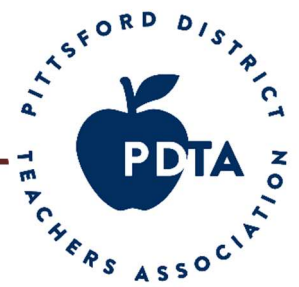


PDTA Executive Committee Meeting Minutes

Monday, December 4, 2023 at 3:30 pm

LOCATION: SHS LGI



Standing Attendees: Melissa Althouse, Greg Bischoping, 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: Karen Grace (BRMS)

Sent with agenda: NYSUT Regional Winter Conference Agenda

Discussions

1. Para Compensation
 - a. **PDTA officers met with Central Office Administration to discuss significant issues with para compensation for reassignment. We are hopeful that some responsive changes will be able to be shared in the coming days.**
 - b. PDAA and Business Office initially wanted paras to determine what warrants a timesheet/compensation without direction from the building administrator
 - c. PDTA asserts that when paras are reassigned to a different duty, they need to be told by their administrator whether it is compensated or not compensated
 - i. Para will fill out a timesheet for 15 days and receive additional compensation for filling out the timesheet and copying the timesheet prior to submitting it
 - ii. A para should never shift their responsibilities unless the administrator (not a teacher) directs them to
 - d. PDTA agreed to meeting with the district to determine whether there is a different or better way of managing coverage on a larger scale
 - e. **Action:**
 - i. **Paras should never change their job duties unless directed by their administrator. A para can only be considered "reassigned" if their administrator (or approved designee) directs them. Situations that are unclear (i.e. a CSE-assigned para is absent and the students requires it per their IEP) should initiate an inquiry to a principal to determine how it should be handled.**
 - ii. **PDTA encourages all paras to maintain copies/photos of all timesheets for reassigned duties and/or record reassignments if told they are not eligible for compensation (including who determined it was not eligible for compensation). Paras can make a copy or take a photo of the timesheet at the time they sign it.**
2. **Members with spouses employed in the District considering retirement this year are encouraged to contact Dwayne this week if you did not receive an email 12/4/23 or have any questions regarding health insurance options in retirement for PCSD employed spouses**
3. Status of Culture/Climate efforts
 - a. The Superintendent and PDTA President are actively discussing strategies to maintain and cultivate a culture of "supportive environment for all."
4. **January Membership Meeting: January 22, 2024**
 - a. **Location: SHS LGI**
 - b. **Topics:**

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

- i. **Contract status**
 - ii. **Recent PDTA interests**
 - 1. **District-Based Classroom interests**
 - 2. **Para compensation interests**
 - 3. **HR and Finance Dept interests**
 - iii. **Other relevant topics – reach out to Dwayne with other topics**
 - iv. **Time for Q&A**
- 5. NYSUT Leadership programs: [Local Action Project \(LAP\)](#) and [Leadership Institute](#)
 - a. LAP-
 - i. PDTA will gather information/feedback from districts who have attended recently, including exploring budgetary aspects
 - ii. Exec will discuss again at their next meeting in January prior to sharing at Rep Assembly
- 6. NYSUT 2023 Regional Winter Conference. Saturday, February 3, 2024 – All Exec members are approved to attend if desired. Julie will explore the budgetary considerations for sending 5 members and one president prior to the December Rep Assembly meeting.
 - a. HYATT Regency in Henrietta.
 - b. 7:30 AM – 3:00 PM
 - c. Breakfast and lunch provided
 - d. NYSUT’s President Melinda Person
 - e. The 2024 New York State Teacher of the Year, Zachary Arenz
 - f. Workshops presented by NYSUT LRSs and other expert NYSUT staff about negotiations and other important topics
 - g. Leadership training
 - h. NYSUT freebie for every attendee
 - i. Plenty of time for fun, learning and to exchange ideas with other regional local leaders
 - j. Raffles
 - k. Time to network, learn and exchange ideas
 - l. Be sure to SELECT meals if desired
 - m. Please send a copy of your registration to Dwayne.
 - n. The registration costs will be reimbursed by PDTA if approved by the President in advance. All Executive Committee members are pre-approved.
You will be able to pay by credit card or send a check to NYSUT
Advanced registration is required [HERE](#) by January 5, 2024.
 - o. If your plans change after you register and you have to cancel, a refund will be provided for cancellations made by January 11th.
- 7. Building Reports
 - a. Stephanie- PTSA suggested a membership competition between buildings to increase membership, she asked for feedback from Exec members on building support of this type of effort
 - i. PTSA should drive this work rather than PDTA
 - b. ACE – Nothing to report at this time
 - c. MCE- Wants to ensure that the January deadline for retirement letters is communicated to members
 - d. CRMS- Lots of conversation around paras, and some members of PEOP have inquired about PEOP joining PDTA, Dwayne shared
 - e. SHS- Amanda has been working closely with Dwayne on the ongoing needs at SHS
 - f. PRE- Nothing to report at this time

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

- g. Greg – Some issues with paras for payment issues with additional para stipend for district-based classes; they can email payroll and copy Dwayne in
 - h. BRMS- Continues to struggle on the administrative side
 - i. JRE – It would be helpful if administrators could inquire with parents if they have first shared their concern with the teacher
8. Additions
- a. Dependent Care FSA
 - i. Members have reported that this funding has not reached their account despite having been taken out of their paycheck
 - ii. The problem appears to be on the Benefit Resource side, because PCSD Payroll is making the deductions appropriately
 - b. Payroll
 - i. There have been some recent changes in Payroll Department due to unforeseen circumstances
 - ii. We do not know how long these circumstances will last. As a result, there may be ongoing difficulties with timely processing of Payroll needs
 - c. **The Print Shop is open and fully staffed: Catherine Rizk**
 - i. She can be contacted and materials sent to her via Print_shop@pittsford.monroe.edu
 - ii. District communication will be forthcoming
 - iii. Note: this is NOT the same as the Instructional Materials Center
 - d. Processing Rep Assembly
 - i. PDTA Executive members should continue to be mindful of their approach to conversations in different contexts/audiences

Building Rep Reminders

1. Members are invited, at any time and for any relevant topic, to submit an article of interest to our the member to Speak Out
2. PDTA is looking for someone who is interested in the role of PDTA Treasurer to fill in next year when Julie steps away from the position

Important Dates:

- Membership Meeting (SHS LGI) – January 22, 2024 (Solidarity Wear Day)
- Members considering retirement in June who are eligible for the Career Award are encouraged to review the contractual provisions and adhere to the related timelines. Please contact the PDTA office if you have any questions
 - Certificated Members: Letter to HR by January 16th (Modified 1/15 due to holiday)
 - SRP Members: Letter to HR by April 9th (Modified 4/1 due to break)
- 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
January	22	25
March	11	14
May	6	9
June	10	13

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!