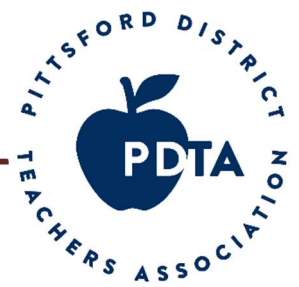


PDTA Executive Committee Meeting Minutes

Monday, September 11, 2023 at 3:30 pm

LOCATION: SHS LGI



Standing Attendees: Melissa Althouse, Greg Bischooping, Bret Burrows, Dwayne Cerbone, Kim Chesko, Kristen Dolan, Spencer Jones, Jessica LeVan, Amanda Marshall, Connie Maust, Michele Riedl, Julie Shaw, Jen Villareale, Stephanie Warchol, Todd Warren, Dennise Zobel

Additional Attendees:

Updates:

1. Summer 2023 Updates
 - a. Dwayne worked diligently this summer on hiring and contract issues
 - b. Going forward, civil service employees will be supported through one HR entity and professional certificated staff will be supported through another entity
 - c. Principals should be highlighting what safety and security measures are newly in place this year; if there have not been improvements in this area, please inquire with your principal
2. **11 and 12 month Auxiliary “floating holidays” have been established. Members should inquire of their supervisor if they have not received this communication.**
3. **The annual AFT audit has been completed and will be presented at Representative Assembly for approval.** The 990 EZ is next (November 15th).
4. **Benefits Fair October 12, 2023 at CRMS**
 - a. **Benefits Fair and Flu Clinic: The event will be held again with CRMS. Appointments will be required for the Flu Shot Clinic. Information is forthcoming. COVID vaccinations/boosters will not be available at this event. PDTA is currently working with Wegmans for the flu vaccinations. Please encourage attendance at this event with members.**
5. **WIN: The High School WIN MOA has been signed** and will be uploaded to Teams.
 - a. One of the conditions is that no travelling member is negatively impact; no communication yet on what that looks like
 - b. The MOA is a one-year document
6. Vacancies in District-level committees and building-level positions – please fill ASAP
 - a. Need to fill 2 positions on IAC
 - b. Wellness Committee update (See below)

Discussions/New Business

1. **Para Interests:**
 - a. **The Para Evaluation Process has been revised**
 - b. Para Mentor inception – processes for assigning; principals and reps
 - c. **Compensation for paras being pulled to fill other positions**
 - i. **High School: IEP Support periods are not perceived by PDTA as free periods to be re-assigned as needed. Covering these situations are considered overages and should be**

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compensated. If a para is truly unassigned, they can be assigned a new task/coverage without compensation.

- ii. **PDTA believes that time sheets for covering an alternate role should be filled out and presented to the member for their signature. Paras should not fill out their own time sheets if they are being involuntarily reassigned. Building principals should identify who is designated the authority to reassign someone (i.e. a secretary on behalf of building administrator).**
- d. **All paras should know their work hours and these should align with those communicated to Payroll. If unsure, all paras are recommended to inquire of their administrator/supervisor. Any questions should be directed to the building principal.**
- 2. **New Hires- please share concerns about their health insurance coverage start date with Dwayne**
- 3. Lunch and Planning PDTA Communication
 - a. All members need to be taking their interrupted planning and lunch time
 - b. If there is an obligation that needs to be done and the building principal overrides this, it becomes a grievance
- 4. Elementary calendar and snow day options: There are three days in the calendar without students unless there is a snow day
- 5. Building PDTA Meetings and PDTA Rep/Principal Meetings (typically 2x monthly)
 - a. At least one monthly meeting should include full team (assistant reps)
- 6. 2023-2024 Sick Leave Bank
 - a. 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 (Oct)
 - b. Annual Sick Leave Bank Status Report:
 - 2022-2023: 109.3 Days Allocated, 130 Days Collected + 88 Days Donated= 218 Total Added Days
 - 809.40 Days Available (Historical: 21/22 = 700.7, 20/21 = 709.8, 19/20 = 567.8)
 - Reassess at/below 500 – No need to reassess at this time.
- 7. Elementary Reps: Please make sure SWAT is in place and equitable in all elementary buildings
- 8. Wellness Committee → SEL Committee Membership
 - a. This is now the SEL Committee:
 - i. The purpose of the Social and Emotional Learning Committee is to advise and make recommendations to the Assistant Superintendent of Instruction related to the development of a comprehensive plan that supports social emotional learning, positive behavior interventions and supports a welcoming and affirming school community.
 - ii. The committee is charged with the following goals, in order to bring continuity to services across the District:
 - Developing and executing a shared vision, goals, and plan for systemic SEL implementation.
 - Reviewing and recommending resources and strategies that will ensure the integration of SEL within a continuum of supports related to both instruction and school mental health teaming.
 - Strengthening adult SEL competencies and capacities.

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- Identifying, implementing, and monitoring progress towards annual goals through the use of data collection resources and tools.
 - iii. Please contact the Wellness Rep to see if they are interested in continuing to serve on the SEL Committee and let Dwayne know if they want to continue in that role with a shift in focus. If not, need to find applicable representation.
9. Stipend for Teacher in Charge
 - a. There will now be a teacher in charge designated if a principal is out of the building for more than three hours
 - b. Need to determine how much the stipend should be
 - c. Should the designee be someone who is a member of the SIRT team?
 10. PDAA Discussions
 - a. Documentation focus and the impact of the current climate of hiring and retention
 11. Reps should schedule a first semester PDTA president building visit (communicate with staff and administrator when date is set and again just prior) AND a Building Rep and/or Building Team meeting with Dwayne
 12. Please update your PDTA bulletin boards
 13. Start of the school year and new contract issues/concerns: Dennise Zobel and Kim Chesko
 14. FIX TIER SIX campaign- Check out this comprehensive page for information about NYSUT's initiative to fix tier 6. There's also a short video so watch or show your members. Sign-up your members to the Action Team. Ask your LRS to join a membership meeting and talk about the importance of this campaign. More details and information will be coming throughout the year. It'll only work if all members in Tier 4 work together with those in Tier 6 to make a difference.
 - a. This also includes fixing Tier 5
 15. PDTA only email lists – Run a verification (email your minutes to “dACE Faculty” “dACE SRP” and then email “dACE” requesting members notify you if they did not receive prior PDTA message. If someone notifies you that they did not receive the PDTA message, pass along their name to Tracy Castleberry.
 16. Follow the PDTA EXEC MS Team. MOA's, Meeting Dates and other important docs stored in FILES Channel.
 17. Executive Committee Contact Information: Please make sure Tracy and Dwayne have your accurate contact information. If you send Dwayne a time sensitive email, follow up with a quick text letting him know.
 18. Review of Terms: “Duty of fair representation” / “Weingarten Rights” / “Cadet Rights” / “Progressive Discipline” / MOA
 - a. Murie Gillett is our new Communication Chair, replacing Brian Regan
 19. Building Reports
 - a. Summer work day: Kindergarten Bus runs unknown and SeeSaw. Impact?
 20. Additions
 - a. COVID Process – new protocols from HR this year

Important Dates:

- **New SRP Orientation September 20, 2023 3:30-5:00 pm (BRE: McCluski Meeting Room)**
- **Benefits Fair/ Flu Shot Clinic (CRMS) October 12, 2023 2:30-5:00 PM (Solidarity Wear Day)**
- **American Cancer Society's Making Strides Against Breast Cancer Walk (Innovative Field) Oct 22, 2023 10:00AM**
- **SRP Leadership Conference October 20-22 in Albany, Register by Sept 19, contact Connie**
- **ERS Pre-Retirement Workshop (ZOOM) - TBD**
- **NYSTRS Pre-Retirement Workshop () – TBD**

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- SRP Recognition Day – TBD
- **Membership Meeting (SHS LGI) – January 22, 2024 (Solidarity Wear Day)**
- Pink the Rink (RIT) –TBD 2024 (Wear Pink)
- **Retirement Party (Eagle Vale) - May 23, 2024 at 4:30PM**

2023-24 Speak Out Deadlines – Reach out to Murie Gillett with questions

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

Building Meeting: TO DO at the first faculty meeting. Here are your talking points.

- Introduce building PDTA leadership team including reps, assistant reps, SRPs and other committee member.
- Discuss meetings with building administration and interest collection methods.
- Discuss the importance of union communication through email, *SPEAK OUT, and meetings.*
- Discuss protection of lunch/planning for all members, compensation for covering para/teachers as a significant win in Negotiations to both protect and compensate members and any topics from my summer summary email that are relevant
- Invitation to join the PTSA. Membership in PTSA aligns us with this engaged population. The form to join is found in the District calendars and online. Our membership means a lot to our parents and this is an important part of our current advocacy work.
- Remind members of rights to representation in any conversation with an administrator that “could” lead to discipline.
- Q&A and any needed Open Discussion

Reps: please send all building reports and news to Jessica LeVan and Murie Gillett via email for this meeting. Items in **bold** should be included in your Executive Committee Minutes and/or shared at a faculty meeting!