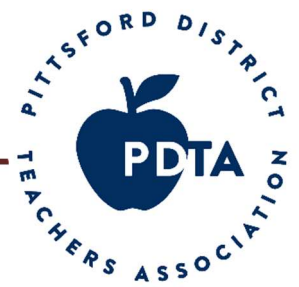


PDTA Representative Assembly Meeting Minutes

Monday October 16, 2023 at 3:30pm

LOCATION: SHS LGI



Attendees: Melissa Althouse, ~~Julie Barker~~, Susan Benson, ~~Greg Bischoff~~, Bret Burrows, Dwayne Cerbone, Kim Chesko, ~~LaShanda Clark-McCadney~~, Ann Conciardo, ~~Nina Dezio~~, Kristen Dolan, Shari Ebert, Ellen Fox, Murie Gillett, Karen Grace, Alyson Hallett, Marc Hellems, Samantha Hyde, ~~Mindy Johnston~~, Spencer Jones, Jessica LeVan, ~~Paul LeVan~~, 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, Julie Shaw, ~~Katie Shea~~, ~~Sophie Spira~~, Suzanne Stanish, Patty Steeley, Trisha Sullivan, ~~Rebecca Tan~~, Jen Villareale, Stephanie Warchol, ~~Todd Warren~~, 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 2023
 - i. Action: Radhika Ramesh made a motion to approve the minutes, Brian Shafer seconded. Motion passed unanimously.
 - b. Executive Committee – October 2023
 - i. Action: Radhika Ramesh made a motion to approve the minutes, Brian Shafer seconded. Motion passed unanimously.
3. Treasurer’s Report: (sent with agenda)
 - a. Treasurer’s Report
 - i. We’ve started paying NYSUT so accounts will begin to go down
 - ii. Julie is working on the 990-EZ
4. Old Business/Updates
 - a. **2023-2024 Sick Leave Bank**
 - i. **Open Enrollment Period for New Members (October 1st-31st)**
 - ii. **Open Donation Period for Existing Members (October 1st-31st)**
5. New Business
 - a. **HR Interests**
 - i. **2023-2024 PDPA continues efforts with district COT to implement new protocols that include appropriate checks and balances for communication of assignment to member and HR/payroll for all paraprofessionals**
 - ii. **Overages, Overloads, and Extra Duty Contracts**
 - b. PDPA President is calling a meeting of District Based classroom teachers and paras, with a building rep attending as well
 - i. Discipline reporting, recording, and response
 - ii. Injury reporting, recording, and response
 - c. **Staff Shortages**

RA Meeting Dates 2023-2024: 9/18, 10/16, 11/13, 12/11, 1/22, 2/12, 3/11, 4/15, 5/13, 6/10

- i. **Care and attention is needed to ensure PDTA members are not inappropriately being assigned or voluntarily picking up duties/responsibilities resulting from understaffing on a per-diem or long-term basis**
 - ii. **All overages must have the workload defined in alignment with the FTE being filled; no overage should be greater than a 0.2 and all overages are voluntary**
- d. Approval for the purchase of more PDTA stickers
 - i. Sale through Sticker Mule
 - ii. \$19.99 plus free shipping for 50 3"-stickers
 - iii. Requesting approval of funds to purchase 100 stickers at the cost of \$41.04
 - iv. Action: Amanda Marshall made a motion to spend \$41.04 to purchase stickers, Kim Chesko seconded the motion. Questions were answered. Motion passed unanimously.
- e. Superintendent's Conference Day
 - i. Members shared feedback from constituents on building activities on Superintendent's Conference Day
 - ii. Dwayne will bring feedback back to Central Office
- f. Global Compliance Update
 - i. Dwayne has communicated to HR and the Superintendent that says the modules need to be reduced, eliminated, or otherwise made to be a suitable length and level of engagement
 - ii. Dwayne continues to meet with HR to ensure that the content is applicable to members in an educational setting
 - iii. **PDTA is increasing its advocacy as the district has not yet addressed the Association's concerns**
- g. Take a Look at Teaching (TALAT)
 - i. Previously approved 3-year NYSUT/NEA grant has been extended for year 4; no additional funding needed
 - ii. **The high school club Take a Look at Teaching (TALAT) is looking for volunteers to allow high school students to shadow and assist our PDTA teachers in their classrooms. The goal of TALAT is to inspire students that are interested in the field of education to begin to make strong connections in the Pittsford District. Ultimately, we hope our TALAT students will come back to student teach and potentially work for Pittsford Schools. We know our students would make great teachers! If you are interested in having a TALAT student visit your classroom, please fill out the attached form. Thank you in advance for supporting our future teachers.**
<https://forms.office.com/r/GUaQ8J9ncv>
- h. PDTA Sexual Harassment Training
 - i. All PDTA RA members must complete the PCSD Sexual Harassment Training Module and submit evidence of completion to Tracy Castleberry immediately
 - ii. Review and discussion of PDTA Sexual Harassment Policy, Compliance Form, and Reporting Process. Assessment of who is the responsible agency; PCSD/PDTA
 - iii. Opportunities for discussions/questions – Required
 - 1. RA members were given an opportunity to ask questions and seek clarification on any of these components of the PDTA Sexual Harassment Policy; There were no questions or requests for clarification
- i. Perceptions, Positivity, Roles, and Impact
 - i. We must find ways to manage our professional relationships while still advocating for our members in a way that is productive and positive

6. Committee Chair and Officer Reports (attached)

a. Communications (Murie Gillett):

i. **Speak Out deadlines –**

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

b. Extracurricular (Katie Shea):

i. **Most buildings have distributed**

their extracurricular contracts. Please make sure that members know NOT TO SIGN a contract if they have any doubts about the accuracy of it.

ii. **Members should reach out to their building extracurricular rep if they have any questions.**

iii. **The only clubs receiving a U2 stipend are the ones listed on the [district website](#). If a member is running a district-approved unpaid club this year, they 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. Wellness Meetings will begin soon

d. Membership (Paul LeVan):

i. First round of Membership is now over, but some forms are still trickling in from teachers and SRPs

ii. Building Membership reps might be reaching out to Building Reps for help if their schedules don't match up with new hires'

iii. **First dues will start to come out of paychecks on November 15, so staff will see a slight reduction in paychecks beginning then**

e. Political Action (Karen Grace):

i. **Anyone interested in phone banking for MCC-endorsed candidates, please contact Karen Grace**

f. Professional Standards (Dennise Zobel):

i. Make sure members take a look at FAQ document prior to observations

ii. PSC will have a small group take a look at non-APPR staff and determine if there are rubrics that are more valuable for specific groups

iii. There is a revised Paraprofessional Evaluation Form completed by administrators

g. Professional Growth (Julie Barker):

h. Public Relations (Alyson Hallett):

i. **Making Strides Against Breast Cancer**

1. **Sunday October 22, 2023 at 10:00 am at Innovative Field**

2. **Use the following link or QR code to sign up to join our team or donate to the cause <http://main.acsevents.org/goto/nysut-pdta>**



ii. **PDTA Tumbler Fundraiser**

1. **20oz. PDTA tumblers on sale for \$20**

a. **Navy blue with a snap lid and the PDTA logo engraved**

b. **Cash or check to PDTA**

iii. **PDTA Apparel Sale**

a. **Began at the Benefits Fair and will continue through Wednesday October 25th**

- b. **Please see your Building PR rep for a flyer if you are interested in purchasing any PDTA apparel**

- iv. **Benefits Fair**

1. **Thank you to everyone who donated to our Benefits Fair Raffle Baskets. All proceeds from the raffle will go toward the Barb Shapiro Student Scholarship Fund**

- i. **Special Events (Shari Ebert):**

- i. **Benefits Fair – RA members shared feedback about this year’s event**

7. **Special Reports**

- a. **President:**

- i. **Reminder for all Reps and members: All building level concerns/interests directed through the Building Reps and all District Level concerns directed through officers**
- ii. **If not already done, please schedule a first semester official building visit AND a building representative/team meeting with Dwayne**
- iii. **SRP Recognition Day is Tuesday, November 21**

1. **Building Reps- please email your building’s plans to Dwayne. Stickers and resources are in process and on order**

- iv. **Insurance**

1. **The PCSD Health Insurance Open Enrollment period will be from October 30- November 17. This is the only time annually, other than qualifying events, for members to make changes to their Health Care options. The Business Office will once again be implementing online enrollment for Flexible Spending Accounts and Dependent Care Accounts. Each employee will be able to go to the third-party website (Benefit Resource, Inc.) to create their own account and enroll in the FSA/DCA that they choose. This will allow employees to log in any time of the day and from any location at their convenience. All plan information, enrollment forms, and rate sheets will be sent out via email on October 27th from the Payroll Office along with instructions on how to sign up for an FSA or DCA.**

2. **The district is transferring the health insurance provider for retirees on Medicare from Excellus to Aetna. This does NOT impact active in-service members or retirees under 64 years of age. The provider for our current members and those under 65 will continue to be the same Excellus plan.**

- v. **Important Dates:**

1. **American Cancer Society’s Making Strides Against Breast Cancer Walk: October 22, 2023 at 10:00am at Innovative Field**
2. **NYSTRS Pre-Retirement Workshop: November 15, 2023 from 3:30-5:30- at Mendon High School LGI**
3. **ERS Pre-Retirement Workshop (Zoom) – November 16th at 3:30-5:30**
4. **SRP Recognition Day: November 21, 2023**
5. **Membership Meeting: January 22, 2024 at SHS LGI (Solidarity Wear day)**
6. **Pink the Rink: January 20, 2024 from 5:00-8:00pm at Bill Gray’s Ice Plex (wear pink)**
7. **Retirement Party: Mary 23, 2024 at 4:30pm at EagleVale**

- b. **Executive Vice President**

- i. **Board of Education Appreciation (October BOE Meeting)**

1. **Approval for the spending of \$250 as in previous years. Gifting \$125 to PYS and \$125 to PEF on behalf of the Board of Education. Cards to fill out/sign**

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circulated during the meeting. Action: Jen Villareale made a motion to approve \$250 as a donation in honor of the PCSD BOE; Radhika Ramesh seconded the motion. No questions or concerns. Motion passed unanimously.

- ii. **PTSA**
 - 1. **Please encourage all PDTA members to join**
 - 2. **Membership is \$8 for faculty and staff**
 - 3. **<https://pittsfordptsamemberhub.com/store/items/7547>**
- iii. **Student Benefit Fund- Forms are electronic and found exclusively on www.pdta.org**
- iv. **Social Media**
 - 1. **FB Page: Pittsford District Teachers Association**
 - 2. **Twitter: @PDTAunion**
- c. **Vice President – Negotiations**
 - i. **Contract Update**
 - 1. **Contract feedback has been received back from NYSUT’s legal team with minor changes, which have been sent to HR**
 - 2. **Contract has also been submitted to PCSD’s legal team, awaiting feedback**
 - 3. **Once all feedback is received and incorporated, the contract will be posted and print copies will be available**
 - 4. **Until then, the contract is fully In Force (legally binding)**
- d. **Resolution Specialist**
 - i. **Kim is working to ensure extracurricular contracts are being distributed**
 - ii. **All extra-duty contracts that are overages and overloads should be out to members**
 - 1. **If a member has not received one, they should contact Kim**
 - iii. **Paras in district-based programs and those with unique responsibilities contracts**
 - 1. **Kim has confirmed with Payroll that these will be paid out as a lump-sum at the end of each semester**
- e. **SRP Representative**
- f. **Delegates**
- g. **Retiree (PDRTA)**
 - i. **TALAT program – Please share the Barb Shapiro scholarship with students and faculty**
 - ii. **Retiree group is almost 600 members, which is very large compared to area districts**

8. Adjournment

Meeting Adjourned

Respectfully submitted,

Jessica LeVan
PDTA Secretary