



United Federation of Teachers

Cecilia Cortez, Chapter Leader

52 Broadway, New York, NY 10004

Voice mail: (212) 598-9277

Fax: (212) 510-6437

E-mail: ccortez@uft.org

HES Consultation Committee Meeting Minutes
September 21, 2011
4:00 pm - 5:00 pm
400 First Avenue, 5th floor, New York, NY 10004

In Attendance:

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

Agenda:

1. Dates for Consultation Meeting

The next consultation meeting will take place on Wednesday October 12, 2011.
We will schedule the meetings on a monthly basis to make sure everyone can attend a meeting.

2. SESIS Training

We asked Ms. Kaufman when the training will happen.
Ms. Kaufman said she is going to get training for us. It is not going to be a small meeting. It is going to be like the meeting that everyone received who worked during the summer.

Ms. Kaufman said she will ask HES supervisors to find out how many HES teachers have access to a computer in their schools. Ms. Kaufman will also look at HES providers' programs to see about allotting time for SESIS. She didn't specify how much time because she said she had to see the programs first.

3. Line For Injury In The Line Of Duty

The question is who is responsible for the paper work if a teacher falls in the street in transit to another school?

Ms. Kaufman will find out who is responsible.

If you have an accident in the school, the school secretary of that school does the paper work.

4. Schedule for Union HES Meetings

I asked to get the HES supervisors to schedule one monthly meeting on Wednesdays so I can come and see the HES providers at their monthly meeting at least once a year.

I also asked her to accommodate two UFT speakers: one on Welfare benefits and the other on Pension benefits during their monthly meeting. Ms. Kaufman said yes. She will speak to the HES supervisors.

5. Accommodation For Different Events

Some HES Providers have asked if they can have some time off; not the whole day, but just an hour or two to go to different events for their own children i.e. a meeting with a teacher or anything related to their own children.

Ms. Kaufman said yes. You can take an hour or two to go there. It will count as personal time off. You will have to fill out a form. You will have to ask her for permission in advance to take a fraction of the day off. The time you take off will be added up. If you take more than three and a half hours, it will count as a full day. She also said that if you come late, have an extended lunch, or leave early for religious reasons, she wouldn't deduct time from your CAR. But you must inform her.

6. Paper Work

Ms. Kaufman said everyone should handle the paper work on time for TRAC and Time Sheets.

The paper work should be submitted within five days from the due date or at least before the end of the last month.

When teachers send their paper work late it creates extra work for the secretaries. The secretaries have a lot of work already.