School-Based Options (SBOs) allow your school to modify the collective bargaining agreement to better meet the needs and philosophy of your school community. They allow flexibility to collaboratively craft creative solutions specific to your school’s needs. SBOs remain in effect for one school year.

**Types of Article 8B School-Based Options**

Contractually an Article 8B SBO allows for modifications to the following provisions of the collective bargaining agreement or Department of Education regulations: class size, rotation of assignments/classes, teacher schedules and/or rotation of paid coverages for the entire school year.

**Examples of Article 8B SBOs**

- Changing the configuration of the 155 minutes of professional development, parent engagement and other professional work time.
- Moving the evening parent conference to the same day as the afternoon conference.
- Creating a block program.
- Scheduling four periods in a row for a particular subject area.
- In the newly negotiated 2018 contract, in addition to the list of professional activities, additional activities can be added to the menu through the SBO process only.
- In single session schools; starting the school day before 8:00 a.m. or ending after 3:45 p.m, Wednesday-Friday and 4 on Monday and Tuesday.
- Elementary schools’ proposing to change from an 8-period day to a 7-period day requires an SBO vote as per Circular 6R. Note: 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.

**Types of Article 7 School-Based Options**

**Elementary Schools**

For elementary schools with a 7-period day, they can create administrative duties. A list of examples of administrative duties subject to the SBO process can be found to the right.

**Examples of Administrative Duties**

- AM Duty
- Breakfast Duty
- PM Duty
- Lunch Duty
- Bus Duty
- Hall Duty
All elementary schools that wish to create or restore any out of classroom positions must do so with an Article 7 SBO. To the left is a list of examples of out of classroom positions that may be created or restored with an Article 7 SBO.

### Examples of Out of Classroom Positions
- Testing Coordinator
- Technology Coordinator
- Treasurer
- Staff Developer
- AIS Coordinator

**Compensatory Time Positions Subject to the SBO Process**

All compensatory time positions created through an SBO must be restored or renewed and voted on every single year. If a comp-time 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 Comp-Time Positions Subject to the SBO Process
- Administrative Assistant
- Student Government Organization Advisor
- HS Articulation
- Site Coordinator
- Unit Coordinator
- Related Service Coordinator
- IEP Coordinator
- Testing Coordinator
- Conflict Resolution Coordinator
- Senior Advisor
- Treasurer
- Web Master
- Technology Coordinator
- Staff Developer
- College Advisor
- Yearbook Advisor
- AIS Director/Coordinator
- Assistant Programmer
- Departmental Coordinator
- Data Analysis Coordinator
- Attendance Coordinator (in middle schools)
Every school, at all levels, is entitled to the following compensatory time positions without an SBO vote:

- Lunchroom Coordinator Positions (Articles 7A6e, 7B8e, 7Cg(2)).
- Dean Positions: In the newly negotiated 2018 contract, in each school the principal shall have the discretion to establish and fill the compensatory time position of dean, the number of which shall be based upon student enrollment, i.e., up to 500 students, one dean; over 500 students, two deans, over 1,000 students, three deans. (Articles 7(A)(6)(e)(2), 7(B)(8)(e)(2) and 7(C)(4)(g)(3)).
- In high schools, the programmer position does not require an SBO (Article 7A6e(3)).

Positions Not Subject to an SBO Vote

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):

**Examples of Positions NOT Subject to an SBO Vote**

- Coordinator of Student Activities (COSA) (Case #Y615)
- Activities Coordinator (Case #6146)
- ESL Coordinator (Case #Y161)
- Bilingual Coordinator (Case #1546)
- Title VII Project Director (Case #1546)
- Narcotics Education Coordinator (Case #Y757)
- LAB (NYSESLAT)/BESIS Coordinator (Case #Y161)
- Peer Mediation Facilitator (Case #OLR880)
- Math/Literacy Coach

- In addition, the positions of math coach or literacy coach and mentor are not compensatory time jobs and are NOT subject to an SBO vote.
- Mandatory positions that receive dedicated funds such as Virtual Enterprise Director and Transition Linkage Coordinator are NOT subject to an SBO Vote.

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

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.

After consultation with the principal, the chapter leader should hold a union meeting to review the SBOs from the previous year and discuss any proposed new SBOs. Members should be encouraged to raise questions and concerns. In addition, 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). If the chapter recommends any revisions, the Chapter Committee must hold another consultation meeting with the principal.

It is at 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. In addition, if a principal implements a modification of the contract without an SBO vote, that is a violation of the Collective Bargaining Agreement.

Contact your District Representative immediately.

Voting

This is a secret ballot referendum and should be conducted in a manner similar to chapter leader elections. The election committee should conduct the vote. All UFT members are eligible to participate in any SBO vote, whether the proposal affects their titles or not. Non-Members are NOT permitted to vote. Notice must be given to chapter members of the date, time, and place of the vote and where and when ballots will be counted. Absentee ballots are not permitted. Security for the ballot box must be arranged.

Ballots must be very specific. The ballot must clearly demonstrate the contract modification for which the staff is voting. This way, the members know exactly what is being changed. District Representatives should be assisting in framing the language of your SBO. All ballots should be approved by the District Representative prior to voting.

Each Article 8B SBO proposal must be voted on separately. For example, if your school wishes to change the configuration for 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 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 BALOT SINCE IT PRESENTS MORE THAN ONE MODIFICATION OF THE CONTRACT.

For Article 7 SBOs that create compensatory time/out of classroom positions, each position should be described with the duties and time allotted. For Article 7 SBOs in elementary schools with a 7-period day, each administrative duty must list the number of periods allotted as well as the volunteers. Each compensatory time position or administrative duty must be voted on separately.
Ratification and Submission to UFT

An SBO is ratified if it attains **55% of the UFT members who vote**, not 55% of all the UFT members. If the Chapter Leader or any members have questions or concerns about the SBOs being proposed, they should contact their district representative immediately and not wait until the process is over.

Even if you have received approval of your ballot from your District Representative and conducted the vote and it is ratified, your SBO is not completely approved until you have submitted the SBO to central UFT. On rare occasions, SBOs may be disapproved even after submission (if the reconfiguration of extended time does not add up correctly, for example).

SBOs are submitted to central UFT using an online form. These forms are organized by borough. Each borough has a separate form for Extended Time SBOs (SBOs related to the use of the 155 minutes for PD, Parent Engagement, and Other Professional Work) and for General SBOs. Once your ballot has been approved and ratified, you should request the link and password for the online form from your District Representative. Please be sure that you are using the proper form for the SBO you are submitting.

When submitting the online forms, you will be asked to describe your SBO and upload the original ballot that your members used to vote. You will provide the number of members, number of people who voted, number of people who voted yes and no, and the percentage voting yes. You will also be asked to certify that this vote was conducted and that all information on your online form is accurate. Because online submission happens after ratification, please do not submit any SBOs that do not garner at least 55% approval. Less than 55% approval means the SBO has NOT been ratified.

The Chapter Leader will be able to print a summary/signature page after completing the online form. This should be kept as a record with the principal and Chapter Leader signature. In addition, an emailed confirmation will be sent to the chapter leaders who should forward it to the principal.

Implementation of the SBO

SBOs that are not implemented properly are not grievable. Instead, these issues must be raised to the Chapter Leader and District Representative who will then attempt to resolve them 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 raise the issue to your Chapter Leader and District Representative.