates:

1. **PDTA Exec allocated a significant portion of our meeting to meet with PCSD Tech Services to pilot the Multi-Factor Authentication (MFA) processes that need to be implemented on all district systems by the end of October in order to align with imposed Microsoft requirements**
 - a. Dates are being coordinated in each building for Tech Services to turn on MFA and support the roll-out with staff with the intent to minimize any disruption to usage/access
 - b. Feedback was provided by Exec members to help manage this for our members
 - c. Changes have been implemented that will ease the overall burden this could have caused members
 - d. PDTA is not opposed to members using their personal devices for the MFA process as it is believed to be the most convenient and effective method. However, if a member does not desire or is unable to do so, the District will provide a fob (portable digital key) that will serve the same purpose. It is important to know that this fob must always be with the member to access any new device or to re-authenticate the device the members is using.
2. **Sick Leave Bank**
 - a. **Open Enrollment Period for New Members (October 1st - 31st)**
 - b. **Open Donation Period for Existing Members (October 1st – 31st)**
 - i. **Please note: Once 4 days have been deducted, a member is vested. No additional days are deducted unless a member voluntarily notifies PDTA of a donation or the Association communicates the need to collect additional days to sustain the bank**

Discussions/New Business

1. ***SpeakOut:*** As always, members are encouraged to read the most recent publication of PDTA's ***SpeakOut***
 - a. **Issues are filled with information that is relevant and important to members. PDTA leaders and members are encouraged to submit articles for consideration**
2. **Members should regularly verify all payroll and absence recording in WinCap**
 - a. **Remember, there is now an email verification needed to access WinCap**
 - b. **Report errors or questions to your supervisor/administrator**
3. **After school supervision for bus students 2023-2024**
 - a. **MOA signed; Rate set at \$31.09/hour with minimum 30 minutes**
 - b. **Conversation is ongoing about a possible MOA need for lunch coverage in some buildings**

EC Meeting Dates 2023-2024: 9/11, 10/2, 11/6, 12/4, 1/8, 2/5, 3/4, 5/6, 6/3

4. Paraprofessional Compensation Processes

- a. **Dwayne met with central office representatives to create a detailed document related to para compensation that was agreed upon by all**
- b. **There has since been disagreement regarding some components of the document. Dwayne will be meeting again with the same group to determine next steps.**
- c. **Paras should not be filling out a timesheet; it should be filled out for them**
- d. **There are ongoing conversations district-wide about specific para compensation scenarios that arise**

5. TALAT Update

- a. **Dwayne is working with NYSUT to extend access to our grant money beyond the end of this year**

6. Global Compliance

- a. **Dwayne continues to be in conversation with HR about the length of time the modules are taking members**
- b. **The Association is continuing to address the burdensome aspects of the new modules. More information will be forthcoming.**
- c. **Some members inadvertently completed the old modules before communication about the new modules came out. If that is the case, the member should send copies of their completion certificates to Shawn Clark in order to receive credit.**

7. Incident Reporting Documentation

- a. **The President continues to work with the Superintendent on an official process when an injury occurs to a staff member**

8. BOE Appreciation- Stephanie Warchol – more information forthcoming

- a. **Recognition at October 17th Board of Education meeting**
- b. **Discussion: BOE gifts/amount to spend**

9. Building Reports – Come ready to share relevant and important member needs/voice

10. Additions –

- a. **Print Shop**
 - i. **Members should continue to follow communications that come out regarding print shop needs**
 - ii. **If there are delays in material acquisition, please reach out to Dwayne**

Building Rep Reminders

1. **If not already done, please schedule a first semester official building visit AND a building representative/team meeting with Dwayne. Contact Tracy Castleberry to set up.**

Important Dates:

- **Benefits Fair/ Flu Shot Clinic (CRMS) October 12, 2023 2:30-5:00 PM (Solidarity Wear Day)**
- **American Cancer Society's Making Strides Against Breast Cancer Walk (Innovative Field) Oct 22, 2023 10:00AM**
- **ERS Pre-Retirement Workshop (ZOOM) - TBD**
- **NYSTRS Pre-Retirement Workshop (Mendon High School LGI) – November 15 3:30-5:30**

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- SRP Recognition Day – November 21, 2023
- Membership Meeting (SHS LGI) – January 22, 2024 (Solidarity Wear Day)
- Pink the Rink (Bill Gray’s Ice Plex) – January 20, 2024 5:00pm -8:00pm (Wear Pink)
- Retirement Party (Eagle Vale) - May 23, 2024 at 4:30PM

2023-24 Speak Out Deadlines – Reach out to Murie Gillett with questions

	Submission Deadline	Publication Date
November	Oct. 30	Nov. 2
January	22	25
March	11	14
May	6	9
June	10	13

10 Minute Building Meeting: TO DO at the faculty meeting. Here are your talking points.

- Need to review paychecks and other salary/stipend documents/attendance balances/paid subbing, etc. with fidelity, overage/overload communication to you if no documentation yet
- Open discussion

Reps: please send all building reports and news to Jessica LeVan and Murie Gillett via email for this meeting. Items in **bold** should be included in your Executive Committee Minutes and/or shared at a faculty meeting!