



HEARING EDUCATION SERVICES

United Federation of Teachers

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HES Consultation Committee Meeting Minutes

November 2, 2011

4:00 pm - 5:00 pm

400 First Avenue, 5th Floor, New York, NY 10004

In attendance:

Helen Kaufman, Assistant Superintendent District 75; Cecilia Cortez, UFT HES Chapter Leader; Toni Wofse, Brooklyn HES Related Services Teacher

AGENDA

1. Parking Permits

We continue to follow the same policy: rotation. That is what we agreed to at past consultation meetings.

2. SEIS

Ms. Kaufman originally stated that no session notes are needed for HES teachers in Encounter Attendance. She originally stated only SPEECH, OT, and PT have to write session notes. I asked Ms. Kaufman to put this in writing.

She wrote, "My conversation with you at consultation was incorrect. HES; related service teachers must complete session notes." I asked her how much has to be written, she said: "Session notes are not lesson plans; HES teachers already write lesson plans and there is no need to repeat this action. Session notes reflect the activity you did during 'your session with students' and are to briefly describe the service and outcome. Writing 'speech reading and auditory training' are acceptable if that was the service delivered. You should also note whether the intervention was successful, partially successful or not."

3. Mentoring

All new HES teachers are now being mentored. Mentors are advised to keep paper notes until such time it is determined how to track everything electronically. Each mentor is aware of these procedures. I requested of Ms. Kaufman a list of the new teachers requiring mentoring so I can send them a union welcome. She agreed to do so.

4. Staff Updates

Ms. Bridget Ann Turadek, The Bronx supervisor, has retired; we wish her well. Her supervisory position will be posted in November on the DOE web site. The other HES supervisors are temporarily covering for her until a new supervisor is selected. The HES supervisors have already reached out to her HES teachers. Ms. Vicky Paul, the Brooklyn East and Staten Island HES supervisor, is also retiring as of January 3rd. We also wish her well. Ms. Kaufman said her position will be posted as soon as she leaves the post in January.

5. Counselors

HES members have informed me there is a need to have more HES counselors. Ms. Kaufman agrees there is a need for more HES counselors. Ms. Kaufman states she is considering hiring counselors with signing skills. Ms. Kaufman said HES Counselors should share their concerns with their supervisors and their supervisors will bring all concerns to Ms. Kaufman. She stated that she feels that all HES students don't necessarily need to be serviced by HES counselors. The HES counselors should primarily see sign language kids and other students that have special hearing issues. The rest should be seen by school counselors in their respective schools. Again speak with your supervisors about specific concerns.

6. Audiology

Audiology vacancies exist in the Bronx and Staten Island. Audiologists will get to every student; however, not necessarily the day you call. Hopefully they will be served within a week. If you know of a student not being served please alert your supervisor.

7. Personal Days

Here is what the contract says about personal days, Article 16. Ms. Kaufman is in agreement these are the regulations she is following for granting of personal business days.

11. Teachers on regular appointment shall be granted absence refunds for illness on application, without a statement from a physician, for a total of no more than 10 days in any school year. Teachers will be allowed to use three of such 10 days of sick leave for personal business provided that reasonable advance notice is given to the head of the school. Effective September, 2002, teachers may use two of the three days allowed for personal business in any school year for the care of ill

family members. For the purpose of this provision, family member shall be defined as: spouse; natural, foster or step parent; child; brother or sister; father-in-law; mother-in-law; any relative residing in the household; and domestic partner, provided such domestic partner is registered pursuant to the terms set forth in the New York City Administrative Code Section 3-240 et seq. Days off for personal business are intended to be used only for personal business which cannot be conducted on other than a school day and during other than school hours.

8. Consultation Meeting Dates

The next two consultation meetings will be held on Wednesday December 21 and Wednesday January 11. If there is anything you would like considered for the agenda please let me know.