



# HEARING EDUCATION SERVICES



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**United Federation of Teachers**

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HES Consultation Committee Meeting Minutes

January 5, 2011

4:00 pm - 5:00 pm

400 1st Avenue, New York, NY 10004, 5th floor

**In attendance:**

Helen Kaufman, Assistant Superintendent; Cecilia Cortez, UFT HES Chapter Leader; Toni Wofse, Brooklyn HES Related Services Teacher; Note taker; Sandy Spekman, HES Bronx Related Services Teacher.

**Agenda for Consultation Meeting on Wednesday January 5th:**

**1. New Date For Next Meeting**

Date for the next meeting. We chose Wednesday, March 3rd. Wednesday, February 2nd is the retirement party for the former Manhattan supervisor Ms. Gail Oberlander. Everyone on the committee would like to attend the party. We are not meeting during February. It is a short month.

**2. TRAC**

TRAC continues to be an issue. There are many people who have not been paid TRAC yet. Ms. Kaufman said she would assign a person to check the TRAC numbers. Please send your TRAC number to Ms. Lyn Pasquariello. She is the paraprofessional secretary. She is the new person in charge of checking TRAC. Her email is: [LPasquariello@schools.nyc.gov](mailto:LPasquariello@schools.nyc.gov). She will check your TRAC number. Please follow thru and send her your TRAC number if you have not received your TRAC money. It is important you keep asking for TRAC money. It is your money.

### **3. Lesson Plans**

The New Supervisor for Manhattan, Ms. Edwards, has asked HES teachers from Manhattan to bring their lesson plans. She is going to pick two teachers in a lottery and collect their lesson plan books. Ms. Kaufman said she supports it. I said she can't do it. She said a supervisor can collect lesson plans. I am sending Ms. Kaufman circular 28 from the DOE. In paragraph 6 it states "The collecting of lesson plans is prohibited". I spoke to the union liaison; she said I could file a grievance. I need someone who is willing to file a grievance on lesson plans. If you are in that group and interested on filing a grievance send me your file number and social security, and I will be happy to file a grievance for you.

I will continue to talk to Ms. Kaufman about this until this practice is terminated. We disagree about the reasons to collect the lesson plans. It will continue to be an issue on the consultation agenda.

### **4. Meetings**

I asked Ms. Kaufman to ask HES Supervisors if they could have their monthly meetings on Wednesdays. That will make it easier for me to visit HES teachers from different boroughs since that is the only day I do union work.

She said she will ask the HES supervisors to schedule their monthly meetings on Wednesday if possible.

### **5. Money For Per Session**

An HES provider may get paid per session. If students can't be seen by a related service provider because the schedule is full, then per session is allowed. Ms. Kaufman said she will look very carefully at schedules and may ask another HES provider with a light schedule to cover students who are not served by providers with full schedules. If there is no one else who can see that student, then you can get per session. She said she will work with the supervisors on that issue. It is not an automatic thing to get per session. It is not something to fill out a form and get paid. Ms. Kaufman has to approve per session. No student will be left unserved.