



HEARING EDUCATION SERVICES



United Federation of Teachers

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Consultation Committee Meeting Minutes October 10, 2007

In Attendance: Helen Kaufman – Assistant Superintendent District 75
Rose O'Connor – UFT Chapter Leader
Caryn Benjamin, Steve Scouten, Wendy Wolffson – HES Teachers

Old Business

1. New Supervisor: Position will be advertised on the DOE Web site this month along with speech supervisor.
2. Audiology Budget: Purchase orders for repairs and earmolds have been submitted. The contract for earmolds has been approved. A formal budget request for future FM purchases is being prepared. Rose informed Helen that in the Bronx, broken FM equipment that was turned in to the audiologists in June was given back to them in September. Helen will investigate.
3. Monthly Service Forms: The committee accepted the trial of a new form. Teachers will list their schools and the entry and exit times in each building. They will also list the dates in each school for the principal's signature. The committee requested that detailed directions and a sample form be given to the teachers. Helen promised to do so.
4. Unserved or underserved students: F-status teachers have been hired and others may be hired in the future. It was agreed by all that supervisors should not pressure teachers to take students on their lunches and preps. The possibility of teachers being compensated for voluntarily serving students on their preps was raised. Helen will investigate.

New Business

1. Mentoring: The committee discussed options for meeting the requirement of mentoring new teachers. Mentoring teachers are supposed to be compensated by a two-period reduction of their instruction program: mentoring in lieu of administrative assignment, that's one hour per session, plus one period reduction of instruction program for each teacher mentored. Helen will meet with the head of the program and it will be discussed at the next meeting.

2. White Attendance Cards: Card stock was purchased. The Bronx and Queens contingents would like to receive these cards. Rose will send template to Helen and Helen will have them printed. Use of these cards is voluntary. Each supervisor will be given samples of the card so that any interested teacher may request them.
3. Audiology:
 - a. Sue Lipkowitz and Judy Cohen have generated a letter for principals to explain the importance of safeguarding FM equipment. Since it is planned that teachers will distribute the letter, the committee would like to be shown a copy of the letter. There is also a second letter to be used if the equipment is lost. Replacing lost equipment will require a meeting of the principal, teacher, parent, audiologist and student. It was agreed that the letters will not be distributed until the committee reviews them.
 - b. For Chapter 683, in 2008 a set of FM storage forms will be kept at each borough's closet on the last day of the regular school year. Helen will inform Sue Lipkowitz.
4. Rose Requested:
 - Copies of teachers programs
 - HES Organization for 2007-08

Helen said she will get them to Rose.