

# PDТА Representative Assembly Meeting Minutes

Monday, September 15 at 3:30pm

LOCATION: SHS LGI



**Attendees:** Jaclyn Anderson, Nicole Barry, Susan Benson, Jennifer Birdsong-ng, Greg Bischoff, 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 Steele, Lindsay Stephens, Rebecca Tan, Jake Thompson, Jen Villareale, Stephanie Warchol, Heather White, Jeff Wing, Jessica Wojcik, Dennise Zobel

**Additional Attendees:**

Sent with Agenda: Treasurer's Reports, 2025-26 Meeting Dates, RA Roster, Committee Roster, PDТА 2025-26 Budget, NYSUT/PDТА Code of Conduct, Union Terminology

Opening:

- NYSUT/PDТА Code of Conduct
  - Stephanie read the Code of Conduct aloud to all members present.
- Review of Rosters
  - Current roster vacancies were shared. Building Representatives are in contact with the PDТА Office and working collaboratively to fill these positions.

## Approval of the Minutes: (sent with agenda)

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

Treasurer's Report: (sent with agenda)

- **Annual Required AFT Audit (available to members upon request from the PDТА office)**
  - Vote on Acceptance **Action:** A motion to accept the Annual Required AFT Audit was made and seconded.
  - Discussion/Questions
    - We are currently in great standing. Beginning this year, all invoices obtained during the year should be printed and filed away in the PDТА Office.
  - Vote on Approval (President to sign and send to AFT) **Action:** A motion to approve the AFT was made and seconded. Motion passed unanimously.

Old Business

- **Long-Distance Phone Access Update - all personal extensions can call long distance.**
- **Mandated Reporter Training**
  - **This was required, the deadline was 4/1/2025.** Members are encouraged to check their TEACH accounts to verify if they have completed the training.
    - **As a first step, you should log in to your TEACH account and proceed to the Account Information link. From there, select Workshops and then Submit. You will now see the completed workshops for your account. If you have completed the Mandatory**

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Reporter Training, it will show as "Child Abuse Identification (New Program)" with a recent date. If you see this, you are all set.

- **\*NEW\*** Addendum- over the summer the State Ed Department made NYSUT aware of an addendum to last year's training, NYSUT has started to communicate this out. PCSD HR is in the middle of testing it currently. At Monroe County Federation of Teachers (MCFT) other locals have been told to hold on completing anything until the glitches are worked out. Reports are that it takes anywhere from 15 minutes to 2 hours. The deadline is November 17, 2026. MCFT has asked NYSUT to continue to advocate against the additions/continuations of these required trainings. PDTA will work with HR to communicate the information to members soon.
- **Workplace Violence Prevention Act - there are no changes**
  - Reminders: if there is physical contact or destruction of property, PDTA Building Rep. should be looped in
  - For injuries, fill out the form in the Nurses office
  - Policy & WPVA Form on PCSD HR Website:  
<https://www.pittsfordschools.org/departments/human-resources/workplace-violence-prevention>
- **Sick Leave Bank Update**
  - 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 the open enrollments period (October)
  - 2024-2025: 170 days collected & 70 days donated (240 total added days)
  - 500 days allocated in 2024-2025
  - 453 days available at start of 2025-2026
    - 2023-2024= 713
    - 2022-2023= 809
    - 2021-2022= 700
    - 2020-2021= 709
    - 2019-2020= 567
  - Reassess at/below 500 - NEED to reassess at this time
    - Communication from Stephanie/Tracy will be forthcoming about opportunities to donate additional days to the Sick Leave Bank.

#### New Business

- **Compensation**
  - All members are encouraged to review their 9/15 pay reports for accuracy (hours/rate)
  - 3.75% increase for all
  - Paraprofessionals + \$0.44/hour added to base salary (prorated for part-time)
  - Para salary is calculated based on an hourly rate. It is the hourly rate that is increased annually and then converted to a salary. The calculation is close, but not exactly the same as applying the annual increase directly to the salary.
  - Paras who believe they qualify for the \$250/Semester stipend for working with students with specific needs should review contract provision 25-2-5 and then verify with your principal that your name has been submitted to payroll.
- **Central Office Updates**
  - HR
    - Discussions in connection with HR included salary notices, Global Compliance Communication, and overages and overloads. **Contracts for overages and overloads should have gone out. If they haven't been received, or don't know that they are on**

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the way, member should go to PDTA rep, PDTA rep goes to administrator, administrator goes to HR. If HR says they've sent it, but it hasn't been received, communication should go to PDTA Resolutions Specialist. There are currently some overages/overloads in flux right now.

- Superintendent
  - Discussions in connection with the Superintendent's office included new Legislations (Bell to Bell and Heat Mitigation), Shana Cutaia joining the end of the October RA meeting, communication platforms, and the Career Award.
- ASI
  - **Middle School Overnight Field Trips- please know that we are still gathering feedback. Parents were surveyed in the spring, and now we are drafting a survey to go out to MS staff. I plan to share this with MS PDTA leaders, goal is sometime this week. When it is finalized, it will come out quickly and the turn around will be fast.**
- Special Education
  - Discussions in connection with the Special Education office included the creation/make up of SIRT Teams, District Based Classroom Administrative Support, and **CPI Training for SRPs**. PDTA is working collaboratively with the district for CPI Training opportunities for SRPs.
- Technology
  - Discussion in connection with the Technology office included Potential Phishing Training and **Screen Lock Out Time**. Following the update to Windows 11, the screen lock out time was set to 3 minutes. After feedback was gathered, technology changed this and should not be set to 20 minutes.
- PDAA
  - Stephanie met with all administrators over the summer and had her first meeting with PDAA President, Melissa Julian.

#### Committee Chair and Officer Reports

- Communications (Murie Gillett)
  - **2025-2026 *Speak Out* Deadlines:**
    - **September**     **Submit: 9/22**     **Publish: 9/25**
    - 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](http://www.pdta.org)**
  - **Social Media**
    - **Facebook: Pittsford District Teachers Association- PDTA**
    - **Instagram: @pdtaunion**
    - **X: @PDTAunion**
- Extracurricular (Katie Shea)
  - **Contracts for Extracurricular duties should be coming out soon. Please make sure to remind members to never sign a contract if they believe it is incorrect. Always contact your extracurricular representative if you have any concerns about your extracurricular contract.**
- Membership (Paul LeVan)

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- Membership recruitment has started. Building Chairs should pass out letters.
- Public Relations (Kelly Jordan)
  - Apparel sale and raffle ticket fundraisers will take place at Benefit's Fair
- Special Events (Erica Bonin)
  - Retirement celebration for the 2025-2026 school year was moved to a Wednesday and will take place at Ravenwood again due to wonderful experience last year.

#### Special Reports

- Executive Vice President
  - **BOE Appreciation Gifts**
    - **Action:** A motion to approve the BOE Appreciation Gifts was made and seconded. Motion passed unanimously. A gift will be presented at the October BOE meeting for \$125 per organization for PYS and PEF.
  - **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>
- Resolution Specialist
  - **All unsettled overages/overloads, or contractual inquiries (class size, IEP numbers, lack of planning/travel/lunch time/over contractual minutes, etc.) should be communicated to Jennifer Villareale (MCE) immediately.**
  - **Any ongoing issues with para hours or compensation for working with students with significant needs, etc. should be communicated as soon as they become known.**
- SRP Representative
  - **Para Workhours: all paras should have received communication of their workhours, and these should align with those communicated to payroll. If unsure, all paras are recommended to reach out to their administrator/supervisor**
- **Important Dates:**
  - **SRP Orientation- September 23 @ 3:30 pm (McCluski/Mtg. Room 1 - BRE)**
  - **Benefits Fair/Flu Shot Clinic- Thursday, October 23 @ 2:30 – 5:00 pm (CRMS Commons/Gym)**
  - **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 (Location TBD)**

#### Adjournment

Meeting Adjourned at 5:10PM

Respectfully submitted,

Alyson Jacobs  
PDTA Secretary