

PDTA Representative Assembly Meeting Minutes

Monday, November 17 at 3:30pm

LOCATION: SHS LGI



Attendees: ~~Jacklyn 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 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, ~~Whitney Sienkiewicz~~, 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: October Rep Assembly Minutes, November Exec Committee Minutes, Treasurer's Report

Opening:

- NYSUT/PDTA Code of Conduct
 - Stephanie shared the Code of Conduct and checked in that everyone is all set.
- Icebreaker: What's a purchase you made that you immediately regretted?

Approval of the Minutes (sent with agenda)

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

Treasurer's Report: (sent with agenda)

- Current account balances were shared. Membership dues were collected from November 15th paychecks. Regarding the budget, a few things have come out of Rep Assembly budget line. The main transactions that have taken place thus far have been withdrawals for September and October NYSUT dues.

Old Business

- NYSUT LRS Follow Up: Our representative, Katie Sadler-Dobosz represents five districts, including multiple bargaining groups within PCSD.
- **Sick Leave Bank Update - As of September 1, 2025, the SLB balance was at 489 days. Since then, we have had 304 total days donated to SLB during open enrollment [93 new member enrollments days, 92 continuing member contributions (part of their 4 to be fully vested), and 115 days from donations].**
 - **There will be an additional donation period in March (will not be a time to join SLB) and in June for those retiring.**
 - It was decided at the November Executive Committee Meeting that we will reestablish a Sick Leave Bank Ad Hoc Advisory Committee. More information will be forthcoming.
- **Members should regularly verify all payroll and absence recording in WinCap. Report errors or questions to your Supervisor/Administrator.**
- **FINAL REMINDER!** Annual Training Module Deadline - The annual mandatory training modules need to be completed by 12/31/25, however as per New York State, the Sexual Harassment module must be completed within 30 days of employment. Please complete this module as soon as possible.
- **FINAL REMINDER!** Sub Policy Language for K-12 Paraprofessionals - Questions about pay connected to when paraprofessionals cover or are out, continue to come in. Many think it is an MOA, but this was added to the contract in the last round of negotiations.
 - **39 SUBSTITUTE POLICY FOR K-12 PARAPROFESSIONALS**

RA Meeting Dates 2025-2026: 11/17, 12/8, 1/26, 2/9, 3/9, 4/13, 5/11, 6/8

39-1 Paraprofessionals may substitute on a per diem basis if no certified substitute can be secured. The paraprofessional typically assigned to the classroom may be offered the opportunity to substitute for the certificated member upon mutual agreement of the certificated member and principal. The paraprofessional will receive an additional \$18 per hour for substituting for the teacher.

- **When consistent contractual paraprofessional support is not provided, as defined in 5-5-1, the paraprofessional will receive an additional \$28 per hour for substituting for the teacher.**
 - **5-5-2- When consistent paraprofessional support (grades K-3) is not provided, as defined in 5-5-1, the elementary classroom teacher shall receive an additional \$15 per hour for unsupported time.**
- **39-2 When a substitute cannot be secured for a paraprofessional and another paraprofessional is assigned to the role, the one serving in the role will receive an additional \$10 per hour. This provision is not applicable to a paraprofessional whose typical job duties are not required that day (ex. CSE Assigned Paraprofessional whose designated student is absent).**

New Business

- Food Service Training Video – Communication will be forthcoming from administrators regarding a video that staff need to watch and sign off on regarding food service training.
- Staff Absence Reminder – Members who are out of work for 5 days or more need to contact HR to let them know of their absence. There are specific deadlines and processes in place. Members need to continue to check email while out, for communication, paperwork, and timeline for return.
- MCFT Meeting Recap- Negotiations/STEPS – We had four PDTA leaders attend this month’s meeting which was primarily focused on negotiations. Key take-a-ways were shared.
 - An important change in language for members to note – The APPR process will now be known as STEPS. Districts are required to submit their new STEPS plans by 2032 for approval.

Committee Chair and Officer Reports

- Communications (Murie Gillett)
 - **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**
- Extracurricular (Katie Shea)
 - Reminder for advisors who advise “U Clubs” (un-stipend clubs) - Keep track of the time/responsibilities of your club so information can be shared later in the year to make sure compensation matches the work.
- Health and Safety (Robyn Paino)
 - Meetings coming up in the next week.
- Membership (Paul LeVan)
 - There will be one final communication to staff that have not yet joined PDTA. Following that communication, emails will be sent to various constituents indicating non-member status.
- Political Action (Karen Grace)
- Professional Standards (Dennise Zobel)
 - Main work right now is centered around STEPS. Next month’s large group meeting is canceled, and a small group will meet. The large group will reconvene in February.

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- Professional Growth (Nicole Barry)
 - There were no applications for Wanda Ward Study Grant in the fall. Next deadline is April 15th.
- Public Relations (Kelly Jordan)
 - The Benefits Fair was a success with both the raffle baskets and apparel sale. Raised close to \$1,100 from raffle baskets. About 113 items ordered through apparel sale. A second apparel sale will take place offering long sleeves, baseball t-shirts, and short sleeve options in March.
- Special Events (Erica Bonin)

Special Reports

- President:
 - Central Office
 - HR:
 - Discussions in connection with HR focused on Mandated Reporter Training, Admin/HR/PDTA Communication Protocol, and hiring updates.
 - Superintendent:
 - Discussions in connection with the Superintendent's office included the Distraction Free Policy, Central Office Team Position Transfers, and current work of the District Planning Team (DPT).
 - Finance/Payroll:
 - Discussions in connection with the Finance and Payroll offices included Para Sub Pay Discrepancies at the secondary level. It has been reported that buildings are reporting para sub coverage differently when paras are subbing for teachers. An update will be forthcoming after further investigation.
 - PDAA
 - Discussions in connection with PDAA include communication expectations (district-level versus building-level) and collaborative processes for administration working with HR, building representatives and/or PDTA President for overloads/overages and discipline of members.
- 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>**
- Vice President of Negotiations
 - We will begin collecting items for negotiation at the January Membership Meeting on January 26, 2026.
- Retiree Representative (PDRTA)
 - Irene is attending a meeting on November 18th about health insurance changes. It was noted that rates have gone up a little bit.
- **Important Dates:**
 - **SRP Recognition Day- Tuesday, November 18**
 - **NYSTERS Pre-Retirement Workshop- November 20 @ 3:30-5:00 pm (SHS LGI)**
 - **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**

Adjournment

Meeting Adjourned at 5:00PM
Respectfully submitted,

Alyson Jacobs
PDTA Secretary