

Hearing Education Services

CHAPTER NEWSLETTER



Cecilia Cortez, *Chapter Leader* • e-mail: ccortez@uft.org • 212.598.9277 • UFT Hours: Wednesday 1-3 p.m.
UFT Delegates: Amy Cohen and Donna Kafko

June 2011

MESSAGE FROM Cecilia Cortez

We empty our desks, pack our books and put away our IEPs. That is a sign our school year is over. What a year. It has gone so fast we almost didn't have time to catch up. Now that we have a minute, we can reflect on the things we did, the things we didn't do, the things we would have liked to do, and especially the things we accomplished.

It has been a pleasure working for you. I will continue to serve you. Have a great summer.

—Cecilia

You Should Know

Program Preference

Each spring (or each term in some high schools), you may request an assignment for the following school year (or term) on a preference sheet that your principal will hand out. (This is the same preference sheet as for professional activities.) You should indicate the subject and grade level you desire in priority order. If you are a special education teacher, you should place in priority order the age range of special education classes you want, as well as the special education program designation you want to teach. Requests for special teaching positions (cluster positions) or compensatory time positions should be made in a separate application to your principal as they become available and are posted. If you don't get your first choice for two consecutive years, you may file a reorganization grievance. Talk to your chapter leader.

Consultation Meetings

The issues that got reviewed and resolved at the consultation meetings this year were:

1. TRAC:

Everyone is being paid on time now.

2. Parking permits:

Rotation: Everyone will get a parking permit on a rotating basis once every three years.

3. SESIS:

Everyone will continue to get training on the SESIS process. In addition Ms. Kaufman gave each HES supervisor a letter for HES providers to give to individual principals requesting they be placed on Galaxy at their schools as non-paid members. That will allow HES

providers to have access to SESIS and do their IEPs. The most important thing is for HES providers to get into the Galaxy system at their schools.

4. Lesson plans:

Lesson plan format: The development of lesson plans by and for the use of the teacher is a professional responsibility vital to effective teaching. The organization, format, notation and other physical aspects of the lesson plan are appropriately within the discretion of each teacher. A principal or supervisor may suggest, but not require, a particular format or organization, except as part of a program to improve deficiencies of teachers who receive U-ratings or formal warnings. Since the mechanical, ritualized collection of lesson plans does not further these goals, it is prohibited.



Things to do



- **Review your CAR:** Make sure your personal information is correct and the days in your CAR (cumulative absence reserve) are exact.
- **Letter in file:** Before any letter is placed in your file, you must be given an opportunity to read it and acknowledge its receipt by signing it. If the letter is negative, you should write a response, detailing why you disagree with its contents. There is no timeframe by which your response must be written. You should speak with your chapter leader, who can help you write an appropriate response and advise you on any other possible course of action, including procedural matters that may be grievable. The response should be attached to the original letter in your file; your supervisor cannot respond to your response.

If a letter is written for your file outside the contractual time limits, you have a right to grieve to have that letter removed. In addition, an arbitrator has ruled that you have the right to grieve “if material is placed in a teacher or employee file under circumstances that are alleged to constitute a violation of substantive Collective Bargaining Provisions.” In other words, if the letter violates a substantive part of the contract, you can grieve the letter under that contractual article.

If the letter is not used as the basis for disciplinary charges for three years, under a recent provision you can (and should) have it removed from your file. Talk to your chapter leader about how to do this.

- **Rest and recharge.**

Things we did

Events that HES providers participated in this year:

- There were five UFT pension meetings for HES providers in every borough.
- There were UFT Welfare Fund monthly meetings in different boroughs.
- HES providers attended the District 75 training weekend in February in Rye, New York.
- Many HES providers came to the May 12 rally to protest budget cuts.



I would like to thank Mr. Tom Brown and Mr. Stephen Gappelberg from the UFT Pension Department. They gave the lectures on pension at our UFT borough meetings. They were very informative. They did an excellent job.

I want to thank my delegates Ms. Dana Kafko, related service provider Brooklyn West, and Amy Cohen, related service provider Brooklyn West. They attended all the Delegate Assemblies. Dana wrote the notes from every assembly. They have been supportive of me and our entire chapter.

I would also like to thank the members of the consultation committee: Toni Wofse Gerardi, related service provider Brooklyn West, came to the consultation meetings and took the minutes. Sandy Spekman, related service provider Bronx, and Judy Cohen, audiologist Manhattan, also attended a few meetings.

On a personal note, I also wanted to thank all the people who sent condolences to me. That was very touching.