



United Federation of Teachers

SCHOOL-BASED OPTIONS (SBO) MANUAL

UFT Dept. of Contract Empowerment
Revised May 2021

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.

Contract Language

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.

SBO Approval Levels

- The UFT staff* and Principal (*UFT Members only)
- District Representative and Superintendent
- UFT President and NYC Schools Chancellor

Preparing for SBO Voting

Review SBOs

Each year, beginning in March, the Consultation Committee should meet to review and discuss the School-Based Options that your school would like to create or restore.

Survey

Survey your members to determine whether you want to continue existing SBOs, modify any SBOs, propose new SBOs, or revert back to the contract. The Chapter Leader should survey the staff to gauge interest in the SBOs being contemplated. The purpose of a survey is to help the Chapter Leader decide whether or not a particular SBO should even be put up for a vote. Preferably, surveys should be done formally (paper or electronic), but can also be conducted informally (through one-to-one conversations with members).

Chapter Meeting

Hold a chapter meeting to discuss SBO possibilities with your members, what contractual articles may be modified, and the voting/ratification process. Members should be encouraged to raise questions and concerns.

Discussion with Principal

Have a discussion with your principal about possible SBOs. The principal must be in agreement regarding SBOs – this may be done in your consultation committee.

***If the Principal and Chapter Leader don't agree
on a specific contractual modification,
the proposal cannot be presented to the staff for a vote.***

Ballot

The SBO Ballot must include the specific contract language being modified and should clearly describe how the contract is being modified in the proposal. The UFT has templates for all common SBOS. 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.

***All ballots should be approved by
the District Representative prior to voting.***

There must be a place on the ballot to indicate approval of the modification. Each SBO must be voted on separately. For example, if your school wishes to change the configuration of the extended day and put parent teacher conferences on one day, the Chapter Leader must create two separate ballots, one for each SBO being considered.

SBO ballots may not present more than one choice of modification to the current contract language. For instance, a ballot cannot present the options of (1) create a block program of 60 minute periods, 2) create a block program of 75 minute periods, 3) create a block program of 90 minute periods. This would be an invalid SBO because it presents more than one modification of the contract.

For Compensatory Time/Out of Classroom SBO ballots, each position should be described with duties and time allotted, and you can have the postings present at voting. Each Compensatory Time/Out of Classroom position or Administrative Duty must be voted on separately, but multiple positions can be listed on the same ballot.

**There will be sample ballot templates
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.

Implementation of the SBO

SBOs that are not implemented properly may not be grieved. Chapter Leaders should raise the issue with their District Representative who will then attempt to resolve the issue with the Superintendent. If that is unsuccessful, the issue is brought to the UFT President and Chancellor to resolve.

If a contract modification is implemented at your school for which there is NO SBO, that would be a violation of the Collective Bargaining Agreement. You should immediately speak with your District Representative and notify Debbie Poulos, Director of Contract Empowerment, at DPoulos@uft.org

It is as the sole discretion of the Chapter Leader whether or not an SBO goes to a formal vote. If a principal is insisting that an SBO be conducted that your staff is not interested in, contact your District Representative immediately.

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 cannot 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

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

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.

New Pre-Approved SBOs 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.

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.

Common School-Based Options (Article 6)

Session time/school time reconfiguration

Examples of session time SBOs

- 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

Examples of school time reconfiguration SBOs

- 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

Parent-teacher conferences

Examples of parent-teacher conference SBOs

- 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 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 School-Based Options (Article 7)

Programs/Schedules

Examples of Program/Schedule SBOs

- 7 or 8 period day in Elementary schools*
- 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 (see page 8)

*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 a 7 or 8 period day, another SBO is required to do so.

Professional Activities/Administrative Duties

Examples of Professional Activity SBOs

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

Examples of Administrative Duty SBOs

- Creating Administrative duties in 7 period Elementary schools
 - AM Duty
 - Breakfast Duty
 - PM Duty
 - Lunch Duty
 - Bus Duty
 - Hall Duty

Examples of Compensatory Time Positions/Out of Classroom Positions

All Compensatory Time/Out of Classroom positions that require an SBO **must be restored or renewed and voted on every single year.**

If a Compensatory Time/Out of Classroom position is not restored, the teacher returns to a full teaching program, despite the length of term in the original posting.

If the position is restored in a subsequent year, the same teacher will continue in the position until the term expires.

Examples of Compensatory Time/Out of Classroom positions

- Testing Coordinator
- Staff Developer
- Site Coordinator
- Unit Coordinator
- Special Ed Coordinator
- Technology Coordinator
- Departmental Coordinator
- JHS/HS Articulation
- Attendance Coordinator (in middle schools)
- Senior Advisor
- College Advisor
- Yearbook Advisor
- Web Master
- Treasurer
- Assistant Programmer (MS/HS)
- Data Analysis Coordinator
- Conflict Resolution
- Additional Dean*

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 #1546)
- Narcotics Education Coordinator (Case #Y757)