



# HEARING EDUCATION SERVICES



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**United Federation of Teachers**

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HES Consultation Committee Meeting Minutes

January 7, 2013

4:00 – 5:00pm

400 First Avenue, 5<sup>th</sup> Floor, New York, NY 10004

## **In attendance:**

Helen Kaufman, Assistant Superintendent District 75; Cecilia Cortez, UFT HES Chapter Leader; Danna Kafko, Brooklyn HES Related Services Teacher, Note Taker

## **AGENDA**

### **1. Mentoring for New HES Teachers**

It was brought to my attention that some new teachers haven't had mentoring yet. I asked Ms. Kaufman to provide a mentor for every new teacher.

Complaints have been received that some new teachers don't have mentors. Helen Kaufman said all new teachers have mentors. She would e-mail the HES supervisors in all the boroughs to be certain that all new teachers have a mentor. I mentioned the contract. It has provisions about mentoring. She said she will let me know.

### **2. How Can We Alleviate the Signature Problem for HES Teachers?**

Ms. Kaufman spoke about submitting monthly signed time sheets and the importance of it. It is for the protection of HES providers, she said.

She was told about the difficulties some HES teachers have getting them signed by the principals at their different schools. She said that time sheets are for the provider's protection and to document payroll.

If they are having difficulty in getting a time sheet signed they have some options. One suggestion is to leave a copy of the signing sheet at that school and collect it later at a different date. You can also get a letter from the principal designating another staff member to sign in place of the principal. If you have persistent problems in getting your sheet signed, HES providers should let their HES supervisor know.

**3. We are short of HES providers in all the boroughs. That has created extra stress for all the HES teachers. We have all been asked to pick up some coverage and serve unserved students.**

As we have lost several staff members due to retirement or illness the problem of taking on extra sessions from another teacher was discussed. Some supervisors have asked that staff members cover sessions from these teachers. If someone would like to serve a child from another district before or after school, Ms Kaufman would consider this and the provider could be paid. Coverage pay may also be received if a teacher sees a child who was left uncovered due to illness or retirement during their prep. This would mean that travel time and the session would have to be incorporated into the prep time. Therefore, the school to be covered must be within close distance.

(Reminder to all HES teachers, if students are unserved or underserved, Special Education complaints need to be filed.)

**4. Can HES Hire Permanent Substitutes?**

Ms. Kaufman said no. A teacher without DHH credentials ABSOLUTELY cannot "sub" during these sessions. Everyone who teaches for HES has to have a DHH license.

Ms. Kaufman will ask HES supervisors if anyone wants to pick up these sessions -- which will be designated as missed prep -- and they will be paid. She also reminded us that we can group students within a three year age span when possible. To remedy the shortage of HES teachers, she said 4 new teachers are coming on board. One new teacher will be in Staten Island and three new teachers will be placed in Brooklyn. They will come once they are clear by HR connect. Additionally, recruitment is being done for HES teachers a graduates of DHH programs thorough out the city.

**5. Can we be trained on the Common Core Curriculum? Teachers are being trained throughout the city - why not us too?**

Ms. Cortez suggested that we have speakers to instruct us on the Common Core Curriculum. Ms. Kaufman agreed to this and hopefully it will be arranged for training on Brooklyn Queens Day.

**6. Follow up Separated Location and the IEP mandates**

The request by many APs to have HES teachers push into the classroom despite the fact that the IEP specifies separate location.

Ms. Kaufman said that she would let supervisors know that teachers don't have to do as APs suggested. Ms. Kaufman also said that we have to pick our battles. We can't be fighting with all the Assistant Principals all the time. We are here for the children she said. She also stated that some IEPs should be changed to state that services will be received 50% of the time in the classroom and 50% of the time in a separate location. (any change to an IEP must be done at a properly constituted IEP meeting including the parent)

**7. New Date For Next Consultation Meeting**

The next consultation meeting is scheduled for Wednesday, February 20th.