

# All About School Based Options (SBO)



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# What is an SBO?

- A School Based Option is a one year modification of the UFT/DOE contract (except for 7/8 period elementary school)
- An SBO gives your school the opportunity to collaboratively modify certain articles and/or create positions that the contract does not automatically allow.
- All regular SBOs must be approved by:
  - The UFT staff\* and Principal
  - District Representative (DR) and Superintendent
  - UFT President and NYC DOE Chancellor

**\*\*UFT Members Only**



# **Teacher Contract 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 Process at the School Level**

- **Existing SBOs should be reviewed by the Chapter Leader (CL) and Consultation Committee.**
- **The UFT suggests that Chapter Leaders survey all UFT members to determine whether there is an interest to continue existing SBOs, modify any SBOs, propose new SBOs or revert back to the contract.**
- **The CL should schedule a chapter meeting to discuss SBO possibilities, what contractual article(s) may be modified, and the voting/ratification process with UFT members.**
- **The CL and Principal should discuss possible SBOs. This may be done in the consultation committee.**
- **The CL and Principal must be in agreement regarding all SBOs.**

**If there is no agreement, no SBO is conducted**

- **The CL creates the SBO ballot and shares it with the Principal or collaboratively develops the ballot with the Principal. The CL must confirm agreement of the ballot as written with the Principal prior to submitting the ballot for DR approval and voting.**

# SBO Ballot Requirements

- The SBO ballot must include: the District and DBN (example: 15K088), the school year, the type of SBO, the specific contract language being modified and should clearly describe the contract modification.

**Remember that the SBO language on the ballot will be the contract language for the new school year**

- There must be a place on the ballot to indicate support of the modification or not. (Yes or No)
- Each SBO modification must have its own separate ballot with support of the modification or not. (Yes or No)
- Once there is agreement on the ballot, the CL will send it to their DR for approval before scheduling a vote.
- Sample SBO templates are available on the UFT website. (Fillable templates will be available shortly)



# 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.**

# **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 DR approved SBO ballot(s), to their DR or assigned Borough office administrator.**
- **The CL will be notified of 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 CLs.**
- **On the day of the vote, notifications will go out to members through email/text.**
- **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 via email.**
- **An SBO is ratified when 55% of the *UFT members voting* support the modification (not 55% of the staff).**



# After the SBO Vote

- **After 4 pm all members can view the results of the SBO by clicking the email link or text link.**
- **The CL should email the results to the principal with a cc to the DR.**
- **You should keep a copy of your SBO ballots and results.**
- **The UFT will maintain a database of all approved SBO's ballots and results.**
- **If there is an approval issue at the central level, the CL will be notified.**

# 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 can not be changed.**
- **They require school-based SBO ratification.**
- **They do not require district/superintendent approval or Chancellor/UFT President approval**
- **Pre-approved SBO ballot templates are available to CLs on the UFT website.**

# **PRE-APPROVED SBO**

## **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.**

# **PRE-APPROVED SBO**

## **Session Time/School Time Reconfiguration**

### **Single Session**

**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)**
- **No September or May Evening Parent Teacher conference.**
- **November and March Parent Teacher Evening Conferences are 2 hours and 30 minutes.**
- **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.**

**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.**
- **No September or May evening parent teacher conferences**
- **November and March Parent Teacher Evening Conferences are 2 hours and 30 minutes.**
- **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.**

**PRE-APPROVED SBO**  
**Session Time/School Time Reconfiguration**  
**Single Session**

**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**

**PRE-APPROVED SBO  
Parent Teacher Conference  
(K-5, K-8, Middle School, D75)**

**Parent Teacher Conferences: Move the evening Parent Teacher Conference to a different day than the afternoon.**

**\*\*Calendar changes to be determined**



**PRE-APPROVED SBOs**  
**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**

- **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 and Grade Conferences.**

**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. (October through May)**

# **Common Types of SBOs**

- 1. Session Time/School Time Reconfiguration (Article 6)**
- 2. Parent Teacher Conferences (Article 6)**
- 3. Programs/Schedules (Article 7)**
- 4. Professional Activities/Administrative Duties (Article 7)**
- 5. Compensatory Time Positions subject to an SBO (Article 7)**



# Common Types of SBOs

## 1. Session Time/School Time Reconfiguration (Article 6)

-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 and/or end time after 4pm M/T or 3:45pm W/Th/F

-In a multi-session school shorten the school day one day a week to allow for PD, OPW, PE

-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)**

**\*\*Calendar**

# Common Types of SBOs

## 2. Parent Teacher Conferences (Article 6)

- **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**

# Common Types of SBOs

## 3. Programs/Schedules (Article 7)

- 7 or 8 period day\*
- 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)

**\*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.**

# Common Types of SBOs

## 4. Professional Activities/Administrative Duties (Article 7)

### **a) Professional Activities**

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

### **b) Administrative Duties**

- Create Administrative Duties in 7 period Elementary Schools  
(AM Duty, Breakfast Duty, PM Duty, Lunch Duty, Bus Duty, Hall Duty)

# Common Types of SBOs

Subject to the SBO Process

## 5. Compensatory time positions (Article 7)

- a) Testing Coordinator
- b) Staff Developer
- c) Unit Coordinator
- d) *Additional Dean\**
- e) Senior Advisor
- f) College Advisor
- g) Yearbook Advisor
- h) *Special Education Coordinator\**
- i) *IEP Coordinator\**

*\*Special Education Coordinator and IEP Coordinator both require an SBO. They are not the same as the centrally-funded IEP Teacher position. These positions should not be created if there are special education vacancies or special education compliance issues in the school.*

**All Compensatory Time Positions are subject to budgetary approval**

# 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**
- **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
- **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 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 #154)**
- **Narcotics Education Coordinator (Case #Y757)**

# PROSE SCHOOLS

- **PROSE schools may conduct SBO modifications.**
- **Before considering a modification thru the SBO process the CL must contact the PROSE Office ([prose@uft.org](mailto:prose@uft.org)) to ensure that the proposed SBO does not conflict with their PROSE ballot.**
- **Once the SBO proposal is reviewed and cleared by the PROSE Office all regular SBO procedures are followed, including collaboration at the school level, DR approval and Election Buddy voting.**