

# All About School Based Options (SBO)



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# What is an SBO?

- A **School Based Option** is a modification of the UFT/DOE contract.
- An SBO gives your school the opportunity to collaboratively modify certain contractual articles and/or create positions that the contract does not automatically allow.
- All SBOs must be approved by:
  - The UFT staff\* and Principal
  - District Representative and Superintendent
  - UFT President and NYC Schools Chancellor
- \* UFT Members Only



# Teacher Contract

## Article 8

### B. School-Based Options

The Union chapter in a school and the principal may agree to modify the existing provisions of this Agreement or Board regulations concerning class size, rotation of assignments/classes, teacher schedules and/or rotation of paid coverages for the entire school year. By the May preceding the year in which the proposal will be in effect, the proposal will be submitted for ratification in the school in accordance with Union procedures which will require approval of fifty-five (55) percent of those voting. Resources available to the school shall be maintained at the same level which would be required if the proposal were not in effect. The Union District Representative, the President of the Union, the appropriate Superintendent and the Chancellor must approve the proposal and should be kept informed as the proposal is developed. The proposal will be in effect for one school year.

Should problems arise in the implementation of the proposal and no resolution is achieved at the school level, the District Representative and the Superintendent will attempt to resolve the problem. If they are unable to do so, it will be resolved by the Chancellor and the Union President. Issues arising under this provision are not subject to the grievance and arbitration procedures of the Agreement.

# Pilot Workday (June 2021)

- Pilot Workday in single-session schools: school day is 6 hours 20 mins. There will be 80 mins on Mon immediately following dismissal and 75 minutes on Tuesday immediately following dismissal (70 min for paras).
- All 4 Evening PTC (3 hours each) are remote, and teachers are not required to be in the school building.
- The 2 Afternoon PTC (2 hours) may be remote if the teachers' commute allows.
- For multi-session schools, language added about the 40 min Faculty and 40 min Grade Conferences being on a Monday. The (40 minute) Faculty and (40 minute) Grade Conference held October-May can be held during the school day or remotely, and the faculty conference day can be changed.
- Multi-session schools and D 75 schools have a 6 hour 50 min school day and 2 evening Parent Teacher Conferences (2 hour 30 min).
- Two new pre-approved SBOs created for a 6 hour and 50 minute school day for teachers and paraprofessionals in single-session schools.

# SBO Process at the School Level

- Existing SBOs should be reviewed by the Chapter Leader and Consultation Committee.
- The UFT suggests that Chapter Leaders survey all UFT members to determine whether there is an interest to continue existing SBOs, modify any SBOs, propose new SBOs or revert back to the contract.
- The CL should schedule a chapter meeting to discuss SBO possibilities, what contractual article(s) may be modified, and the voting/ratification process with UFT members.
- The Chapter Leader and Principal should discuss possible SBOs. This may be done in the consultation committee. **The Chapter Leader and Principal must be in agreement regarding all SBOs.** If there is no agreement, no SBO is conducted.
- **Typically, Chapter Leaders create the SBO ballot and share it with the Principal after getting their District Representative's approval. Chapter Leaders can also collaboratively develop the ballot with their Principals. Chapter Leaders should show Principals the ballots to confirm before voting.**
- The CL will discuss the SBO with their District Representative (DR) and have the SBO Ballot approved by the DR **before** any vote is scheduled or conducted.
- The SBO modifications to be voted on may be shared with UFT members.



# SBO Ballot Requirements

- The SBO Ballot must include the specific contract language being modified and should clearly describe the contract modification.

**Remember that the SBO language on the ballot will be the contract language for the new school year.**

- There must be a place on the ballot to indicate support of the modification or not. (Yes or No)
- Each SBO modification must have its own separate ballot with support of the modification or not. (Yes or No)
- Once there is agreement on the ballot, the Chapter Leader will send it to their DR for approval before scheduling a vote.
- Sample SBO templates will be available on the UFT website.



# What is Election Buddy?

- Election Buddy is a third-party electronic voting system that the UFT has contracted to conduct all SBO votes as of March 2020.
- SBOs may only be ratified and approved by the UFT using Election Buddy.
- This electronic SBO voting process allows for secure, same-day voting for all UFT members regardless of in-person or remote status.
- All UFT members will be able to vote through a secure link, unique to them, via email or text message.
- Voting results are counted by the Election Buddy system and results are provided in a timely manner after the SBO vote has ended.
- District Reps and Borough support staff are available the day of the vote to assist any members that did not receive a link to vote in their school.

# Preparing for SBO Voting using Election Buddy

- CL will be emailed an official membership list to vet.
- CLs will review the membership list and provide missing emails/cell phone numbers or add members who are missing.
- The CL will email the list, along with their District Rep approved SBO ballot(s), to their DR.
- The CL will be notified for the date selected for the SBO vote.
- CLs should notify their members of the date and explain that they should be expecting an email/text from the UFT.



# Conducting the SBO Vote using Election Buddy

- UFT Staff will set up the SBO vote on Election Buddy for Chapter Leaders.
- On the day of the vote, notifications will go out to members through text/email.
- Members will have between 7:00 am and 4:00 pm to vote.
- If there are issues with members not receiving the notification to vote please notify your DR immediately.
- SBO results will be sent to members after the vote has been closed.
- An SBO is ratified when 55% of the *UFT members voting* support the modification (not 55% of the staff).

# After the SBO vote

- Once the CL receives the results of the SBO votes, they should be shared with the membership and the principal.
- Your DR will be notified of the SBO results.
- You should keep a copy of your SBO ballots and results in a secure location.
- The UFT will maintain a database of all approved SBOs and ballots.
- If there is an approval issue at the central level, the CL will be notified.

# What is a Pre-Approved SBO?

- Pre-approved SBOs are SBO modifications that the DOE and UFT have already agreed to as written.
- Pre-approved SBO language can not be changed.
- They require school-based SBO ratification.
- They do not require district/superintendent approval or Chancellor/UFT President.
- Pre-approved SBO ballot templates will be available to CLs on the UFT website.

# Pre-Approved SBOs

## New Pre-Approved SBO for single session schools:

### **Pilot Workday Reconfiguration – 6 hour 50 minute Day for teachers, paraprofessionals, and students**

School day may begin before 8am but no earlier than 7am and end after 3:45pm/4pm but no later than 4:30pm. The time must be on the SBO Ballot. All preparation periods, lunch periods and professional activity periods must be the same length. In the Elementary school the lunch period must be a minimum of 50 minutes. Bell schedule should be included on the ballot. Faculty and grade conferences can be scheduled during the school day during a lunch or preparation period. If it is scheduled during the preparation period, the preparation period will be remote that day. Faculty and grade conferences unable to be held during the school day can be conducted remotely. The SBO Ballot must include these times and all the dates for the school year. The two evening Parent Teacher Conferences (2.5 hours) will be conducted remotely, and teachers are not required to be in the school building. The two afternoon Parent Teacher Conferences (2 hours) may be conducted remotely if the teachers' commute allows.

# Pre-Approved SBOs

## New Pre-Approved SBO for single session schools:

**Pilot Workday Reconfiguration - 6 hour 50 minute day inclusive of (5) 30 minute blocks each morning or afternoon to be used for: Common Planning, Professional Learning, and/or Office Hours**

School day may begin before 8am but no earlier than 7am and end after 3:45pm/4pm but no later than 4:30pm. The time must be on the SBO Ballot. The SBO ballot must include how the five 30 minute periods will be used. Ex: 2 periods for Common planning, 2 periods for professional learning and one period of office hours. Faculty and grade conferences can be scheduled during the school day during a lunch or preparation period. If it is scheduled during the preparation period, the preparation period will be remote that day. Faculty and grade conferences unable to be held during the school day can be conducted remotely. The SBO Ballot must include these times and all the dates for the school year. The two evening Parent Teacher Conferences (2.5 hours) will be conducted remotely, and teachers are not required to be in the school building. The two afternoon Parent Teacher Conferences (2 hours) may be conducted remotely if the teachers' commute allows.



# Pre-Approved SBOs

## **80/40/35 option for extended time**

- Mondays 80 min for PD immediately following school day
- Tuesdays 40 min for PE immediately following school day
- Wednesdays 35 min for OPW immediately following the school day

## **100/55 option for extended time**

- Mondays 100 min block for PD immediately following the school day
- Tuesdays a 55 min block of time for PE immediately following the school day

## **Before School option**

- 80 min PD before school on any one day of the week
- 75 min of PE/OPW before school on any second day of the week

# Pre-Approved SBOs

Multi-session schools:

## **Combined Faculty and Grade Conference**

Schools that have a 6 hour and 50 minute day may agree to combine the afterschool faculty and grade conferences for one day per month.

## **Faculty Conference Day**

Schools that have a 6 hour and 50 minute day may agree to conduct the faculty conference on a day other than Monday (before or after school).

# Common Types of SBOs

## 1. Session Time/School Time Reconfiguration (Article 6)

### a) Session Time

- Changes to the 155 minutes of extended time (PD, OPW, Parent Engagement)
- Moving the time to the morning
- Changing the days for PD, OPW, PE
- Reconfiguring the time (i.e. 50/50/55, 155 minutes on Monday)
- In multi-session schools, faculty and/or grade conferences during the school day
- In multi-session schools, faculty and/or grade conferences conducted remotely

### b) School Time Reconfiguration

- In a single session school start time before 8am
- In a single session school end time after 4pm M/T or 3:45 W/Th/F

# Common Types of SBOs

## 2. Parent Teacher Conferences (Article 6)

- Move the evening conference to the same day as the afternoon
- In single session schools, change the date of the September conference (only to another date in September)
- In single session schools, change the date of the May conference (only to another date in May)
- Change the format of the May conference
- Provide preparation time for student-led conferences

# Common Types of SBOs

## 3. Programs/Schedules (Article 7)

- **7 or 8 period day\***
- 9 period day (Multi-Session schools)
- 4 in a row (MS and HS)
- In the Elementary school, Departmentalization (grades 1-3 or subjects other than ELA/Math)
- Block scheduling (Middle and HS- 60 min or 75 min block)
- Compensatory Time Positions

**\*This type of SBO is the only kind that does not sunset at the end of the year as per Circular 6R. If a school wishes to return to an 8-period day, another SBO is required to do so.**



# Common Types of SBOs

## 4. Professional Activities/Administrative Duties (Article 7)

### a) Professional Activities

- Split professional activity assignment
- Add professional activity menu item
- Modify professional activity procedures  
(i.e.- no menu, all teachers do common planning)

### b) Administrative Duties

- Create Administrative Duties in 7 period Elementary Schools  
(AM Duty, Breakfast Duty, PM Duty, Lunch Duty, Bus Duty, Hall Duty)

# Common Types of SBOs

## 5. Compensatory time positions (Article 7)

- |                            |                                   |
|----------------------------|-----------------------------------|
| a) Testing Coordinator     | f) Senior Advisor                 |
| b) Staff Developer         | g) College Advisor                |
| c) Site Coordinator        | h) Yearbook Advisor               |
| d) Unit Coordinator        | i) <b>Special Ed Coordinator*</b> |
| e) <b>Additional Dean*</b> |                                   |

Dean:

- Principals at all levels have the discretion to create the comp time position of dean without an SBO using the jointly-created posting:
  - 1 Dean for up to 500 students
  - 2 Deans for 500-1000 students
  - 3 Deans for over 1000 students

**\*Additional Deans can only be created with an approved SBO.**

**\*Special Ed Coordinator is not the same as the centrally-funded IEP Teacher position. These positions should not be created if there are special ed vacancies in the school.**

# Positions Not Subject to an SBO Vote

**Every school, at all levels, may create the following compensatory time positions without an SBO vote, pending budget allocations.**

- Lunchroom Coordinator Positions (Articles 7A6e, 7B8e, 7Cg(2)).
- Dean Positions: Principals at all levels have the discretion to create the comp time position of dean without an SBO using the jointly-created Central posting:
  - 1 Dean for up to 500 students
  - 2 Deans for 500-1000 students
  - 3 Deans for over 1000 students(Articles 7(A)(6)(e)(2), 7(B)(8)(e)(2) and 7(C)(4)(g)(3))
- Math/Literacy Coach
- Centrally-Funded IEP Teacher (for those schools identified to receive Central funding).
- Grade Advisor and Programmer in Middle/High School (Article 7A6e(3)).

**The following positions have been adjudicated and have been determined to be instructional, not administrative. They are not compensatory time positions and are NOT subject to an SBO vote (Special Circular No. 6R, Attachment L).**

**Although an SBO vote is not required for these positions, they must be posted and filled according to contractual provisions.**

- Coordinator of Student Activities (COSA) (Case #Y615)
- Activities Coordinator (Case #6146)
- Non-English/ESL Coordinator (Case #Y161)
- Bilingual Coordinator (Case #1546)
- Peer Mediation Facilitator (Case #OLR880)
- Title VII Project Director (Case #154)
- Narcotics Education Coordinator (Case #Y757)