



UFT

Teachers Assigned

CHAPTER NEWSLETTER



Dear Colleague,

As we approach the end of another school year, I am happy to say that we have seen our chapter's membership and engagement grow. Teachers assigned play such a vital role in supporting schools, programs, field offices and more, and it is refreshing to know our level of support to students will continue to grow too. I'd like to say thank you for staying active in our union and in our blossoming group of teachers assigned. It truly makes a difference in my communication with you and in my interactions fighting for the issues that are of the greatest concern to you as well.

In that same vein, I'd like to also note that with growth come new challenges. This includes tackling issues facing the various titles in our chapter and ensuring that you have all the information you need to make informed decisions on the job. It was tough at times, but we persevered and gained some incredible knowledge about how to support you. I want you to know that I have heard and listened to your concerns. We are addressing every issue and prioritizing those that are of the deepest concern so that we can bring them to the forefront in 2017-18.

This school year, two very important issues were brought to my attention: parking permits and snow days. I am happy to report that, thanks to our Executive Board and our Advisory Council, we have delivered helpful information on both these topics to you.

We have also adopted new processes and strategies to support you. These include empowering new Advisory Council members to speak on your behalf; a new Chapter Update to help you understand what we're fighting for each month; and a snow-day protocol checklist that will be rolled out this upcoming school year. But none of this would be possible without your input.

I'd also like to say thank you to UFT staff director LeRoy Barr, who serves as our chapter liaison, and to all of the staff and digital communications representatives at the UFT who have helped us accomplish many things this past year. Their input has been essential to our success and it's been a pleasure working with them to support you.

I hope that you will continue to help me improve this chapter by explaining to me your needs and concerns as we grow together in the years to come. Please continue to read our chapter's periodic newsletters, updates and website page to stay abreast of issues and events.

If you have any questions, please feel free to reach out to me at teacherassigned@uft.org. I hope you have a great summer and keep in touch!

Sincerely,

Shelia Laval-Friedman
Teachers Assigned Chapter Leader

Parking permits from the DOE

Parking permits were issued to school-based staff on May 18. Itinerant and non school-based staff will receive parking permits at a later date. The DOE is still working out the distribution protocol for nonschool-based teachers assigned who are supposed to receive parking permits. I will let you know if there are any updates with regards to parking permits for teachers assigned this coming year.

[See the update on new school parking procedures »](#)

Regarding snow days

As you may already know, snow-day protocol was a major concern for us once again this year. Our chapter's Executive Board and our Advisory Council have spoken about it extensively and the UFT's leadership is aware of this issue. Although we will continue to work on it, I want to remind you that **snow days are not a grievable issue**.

Snow days are not covered by our contract and much of the information we provide you with comes directly from your employer, the Department of Education. I will continue to provide you with the latest news regarding procedures for teachers assigned during extreme weather conditions. I encourage you to look at the [Teachers Assigned Chapter website](#) and read our periodic newsletters to stay abreast on this matter. In addition, we plan to roll out a snow-day protocol checklist for you this coming year so that you can use it as a reference.

A reminder about returning to school-based positions

If you intend to return to your school before June 28 of this year, you must notify your principal as soon as possible. If you have been in your current position for more than a year and wish to return

to a school-based position, the **Open Market Transfer period closes on Monday, Aug. 7 at 5 p.m.**

If you want a classroom or school-based position and your assignment has not come to an end, you can also use the Open Market Transfer Plan to apply for school-based vacancies. During the open period, these vacancies are posted online; you can view them on the DOE's [Open Market Transfer Plan section](#) of the website.

If you'd like to transfer to a new teachers assigned position, you can apply for jobs via the vacancy circulars posted on the DOE website. The listings are revised as positions are filled and principals post new vacancies, so it's good to regularly visit the website.

How to apply through Open Market Transfer

The application process is straightforward. You complete an online registration form after you create a user ID and password. You can apply online for all vacancies in your current license area. All qualified teachers assigned can apply for specific school-based positions at job fairs or send applications to the schools in which they are interested.

You can also send applications and resumes to schools that have not advertised vacancies so that, if an opening arises, a principal will be aware of your interest.

The screenshot shows the 'Open Market Hiring System Sign In' page. At the top, there are logos for NYC Department of Education and the Division of Instructional & Information Technology. Below the logos, the page is titled 'Open Market Hiring System Sign In'. There are two main sections: 'New User?' and 'Already Registered?'. The 'New User?' section has a 'Registration' link. The 'Already Registered?' section has fields for 'User ID' and 'Password', and 'Sign In' and 'Forgot Password?' buttons. A 'Map for School Directory' is also visible on the left side of the page.

We recommend that, in addition to filing an online application via the Open Market Transfer Plan system, you also submit a hard copy of your cover letter and resume via fax, mail or in person. Since principals may receive many online applications, it might be helpful for them to receive a paper copy of your materials as well as the electronic application.

4.5 percent pay increase took effect on May 1

The salaries of UFT members employed by the Department of Education increased 4.5 percent effective May 1 as part of the 2014 contract, which set the framework for moving our schools forward and securing the retroactive pay members were owed. All teachers and other pedagogues including paraprofessionals on the Q Bank payroll should have received a 4.5 percent increase in their May 15 paycheck.

Members receive a regular wage increase of 2.5 percent and an additional 2 percent wage increase, which is the third step of the phase-in of the 8 percent retroactive rate increase arising

from the 2009–11 period. Nurses, therapists, education officers, education analysts and other employees who are on the H Bank payroll should have received a 4.5 percent increase in their May 19 paycheck (for 13 days, May 1 to May 13).

The June 2 check was the first to reflect the 4.5 percent for the entire pay period. All teachers and other pedagogues who work per diem or per session should have received the new pay rate in the June 1 paycheck for any days worked from May 1 to May 15. Paras working per session and para substitutes should have seen an increase based on the new salary rate in their regular semimonthly paycheck dated May 31. If you have any questions, please contact a salary rep in your [UFT borough office](#).

Our achievements this year

I want to let you know about a few achievements our chapter accomplished this year:

- **Our Meet-and-Greet** – Our chapter held a successful Teachers Assigned Meet-and-Greet on Feb. 2 at UFT headquarters in Manhattan. We plan to host another Teachers Assigned Meet-and-Greet in the fall.
- **Attending UFT events together** – We enjoyed a lovely lunch at this year's UFT Spring Education Conference on May 13. Thank you to all the teachers assigned who attended and mingled with us.
- **Our first Advisory Council** – We welcomed our first Advisory Council this year. We are grateful to them for volunteering their time and for speaking on the chapter's behalf. The Council has been very helpful as spokespersons for their groups. A big shout-out to Shawn Fisch who helped advocate for peer validators when the DOE made a critical change to titles this year. In the fall, we will reopen the application process for new Advisory Council members. If you are a member of a group within the Teachers Assigned Chapter that is not represented on the Advisory Council, I encourage you to apply or let me know about the missing title.

Chapter Updates are posted online

We are now posting Chapter Updates on our chapter website. These notes are meant to help you stay up-to-date with what's going on in our chapter. Each month, we invite Advisory Council members to meetings with our Executive Board so that we can better understand and address the concerns of groups within our chapter.

[See the latest Chapter Update online »](#)

Remember to vote 'NO' to a constitutional convention

New York voters will be asked on Nov. 7, as they are every 20 years, if they want to hold a convention to revise and amend our state constitution.

We need to educate our colleagues about what this could mean to us. Opening the constitution for revision could jeopardize our pension benefits, our right to collective bargaining, our right to Workers' Compensation, our right to a safe workplace and health benefits, and our right to have the state fund public education. Many of the rights we enjoy as New York State citizens could be fair game for revision by anti-unionists and so-called education reformers.

What's at risk?

- A guaranteed free public education (Article 11, §1);
- Reductions in public pension benefits (Article 5, §7);
- The elimination or curtailing of Workers' Compensation (Article 1, §18);
- The right to be a union member and bargain collectively (Article 1, §17); and
- State-guaranteed social safety net (Article 27, §1).

Please remember to vote "no" in November and ask your colleagues, family and friends to vote "no" as well. For more information on what's at risk, [read this New York State United Teachers article](#).

Important announcements and news

- **You should maintain careful records:** Remember to carefully review and save the emails you receive from the DOE's Department of Human Resources, which record all current information concerning an employee's New York City license/appointment and New York State certification. Most important, you should check that it is accurate. If not, you should follow the DOE's instructions right away to correct any errors in the record.
- **Peer Intervention Program can help struggling tenured teachers:** If you are concerned about a tenured teacher who seems overwhelmed about classroom issues, make sure to share information about the Peer Intervention Program, a voluntary, confidential program that provides assistance for tenured teachers who believe their teaching would benefit from such assistance. PIP has successfully helped more than 2,000 tenured teachers and is a proactive step toward professional growth for tenured teachers struggling with their craft. For more information about PIP, including an [online request for assistance](#), see the UFT website.
- **All schools to have single-stall student restrooms:** The DOE has announced a new citywide initiative to designate single-stall student restrooms in all New York City public schools. The restrooms will be ready by January 2018 and will provide schools with a valuable option in supporting the privacy needs of students, including those with medical conditions and

disabilities, as well as transgender and gender nonconforming students. For more information, read the [DOE's Transgender and Gender Nonconforming Student Guidelines](#).

- **Information about World Trade Center Health Program:** The UFT has important news for those who lived or worked below Canal Street at the time of the 9/11 terrorist attack at the World Trade Center or for students who attended school there. The U.S. Department of Justice has revised the registration rules for victims of cancer and certain pulmonary illnesses to receive money from the Zadroga Victim Compensation Fund. The revisions open up an opportunity for those precluded under the original rules. You are eligible for compensation if you worked below Canal Street between Sept. 11, 2001, and May 30, 2002, and have or in the future develop cancer or specific respiratory illnesses linked to the World Trade Center toxic dust. The UFT will help members attain proof of their work location, which is needed to file a claim. For more information, [download this flier](#). If you have any questions, please email the UFT at wtcclaim@uft.org.
- **DOE discipline code revised:** The Department of Education has released new, updated versions of the student Discipline Code for grades K to 5 and for grades 6 to 12. If you have any questions, please contact your borough safety representative.

For members with family members with special needs

- **New diploma option for students with disabilities:** In June 2016, the Regents created a new local diploma option for students with disabilities who did not meet graduation standards through the existing appeal and safety net options. The original regulation, which automatically required superintendents to make a determination for every student who was eligible, was subsequently modified. As of Oct. 18, 2016, superintendents may only determine that an eligible student has met the requirements for this option upon receipt of a written request from an eligible student's parent or guardian. Read more information about the [new diploma option](#) on the UFT website.
- **"Tests read" accommodation now allowed for NYS English as a Second Language Achievement Test:** Beginning with the 2017 test administration, students with disabilities who have the "tests read" accommodation on their Individualized Education Programs (IEPs) or Section 504 accommodation plans (504 plans) must be provided with this accommodation for all sections of the test. In prior years, the listening, speaking and writing sections of the NYSESLAT could be read to students (by way of human reader or technology), but the reading section could not. Now, all sections of the NYSESLAT can be read aloud to students with disabilities who have this accommodation.

For new teachers

- **New Member Handbook available online:** The [New Member Handbook](#) is available on the UFT website to help you navigate the beginning years of your career. This guide provides important information about salary, benefits and professional growth as well as how the union is available to assist you.

Connect with your chapter representatives!

I'd like to thank our chapter's dedicated executive board members for working with me this year. This includes Lynne Kilroy, the coordinator of the Peer Intervention Program (PIP), and Shayshana Gourdine, the field coordinator for Dial-A-Teacher. They can assist you and answer your questions. I also want to extend a special thank you to our chapter's PM staffer, Susana Martin, who has gone above and beyond to assist our chapter and improve the way we communicate with you.

Our Advisory Council

Tatum Boothe, Reading Coach

Dana Falciglia, Educational Liaison

Shawn Fisch, Peer Validator

Tiffany King, Reading Coach

Nicole Marrero, Reading Coach

Caroline Tornabene, Speech Evaluator

Matthew Viera, Committee on Special Education

We wish you an awesome summer!

On behalf of our chapter's Executive Board and Advisory Council, I'd like to say thank you for your work on behalf of New York City public school students this year. We hope that you have a wonderful summer and I look forward to seeing you next year.

Summer hours: Beginning Wednesday, July 5, borough offices will be open Monday through Thursday, 9 a.m. to 5:15 p.m., through Sept. 4. Offices will be closed on Fridays. During the summer, if you need assistance or have questions, please contact your [UFT borough office](#).



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A Union of Professionals

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