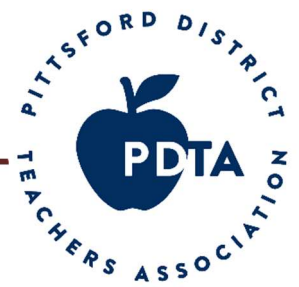


PDTA Representative Assembly Meeting Minutes

Monday September 18 2023 at 3:30pm

LOCATION: SHS LGI



Attendees: Melissa Althouse, Julie Barker, ~~Greg Bischoff~~, Bret Burrows, Dwayne Cerbone, Kim Chesko, ~~Nina Dezio~~, Kristen Dolan, Shari Ebert, Karen Grace, Alyson Hallett, Marc Hellems, Mindy Johnston, Spencer Jones, ~~Jessica LeVan~~, ~~Paul LeVan~~, Amanda Marshall, Connie Maust, Emily Natoli-Burns, Brian Oliver, Farida Patrawala, Julie Pellegrino, Radhika Ramesh, Deborah Ricketts, Michele Riedl, Kelly Sanderson, Brian Shafer, Jennifer Shaffer, Julie Shaw, Katie Shea, ~~Sophie Spyrka~~, Suzanne Stanish, Trisha Sullivan, Rebecca Tan, Jen Villareale, Stephanie Warchol, ~~Todd Warren~~, Jessica Wojcik, Dennise Zobel

Additional Attendees:

1. Opening:
 - a. **NYSUT/PDPA Code of Conduct**
 - b. Additions to the Agenda
 - i. Under President section, Other
 1. MFA
2. **“We are the PDPA’s Representative Assembly”**
 - a. Introductions, Roles and Responsibilities
 - b. Reviewed the RA role language from the PDPA Constitution
3. Approval of the Minutes (sent with agenda)
 - a. Representative Assembly – June 2023
 - i. Action: Motion to approve the minutes, seconded. Motion passed.
 - b. Executive Committee – September 2023
 - i. Action: Motion to approve the minutes, seconded. Motion passed.
4. Treasurer’s Report: (sent with agenda)
 - a. Treasurer’s Report –
 - i. Sent budget report
 - ii. All spending from the fiscal cycle is accounted for
 - b. **Annual AFT Audit (available to members upon request in the PDPA office)**
 - i. Vote on acceptance? Action: Motion to accept by Amanda Marshall, Radhika Remesh seconded; Motion passed unanimously
 - ii. Discussion/Questions
 - iii. Vote on Approval (President to sign and send to AFT)? Action: Motion to approve by Katie Shea, Samantha Hyde seconded; Motion passed unanimously
 - c. Annual Budget Review
 - i. No significant changes
 - ii. NYSUT and AFT dues increased as discussed in spring
 1. No action required
5. Old Business/Updates
 - a. **2023-2024 Sick Leave Bank**

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. **Member voluntary donation of days will occur in October including at the Benefits Fair**
 - 1. **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 open enrollment (October)**
 - ii. **No need to reassess at this time (required when less than 500 days available)**
 - 1. Annual Sick Leave Bank Status Report for RA:
 - a. 2022-2023: 109.3 days allocated, 130 days collected + 88 days donated = 218 total added days
 - b. 809.4 days available (historical: 21-22 = 700.7, 20-21 = 709.8, 19-20 = 567.8)
- b. NYSUT's Take a Look at Teaching (TALAT) Grow-Your-Own Grant project**
- i. **Proposal: \$1000 per year fore ach HS Club Advisor (2x)**
 - ii. **Advisors: SHS- Dan Roberti/Amy Marino, MHS- Kim Waterbury**
 - iii. Action: Motion to accept the above in the positions with \$1000 stipend
 - 1. Alyson H motioned, seconded by Katie S; motion passed unanimously
6. New Business
- a. PDTA Sexual Harassment Training will be conducted at the October RA Meeting
 - i. All RA members must complete the PCSD Module prior to the RA meeting and submit a copy of the certificate of completion (via email, interoffice mail, or at the meeting)
 - ii. If not present, you will be required to set up a time to complete the required PDTA training
 - b. **Compensation**
 - i. **ALL members are encouraged to review their 9/15 pay reports in WINCAP for accuracy (hours and rate)**
 - c. **Review of PCSD calendar**
 - i. **There are three elementary days without students at the end of the school year unless snow day usage requires students to attend**
 - d. **MOAs**
 - i. **HS WIN time signed**
 - 1. **Continue this when the district determines it will run**
 - 2. **The biggest clause is that no travelling teacher should be negatively impacted, this needs to be addressed before it begins to run**
 - ii. **Teacher Sub MOA - \$45 an hour**
 - 1. **Was the same as the curriculum writing rate**
 - 2. **ASI requested that the two rates be disconnected, so it was increased to \$45 per day**
 - 3. **Not signed yet – the President has an outstanding inquiry about teachers subbing multiple times in the same day**
 - 4. **Bus Duty- Needed?**
 - **There is currently no proves in place**
 - **COT says there is no need this year**
 - **Building Reps are to tell Administrators that the Association says the district says there is no need**
 - **No one should be covering because there is no MOA in place**
 - **If this need changes going forward, an MOA will be drafted**
 - iii. **Travel and Conference reimbursement process have been significantly modified in response to PDTA concerns and advocacy**

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1. Documentation is found on the PCSD website [HERE](#).

7. Committee Chair and Officer Reports (attached)

a. Communications (Murie Gillett):

i. **Speak Out deadlines –**

	Submission Deadline	Publication Date
September	18	21
November	October 30	November 2
January	22	25
March	11	14
May	6	9
June	10	13

b. Extracurricular (Katie Shea):

i. **Contract processes in-building**

ii. **Chart is on website, need a committee member from MHS**

iii. **Contracts are forthcoming**

iv. **This will be the first year of receiving a \$200 stipend for undesignated clubs, ONLY if you have filled out a club survey at the end of the year**

c. Health and Safety (Emily Natoli-Burns):

i. **New Door Hardware**

1. **In large group instructional spaces**

2. **Floor units installed temporarily last year have mostly been replaced by a turn lock near the crash bar**

3. **Teachers should be aware of the type in their instructional area**

4. **If rooms have multiple doors, hardware has only been installed on one door**

a. **The others should remain locked at all times**

ii. **Wellness Committee has been dissolved and the Social Emotional Learning Committee has been initiated**

1. **SEL Committee will address Wellness topics as needed**

2. **Committee was changed at the end of the 22-23 school year, so PDTA was not able to fill positions**

3. **President shared concerns that the Committee meets from 1-4pm taking members out of the building**

a. **Question about the requirement of SEL members sitting on building SEL committee needing to be part of the District committee**

b. **President will review the charter for further guidance**

d. **Membership (Paul LeVan):**

i. **Membership drive is going well, we are on track to maintain 100% membership of certificated staff**

ii. **Holding off on SRP invitations until the SRP orientation has taken place**

iii. **If Building Reps know of any retirees who have been rehired to teach for a semester or more please let Paul know as they need to be re-invited to join PDTA**

iv. **Building Reps- Please deliver New Member Gift Bags to your Membership Rep**

e. **Political Action (Karen Grace):**

i. **[FIX TIER SIX](#)**

1. **Check out this comprehensive page for information about NYSUT's initiative to fix Tiers 5 and 6. There is also a short video. Sign up for the Action Team. More details and information will be coming throughout the year. It will only work if members in Tier 4 work together with those in Tiers 5 and 6 to make a difference.**

f. **Professional Standards (Dennise Zobel):**

i. **APPR Q&A (attached)**

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1. If you are in a unique area (i.e. speech, library, counseling, etc.) and the Danielson rubric does not fit your needs, you can propose a different Danielson rubric that fits better
 - a. Propose this ahead of time so that the evaluator knows what to look for
 - b. Dennise will send this information to the Standards Leaders in the applicable areas
- g. Professional Growth (Julie Barker):**
 - i. The fall catalog will be released this week**
 1. **HS Cleartouch board training will be added ahead of installation**
 - ii. Check out this issue of Speak Out for professional learning updates
 - iii. About 46 paraprofessional mentors have been trained and are working with staff around the district
 - iv. Over 70% of certificated staff met their contractually required 12 hours this summer
 - v. Attendance at summer workshops was disappointing**
 1. **Comparison between those who signed up and who actually attended (around 50%)**
 2. **Reminder to please commit or unenroll in advance if you can no longer attend**
 3. PDTA will help with communication of professional responsibilities for attendance
- h. Public Relations (Alyson Hallett):**
 - i. Making Strides Against Breast Cancer**
 1. **Sunday October 22, 2023 at 10:00 am at Innovative Field**
 2. **PR Reps will receive communication soon regarding the event and donation/sign up information**
 - ii. Benefits Fair/Flu Clinic**
 1. **Thursday October 12 at 2:30 at CRMS**
 2. **Raffle Baskets – PR Reps will receive communications for donations by the end of the week**
 3. **PDTA Tumbler Fundraiser – Will be selling 20oz. PDTA tumblers at the Benefits Fair this year for \$20**
 - a. **Navy blue with a snap lid and the PDTA logo engraved**
 - b. **If needed, a second order will be placed in the event we sell out**
 4. **PDTA apparel sale will kick off at Benefits Fair**
 - a. **Forms will be available at individual buildings as well**
- i. Special Events (Shari Ebert):**
 - i. Benefits Fair**
 1. **Will be held at CRMS this year**
 - ii. Flu Shot Clinic**
 1. **Appointments will be required for the Flu Shot clinic**
 2. **Information is forthcoming from our new provider- Wegmans Pharmacy**
 - a. **Reservations will be online instead of by phone**
 - b. **If anyone scheduled an appointment with the previous provider, they will need to schedule again with the new one**
 3. **There will not be access to COVID-19 vaccines/boosters at the event**
 4. **Building Reps will be sent Flu Shot Consent Forms for those who desire to fill out prior to the event**

8. Special Reports

a. President:

i. Review of Terms

1. Duty of fair representation
2. Weingarten rights
3. Cadet rights
4. Progressive Discipline
5. MOA

ii. Lunch and Planning PDTA Communications

1. Sent to a group of members who are being asked to conduct testing/documentation review during these times, even though administrators maintain they never direct members to use that time
2. Administrators need to help members determine when they can complete these tasks

iii. Teacher in Charge

1. **Has been secured when Building Admin is out of the building for extended periods of time**
 - a. **When administrator is out of the building for 3 hours or more**
 - b. **Building will receive communication**
 - c. **Member will receive training and compensation (\$50 half day, \$100 day)**
 - d. **Having leadership certification is preferred, sitting on SIRT team is not a requirement**
2. **Meeting next week to establish details and compensation**

iv. Each year NYSUT and the Monroe County Federation of Teachers (MCFT) support the Rochester Labor Film Series. This is a joint effort of the Dryden Theater and Rochester Labor Council to present films supporting and celebrating workers around the world

1. [2023 Rochester NY Labor Film Series Schedule \(rochesterlabor.org\)](https://rochesterlabor.org)
2. Free tickets are available to any NYSUT member in the PDTA Office
3. Schedule is as follows:
 - a. September 29th Bad Axes
 - b. October 6th – Carambolages
 - c. October 13th – Writing with Fir
 - d. October 20th – The Spirit of '45
 - e. October 28th – Living
4. All shows start at 7:30 pm at the Dryden Theater, 900 East Ave, Rochester NY 14607

v. Important Dates:

1. **New SRP Orientation: September 20, 2023 from 3:30-5:30 at BRMS in the McCluski Meeting Room (Meeting Room 1)**
2. **Benefits Fair/Flu Shot Clinic: October 12, 2023 from 2:30-5:00 at CRMS**
 - a. **Solidarity Wear day**
3. **American Cancer Society's Making Strides Against Breast Cancer Walk: October 22, 2023 at 10:00am at Innovative Field**
4. **SRP Leadership Conference: October 20-22 in Albany**
 - a. **Register by September 19th**
 - b. **Contact Connie Maust for details**

5. **NYSTRS Pre-Retirement Workshop: November 15, 2023 from 3:30-5:30- at Mendon High School LGI**
 6. **SRP Recognition Day: November 21, 2023**
 7. **Membership Meeting: January 22, 2024 at SHS LGI (Solidarity Wear day)**
 8. **Pink the Rink: January 20, 2024 from 5:00-8:00pm at Bill Gray's Ice Plex (wear pink)**
 9. **Retirement Party: Mary 23, 2024 at 4:30pm at EagleVale**
- vi. **Other**
1. **Global Compliance Modules**
 - a. **New modules are taking significantly longer to complete**
 - b. **PDTA is working with the district to determine if there is an increase in work load**
 - c. **Some members report it takes 4 to 5 hours to complete**
 - d. **Members can decide if they want to hold out and wait to complete them**
 2. **Multi-Factor Authorization (MFA)**
 - a. **Concerns around using personal devices to gain access to school programs**
 - b. **WINCAP is changing soon**
 - c. **CIO reports that district devices cannot be used for forthcoming MFA processes**
 - d. **PDTA is working on this**
- b. **Executive Vice President**
- i. **Please promote the PDTA Student Assistance Benefit Fund**
 1. **Provides up to \$50 for curricular or personal care use**
 2. **Forms are electronic and found exclusively on www.pdta.org**
 - ii. **PTSA**
 1. **Check out Speak Out article for specific information**
 2. **Please encourage all PDTA members to join**
 3. **Membership is \$8 for faculty and staff**
 - iii. **Social Media**
 1. **FB Page: Pittsford District Teachers Association**
 2. **Twitter: @PDTAunion**
- c. **Vice President – Negotiations**
- i. **Contract Update**
 1. **Everything is official, we are just adjusting the final language to send to the attorneys**
 2. **The Change document on PDTA.org is the most accurate**
 3. **If members are told aspects of the new contract are not in effect yet, that is incorrect**
- d. **Resolution Specialist**
- i. **All overages, overloads, or contractual inquiries should be communicated to Kim Chesko immediately**
 - ii. **Any ongoing issues with para hours or compensation for new contractual provisions should be communicated as soon as they become known**
 - iii. **All start of the year contract issues (i.e. class size, IEP numbers, lack of planning/travel/lunch time, over contractual minutes, etc.) need to be communicated to Kim as soon as they are identified**

- e. SRP Representative
 - i. **The Para Evaluation Process has been revised**
 - 1. **Final draft was on the RA email sent Friday**
 - 2. **We are no longer doing sub evaluations**
 - 3. **Teachers should not be completing the form (though they can provide feedback), they should be completed by an administrator**
 - 4. **Annual evaluation yearly, “sit down” every three years**
 - 5. **Everything on the form is very clear now and must be followed**
 - 6. **Should happen at the end of the school year, refer to contract and update language if there is anything specific relative to the timeline**
 - ii. **Para Mentors**
 - 1. **Any para 0.5 FTE or greater receives a mentor**
 - 2. **Mentor process for paras was initiated with the 9/1/23 hires**
 - a. **If a para is hired later in the year the mentor may continue into the following school year (So that it is one full school year)**
 - b. **This does not apply to anyone hired in the 22-23 school year**
 - iii. **Compensation for paras being pulled to fill other positions**
 - 1. **Every para that is pulled from their job needs to be compensated**
 - 2. **President will share a document about the process as soon as possible**
 - 3. **The Association has conveyed that time sheets for covering an alternate role should be filled out and presented to the member for their signature if they are required**
 - a. **Other options are being explored with the Business Department**
 - b. **The President has an upcoming meeting to discuss an adequate process for this**
 - c. **A detailed process document will be distributed by HR**
 - iv. **All paras should know their work hours and these should align with those communicated to payroll**
 - 1. **If unsure, all paras should inquire with their administrator/supervisor**
- f. Delegates
- g. Retiree (PDRTA)

9. Adjournment

Meeting Adjourned

Respectfully submitted,

Jessica LeVan
PDRTA Secretary