



---

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](mailto:ccortez@uft.org)

### HES Consultation Committee Meeting Minutes

September 29, 2010

4:00 pm - 5:00 pm.

400 1st Avenue, N.Y. 10004, 5th floor

#### **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 future consultation meetings
2. - Parking Permits
3. - Personal Days
4. - Professional Day November 2nd
5. - Replacing Manhattan Supervisor

#### **1. - Dates for future consultation meetings**

We decided to pick the date only for the next meeting because not everyone who is in the committee was there. We chose Wednesday, November 3rd as the date for the next meeting.

#### **2. - Parking Permits**

Once again we talked about parking permits. I reminded Ms Kaufman that we had agreed to a plan last year. Please see notes from last year.

**NOTE: (We asked Ms. Kaufman to remind the HES supervisors to be fair in the process. Ms. Kaufman said the parking permits will be rotated. If a HES teacher gets a parking permit one year the same person shouldn't get it the following year)**

Ms Kaufman said that she got 76 permits. She gave them to the supervisors. She was not able to tell me how many she gave to each HES supervisor to give out. But she said she told the supervisors to be fair. She said each HES supervisor had a list of people who needed a parking permit. Manhattan got very few. She was not able to let me know how many it got. She said she will give me a list of the HES staff who got parking permits last year and the names of HES staff that received them this year. She has not done so yet. The rotation process is long, she said. Some HES staff may not get a parking permit after three years because there are about 225 staff that qualify for parking permits and she only gets 65 permits a year. If a HES teacher or audiologist has unpaid tickets that person won't get a parking permit. If your car has special plates that person won't get a parking permit. Your name will be off the list and the next person on the list will get a parking permit. Audiologists got more permits because they carry up to forty pounds on a daily basis. All the parking permits have been distributed already. There are no more parking permits. If you didn't get one this year you may get it next year or the year after. As soon as she gives me the list I will let you know.

### **3. - Personal Days**

Once again I talked about personal days. I reminded Ms Kaufman that we spoke about it last year. She has agreed to accept paper work for personal days three days in advance. The HES provider handbook states one week in advance. Ms. Kaufman said personal days must be applied for with an OP221 by mail or email at least 3 days in advance. Please don't call Ms. Andrew and inform her you are taking a personal day. Ms. Kaufman won't grant it. It has to be requested in writing to Ms. Kaufman. Religious days have to be requested as well. If you know you are taking religious days make a list of all of them and request them well in advance. You know which days you want. Submit them in advance. Ms Kaufman wants to know which days you want. The form to use for religious days off is OP 201.

### **4. - Professional Day November 2nd**

I asked Ms. Kaufman if we can have a UFT speaker at the HES meeting on Tuesday November 2nd. She said yes. She will talk to the HES supervisors and let them know. I tried to have a UFT speaker at each meeting last June. It didn't work. I apologize for that. I will try to have a UFT speaker now that she has agreed. Hopefully, a UFT speaker will be at all the HES meetings on Election Day/ professional day.

### **5. - Replacing Manhattan Supervisor**

I asked Ms. Kaufman about replacing the Manhattan HES supervisor now that Ms. Oberlander is leaving. She said that there is a posting at the DOE website. She said it is the only place it is advertised. It is not advertised anywhere else. The posting closed last Wednesday. Ms. Kaufman said she will check tomorrow if anyone

applied for the job. If nobody did, it will be posted again. She said the position will be replaced.

Ms. Paul the supervisor from Brooklyn East and Staten Island is coming back on October 6th.

The next consultation meeting will be on Wednesday, November 3rd. If you have any questions or concerns please let me know.

That is all the time we had.