

PDTA Representative Assembly Meeting Minutes

Monday, May 11, 2026 at 3:30pm

LOCATION: SHS LGI



Attendees: Jaclyn Anderson, Nicole Barry, ~~Susan Benson~~, ~~Jennifer Birdsong~~, ~~Jessica Bonadio~~, ~~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 Paine~~, 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: April Rep Assembly Minutes, May Executive Committee Minutes, Treasurer's Reports, Medical Leave Information Sheet, SLB Proposed Guidelines

Opening:

- NYSUT/PDPA Code of Conduct
- Additions to the Agenda
 - Chicken BBQ Feedback – Members provided feedback on the desire for a vegetarian option for the Chicken BBQ Fundraiser. PDPA offered a vegetarian option through King's Catering two years ago, but based on member feedback, we have not provided the option again. The PDPA Representative Assembly shared thoughts and suggestions that will be explored before next year's event.

Approval of the Minutes (sent with agenda)

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

Treasurer's Report: (sent with agenda)

- Treasurer's Reports
 - Ryan shared the current account balances and budget report for May. Stipend checks will be distributed next month at the June Exec Committee and June Representative Assembly meetings. A reminder was given to all committee chairs that reports need to be submitted before receiving stipend checks.
 - For this year's fundraising efforts, we are just under \$2000 but anticipate meeting our \$2,500 goal with the Chicken BBQ.
- PDPA Budget Advisory for 2026-2027
 - Ryan gave a draft presentation of the PDPA 2026-2027 Budget highlighting items such as budget changes, anticipated revenues, stipends, and a breakdown of dues. The budget will be voted upon at the June Representative Assembly Meeting.
- 2025-2026 Audit Committee (July/August)
 - We are still looking for **two** active members to join PDPA Treasurer, Ryan, on the 2025-2026 Audit Committee. The meeting will take place in either July or August. The official date will be chosen once the team is established. Lunch will be provided.

Old Business

- PDPA Elections
 - The 2026-2027 RA Roster was shared with the names of next year's PDPA Leadership Team.

RA Meeting Dates 2025-2026: 6/8

- We are still in need of a Building Representative for Thornell Road and an Assistant Building Representative for Park Road.
- Careers in Education Conference Follow Up
 - TALAT funds will be used to support students interested in attending this conference.
- Maximum Temperature in Schools Legislation Reminder
 - This legislation went into effect as of September 1, 2025.
 - Measured at a shaded location, 3' off the floor, near the center of the room
 - 82°F mitigate (fans, cooler spots, lights off, blinds closed)
 - 88°F educational and support service space should not be occupied
 - PDTA purchased 18 devices (instant read thermometers) to measure and record temperatures in our schools. Members can see their Building Rep and/or Safety Rep if there is a concern as the weather heats up.
- Posting Process Reminders:
 - Any member who is unsure of their posting needs/rights should reach out to their PDTA Building Representative as soon as possible for assistance. Any member informed they are displaced should reach out to their PDTA Building Representative immediately for assistance.
 - The union has collaborated with HR to draft a comprehensive Posting & Transfer document, which can be found [HERE](#)
 - Paraprofessional postings are scheduled to start on Friday, May 15.
- Sick Leave Bank Ad Hoc Presentation
 - The members of the Sick Leave Bank Ad Hoc Committee shared current and proposed Sick Leave Bank guidelines. The main changes were adjusting the table within the document and cleaning up the language.
 - The committee has their final meeting on Tuesday, May 26th and will propose the final changes at the June Representative Assembly meeting for approval.

Committee Chair and Officer Reports

- **IMPORTANT:** All end of the year Committee Reports are due to Tracy Castleberry by Friday, June 5th. The report should be written in such a manner that someone could pick it up and know the “what?”, “when?”, and “how?” of your Committee Chair role. Stipend checks will be distributed after Committee Reports are submitted, as this is a required duty for these positions. Examples can be found here:
https://www.pdta.org/files/ugd/f3e441_4f0425c8c61a409ea8225956d2659d84.pdf
- Communications (Murie Gillett)
 - Murie will reach out to all retirees ahead of last edition. Any retirees that respond will be spotlighted in the June edition of Speak Out.
 - **Speak Out Deadlines:**
 - June Submit: 6/8 Publish: 6/11
 - **Website**
 - www.pdta.org
 - **Social Media**
 - **Facebook:** Pittsford District Teachers Association- PDTA
 - **Instagram:** @pdtaunion
 - **X:** @PDTAunion
- Political Action (Karen Grace)
 - BOE/Budget Endorsement Update
 - Members interested in watching the PTSA Meet the Candidates Night presentations can do so using the following link: <https://www.youtube.com/watch?v=c33ji5s1DU&t=266s>
 - Check out the PDTA social media channels for more information
 - PDTA will not be passing out lawn signs this year and will be utilizing those funds for digital ads..
 - VOTE-COPE

- Campaign is currently going on and will be wrapping up at the beginning of June.
- Professional Standards (Dennise Zobel)
 - An updated version of the Q&A Document for Evaluations has been posted. This revised version includes guidance for staff members that are .5 part time FTE and greater. The process for staff members who are part time and less than .5 FTE is still in progress.
 - The district will be transitioning to a digital evaluation system through Power School. Professional Development will be offered when a timeline for implementation has been established.
- Professional Growth (Nicole Barry)
 - Staff members who are professional certificated staff are responsible for enrolling in Superintendent's Conference Day through WinCap. Anyone who worked in the district the previous year will automatically be enrolled in the SCD activity for the first three workdays of the school year. Staff members that are new to PCSD should respond to Nicole's fall email stating they are new and she will enroll new staff for the first three workdays.
 - There have been six applications for the Wanda Ward Study Grant.
 - The summer catalog will be out at the end of May.
- Public Relations (Kelly Jordan)
 - The Chicken BBQ will run from 3:00-6:30PM on Tuesday, May 19th at CRMS
 - Pre-sale ticket sales have been extended through Wednesday, May 13th.
 - Event purchase price is \$20 per meal
 - Meals will consist of ½ BBQ chicken, salt potatoes, mac salad, and bread
 - Cash, check, and credit card (with a processing fee) will be accepted at the event. Checks should be made out to PDTA
 - The spring apparel sale items have arrived and were distributed at the May RA Meeting to building reps.
- Special Events (Erica Bonin)
 - Retirement and 20-year Honoree Party – 29 retirees and 13 twenty-year honorees will be present at the event. Register [HERE](#) by May 18, 2026. Tickets cost \$40 (processing fee if paying with a credit card).

Special Reports

- President:
 - Superintendent
 - Discussions in connection with the Superintendent's Office include discussions around strategic planning that are coming out of DPT and the Shaping Our Future Event that will take place on May 30th from 9-12 at CRMS. The registration link was sent out and is available on social media
 - Human Resources
 - Discussions in connection with the HR Office include personnel matters, individual MOAs, and ongoing discussions about the hiring/postings processes.
 - The district is wrapping up the hiring process for the new Director of Transportation, Superintendent for Business, and Sutherland High School Assistant Principal positions.
- Important Dates:
 - **PDTA Chicken BBQ & Budget and BOE Member Vote** - May 19 @ CRMS
 - Budget & BOE Member Vote- 7:00AM-9:00PM
 - Chicken BBQ- 3:00-6:30PM
 - **PCSD Retirement & Recognition Party** - June 3 4:30pm @ Ravenwood Golf Club
 - **PDTA Active Member Meeting** - June 8, SHS LGI 3:30pm
- Vice President of Negotiations
 - The PAC team has met twice and has one more scheduled meeting on Monday, June 8 from 5-7PM to look at negotiations interests. Following this meeting, the group will be narrowed down to the negotiations team.
- Resolution Specialist
 - Medical Leave Info Sheet Update

- A Medical Leave Info Sheet was shared with the group to support members who are expecting to go out on a leave. The next step is for the document to be shared with HR to ensure the document aligns with district policy and procedures.
 - Members expecting to go out on leave should contact PDTA Resolution Specialist, Jen Villareale.
- Delegates
 - Update from NYSUT RA
 - Four of our PDTA Delegates attended this year's NYSUT RA Conference in Albany. The group shared various resolutions that they voted on as well as general feedback about the conference. Next year's NYSUT RA Conference will take place in New York City.
- Retiree Representative (PDRTA)
 - There will be a retiree end of year party on June 18th.

Adjournment

Meeting Adjourned at 5:01PM

Respectfully submitted,

Alyson Jacobs
PDTA Secretary