

PDTA Representative Assembly Meeting Minutes

Monday, October 27, 2025 at 3:30pm

LOCATION: SHS LGI



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

Additional Attendees: Shana Cutaia (4:15pm)

Sent with Agenda: October Exec Minutes, September RA Minutes, Treasurer's Reports

Opening:

- NYSUT/PDTA Code of Conduct
 - Stephanie shared the Code of Conduct and checked in that everyone is all set.

Approval of the Minutes (sent with agenda)

- **Action:** A motion to approve the minutes was made and seconded. Motion passed unanimously.
 - Representative Assembly: September 2025
 - Executive Committee: October 2025

Treasurer's Report: (sent with agenda)

- Current account balances were shared. We are where we would expect to be at this point.
- Our NYSUT September dues of \$43,551.95 were mailed. This is a rough estimate of our monthly dues which equate to about \$440,000 per year.
- **Member dues will begin being collected from paychecks on November 15th.** We will expect to see funds be replenished as member dues are collected.

Old Business

- **Long-Distance Phone Access Update-** all high school classroom phones have the capability to call long distance now
 - At the high school level, long-distance access can be used through the 2000 extension number on classroom phones. Staff can use their personal 3000 extension number from their office phones.
- **Sick Leave Bank**
 - Open enrollment continues through October 31, forms have been sent by Tracy and are on the PDTA website. We have had over 15 new members join the bank, and roughly 82 days donated from existing members. There will be another drive for donation days in the late winter/early spring, and of our retirees at the end of the school year.
 - 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.
- **Members should regularly verify all payroll and absence recording in WinCap. Report errors or questions to your Supervisor/Administrator.**

RA Meeting Dates 2025-2026: 10/27, 11/17, 12/8, 1/26, 2/9, 3/9, 4/13, 5/11, 6/8

- **Annual Training Module Deadline-** the annual mandatory training modules need to be completed by 12/31/25, however as per New York State, the Sexual Harassment module must be completed within 30 days of employment. Please complete this module as soon as possible.
 - Members are encouraged to use Amy Lamb's email on how to navigate the modules if they are having difficulty.
- Members have been inquiring about para substitute language from the contract. The language is as follows:
Sub Policy Language for K-12 Paraprofessionals- questions about pay connected to when paraprofessionals cover or are out, continue to come in, many think it is an MOA, but this was added to the contract in the last round of negotiations.
 - 39 SUBSTITUTE POLICY FOR K-12 PARAPROFESSIONALS
 - 39-1 Paraprofessionals may substitute on a per diem basis if no certified substitute can be secured. The paraprofessional typically assigned to the classroom may be offered the opportunity to substitute for the certificated member upon mutual agreement of the certificated member and principal. The paraprofessional will receive an additional \$18 per hour for substituting for the teacher.
 - When consistent contractual paraprofessional support is not provided, as defined in 5-5-1, the paraprofessional will receive an additional \$28 per hour for substituting for the teacher.
 - 5-5-2- When consistent paraprofessional support (grades K-3) is not provided, as defined in 5-5-1, the elementary classroom teacher shall receive an additional \$15 per hour for unsupported time.
 - 39-2 When a substitute cannot be secured for a paraprofessional and another paraprofessional is assigned to the role, the one serving in the role will receive an additional \$10 per hour. This provision is not applicable to a paraprofessional whose typical job duties are not required that day (ex. CSE Assigned Paraprofessional whose designated student is absent).
- **AFLAC Partnership-** open enrollment is happening now through January 1st. Members interested in learning more about AFLAC services, or to sign up to have a 1:1 call, can visit the link on our website, on the 'Partners' page: <https://www.pdta.org/partners>

New Business

- SRP Recognition Day will be on Tuesday, November 18. All materials have been ordered from NYSUT for all PDTA members and will be distributed to building representatives at the November Executive Committee meeting.
- New NYSUT Labor Relations Specialist (LRS)- Kate Sadler-Dobosz
 - Our former LRS, Shelly Clements, has retired. Kate Sadler-Dobosz is our new LRS.

Committee Chair and Officer Reports

- Communications (Murie Gillett)
 - **2025-2026 Speak Out Deadlines:**

▪ November	Submit: 11/3	Publish: 11/6
▪ January	Submit: 1/20	Publish: 1/23
▪ March	Submit: 3/9	Publish: 3/12
▪ May	Submit: 5/4	Publish: 5/7
▪ June	Submit: 6/8	Publish: 6/11
 - **Website**
 - www.pdta.org
 - **Social Media**
 - **Facebook:** Pittsford District Teachers Association- PDTA
 - **Instagram:** @pdtaunion
 - **X:** @PDTAunion
 - **New Section of *Speak Out*– Member Spotlight**
 - This is a new page where members will be featured from different buildings. Murie is looking for a new group of members to be in the spotlight. If interested, please reach out to Murie OR feel free to nominate someone.

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- Extracurricular (Katie Shea)
 - **Extracurricular contracts should be out. Members are encouraged not to sign a contract if they think it is wrong.**
- Health and Safety (Robyn Paino)
 - **If there is a healthy or safety concern, members are encouraged to fill out the incident report form so things can get addressed in a timely manner.**
- Membership (Paul LeVan)
 - Building Membership Chairs have reached out to all new hires at this point. As of today, we've welcomed 63 new members in to PDTA!
- Political Action (Karen Grace)
 - **Our 25-26 Vote-Cope campaign launched at the Benefits Fair last week. We had several members increase their contributions to coincided with our "What'll it be, \$6 or \$7" campaign slogan for the year. More information will be forthcoming to our political action committee members regarding the VC campaign within buildings this year.**
- Professional Standards (Dennise Zobel)
 - **APPR Q & A was updated and is on the HR website:**
<https://www.pittsfordschools.org/departments/human-resources/annual-professional-performance-review-appr>
- Professional Growth (Nicole Barry)- not present
- Public Relations (Kelly Jordan)
 - **Apparel Sale runs through November 6th. The two t-shirt options will have our new catch phrase printed on the back. We do plan to run another apparel sale in March, with our long sleeve and baseball style shirt options.**
 - **Thank you for supporting the scholarship fund at the Benefits Fair, it was a huge success, and we cannot wait to tally and announce the amount raised from the event. All our fundraising efforts goes towards supporting the Barb Shapiro Student Scholarship Fund.**
- Special Events (Erica Bonin)
 - The Benefits Fair was successful. The committee is now focusing on planning the retirement party.

Special Reports

- President:
 - Request for candy for RA meetings
 - **If you have any additional Halloween candy, please consider donating your candy to RA. Donations can be given to building representatives.**
 - Central Office Updates
 - HR
 - Discussions in connection with HR focused on Mandated Reporter Training. **Mandated Reporter Training Addendum deadline is November 2026**. If a certificated member was on leave last year, they are required to do the original training to keep their certification current. The addendum is now built into that training.
 - Superintendent
 - Discussions in connection with the Superintendent's office included looking at new communication tools to use for district-wide communication, and the Career Award deposit deadline.
 - ASI
 - Discussions in connection with the ASI's office focused on Middle School Overnight Field Trips. Conversations are continuing.
 - Special Education

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- Discussions in connection with the Special Education office included the creations of the Roles & Responsibilities Document, CPI Training, and the SRP Handbook.
- Technology
 - Discussions in connection with the Technology office included the Phishing Campaign, Para Laptop Access, and Elementary Computer Set Up.
- PDAA
 - Discussions in connection with PDAA include looking at potential Administrative Sub Training for crisis intervention and advocating for more administrative positions to support our staff and students.
- Executive Vice President
 - **PTSA- encourage all PDTA members to join, membership needs to be renewed each year. \$10 for Faculty/Staff: <https://pittsfordptsagivebacks.com/shop/items/7547>**
- Delegates
 - **ED 5/6 Meeting Recap (Katie Shea)**
 - Katie provided a recap on the following topics: APPR Process, the Blue-Ribbon Commission and what the new portrait of a graduate looks like, and Political Action Initiatives. There is a 30-hour Science of Reading course that is available to all NYSUT members.
 - The NYSUT Rally on March 8th will take place in Albany.
- Retiree Representative (PDRTA)
 - Retirement event was great last week. There will be another in the spring.
- Shana Cutaia, incoming PCSD Superintendent
 - RA Member Q & A – RA Members had the opportunity to send in questions ahead of time for Shana to respond to. Topics of conversation included monitoring the budget, administrative support, extended student absences, protocols for immigration control, and an update on universal meals.
 - Shana transitions into her new role on December 1st, 2025.
- **Important Dates:**
 - **Apparel Sale Dates- place an order with your building PR volunteer between 10/23-11/6**
 - **NYSERS (SRPs) Pre-Retirement Workshop- October 29 @ 3:30-5:00 pm (SHS LGI)**
 - **SRP Recognition Day- Tuesday, November 18**
 - **NYSTERS Pre-Retirement Workshop- November 20 @ 3:30-5:00 pm (SHS LGI)**
 - **January Membership Meeting- January 26, 2026 @ 3:30-5:00pm (SHS)**
 - **NYSUT Fix Tier 6 Rally- March 8, 2026 @ MVP Arena, Albany, NY**

Adjournment

Meeting Adjourned at 5:08PM

Respectfully submitted,

Alyson Jacobs
PDTA Secretary

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