



United Federation of Teachers

SCHOOL-BASED OPTIONS (SBO) MANUAL

UFT Dept. of Contract Empowerment
Revised March 2020

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.

Schedule the vote

After your DR has approved the SBO ballot(s), you can schedule the ratification vote with the help of your election committee or consultation committee.

Notify your 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.

Request an official membership list.

Prior to the day of the vote, 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. Let members know where and when the votes will be counted.

Voting

All UFT members are eligible to participate in any SBO vote, whether the proposal affects their title or not. Non-Members are NOT permitted to vote.

Every UFT member that votes needs to sign next to their name on the sign-in sheet.

This is a secret ballot referendum and should be conducted in a manner similar to Chapter Leader elections.

The secret ballot box must be kept secure and overseen by the Election Committee.

***There are no absentee ballots and
voting must take place on one day.***

After the vote

Ratification

The vote count must take place immediately after the voting ends. All members are allowed to witness the count. 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).

Secure the ballots and all voting materials in a secure location in case the SBO vote is challenged.

Submission to UFT

Even though you already received approval of your ballot from your District Representative, conducted the vote, and it is ratified, your SBO is **not completely approved** until you have submitted the SBO to Central UFT using the Certification and Ratification Online Form. On rare occasions, SBOs may be disapproved even after the vote and online submission.

Once your SBO has been ratified, email your DR for the SBO Certification and Ratification Online Form link and password.

Fill out the online form (must include ballot(s), as well as posting(s) for Compensatory Time/Out of Classroom positions). When you submit the form, the DR and other borough and central staff will be CC'd.

DRs will notify Chapter Leader and Central UFT of the DR's approval/non- approval of all SBOs submitted electronically.

When submitting the online form, you will be asked to describe your SBO and upload the ballot that your members used to vote. You will provide the number of members in your school, 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. **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.

You will be able to print a summary/signature page after completing the online form. Sign it and have the principal sign it. Keep a copy for your records, give a paper or electronic copy to your principal, and send a copy to your DR.

Deadlines

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

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.

We request that Chapter Leaders complete the SBO voting and ratification process (including the submission of the online form) **by the end of the second week in June.**

DOE Requirements

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 request using the Calendar Change Request Application.

Under no circumstances may schools communicate that a Session Time, School Time Reconfiguration, Calendar Change has been made until it has been formally approved by the UFT DR, as well as via the Session Time Application or Calendar Change Request process.

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.

Common School-Based Options (Article 6)

Session time/school time reconfiguration

Examples of session time SBOs

-In single session, changes to the 155 minutes of extended time (PD, OPW, Parent Engagement*):

-Pre-approved SBOs:

- 80/40/35 option for extended time
- 100/55 option for extended time
- Before school option
- 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)

*Please note that the DOE does not approve PE blocks of less than 40 minutes

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
- Reconfigure the school hours by lengthening/shortening the school day (Multi-session school creating a 6 hour 40 min day to create a 50 min PD block)
- Early dismissal for students one day a week in a multi-session school

Parent-teacher conferences/calendar change

Examples of parent-teacher conference SBOs

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

Examples of calendar change SBOs

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

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
- 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 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)

Sample SBO Ballot

School Based Option 2020-2021

Pre-Approved 100/55 Minutes (Article 6)

Q959

Contract:

Article 6: The school day shall be 6 hours and 20 minutes Monday through Friday.

On Mondays and Tuesdays, the day shall start no earlier than 8 a.m. and end no later than 4:00 p.m. The parties have agreed to repurpose the 150 minutes per week of extended time and all faculty and grade conference time be used instead as follows:

On Mondays when school is in session there will be an 80-minute block of Professional Development immediately following the conclusion of the school day. Professional Development shall be collaboratively developed by a school-based committee as set forth below in section B of this Article. If less than the entire 80-minute period is taken up by Professional Development activities, then the time will be utilized for Other Professional Work.

On Tuesdays when school is in session there will be a 75-minute block immediately following the conclusion of the school day that consists of 40-minutes for Parent Engagement activities as set forth below in section C of this Article, immediately followed by a 35 minute block of time for Other Professional Work as set forth in Sec. D of this Article. If less than the entire 40-minute block of time is taken up by Parent Engagement activities, then the time will be utilized for Other Professional Work as set forth Section D of this Article. Paraprofessionals work 70 minutes of extended time on Tuesday.

As it is written in the contract, Q959's work day would consist of the following:

Monday: 8am-3:40pm (students dismissed at 2:20)

Tuesday: 8am-3:35pm (students dismissed at 2:20)

Wednesday, Thursday, and Friday: 8am-2:20pm.

SBO:

Q959 would like to modify the contract to the Pre-Approved 100/55 SBO Option as follows:

The school day will be 8am-2:20 Monday-Friday.

On Monday there will be a 100 minute Professional Development period immediately following the end of the school day (2:20-4:00 pm). If less than the entire 100 minute period is taken up for Professional Development, the time shall be utilized for Other Professional Work.

On Tuesday, there shall be a 55 minute block for Parent Engagement from 2:20-3:15 for Teachers and 2:20-3:10 for Paraprofessionals. If less than the entire 55/50 minute period is taken up by Parent Engagement activities, then the time shall be utilized for Other Professional Work.

I want Q959 to modify the contract via SBO in the above way.

Yes _____

No _____

Sample SBO Ballot

School Based Option 2020-2021

Compensatory Time Positions (Article 7)

Q959

Contract:

Article 7: Each spring the principal and UFT chapter committee shall meet to review the compensatory time positions in the school with the goal of agreeing upon the number of, responsibilities, qualifications, basis for selection and term for compensatory time positions in their school.

SBO:

This SBO would create a compensatory time positions, in which a teacher who applies and is selected would teach a reduced number of periods per week. (See attached specific postings.)

The remainder of the teacher's 25 teaching periods and 5 professional assignment periods per week would be spent on activities as outlined in the postings.

I want Q959 to recreate these Compensatory Time positions:

Testing Coordinator (.2)	Yes___	No___
Special Education Coordinator (Full-time)	Yes___	No___
Technology Coordinator (.4)	Yes___	No___
Dean (4 th Dean) (Full-time)	Yes___	No___