



School Consultation Committee Online Form

Accessing the form

**There are multiple ways to get to the
School Consultation Committee summary form.**

UFT Website: www.uft.org

- “My account” section
- “School Chapter Leaders” section
- “School Chapter Leaders” section-> “Consultation” section

UFT App

- “Contract Empowerment” section
- “My account” Section
- “School Chapter Leaders” section
- “School Chapter Leaders” section-> “Consultation” section
- “UFT Website” tab



UFT Website - “My account” section

1. Go to www.uft.org and log in with your username and password.
2. Access the “My Account” portal via the link in the header bar of your screen.
3. Click on “My Account.”
4. Scroll to the bottom of your “My Account” page and click on “File a consultation committee report.”



Online Forms for Chapter Leaders

File a Step 1 Grievance

Use this form to assist members in filing a grievance regarding a contract violation.

Grievance History

See your school's history of grievances

Nonmember Report

Find out which employees in the UFT bargaining unit in your school are not paying union dues.

File an operational issue report

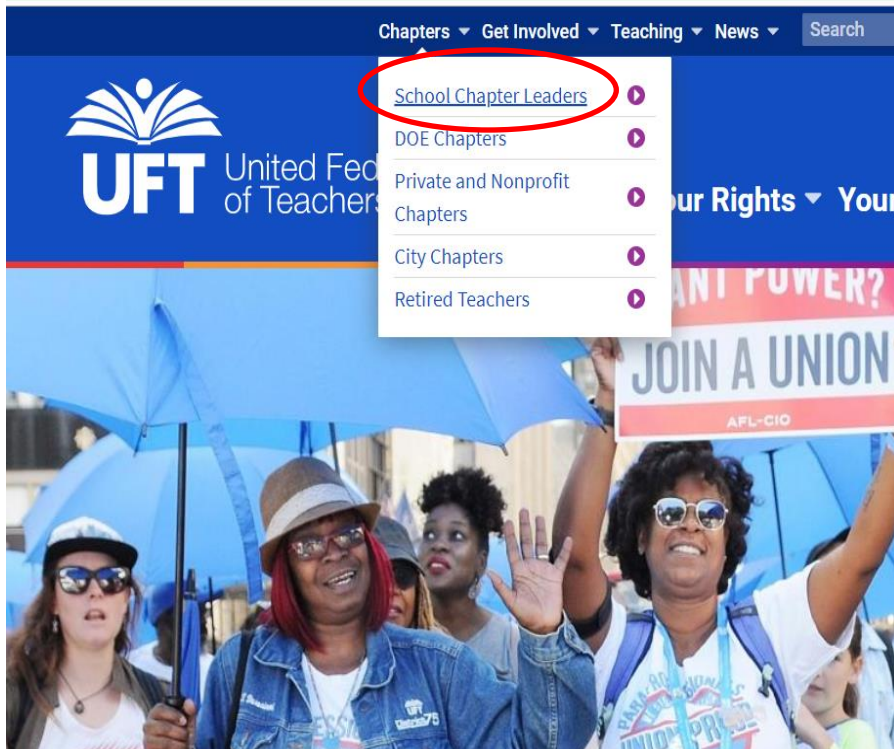
Use this form to report an operational issue at your school (i.e., an issue dealing with paperwork, curriculum, professional development, basic instructional supplies, workload or space) to the UFT.

File a consultation committee report

Use this form to record the issues discussed at the monthly meeting you hold with your consultation committee and your principal.

UFT Website - “School Chapter Leaders” section

1. Go to www.uft.org and log in with your username and password.
2. Access the chapter leader section from the top navigation bar.
3. Click on “Chapters,” then “School Chapter Leaders.”
4. Click on the button “File a consultation committee report.”

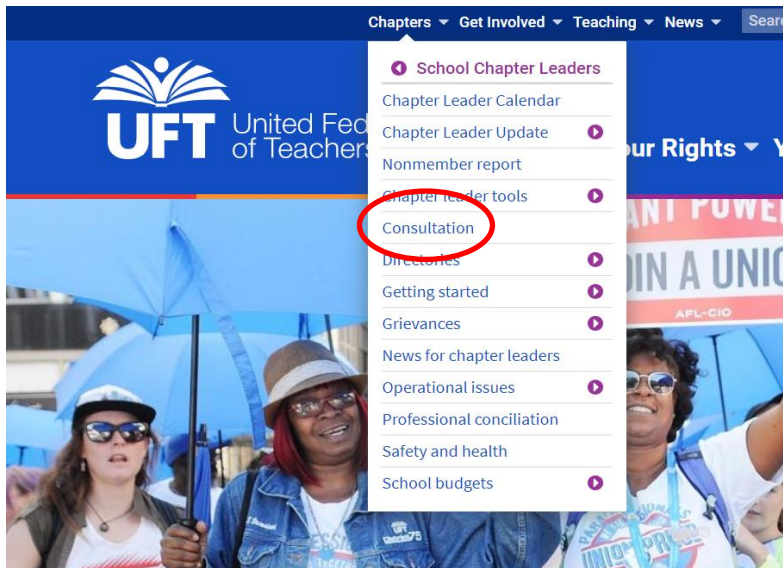


A screenshot of the UFT website's "School Chapter Leaders" page. The page has a blue header with the text "eration" and "A UNION OF PROFESSIONALS". Below the header is a navigation bar with the text "Your Rights", "Your Benefits", and "Your Union". The main content area has a blue background with the title "School Chapter Leaders" in white. Below the title is a purple button labeled "Print". The text below the button reads: "Chapter leaders are the backbone of the UFT. It is you, the union's frontline representatives, who know best what is happening in the schools; who can report how budget cuts really affect students and educators; and who can motivate and mobilize UFT members into the powerful force that we are. This section of the website was created to provide you with information and tools to do this invaluable job." Below this text is a section titled "Important forms for chapter leaders". Under this section are two purple buttons: "File a Step 1 grievance" and "File a consultation committee report". The "File a consultation committee report" button is circled in red. Below the buttons is a paragraph of text: "Use this form to assist members in filing a grievance regarding a contract violation. It is your responsibility to represent the member and the union at the Step 1 conference." Below this paragraph is another paragraph of text: "Use this form to record the issues discussed at the monthly meeting you hold with your consultation committee and your principal."

UFT Website -

“School Chapter Leaders” section-> Consultation section

1. Go to www.uft.org and log in with your username and password.
2. Access the chapter leader section from the top navigation bar.
3. Click on “Chapters,” then click the purple arrow next to “School Chapter Leaders.”
4. Click on “Consultation.”
5. Click on the button to “File a consultation committee report.”



Consultation

Principals are required to meet with UFT chapter committees once a month.

Article 19H3 of the DOE-UFT contract states, "The head of the school and the school chapter committee shall meet once a month during the school year to consult on matters of school policy and on questions relating to the implementation of this Agreement."

School consultation empowers members of a chapter to discuss and resolve issues at their school. It empowers members of functional chapters to discuss and resolve chapter issues with their supervisors.

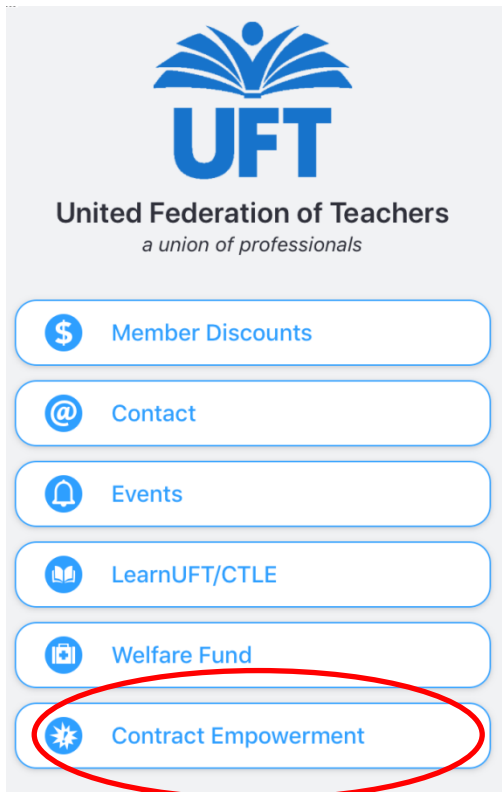
There are also consultation committees at the district level and the chancellor's level.

- [Download a guide to the protocols and procedures of consultation committee meetings »](#)
- [Download a list of monthly agenda topics for consultation committee meetings »](#)
- [Download a pre-consultation committee meeting tool »](#)

[File a consultation committee report](#)

UFT App - Contract Empowerment

1. Go to the UFT App. Log in if needed.
2. Click “Contract Empowerment.”
3. Go to “Log in” and enter your username and password.
4. Go to “My account.”
5. Scroll down to “File a consultation committee report.”



Online Forms for Chapter Leaders

File an operational issue report

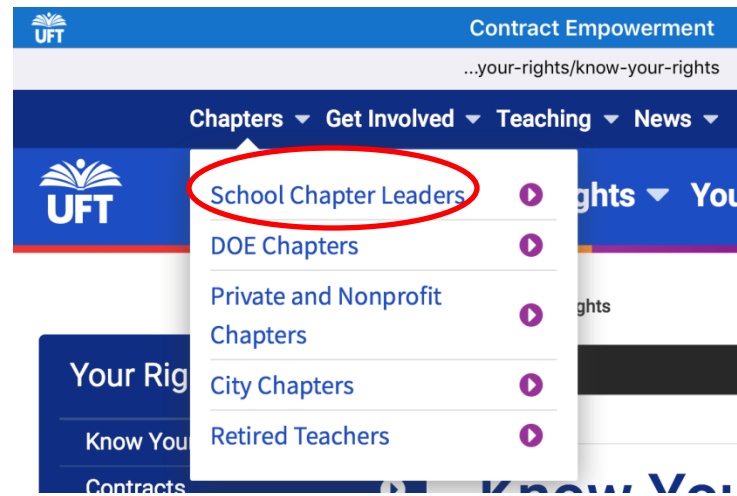
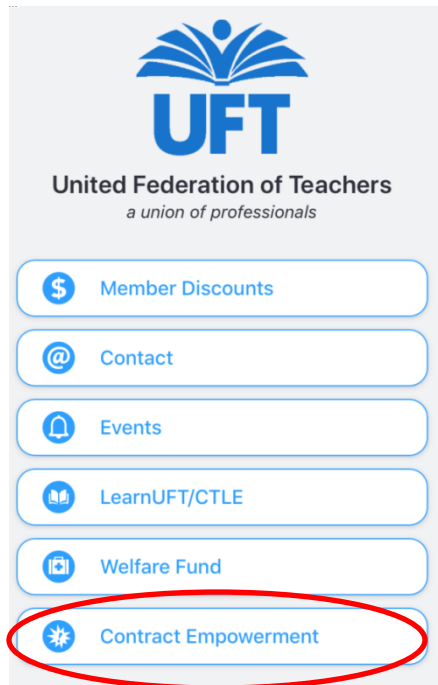
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File a consultation committee report

Use this form to record the issues discussed at the monthly meeting you hold with your consultation committee and your principal.

UFT App - “School Chapter Leaders” section

1. Go to UFT app and log in if needed.
2. Click “Contract Empowerment.”
3. Click “Log in” on the upper-right hand corner.
4. You may have to turn your phone sideways to see the chapter leader section on the top navigation bar.
5. Click “Chapters,” then “School Chapter Leaders.”
6. Scroll down and click, “File a consultation committee report.”



Important forms for chapter leaders

[File a Step 1 grievance](#)

Use this form to assist members in filing a grievance regarding a contract violation. It is your responsibility to represent the member and the union at the Step 1 conference.

[File a consultation committee report](#)

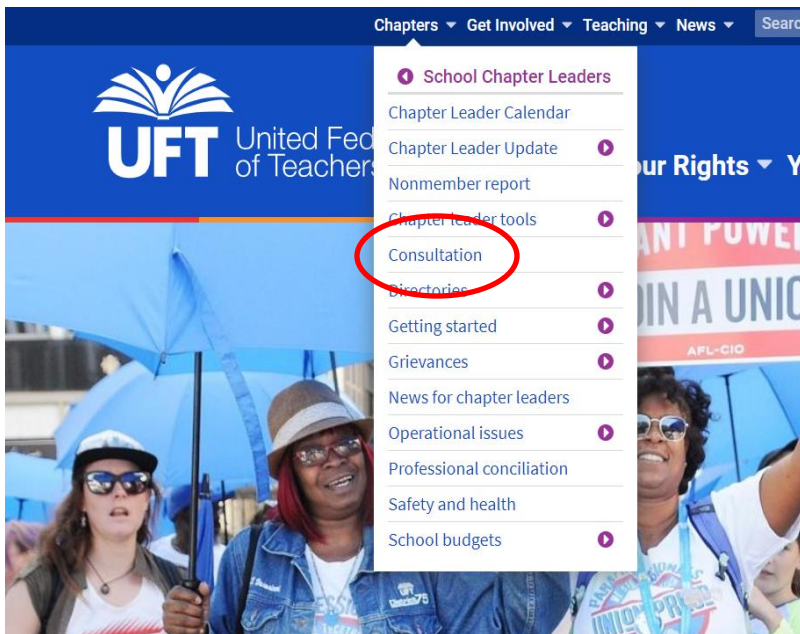
Use this form to record the issues discussed at the monthly meeting you hold with your consultation committee and your principal.

UFT App -

“School Chapter Leaders” section->

“Consultation” section

1. Go to UFT app and log in if needed.
2. You may have to turn your phone sideways to see the chapter leader section on the top navigation bar.
3. Click on “Chapters,” then click the purple arrow next to “School Chapter Leaders.”
4. Click on “Consultation.”
5. Click on the button to “File a consultation committee report.”



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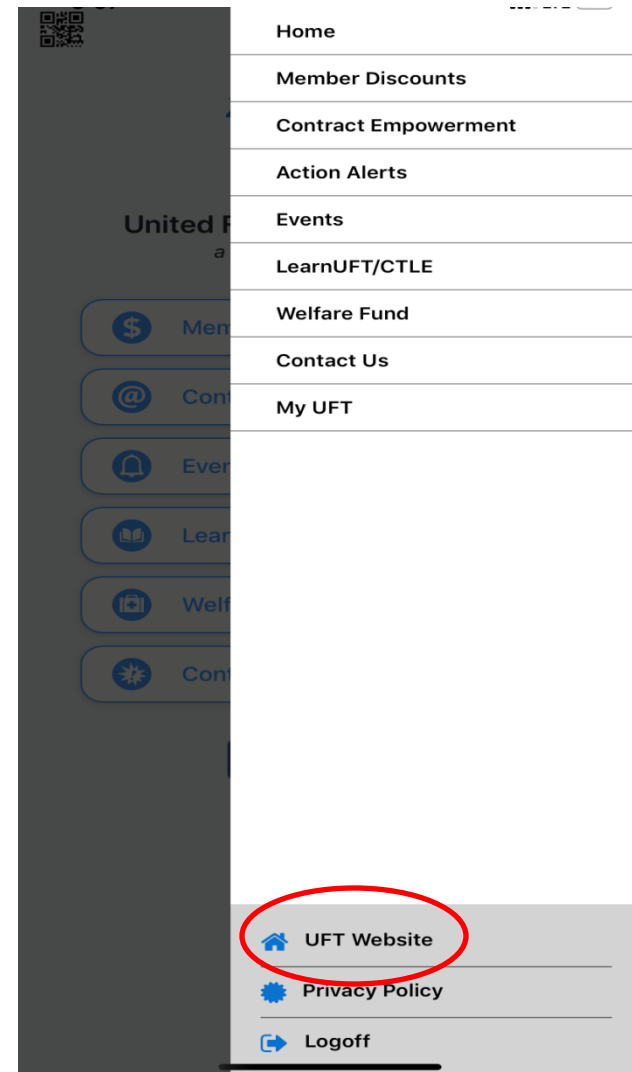
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[File a consultation committee report](#)

UFT App - “UFT Website” tab

1. Go to UFT app and log in if needed.
2. Click the three blue lines.
3. Click UFT Website at the bottom of the screen.
4. Log in and access the form using “My account” or “School Chapter Leaders” section.



Starting the form

Your contact information in this section is populated with your Member ID #, your name, and the personal email address you provided to the UFT.



School Consultation Committee Meeting Summary

Consultation empowers chapters to discuss and resolve issues at their school. The information you provide in this summary can inform district and chancellor level consultations.

UFT member ID*

198087

First name

Amy

Last name*

Gardner

Non-DOE email
address*

123gardner@hvc.rr.com

Was the consultation
meeting held?*

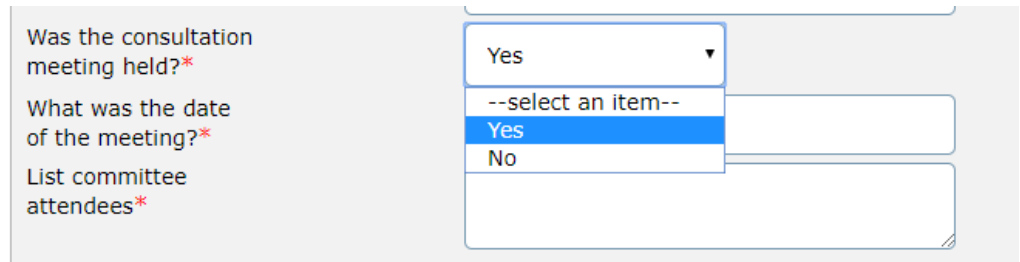
--select an item-- ▾

*- required

Save for Later Send

If the meeting was held...

1. Click “Yes” if you held the meeting.



Was the consultation meeting held?*

What was the date of the meeting?*

List committee attendees*

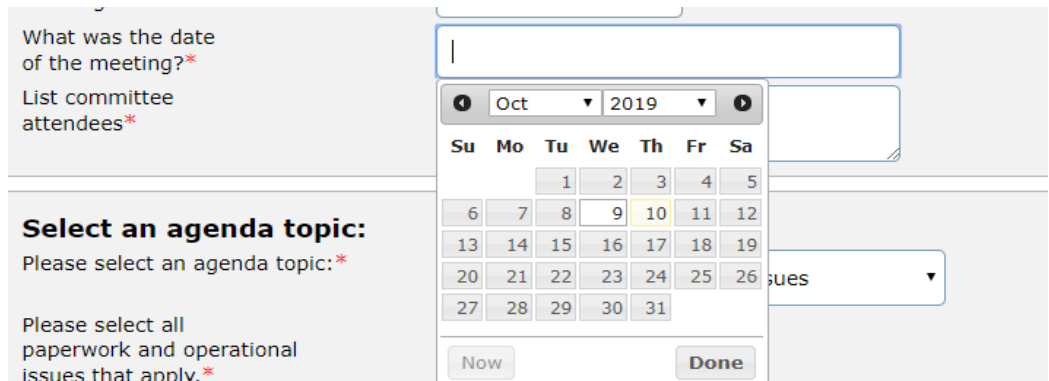
Yes

--select an item--

Yes

No

2. Use the calendar to choose the date you had the meeting.



What was the date of the meeting?*

List committee attendees*

Select an agenda topic:

Please select an agenda topic:*

Please select all paperwork and operational issues that apply.*

Now Done

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

3. Type in the names of the UFT members at the meeting.



List committee attendees*

If the meeting wasn't held...

1. Click "No."
2. Choose the reason the meeting wasn't held.
3. If you choose one of the options saying it was rescheduled, you need to choose a date from the calendar for when the meeting will be held.
4. This information is important because it alerts the UFT to a principal that is consistently cancelling meetings.

Was the consultation meeting held?*

Why wasn't the meeting held?*

When was the meeting rescheduled for?*

*- required

No

☒ Canceled by Chapter Leader and Rescheduled

☐ Canceled by Principal and Rescheduled

☐ Canceled by Principal and Not Rescheduled

☐ Canceled by Principal Two Times or More

Oct 2019

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Now Done

Save for Later Submit

Agenda Topics

There is a menu of 14 agenda topics to choose from.

Select an agenda topic:
Please select an agenda topic:*

To add another agenda topic, select from the menu below:

Tell us if you'd like to escalate:

Would you like to alert your district representative of unresolved issues?*

Which issues would you like to alert your district representative of?*

--select an item--

--select an item--

School Budget and Staffing

Teacher Programs and Reorganization

Class Size Concerns

Building and Environmental Concerns

Paperwork and Operational Issues

School Safety and Student Discipline

Teacher Observation and Evaluation

Special Education

ESL/ENL/MLL Issues

Quality Review, MPPR/PPO and Other Visits

Functional Chapter Issues

Tenure

Student Records and Grading Policies

School Policies, Culture, Morale

[+ add item](#)

Specific Agenda Topics

These agenda topics have sub-topics to choose from, then text boxes for each selected:

- School Budget and Staffing
- Teacher Programs and Reorganization
- Paperwork and Operational Issues
- School Safety and Student Discipline
- Teacher Observation and Evaluation
- Quality Review MPPR/PPO and Other Visits
- Functional Chapter Issues
- Student Records and Grading Policies

These agenda topics *do not* have sub-topics, just a text box:

- Class Size Concerns
- Building and Environmental Concerns
- Special Education
- ESL/ENL/MLL Issues
- Tenure
- School policies, culture, staff morale

Sharing information from the meeting

1. Choose an agenda topic from the list by clicking the arrow next to “Select an item,” then click the topic.

This screenshot shows the first step of the form. The 'Select an agenda topic:' dropdown menu is open, displaying a list of topics. 'Class Size Concerns' is highlighted in blue. The list includes: --select an item--, School Budget and Staffing, Teacher Programs and Reorganization, Class Size Concerns, Building and Environmental Concerns, Paperwork and Operational Issues, School Safety and Student Discipline, Teacher Observation and Evaluation, Special Education, ESL/ENL/MLL Issues, Quality Review, MPPR/PPO and Other Visits, Functional Chapter Issues, Tenure, Student Records and Grading Policies, and School Policies, Culture, Morale. Below the dropdown, the 'Class size concerns notes*' field is empty, and the 'Class size concerns status*' dropdown is also set to '--select an item--'.

Select an agenda topic:
Please select an agenda topic:*

Class size concerns notes*

Class size concerns status*

To add another agenda topic, see

Tell us if you'd like to escalate
Would you like to alert your district representative of unresolved issues?*

2. Explain the agenda topic in the text box.

3. Select the status of the agenda topic:

In Progress, Resolved, Not Resolved

This screenshot shows the second and third steps of the form. The 'Class size concerns notes*' text box now contains the text 'First grade classes have 36 students.' The 'Class size concerns status*' dropdown menu is open, showing three options: --select an item--, In Progress, and Not Resolved. The 'Not Resolved' option is highlighted in blue. The 'To add another agenda topic, see' link is visible at the bottom right.

Select an agenda topic:
Please select an agenda topic:*

Class size concerns notes*

Class size concerns status*

To add another agenda topic, see

[+ add item](#)

Adding more agenda topics

1. To add another topic, click ["+add Item"](#)
2. If the topic you choose has sub-topics, choose one or more to continue.
3. Explain the agenda topic in the text box.
4. Select the status of the topic.

Select an agenda topic:
Please select an agenda topic:*

Please select all school budget and staffing issues that apply.*

☐ School Budget (Article 8c)
☒ Coverages and Substitutes
☐ Hiring of New Staff
☐ Excessing
☐ Per Session and Per Session Postings
☐ Other Budget and Staffing Issues

Coverages and subtitles notes*

Coverages and substitutes status*

--select an item-- ▼

To add another agenda topic, select "+add item."

[+ add item](#)

Escalating issues and attaching relevant documents

The consultation form contains a section where you can escalate an issue to your District Representative, in addition to speaking to them about the issue.

You can attach any relevant documents. For example, your agenda, additional meeting minutes/notes, and/or photos.

Tell us if you'd like to escalate any issues:

Would you like to alert your district representative of unresolved issues?*

Yes

Which issues would you like to alert your district representative of?*

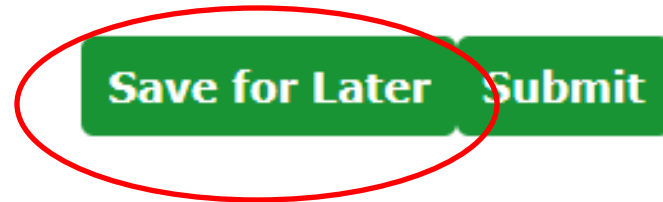
- ☐ School Budget and Staffing
- ☐ Teacher Programs
- ☐ Class Size Concerns
- ☐ Building and Environmental Concerns
- ☐ Paperwork and Operational Issues
- ☐ School Safety and Student Discipline
- ☐ Teacher Observation and Evaluation
- ☐ Special Education
- ☐ ESL/ENL/MLL Issues
- ☐ Quality Review, MPPR/PPO, Other Visits
- ☐ Functional Chapter Issues
- ☐ Tenure
- ☐ Student Records and Grading Policies
- ☐ School Policies, Culture, Morale

Please attach all relevant documents.

Add File...

“Save for Later”

There is a new feature that allows you to save what you have entered in the form before you submit in case you don't have enough time or get interrupted.



At any point, you can click “Save for Later” at the bottom of the form.

You will be prompted to enter your email address to be able to retrieve what you entered so far. Be sure to click “OK.”

Please provide your email address below.

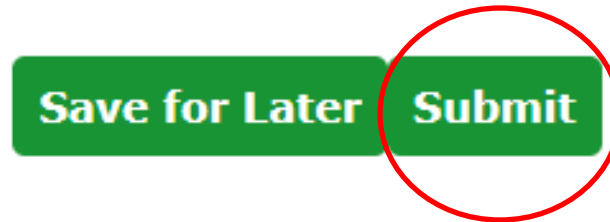
You will receive an email with a link to allow you to retrieve your saved form at a later date.

E-mail Address: *



Submitting the form

Once you complete the form, click “Submit.” You will receive a confirmation message of your submission as well as an email confirmation.



Thank you for your
submission!



Confirmation email

The email confirmation you receive should look similar to this confirmation.

Confirmations will also contain a PDF version of the information and notes you entered.

If you do not receive a confirmation, there may be an issue with your account. Please reach out to your district representative.



Hi First Name,

This notification is to inform you that your consultation committee meeting summary form has been successfully submitted to the United Federation of Teachers.

Was the consultation meeting held?

Yes

Why wasn't the meeting held? (If applicable)

Rescheduled date:

Consultation meeting date (if held)

9/26/2019

Meeting attendees:

Jennafer Bryson Delegate

Nelly Tirado Para Delegate

Helen Rogosin Teacher