

PDTA Representative Assembly Meeting Minutes

Monday, December 8, 2025 at 3:30pm

LOCATION: SHS LGI



Attendees: Jaclyn Anderson, ~~Nicole Barry~~, Susan Benson, Jennifer Birdsong-ng, Jessica Bonadio, Greg Bischooping, 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 Helms~~, 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~~, Whitney Sienkiewicz, Jennifer Simons, Patty Steeley, Lindsay Stephens, ~~Rebecca Tan~~, Jake Thompson, Jen Villareale, Stephanie Warchol, Heather White, Jeff Wing, Jessica Wojcik, Dennise Zobel

Additional Attendees:

Sent with Agenda: November Rep Assembly Minutes, December Exec Committee Minutes, Treasurer's Report

Opening:

- NYSUT/PDPA 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: November 2025
 - Executive Committee: December 2025

Treasurer's Report: (sent with agenda)

- Current account balances were shared. Membership dues are continuing to come in. Regarding the budget, the only budget item to keep a close eye on is the Representative Assembly budget line. We will be renewing our CD in January.

Old Business

- **SLB Ad Hoc Update** – PDPA will be moving forward with creating a committee that will have representation from elementary, middle, and high school. The committee will be composed of RA Members. Information forthcoming about the committee members and meeting dates.
- The January 2026 faculty meeting is a PLC Meeting date for the elementary level in place of building faculty meetings.
- **Transportation Department** – There was a request of having a contact at the transportation department. If a member needs to contact the Transportation Department they should contact Irene Francione, Asst. Director of Transportation at ext. 3085.
- **Cypherworx Training Deadline Reminder- The required modules (listed below) need to be completed by 12/31/2025:**
 - **Bloodborne Pathogens**
 - **Hazard Communications**
 - **Sexual Harassment**
 - **Dignity for All Students Act (DASA)**
 - **Education Law 2-d**
 - **Workplace Violence Prevention**

New Business

- **Job Sharing** – Members interested in job sharing are encouraged to look at the contract language around job sharing and use the following link to access information on the HR Website:

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

- <https://www.pittsfordschools.org/departments/human-resources/human-resources-forms>
- **SRP Career Award Incentive – An email was sent on 12/1/25 to those applicable.**
 - **PDTA Paraprofessionals that otherwise qualify for the Career Award as defined in the Contract (See 27-1 see in green below) who submits an irrevocable letter of retirement for the end of this school year (June 30, 2026) will receive the standard Career Award as well as the following:**
 - **Letter submitted by January 15, 2026, shall receive an additional \$750.00 to a qualified 403(b) plan as allowed by law and outlined in the District's Plan document. Funds will be deposited prior to March 15, 2026.**
 - **Career Award 27-1 - Employees who have 10 years of full-time, continuous service or 12,000 continuous contract hours of service, shall be eligible upon retirement through the NYS Employees' Retirement System and/or the Social Security System, to be paid an allowance of \$50/day for each unused personal and family illness day AND \$350.00 for each year of service to a maximum of \$18,000. To be eligible for the Career Award employees can retire anytime between November 1 and March 31. Otherwise notice of retirement is required by April 1, or the next school day if the 1st falls on a weekend/holiday, of the year of retirement.**

Committee Chair and Officer Reports

- **Communications (Murie Gillett)**
 - Murie is continuing to look for members to feature in Member Spotlight. January's theme is Specials/Elective Teachers.
 - **Speak Out Deadlines:**
 - 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**
- **Health and Safety (Robyn Paino)**
 - The Health and Safety form is getting switched to an online format and should be launched in January. Any workers for capital project will always have physical badges to identify who they are. The committee is looking into Building Safety Teams, separate from SIRT Teams, and working to find consistency across the district.
- **Membership (Paul LeVan)**
 - We are caught up with membership right now. About a dozen people have chosen not to join this year. Stephanie ordered new member gift bags and is starting to distribute these to meet the new meetings and giving them their bags at building visits.
- **Political Action (Karen Grace)**
 - Working to get the committee together to go over the logistics of launching the Vote Cope campaign.
- **Professional Standards (Dennise Zobel)**
 - APPR Q&A: [APPRQAEvaluations-2025.pdf \(finalsite.net\)](#)
 - Observation forms must be completed and returned to the teacher no later than 20 school days for tenured teachers and 15 school days for probationary teachers. Teachers have 10 school days to return the signed form.
 - Continuing to meet for next steps for APPR. We have until 2036 to think about our plan. Working a lot in small group (Edward, Melissa, Heather, Stephanie, Dennise, Kim) right now in Professional Standards Committee (PSC) before moving to the large group.
- **Public Relations (Kelly Jordan)**

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- Apparel will be sorted and given to building PR Reps for distribution ahead of the holiday break.
- Special Events (Erica Bonin)
 - Currently in great shape for the retirement party.

Special Reports

- President:
 - HR:
 - Kate, our new LRS, joined Shawn and Stephanie at last week's meeting. Discussions in connection with HR focused on continued advocacy for Ski Club Chaperone Pay and OT/PT MOA Adjustments and caseload review.
 - Superintendent:
 - Stephanie had her first individual meeting with Shana last week. Discussions in connection with the Superintendent's Office included the need for an ENL Program Review and Distraction Free Reminders/Communication.
 - The Secondary Leadership Team is going to work together to create a message to remind students, families, and staff of the district's Distraction Free Policy.
 - Finance:
 - Discussions in connection with the Payroll/Finance Office included an update on Para Sub Pay Discrepancies. It was determined that there has been a discrepancy in the reporting of paraprofessionals substituting for teachers at the elementary level leading to underpayment. Payroll is completing an audit to compensate members for the correct amount. Affected members should have begun to see the correct rate adjusted in their 11/28 paycheck. The remaining funds should appear in 12/15 paychecks. Members are encouraged to check they pay stubs in WinCap. Reporting discrepancies at the middle school level are continuing to be worked through.
 - PDAA:
 - Stephanie met with Melissa on Monday, December 8th.
- Executive Vice President
 - **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>
 - There are PTSA grants available within individual buildings to help members get supplies.
- Vice President of Negotiations
 - We will begin collecting items for negotiation at the January Membership Meeting on January 26, 2026. The process was shared at the meeting so Representative Assembly members understood their role(s) in the process.
- SRP Representative
 - Connie is working with the SPED Office to update the para handbook. Feedback has been collected for consideration. Future discussions will include how to distribute the handbook to paras once it is completed and uploading the handbook for digital access.
- Retiree Representative (PDRTA)
 - The Jingle Mingle luncheon took place. The BRMS 7th grade chorus performed. There are retirees that are part of the kindergarten screening team. March and April dates are already being set.

Important Dates:

- **January Membership Meeting & Solidarity Wear Day** – January 26, 2026 @ 3:30-5:00pm (SHS)
- **NYSUT Fix Tier 6 Rally** – March 8, 2026 @ MVP Arena, Albany, NY
- **Wanda Ward Study Grant Application** – deadline April 15, 2026
- **Members considering retirement in June who are eligible for the Career Award are encouraged to review the contractual provisions and adhere to the related timelines. Please contact the PDTA office if you have any questions.**

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- **Certificated Members and SRPs eligible for Career Award Incentive (email sent directly to those applicable): letter to HR by January 15th**
- **SRP Members: letter to HR by April 1st**

Adjournment

Meeting Adjourned at 4:55PM

Respectfully submitted,

Alyson Jacobs
PDTA Secretary