



# HEARING EDUCATION SERVICES



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United Federation of Teachers

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HES Consultation Committee Meeting Minutes

October 2, 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. Can we have more parking permits?**

Parking permits are a dead issue. We hope the situation will change with the new Mayor in January. We are not getting more parking permits right now. A new requirement is in place now. If your permit is held up due to unpaid tickets, you must show documentation that parking tickets are paid. They need to see documentation. Please save all the receipts.

**2. Is there any money for iPads?**

IPad issue was brought up. Cecilia asked if there is any money for them. The answer is no. Ms. Kaufman said there is no money for materials. iPads are not in the list.

**3. Can TRAC be paid on time?**

If Trac is not done after three months, you will not get it. As fast as the Trac is put in, it goes to supervisors, Lynn, and Rosemary Kolb. It is a three-step process. This came about because last summer some HES teachers put in their TRAC during the summer and it depleted the budget. The money was paid to TRAC. There was no money for anything else. Ms. Kaufman said she will keep an eye on it. She will make sure it gets paid on time. If you do not get it, you must let me know.

**4. Mentoring: Are all the new teachers with a mentor?**

She said yes.

Ms. Kaufman said she will take care of everything. It is in progress. Everyone has a mentor. Mentoring list must be submitted by supervisor to match up new teachers to mentors. As soon the list is ready, she will send it to me. If you are a new teacher and you do not have a mentor let me know to add your name to the list.

**5. Can we have more time for SESIS?**

Ms. Kaufman said you are allowed to use up to four 37½-minute sessions. You must let your supervisor know when you are doing SESIS.

**6. Lessons Plans**

I provided Ms. Kaufman a circular about lesson plans.

HES Teachers at Truman High school were given a template to follow for lesson plans. That is not acceptable. The UFT is very clear on that. Lesson plan format at Truman HS will be reviewed by HK. I am sending the circular to everyone.

**7. Who will evaluate the HES teachers with the new evaluation?**

The new evaluation process will basically affect 23 HES teachers in self-contained sites. It does not impact itinerant related services providers. Ms. Kaufman has the final say in rating all HES self-contained teachers and all HES related services providers. She is the rating officer at the end of the school year. She signs your rating sheet. Principals and APs at schools may observe HES teachers at schools with self-contained HES classes. But the HES supervisors will do the new evaluations. Artifacts must be handed to HES supervisors. Initial planning conference for observations must be held by October 25th. Ms. Kaufman said the meetings are being scheduled already. If you are a HES teacher in a self-contained class make sure you have already met with your supervisor. Also, attend the UFT meetings for the new evaluation. They are in all the boroughs.

**8. What religious Holidays do you give?**

Religious days: Some people were upset that they had to use personal days for religious observances. Ms. Kaufman gave official observance days as religious days. She did not give the days on which people were not allowed to drive. She said she consulted with high authorities on this matter. If the holiday says you can drive she did not give you that holiday.

**9. Nov 5th will be the Professional Development day.**

It will take place at the same place as last year. It will be at the UFT Brooklyn Borough Office. It will be a whole day, 8:30 am to 3 pm. It will be on Election Day, November 5th. HES providers will present another new and interesting iPad workshop with all new information.

HES supervisors will discuss the PD at their monthly supervisors meeting said Ms. Kaufman.

**10. Can Auditory-Oral Teachers come to the Nov. 5th training PD in Brooklyn?**

Auditory-Oral teachers want to come to the November PD training for HES itinerants at the Nov.5th Election Day training meeting. Ms. Helen Kaufman said yes they could if their HES supervisor is not providing a training on that day.

**11. Next consultation meeting is Nov 6th.**