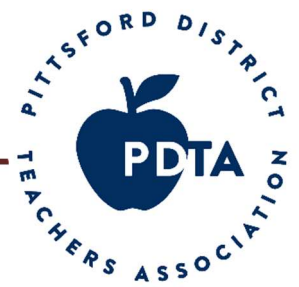


PDTA Executive Committee Meeting Minutes

Monday, October 7, 2024 at 3:30 pm

LOCATION: SHS LGI



Standing Attendees: Melissa Althouse, Greg Bischoff, Bret Burrows, Dwayne Cerbone, Kim Chesko, Kristen Dolan, Ryan Domina, Alyson Hallett, Samantha Hyde, Amanda Marshall, Spencer Jones, Michele Riedl, Connie Maust, Jen Villareale, Stephanie Warchol, Dennise Zobel

Additional Attendees:

Updates

- **Introduction of newly appointed Secretary (Alyson Hallett) and Treasurer (Ryan Domina)**
 - Welcome and thank you to new officers. All members of Exec introduced themselves and their role.
- **Building Workhours: Outcomes PDAA**
 - Building representatives reported on whether work hours were/weren't shared prior to the school year and outcomes of follow up discussions that have taken place.
- **Book Study**
 - Everyone who is participating in the book study has been invited to a Microsoft Team. Channels that appear hidden are accessible by clicking the three dots on the left-hand side and un-hiding them. Books have been sent through inter-office mail.
- **PDTA Sick Leave Bank (SLB)**
 - **Open Enrollment Period for Members to join the SLB (October 1-31st)**
 - This is not a year-round enrollment.
 - **Open Donation Period for Existing Members (October 1-31st)**
 - **Please note, the notation "Sick Bank Contrib." in WinCap Web Attendance Balances indicates SLB status. You are fully vested if it shows 4 days. This does NOT indicate that 4 days were deducted this year, additional days are NOT deducted annually after you are vested.**
 - All members are encouraged to check their WinCap Attendance Balances.
 - Sick Leave Bank is a contractually negotiated benefit of PDTA.

Discussions

- **Mock Treasurer Report**
 - A mock treasurer report was presented and the new Excel spreadsheet that has been created to mimic Quicken was shared. The spreadsheet created will share what was already used from the year's budget and what is remaining (a feature that we didn't have access to before).
 - An updated report will be ready to share at the October Representative Assembly meeting.
 - Discussion took place regarding transactions that should have taken place in June for last year's budget but were not taken care of until July (cashing of stipend checks, the district contribution for the retirement party). We cannot go back to last year's records and adjust them, however if these transactions are recorded for this year, it will appear as if we have overspent even though we haven't. These transactions will be recorded in the "Helper" tab of the Excel spreadsheet and will be documented in a different color.
- **Board of Education Appreciation (October BOE Meeting)- Stephanie Warchol**
 - **Approval for the spending of money for BOE Appreciation; proposal of spending \$250 as in previous years- gifting \$125 to PYS and \$125 to PEF on behalf of the Board of Education**
 - Due to the holiday weekend, there will not be a RA meeting before BOE Recognition Week. Approval was given to move forward with past practice and gift the amounts noted above (2023-2024 amounts). Cards were filled out for all members of the BOE.

EC Meeting Dates 2024-2025: 9/9, 10/7, 11/4, 12/2, 1/6, 2/3, 3/3, 4/7, 5/5, 6/2

- **SpeakOut:** as always, members are encouraged to read the most recent publication of PDTA's *SpeakOut*. These issues are filled with information that is relevant and important to our members. PDTA leaders and members are encouraged to submit articles for consideration.
- **Members should regularly verify all payroll and absence recording in WinCap. Report errors or questions to your Supervisor/Administrator.**
- Staffing/Coverage challenges
 - Para Timesheet feedback
 - An email was sent to SRPs requesting feedback on the new timesheet. There will be training on filling out the new time sheets on the October Superintendent's Conference Day led by Payroll.
 - Unique coverage: Teacher for para
- Incident Reporting Documentation and PDTA support
 - The district has agreed to do a Workplace Violence Prevention review quarterly with Dwayne to review forms that have been submitted and work together on preventative measures for further incidents.
- Staff absence protocols
 - Dwayne is drafting protocols to share with administration regarding what is expected of staff when they are absent for unexpected, extended periods of time (15+ days).
- Topics for PDAA discussion
 - There is an upcoming meeting with PDAA and Scott Barker who is overseeing the Capital Projects regarding upcoming construction.
- Stop / Start / Continue
 - A three-column chart was created intended to encourage pausing and thinking about our work as a union and reflect. Discussion took place on how to best implement this at RA to generate feedback.
- Building Reports: Please come ready to share relevant and important member needs/voice
 - ACE – Nothing to report at this time.
 - MCE – Inquiry about building access on Sunday. No current movement.
 - CRMS – Seeking plan on how to evaluate building safely and efficiently during fire drills.
 - SHS – Nothing to report at this time.
 - PRE – Nothing to report at this time.
 - TRE – Nothing to report at this time.
 - BRMS – Inquiry about having a designated space to send a student if/when a teacher wants to stay late to work with a student, but the late bus doesn't come until 3:25. CRMS shared that they send these students to sports study hall in the commons (with para supervision). Struggling with technology and Wi-Fi.
 - JRE – Nothing to report at this time.
 - MHS – Looking for clarification on reunification practices during fire drills.
 - Dennise – There have been issues with technology and Wi-Fi across the district. This has impacted the administration of fall computer-based assessments at the elementary level.

Building Rep Reminders

- 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 these up.

Important Dates:

- **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)**

EC Meeting Dates 2024-2025: 9/9, 10/7, 11/4, 12/2, 1/6, 2/3, 3/3, 4/7, 5/5, 6/2

- Retirement Party (Eagle Vale): Thursday, May 22, 2025 at 4:30PM

- 2024-2025 Speak Out Deadlines:

2024-2025	Submission Deadline	Publication Date
November	4	7
January	21	24
March	10	13
Tentative Election Edition	March 31	April 3
May	5	8
June	9	12

10 Minute Building Meeting – TO DO at the first faculty meeting (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.
- When to reach out for representation: Called in to a meeting that can result in discipline, asked to do something that is atypical, an aspect of your work environment or duties is atypical.
- Open Discussion

Reps: please send all building reports and news to Alyson Hallett 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!