PDTA Representative Assembly Meeting Minutes

Monday, October 19 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:

Opening:

- NYSUT/PDTA Code of Conduct

Approval of the Minutes (sent with agenda)

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

Treasurer's Report: (sent with agenda)

- Ryan provided an update on the PDTA Account Balances, Budget Report, and Transaction Report.

Old Business

- Sick Leave Bank
    - Open enrollment continues through October 31. Information was sent by Tracy and is also on the PDTA website: https://www.pdta.org/leave-and-sick-leave-bank
    - Please note, the notation "Sick Bank Contrib." in WinCap Web Attendance Balances indicates SLB status. For members who joined prior to this year, 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.
    - We have had 30 new members join the Sick Leave Bank and roughly 61 days donated from current members. Tracy and Stephanie plan to send a targeted donation email early next week to those vested, similar to last year.
- Members should regularly verify all payroll and absence recording in WinCap. Report errors or questions to your Supervisor/Administrator.
- Annual Training Module Deadline - The annual mandatory training modules (Cypherworx) need to be completed by 12/31, however as per New York State, the Sexual Harassment module must be completed within 30 days of employment.

New Business

- SRP Recognition Day- https://www.nysut.org/members/school-related-professionals/srp-recognition-day
    - Tuesday, November 17 – materials have been ordered from NYSUT for all PDTA members. PDTA reimburses Building Reps $5 to purchase a small token of our appreciation. Building Reps should save receipts and fill out PDTA reimbursement form on the PDTA website. Some building principals do something (cake, etc.), some buildings also take up a collection from members and do more – snacks, breakfast, etc.

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
    - 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) Absent
  - General reminders include not signing a contract that is incorrect, and that the forms for starting a new club can be found on the district website.
- Health and Safety (Zachary Herbert)
  - Report a Health or Safety Concern: https://www.pittsfordschools.org/departments/student-services/safety-council
- Membership (Paul LeVan)
  - Reminders will be going out this week to building committee chairs regarding staff that have not yet joined PDTA. We are missing about 15 people.
- Political Action (Karen Grace)
  - NYSUT's voter guide is out. Members interested in knowing who is endorsed in their area can look on the site, input their address, and see what candidates are endorsed in their area.
  - There will be a Vote Cope table at the Benefits Fair.
- Professional Standards (Dennise Zobel)
  - The Professional Standards Committee had their first meeting in October.
  - In Power School, the dates that staff can see are the overarching dates for the observation window. These dates are not specific to each member. Members are encouraged to use the Q&A Document for guidance on the process, if needed.
- Professional Growth (Nicole Barry)
  - The fall catalog is out. There are professional opportunities around community circles, project-based learning, habits of mind introduction, and habits of mind deeper dive which can all be found in the catalog. These topics were specifically requested.
- Public Relations (Kelly Jordan) Absent
  - Benefits Fair – The benefits fair is this Thursday, October 22 at CRMS. Tickets for the basket raffle will be sold and all proceeds directly benefit the Barb Shapiro Student Scholarship Fund. Tickets will be sold as follows: $1 for 1, $5 for 6, $10 for 13. You can use cash, check, or QR code to pay with PayPal.
    - PDTA apparel, tumblers, lanyards, and retractable badge reels will be available to purchase on site using cash, check, or card.
  - The PDTA Apparel Sale has begun and will run through November 6th. See your building PR Representative to purchase using cash or check.
    - ACE - Kara Miller
    - JRE - Jen Terenzi
    - MCE - Jennifer Montgomery and Kristin Fernandez
    - PRE - Suzanne McDonough
    - TRE - Jeni Connors
    - BRMS - Jennifer Birdsong-Ng
    - CRMS - Christine Johnson

        - MHS - Rachel Bonanno
        - SHS - Rachel Harrison
- Special Events (Erica Bonin)
    - The Benefits Fair is this Thursday from 2:30-5:00PM. Food will be available. Flu shots and COVID shots will also be available. Members are encouraged to make an appointment.
    - The retirement party will be at Ravenwood.

Special Reports

- President:
    - EZ Texting Update
        - We have had 117 members sign up for EZ Texting. The first text was sent last week reminding members of Benefits Fair and Solidarity Wear.
    - Posting & Transfer Doc
    - Central Office Updates
        - United Way Campaign – The point person for the United Way campaign in is Cindy Coleman from the Superintendent's Office. United Way will be a vendor at the Benefits Fair.
            - ACE - Amy Pelletier
            - JRE - Robin Miller
            - MCE - Lauren Andolina-Wrobel
            - PRE - Rachel Roberts
            - TRE - Melissa Dacey
            - BRMS - Ellen Fox
            - CRMS - Bridget Strub
            - MHS - Alizah Khan
            - SHS - Nancy Hakes
        - Capital Improvement Project Meetings – Building level meetings will continue taking place. Our liaison, Scott Barker, and Campus Construction will update Stephanie and PDAA President, Melissa Julian, as needed as the project continues. PDTA, PDAA, Scott, and Campus Construction are working on scheduling their first meeting together.
        - Health Insurance Open Enrollment – Health Insurance Open Enrollment will begin on November 1st. The process will be entirely digital this year (previously was digital and paper). The district is waiting for more information from BOCES to communicate with members. Members can log into Benefits Solver and see their plan, learn more information, apply for a change, etc. If members don't want to make any changes, nothing needs to be done as in the past.
        - PDAA – Some administrators are experiencing challenges with the new APPR platform and having access to all members in Perform. This should not impact our members and observations can carry on as normal.
- 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
    - Board of Education Appreciation Week was last week. The BOE members were presented with cards and donations for PEF and PYS on behalf of the Board of Education.
- Vice President of Negotiations
    - The PDTA negotiations team has their second meeting on Monday, October 19. On Wednesday, October 21st, our team has their first meeting with the district team.
- Resolution Specialist
    - The new medical leave document had a slight adjustment regarding a life-threatening condition benefit that members have access to. This is not something Pittsford offers, but the link from NYSTRS is now included in our medical leave document as an added benefit for certificated staff.
- Delegates

- NYSUT RA – May 2027 NYSUT RA will be held in New York City. May 2028 NYSUT RA will be held in Washington DC.
    - Since both conferences will be heavy expenses, the PDTA Representative Assembly engaged in conversation regarding how many Delegates should be sent to May 2027 NYSUT RA in NYC. Stephanie will connect with the Delegates again to make a final plan once hotel block rates have been shared.
    - Ryan shared that we allocate $4,500 of our budget for conferences yearly. This includes funds for NYSUT RA in addition to summer and winter conferences, the President's conference, among others.
- ED 5/6 Meeting Recap – The first ED 5/6 meeting of the year was held on Wednesday, October 14th. At the meeting, updates on NY Inspires were shared including what graduation pathways will look like from now through 2033 when NY Inspires is projected to be fully implemented. Philippe Abraham, NYSUT Secretary-Treasurer, was a primary speaker at the event. Philippe reminded Delegates that there are many NYSUT Member Benefits available to members. Please see the links below to view the member benefits that are available, including the Disaster Relief Fund.
    - Member Benefits
    - Disaster Relief

Important Dates

- **PDTA Apparel Sale**- October 15 through November 6
- **Benefits Fair/Flu Shot Clinic-** Thursday, October 22 @ 2:30 – 5:00 pm (CRMS Commons/Gym)
- **November *Speak Out*-** Submissions Due 11/2, Published 11/5
- **SRP Recognition Day**- Tuesday, November 17
- **Active Membership Meeting**- January 11, 2027 @ 3:30-5:00pm (SHS)

Adjournment

Meeting Adjourned at 4:50PM
Respectfully submitted,

Alyson Jacobs
PDTA Secretary