



United Federation of Teachers

**SCHOOL-BASED OPTIONS
(SBO)
MANUAL**

UFT Dept. of Contract Empowerment
Revised June 1, 2022

What is an SBO?

A school-based option is a one-year modification of the UFT/DOE contract (except for 7/8period elementary school).

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 agree 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 District and School DBN, the type of SBO, the school year, 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 the principal the ballots to confirm before the SBO vote is set up in Election Buddy.

The SBO ballot must indicate approval of the modification in the form of a yes or a no to 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 approved by the District Representative will be used for the SBO vote through Election Buddy.

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.

Sample ballot templates are available on the Chapter Leader Hub

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. See Appendix A for a sample email.

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. After 4 pm all members can view the results of the SBO by clicking the email link or text link. An SBO is ratified when **55%** of the UFT members voting support the modification (not 55% of the staff).

After the SBO vote

The CL should email the results to the principal with a cc to the District Representative. 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. Preapproved 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 Chapter Leader Hub.

Pre-Approved SBOs

Session Time/School Time Reconfiguration (Single Session)

****NEW** 6 hour 44 minute school day for Teachers, Paraprofessionals and Students Monday to Friday**

- There will be (2) two 70 minute PD sessions for teachers ((2) two 60 minutes for paraprofessionals) before or after school held each month on the Mondays designated on the ballot.
- Four 3-hour Evening Parent Teacher conferences – Sept, Nov, Mar, May.
- No Faculty/Grade Conferences

****NEW** 50-50-55 (50-50-50 for Paraprofessionals) 6-hour 20 minute school day for Teachers, Paras, Students Monday to Friday**

- Three days per week as specified in the SBO for professional development and/or common planning.
- Four 3-hour Evening Parent Teacher conferences – Sept, Nov, Mar, May.

6-hour 50 minute day for Teachers, Paraprofessionals, and Students Monday to Friday

- Teachers duty free lunch, preparation periods, and professional activity periods will be the same length (MS, 6-12 and HS)
- November and March Parent Teacher Evening Conferences are 2 hours and 30 minutes.
- No Sept or May Evening Parent Teacher conference.
- 40-minute Faculty and 40-minute Grade Conferences October through May. (During the day or outside of the school day/remote as indicated in the ballot)
- No increase in the number sessions for Related Service Providers

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

- 6-hour 20-minute school day for Teachers, Paras and students
- Five daily 30 minutes blocks before or after school to be used for common planning, professional learning, and/or Office Hours as indicated on the ballot.
- November and March Parent Teacher Evening Conferences are 2 hours and 30 min
- No September or May Evening Parent Teacher Conferences
- 40-minute Faculty and 40-minute Grade Conferences October through May. (During the day or outside of the school day/remote as indicated in the ballot)

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

Session Time/School Time Reconfiguration (Multi-Session schools/6-hour 50 minute Day Schools

****NEW** 6 hour 44 minute school day for Teachers, Paraprofessionals and Students Monday to Friday**

- There will be (2) two 70 minute PD sessions for teachers ((2) two 60 minutes for paraprofessionals) before or after school held each month on the Mondays designated on the ballot.
- Four 3-hour Evening Parent Teacher conferences – Sept, Nov, Mar, May.
- No Faculty/Grade Conferences

Faculty and Grade Conference Combined 80 minutes

- 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 (80 minute block)

Common School-Based Options (Article 6)

Not Pre-Approved

Session time/School time Reconfiguration

- Reconfiguring the 155 minutes of extended time
- Moving the time to the morning
- Changing the days for PD, OPW, PE
- 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
- Schools that have a 6 hour and 50-minute day may agree to conduct the faculty conference on a day other than Monday (before or after school). (October through May)
- Speech Teachers may reconfigure the 155 minutes into five (31) minute blocks for SESIS Ttime

Parent-teacher conferences

Examples of parent-teacher conference SBOs

- Change the date of the September conference (only to another date in September)
- 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)
- 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)

*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.

Compensatory Time 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
- Yearbook Advisor
- Unit Coordinator
- Special Ed Coordinator
- Technology Coordinator
- Departmental Coordinator
- JHS/HS Articulation
- Attendance Coordinator (in MS)
- Senior Advisor
- College 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)).
- District Pre-K Center Site Coordinator

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)

APPENDIX A

SAMPLE EMAIL

SBO Draft Email (Sample)

To: SBO All (add school name/DBN)

From: Chapter Leader Name here.:

Subject: SBO information and date of the SBO vote

To All (add school name/DBN)

The SBO vote will be held on (add date).

You will receive an email and or text message from Election Buddy with a unique link to the SBO ballot(s).

Voting will be open from 7 am-4 pm only.

If you do not receive the email or text message:

- check your junk or spam email.
- contact me and the DR immediately via email so that this issue can be rectified.

Please do not forward the Election Buddy email and link to other people. Only you can use this link to vote.

After 4 pm, you may view the SBO results by clicking the email or text message link.

The SBO vote must pass by **55%** of the staff that voted and indicated **Yes** to the modification.

I will share the results with the principal and District Representative via email.

Thank you,

Chapter Leaders name.