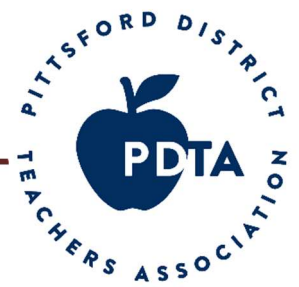


PDTA Representative Assembly Meeting Minutes

Monday, October 20, 2024 at 3:30pm

LOCATION: SHS LGI



Attendees: Melissa Althouse, ~~Nicole Barry~~, Susan Benson, ~~Greg Bischoff~~, ~~Erica Bonin~~, Bret Burrows, Dwayne Cerbone, Kim Chesko, ~~LaShanda Clark McCadney~~, ~~Ann Conciardo~~, Nina Dezio, Kristen Dolan, Ryan Domina, Mindy Emmerson, Ellen Fox, ~~Murie Gillett~~, Karen Grace, Alyson Hallett, Marc Hellems, Irene Hopp, ~~Samantha Hyde~~, Spencer Jones, ~~Kelly Jordan~~, ~~Amy Lamb~~, Paul LeVan, Allison Luta, Mike Madden, Amanda Marshall, ~~Brandon Mauks~~, Connie Maust, Emily Natoli-Burns, ~~Brian Oliver~~, ~~Farida Patrawala~~, Julie Pellegrino, Radhika Ramesh, Deborah Ricketts, Michele Riedl, Kelly Sanderson, Brian Shafer, ~~Katie Shea~~, Jennifer Simons, Sophie Spyra, Patty Steeley, ~~Trisha Sullivan~~, ~~Rebecca Tan~~, Jen Villareale, Stephanie Warchol, Jeff Wing, Jessica Wojcik, ~~Dennise Zobel~~

Additional Attendees:

1. Opening:
 - a. NYSUT/PDPA Code of Conduct
 - b. Additions to the Agenda
2. Approval of the Minutes (sent with agenda)
 - a. Representative Assembly – September 2024
 - i. Action: Amanda Marshall made a motion to approve the minutes, Mark Hellems seconded. Motion passed unanimously.
 - b. Executive Committee – October 2024
 - i. Action: Amanda Marshall made a motion to approve the minutes, Mark Hellems seconded. Motion passed unanimously.
3. Treasurer's Report: (sent with agenda)
 - a. Update on PDPA Financial Processes
 - i. We have migrated our financial bookkeeping from Quicken to Excel. The reports generated will look different but share the same information.
 - ii. With the transition to Excel, we will be able to see budgetary deductions in the transaction report, a feature that Quicken was unable to provide.
 - b. Treasurer's Report (July/August; September)
 - i. An updated report was given on July and August. There were financial transactions from last year that were included in this year's budget due to payments that were made over the summer.
 - ii. Discussion took place regarding the need to decide on when Rep Assembly needs to vote on investing in CDs. Dwayne asked for a vote allowing the President and Treasurer to have permission to invest funds as they see fit.
 1. Action: Karen Grade made a motion to approve, Amanda Marshall seconded. Motion passed unanimously.
 - iii. During the next budgetary process, around December/January, we will investigate the concept of threshold for our savings account.
 - iv. We currently have \$20,000 CD maturing in December.

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- v. Unbudgeted expenditures – We have an initial investment this year in a fundraiser (retractable badges). This shows up as currently having a negative expense. The money for this investment came out of savings that we will repay over the course of the fundraiser as items sell.

4. Old Business

a. Building Work Hours – update

- i. Building work hours were shared among buildings in the fall. Many buildings have similar past practice hours. There are a couple buildings still working through discussions.

b. 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. The link is now active on the website. 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.
- ii. Follow-up conversations will take place when the FORM is filled out. Members do not need to have representation but are welcome to ask for representation if they would like guidance.

c. Sick Leave Bank (Please see email from PDTA dated 10/01/24)

i. Open Enrollment Period for New Members (October 1-31st)

- 1. This is not a year-long enrollment.

ii. Open Donation Period for existing Members (October 1-31st)

- 1. **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.**

5. New Business

- a. PDTA President is meeting with administrators to discuss member interests regarding Code of Conduct implementation for specific challenging scenarios.

b. Staff Shortages

- i. **Continued attention is needed to ensure PDTA members are not inappropriately being assigned or voluntarily picking up duties/responsibilities resulting from under staffing on a per-diem or long-term basis.**

- 1. Dwayne is going to investigate the policy regarding student teachers subbing during a placement and the policy put in place by individual colleges regarding student teachers and their ability to sub.

c. DPT/Advocacy Team Update:

PCSD is anticipating a \$1.5 – \$2 million budgetary deficit resulting from ongoing Foundation Aid underfunding and Tax Cap limitations.

The PCSD Advocacy Team has been convened twice this fall. Efforts will initially focus on

communication with district employees and residents to solicit support advocating with elected officials.

- i. Stephanie and Dwayne sit on this committee and shared that PDTA is proactively being included in conversations regarding the Tax Cap and Foundation Aid.
 - 1. Information forthcoming in early November on how PDTA members can advocate alongside elected officials.
- d. Intro Stop/Start/Continue: Please come prepared at the November meeting to share and discuss options individually and as a building team

6. Committee Chair and Officer Reports

a. Communications (Murie Gillett):

Speak Out Deadlines:

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

- b. Extracurricular (Katie Shea)
 - i. **The [2024-2-25 Extracurricular Stipends List](#) has been posted to the PCSD website**
 - ii. **2024-2025 Extracurricular Contracts should have been distributed at this time in all buildings. DO NOT SIGN a contract if it is inaccurate. Members should reach out to their building extracurricular reps if you have any questions. The only clubs receiving a stipend are the ones listed on the Stipend List. If a member is running a district approved unpaid club this year, you MUST complete the extracurricular advisor survey in the spring for that club to be placed on the list for next year.**
- c. Health and Safety (Emily Natoli-Burns)
 - i. Reunification and Evacuation Protocols
 - 1. Training from the Spring 2024 Superintendent’s Conference Day on the reunification processes has not been revisited. Input was given regarding revisiting the protocols every Fall because of new staff in the building.
- d. Membership (Paul LeVan)
 - i. The first round of membership is complete. All teachers and regular subs have joined.
 - ii. Letters were sent out to SRPs who have not yet joined.
- e. Political Action (Karen Grace)
 - i. NYSUT Voter Guide Link: [NYSUT Voter Guide](#)
- f. Professional Standards (Dennise Zobel)

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- g. Professional Growth (Nicole Barry)
- h. Public Relations (Alyson Hallett & Kelly Jordan)
 - i. **Benefits Fair**
 1. **Thursday, October 24th from 2:30-5:00 at CRMS**
 2. **Apparel Sale kicks off. Order forms will be available at Benefits Fair or you can see your Building PR Rep for a flyer. Orders are due by Wednesday, November 6th.**
 - a. **We have new apparel! We are offering a ¼ zip navy blue pull over and a full zip heather blue hoodie**
 3. **20 oz. Tumblers will be on sale for \$20 cash or check to PDTA**
 4. **Retractable Badge Reels will be on sale for \$5 cash or check to PDTA**
- i. Special Events (Erica Bonin)
 - i. **Benefits Fair & Flu Shot Clinic – This Thursday, October 24th from 2:30 pm-5:00 pm CRMS Commons**

7. Special Reports

- a. President:
 - i. Reminder for all Reps and members: All Bldg. level concerns/interests directed through the Bldg. Reps and all District Level concerns/interests through officers
 - ii. **SRP Recognition Day is Tuesday, November 19**
 - iii. **Insurance**
 1. **The PCSD Health Insurance Open Enrollment period will be initiated shortly. This is the only time annually, other than qualifying events, for members to make changes to their Health Insurance options. The Business Office will again be implementing online enrollment for Flexible Spending Accounts (FSA) and Dependent Care Accounts (DCA). All plan information, enrollment forms, and rate sheets will be sent out via email from the Payroll Office.**
 - iv. **For those considering/planning retirement this year:**
 1. **All family member you desire to cover, must be on PCSD Health Insurance in order to carry health insurance into retirement. Retirement is NOT a qualifying event and, except for very limited cases, they need to be on you plan at Open Enrollment in the school year of retirement to qualify.**
 2. **If your spouse is also a PDTA member, please contact the PDTA President prior to Open Enrollment to discuss the retiree provision for spouses in our contract**
 - v. **For those planning retirement in the coming years, we are told that options to buy back service with the NYS pension can take two or more years to process.**
 - vi. **Important Dates:**
 1. **Benefits Fair & Flu Shot Clinic (CRMS) October 24, 2024 from 2:30-5:00 pm (Solidarity Wear Day)**
 2. **NYSERS (SRP's) Pre-Retirement Workshop: October 28, 2024 (SHS LGI) from 3:30-5:00 pm**
 3. **NYSTRS Pre-Retirement Workshop: Date and location TBD**
 4. **SRP Recognition Day: Tuesday, November 19, 2024**
 5. **Membership Meeting (SHS LGI): January 13, 2025 (Solidarity Wear Day) at 3:30 pm**
 6. **Pink the Rink (RIT): TBD (Wear Pink)**

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

- b. Executive Vice President
 - i. \$250 gift was presented (\$125 to PYS and \$125 to PEF) on behalf of the Board of Education. Cards to fill out/sign will be circulating around during the meeting.
 - 1. Action: Approval was given at October Exec Meeting
 - 2. Timing of the BOE Meeting didn't allow a vote during RA due to meeting dates (one meeting per month), so Exec gave approval to follow last year's donations.
 - a. This item will be added to September's agenda for next year.
 - ii. **PTSA – The PDTA encourages members to join! Membership is \$8 for Faculty/Staff.**
<https://pittsfordptsamemberhub.com/store/items/7547>
 - iii. **Student Benefit Fund - Forms are electronic and found exclusively on www.pdta.org**
 - iv. **Social Media - FB page (Pittsford District Teachers Association), Twitter (@PDTAunion)**
- c. Vice President – Negotiations
- d. Resolution Specialist
 - i. **Please notify your building representative if you have not received overage/overload contracts. Also notify the building representative for para special duty contracts.**
 - ii. HR Discussions:
 - 1. Impact of EA vacancy on certificated member
 - 2. Impact of CSE vacancy on teacher/EA/other CSE
 - a. We are finding that we are not having EA substitutes to fill in for CSE vacancies. Tasks that the CSE normally fulfills are falling on classroom EA and/or teacher.
- e. Delegates
- f. Retiree (PDRTA)
 - i. Satisfaction survey coming in January on insurance (one year mark) to get more information on how things are going.
 - 1. Dwayne recommended having discussions about feedback and what to do with it.

8. Adjournment

Meeting Adjourned
Respectfully submitted,

Alyson Hallett
PDTA Secretary