

# 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.

# What is the SBO Process Timeline ?

## In March/April

- Existing SBOs should be reviewed.
- 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.

# What is the SBO Process Timeline ?

## In May/June

- A formal ratification vote needs to be held.
- The CL will submit the SBO Certification and Ratification Online Form and documentation to the UFT for final approval. The Principal will submit Session Time and Calendar Change requests using the DOE applications.

**Session Time SBOs to change the configuration of the 155 minutes are usually conducted in May for the upcoming school year.**

**Other SBOs may be conducted throughout the school year and must follow the SBO process.**



# 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 approval of the modification.
- Each SBO modification must have its own separate approval.
- Once there is agreement on the ballot, the Chapter Leader will send it to their DR for approval before scheduling a vote.



# Preparing for SBO Voting

- After the DR has approved the SBO Ballot, the CL can schedule the ratification vote with the help of their Election Committee or Consultation Committee.
- CLs must notify the members of the date, times, and where the SBO vote will take place (at least 48 hours prior to the vote).
- The date selected for the vote should be on a day when most members are available to vote.
- There are no absentee ballots and voting must take place on one day.
- The CL needs to request an official membership list.
- Prior to the day of the vote, the CL should copy enough ballots for all UFT members, create a sign in sheet for all UFT members, and have a secure ballot box to place the secret ballots.

# Conducting the SBO Vote

- Conduct the SBO vote in the same manner as a chapter election.
- The secret ballot box must be kept secure and overseen by a UFT member.
- The vote count must take place immediately after the voting ends.
- Members should be informed where and when ballots will be counted. After the count, communicate the results to the staff and administration.
- An SBO is ratified when 55% of the UFT members voting support the modification (not 55% of the staff).
- The ballots and all voting materials must be kept in a secure location in case the SBO vote is challenged.



# SBO Certification and Ratification Online Form

- After the SBO has been conducted and ratified, the CL needs to email their DR for the SBO link and password.
- The CL will fill out the SBO Certification and Ratification Online Form (must include any ballot, as well as any posting for Compensatory Time/Out of Classroom positions).
- When the Chapter Leader submits the form, the DR and other borough and central staff will be cc'd.
- DRs will notify the Chapter Leader and Central UFT of their approval/non-approval of all SBOs submitted.
- Once the CL receives the DR's approval, they can secure the Principal's signature either on paper or electronically and keep it for their records. The CL should give a copy to the Principal.
- Chapter Leaders should send the signed Certification and Ratification form electronically or on paper to their DR.

# Session Time Web Application and Calendar Change Request Application

- All NYCDOE Principals are required to use the **session time web application** to provide important information about their student and teacher schedules for the following school year (whether or not an SBO was conducted).
- After a session time SBO vote and ratification, Principals should complete the **session time web application** and indicate they have an approved SBO.
- The **calendar change request application** process allows Principals to request changes to the calendar that impact instructional time or alter the school year calendar.
- After a calendar change SBO vote and ratification, Principals should enter the calendar change using the **calendar change request application**.
- Under no circumstances may schools communicate that a change has been made until it has been formally approved via the session time application or calendar change request process.

# 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)

#### -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

-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)

# Common Types of SBOs

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

### 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
- Reconfigure the school hours by lengthening/shortening the school day  
(Multi-session schools creating a 6 hour 40 min day to create a 50 min PD block)
- Early dismissal for students one day a week in multi-session schools
- In multi-session schools, re-configure the 40 min faculty and grade conferences held Oct-May (i.e. Stay for 80 minutes for the 1<sup>st</sup> Monday of the month Oct-May)

# Common Types of SBOs

## 2. Parent Teacher Conferences/Calendar Change (Article 6)

### a) Parent Teacher Conferences

- Move the evening conference to the same day as the afternoon
- Change the date of the half day PTC
- 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

### b) Calendar changes

- Create a half day non-instructional day
- Create a full day non-instructional day after April 1
- Change the clerical day or Chancellor's Conference day



# Common Types of SBOs

## 3. Programs/Schedules (Article 7)

- 7 period day\*
- 9 period day
- 4 in a row
- 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)

\*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) Special Ed Coordinator* |
| e) Additional Dean*    |                            |

### 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 500-100 students
  - 3 Deans for over 100 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.

# SBO Deadlines

The DOE creates a May deadline **(TBD)** for Session Time/School Time Reconfiguration/Calendar Changes.

During the school year, if a school requests a Calendar Change modification, the DOE requires the ratification vote take place at least **8 weeks** prior to the date being modified.

The UFT requests that Chapter Leaders complete the SBO voting and ratification process for all SBO votes by **the end of the second week in June.**