

PDTA Executive Committee Meeting Minutes

Monday, September 8, 2025 at 3:30 pm

LOCATION: SHS LGI



Standing Attendees: Melissa Althouse, Greg Bischooping, Jackie Bowser, Bret Burrows, Kim Chesko, Nina Dezio, Kristen Dolan, Ryan Domina, Samantha Hyde, Alyson Jacobs, Amanda Marshall, Michele Riedl, Connie Maust, Jen Villareale, Stephanie Warchol, Dennise Zobel

Additional Attendees:

Sent with Agenda: PDTA Meeting Dates, RA Roster, PDTA Committee Roster, Directions for Sending Building Specific Communication, SIRT Process Doc

Updates

- Exec Business
 - The PDTA Executive Committee had discussion regarding the following topics: PDTA Exec and RA agendas and minutes, soliciting building news, Opening Day feedback, committee roster updates, and the PDTA Executive Committee Team.
- Central Office – Several discussions took place regarding different departments in Central Office.
 - HR: Discussion in connection with the HR office included current investigations, the hiring process, overages/overloads, salary notices, an addendum to the Mandated Reporter Training, Global Compliance, the Workplace Violence Prevention Act, and SIRT teams.
 - Supt: Discussions in connection with the Superintendent's office included the Career Award date, reviewing the Reunification Process within buildings, heat mitigation, Bell to Bell Legislation, and Shana Cutaia joining the October RA meeting.
 - Special Education: Discussions in connection with the Special Education office included District Based Classroom Administrative Support, and obtaining CPI Training for SRPs.
 - Technology: Discussion in connection with the Technology office included potentially creating a Phishing Training, and the new Screen Lock Out Time with Windows 11.
- PDAA:
 - Stephanie had a summer meeting with each administrator. Her first meeting with PDAA is on September 15th.
- Sick Leave Bank Update
 - Contractual provision: all members of the Sick Leave Bank may elect to donate up to four (4) sick days to the Sick Leave Bank, each year, during the open enrollments period (October)
 - During the 24-25 school year, 170 days collected & 70 days donated (240 total added days). Additionally, 500 days were allocated in the 24-25 school year.
 - **Currently, there are 453 days available at start of 25-26. Since we are at/below 500, we need to reassess at this time.**
 - Discussion are taking place about how to increase the number of days in the Sick Leave Bank.

EC Meeting Dates 2025-2026: 9/8, 10/6, 11/10, 12/1, 1/12, 2/2, 3/2, 4/6, 5/4, 6/1

- Para Workhours: All paras should have received communication of their workhours, and these should align with those communicated to payroll. If paras are unsure of their specific work hours, all paras are encouraged to reach out to their administrator/supervisor.

Officer & Building Rep Reminders

- Friday building visits
- Schedule a first semester PDTA President building visit (communicate with staff and admin. when booked, and again just before visit)
- Schedule a meeting with PDTA President and PDTA Building Leaders
- Update your PDTA Bulletin Boards
- PDTA only email lists, run a verification (directions attached), be sure to always BCC
- First Faculty Meeting Topics
 - Introduce building PDTA leadership team including reps, assistant reps, SRPs and other committee member
 - Discuss your PDTA Rep meetings with building administration and interest collection methods
 - Stress the importance of reading union communication through email, *Speak Out!*, and attending membership meetings
 - Reiterate the protection of lunch/planning for all members, seek compensation when asked to cover for another
 - Invitation to join the PTSA, \$10.00, staff
 - link: <https://pittsfordptsa.givebacks.com/shop/items/7547>
 - Remind members of rights to representation in any conversation with an administrator that “could” lead to discipline
 - Q&A; any needed open discussion

Important Dates

- **September *Speak Out*- Submissions Due 9/22, Published 9/25**
- **SRP Orientation- September 23 @ 3:30 pm (McCluski/Mtg. Room 1 - BRE)**
- **Benefits Fair/Flu Shot Clinic- Thursday, October 23 @ 2:30 – 5:00 pm (CRMS Commons/Gym)**
- **SRP Recognition Day- Tuesday, November 18, 2025**

Meeting Adjourned at 5:30PM

Respectfully submitted,

Alyson Jacobs
PDTA Secretary