

PDTA Representative Assembly Meeting Minutes

Monday, September 28 at 3:30pm

LOCATION: SHS LGI



Attendees: Jaclyn Anderson, ~~Nicole Barry~~, Susan Benson, Jennifer Birdsong-ng, Jessica Bonadio, ~~Erica Bonin~~, Jackie ~~Bowser~~, Kim Chesko, ~~Erin Ciccone~~, LaShanda Clark McCadney, Erin Cregan, Nina Dezio, ~~Kristen Dolan~~, Ryan Domina, Ellen Fox, Murie Gillett, Karen Grace, Marc Hellems, Zachary Herbert, ~~Anne Holahan~~, Irene Hopp, ~~Samantha Hyde~~, Alyson Jacobs, Kelly Jordan, ~~Paul LeVan~~, Jacqueline Madden, Amanda Marshall, Brandon Mauks, Connie Maust, Erin Moses, Kelly Nanavati, Emily Odhiambo, ~~Farida Patrawala~~, Katie Phillips, Deborah Ricketts, Michele Riedl, Jennifer Robinson, Brian Shafer, Katie Shea, ~~Whitney Sienkiewicz~~, ~~Jennifer Simons~~, Patty Steeley, Rebecca Tan, ~~Jake Thompson~~, Jen Villareale, Stephanie Warchol, Heather White, Jeff Wing, Jessica Wojcik, ~~Dennise Zobel~~

Additional Attendees:

Sent with Agenda: 2026-27 Meeting Dates, RA Roster, Committee Roster, PDTA 2026-27 Budget, NYSUT/PDTA Code of Conduct, Sick Leave Bank Guidelines, Union Terminology

Opening:

- NYSUT/PDTA Code of Conduct
 - Stephanie read the Code of Conduct aloud to all members present.
- PDTA Sexual Harassment Training
 - All RA members must complete the PCSD Module prior to September 31st and submit (email or interoffice mail) a copy of the Certificate of Completion to Tracy Castleberry
- Review Attached Items
 - Current roster vacancies were shared. Building Representatives are working to fill these positions.

Approval of the Minutes (sent with agenda)

- **Action:** A motion to approve the minutes was made and seconded. Motion passed unanimously.
 - Representative Assembly: June 2026
 - Executive Committee: September 2026

Treasurer's Report: (sent with agenda)

- Ryan provided an update on the PDTA Account Balances, Budget Report, and Transaction Report.
- **Annual Required AFT Audit (available to members upon request from the PDTA office)**
 - Vote on Acceptance
 - i. **Action:** A motion to accept the Annual Required AFT Audit was made and seconded.
 - Vote on Approval (President to sign and send to AFT)
 - i. **Action:** A motion to approve the AFT audit was made and seconded. Motion passed unanimously.
- Annual Budget Review
 - There have been no changes to the PDTA budget since last year.

Old Business

- Workplace Violence Prevention Act
 - Reminders: if there is physical contact or destruction of property, PDTA Building Rep. should be looped in
 - For injuries, members should fill out the form in the Nurse's office
 - The Workplace Violence Prevention Act Policy and Form can be found on the PCSD HR Website <https://www.pittsfordschools.org/departments/human-resources/workplace-violence-prevention>

RA Meeting Dates 2026-2027: 9/28, 10/19, 11/16, 12/14, 1/11, 2/8, 3/8, 4/12, 5/10, 6/14

- Sick Leave Bank
 - Open Enrollment for the Sick Leave Bank begins in October. As of June 30th, we have 525 days in the bank.
 - Last year, a Sick Leave Bank Ad Hoc Committee was created to review the SLB Guidelines and make recommendations for potential changes. The following changes go into effect October 2026
 - Members who join the SLB in October 2026 are committing to donating one day per year for the next five years. A new table has been created to reflect this change. Members who are already enrolled in the SLB will follow the old table which will be included in the guidelines for reference.
 - To utilize the SLB, you must be an active member of PDTA.
 - Members of the SLB Ad Hoc Committee will continue to engage in conversation around various topics in the interest of members.

New Business

- Central Office Updates
 - HR – Discussions in connection with HR included Cypherworx Deadlines, Overages and Overloads, the Posting and Transfer Process, and the Online APPR Platform.
 - i. Members should refer to Shawn's emails about Cypherworx requirements and deadlines as well as the new Online APPR Platform.
 - ii. Contracts for overages and overloads should have gone out. If they haven't been received, or don't know that they are on the way, member should go to PDTA rep, PDTA rep goes to administrator, administrator goes to HR. If HR says they've sent it, but it hasn't been received, communication should go to PDTA Resolutions Specialist. There are currently some overages/overloads in flux right now.
 - iii. PDTA, PDAA and HR met to look at the Posting and Transfer Process Document to look at concerns and areas for improvement. The Executive Committee will begin looking at the document at the October Exec meeting to make recommendations and clarify different areas of the process that are unclear.
 - Superintendent – Discussions in connection with the Superintendent's Office included the October Superintendent's Conference Day. Members should refer to Shana's email about this day.
 - ASI – Discussions in connection with the ASI office included rethinking professional development opportunities for next summer, the new graduation requirements from NYSED, and upcoming training opportunities that will be available for staff shortly. Stephanie and Heather meet quarterly.
 - ASB – Discussions in connection with the Assistant Superintendent for Business office included Karl briefly joining the November RA Meeting ahead of budget season, Salary Notices, and RASHP Health Care Increases. Stephanie and Karl meet quarterly.
 - Technology – Discussions in connection with the Technology Department included Phishing Education and the Print Center.
 - i. The district will continue phishing emails that members should report.
 - ii. Due to staff absence, the Print Shop will be closed from 10/5-10/9. Matt is actively working to find someone to fill in during that time, however members should be aware that there may be a 1-2 week delay in turn around.
 - PDAA – Stephanie and Melissa had their first meeting on September 28 connecting on various topics.

Committee Chair and Officer Reports

- Communications (Murie Gillett)
 - 2026-2027 Speak Out Deadlines:**
 - November Submit: 11/2 Publish: 11/5
 - January Submit: 1/11 Publish: 1/14

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- March Submit: 3/8 Publish: 3/12
- May Submit: 5/3 Publish: 5/6
- June Submit: 6/7 Publish: 6/10
- **Website**
 - www.pdta.org
- **Social Media**
 - **Facebook: Pittsford District Teachers Association- PDTA**
 - **Instagram: @pdtaunion**
 - **X: @PDTAunion**
- Extracurricular (Katie Shea)
 - Everyone should have received their extracurricular contracts at this point. If members are uncertain about their contract, they should ask before signing. If anyone has not received a contract, they should contact Katie Shea.
 - The MOA that was created last year for Ski Club Chaperone pay has been renewed.
- Health and Safety (Zachary Herbert)
 - There is a new online Health and Safety concerns form members can fill out. This can be found on the PDTA website: <https://www.pittsfordschools.org/departments/student-services/safety-council>
- Professional Growth (Nicole Barry)
 - Mentor contracts should have been distributed at this point.
 - The fall professional development catalog is out and members are able to sign up for PD opportunities. Nicole will share this later in the week.
- Public Relations (Kelly Jordan)
 - The fall apparel sale will kick off on October 15th and continue for the two weeks following the Benefits Fair.
 - Building PR Reps should have communicated with buildings what their building's theme is for the raffle baskets that support the student scholarship fund.

Special Reports

- President:
 - Stephanie will continue with rotating Friday visits to the buildings and scheduled visits that span over building lunch periods.
- Executive Vice President
 - BOE Appreciation Gifts
 - **Action:** A motion to approve the BOE Appreciation Gifts was made and seconded. Motion passed unanimously. A gift will be presented at the October BOE meeting for \$125 per organization for PYS and PEF.
 - PTSA – Encourage all PDTA members to join, membership needs to be renewed each year. \$10 for Faculty/Staff: <https://pittsfordptsa.givebacks.com/shop/items/7547>
- Resolution Specialist
 - All unsettled overages/overloads, or contractual inquiries (class size, IEP numbers, lack of planning/travel/lunch time/over contractual minutes, etc.) should be communicated to Jennifer Villareale (MCE) immediately.
 - Any ongoing issues with para hours or compensation for working with students with significant needs, etc. should be communicated as soon as they become known.
 - CSE paras that believe they should receive an additional stipend for children with significant needs should check with the office that their name has been submitted (\$250 per semester).
- SRP Representative

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

Important Dates:

- NYSTRS (Teachers) Pre-Retirement Workshop- September 30 @ 3:30 pm- SHS LGI
- NYSLRS (SRP) Pre-Retirement Workshop- October 7 @ 3:30 pm- SHS LGI
- Benefits Fair/Flu Shot Clinic- Thursday, October 22 @ 2:30 – 5:00 pm (CRMS Commons/Gym)
- SRP Recognition Day- Tuesday, November 17

Adjournment

Meeting Adjourned at 5:04PM

Respectfully submitted,

Alyson Jacobs, PDTA Secretary