

Office of Labor Relations Guidance: 2022-2023 UFT Contractual Workday and School-Based Options

Overview: For the 2022-2023 school year only all single session schools shall have the following schedule:

- The school day shall be 6 hours and 20 minutes Monday through Friday.
- On Mondays, there shall be an 80 minute block of professional development after the instructional day.
- On Tuesdays, there shall be a 75 minute block (70 minutes for paraprofessionals) after the instructional day comprised of a 40 minute block of parent engagement and 35 minute block of other professional work.
- On Mondays and Tuesdays, the school day shall start no earlier than 8:00 am and end no later than 4:00 pm.
- Wednesday through Friday, the day shall begin no earlier than 8:00 am and end no later than 3:45 pm.
- All 4 evening parent-teacher conferences (3 hours each) shall be conducted remotely.

Multi-session and District 75 schools continue to have a 6 hour and 50 minute school day; 2 evening parent teacher conferences (2.5 hours each) shall be conducted remotely; and two afterschool conferences (October through May; faculty conferences on Mondays before/after school and grade conferences are afterschool and may be on Monday or other day determined in consultation with the Chapter Leader).

All UFT-represented staff will be able to conduct the afternoon parent-teacher conferences remotely if their commute allows. Parents/caregivers may, upon request, occur in-person on a mutually-agreeable date and time during the contractual workday, other than the parent-teacher conference date, and such meeting shall be conducted in a manner consistent with the school safety plan.

School-Based Options: Recognizing that school communities are unique, principals and chapter leaders may explore the School Based Option (SBO) process to modify the above-referenced default schedules and create a school schedule that best fits the needs and goals of the school. To streamline and facilitate the SBO approval process, school communities are encouraged to consider one of the pre-approved SBOs or submit a unique SBO proposal through the normal SBO process.

Schools may not use the SBO process to agree to remote instruction (synchronous or asynchronous) or remote common planning, other professional work, parent engagement/office hours or professional development.

Early Student Dismissal: Schools with grades 6-12 or 9-12 that have a 6 hour and 50 minute full instructional day (*i.e.* students attend for 6 hours and 50 minutes) may propose a schedule that includes early dismissal under the following conditions:

1. The school must have a minimum of 27.5 hours per week of supervised instructional time. Lunch, recess, homeroom, and passing time do not count as supervised instructional time.
2. No more than one (1) day per week may be designated for early student dismissal.
3. On the day on which there is early student dismissal, students should attend for at least 4 hours for instruction.
4. On the day on which there is early student dismissal, staff work the full contractual workday and the non-instructional time must be used for professional learning, parent engagement or common planning. (Note: schools are expected to have a customized professional development plan that will support pedagogical practices and school programs.)

Process: Principals and Chapter Leaders should discuss the SBO modifications and proposed contractual modifications. Both the Principal and Chapter Leader must agree to the SBO contract modification proposal before it is presented to staff for approval. The following contractual provisions may be modified using the SBO process: reconfiguration of the workday and/or extended day; class size; rotation of assignments/classes; teacher schedules and/or rotation of paid coverages; change the start/end time of the work day (*i.e.* start before 8 AM and/or end after 4 PM on Monday or after 3:45 Thursday-Friday); reconfigure and/or combine the afterschool faculty and grade conferences; move parent teacher conferences; adding to the professional activity menu and/or splitting assignments. The SBO process may also be used to create compensatory time positions (*e.g.*, Testing Coordinator). The SBO process is as follows:

1. **School Level:** Principal and Chapter Leader discuss and agree to the SBO proposal; the ballot is drafted and the Chapter Leader reviews with the District Representative and if approved then conducts a vote.
2. **District Level:** After the vote is conducted and the SBO is approved by 55% or more of the voting staff, the Chapter Leader provides the results to the Principal and UFT District Representative. The Chapter Leader also completes the online UFT Ratification and Certification Form for UFT approval.

Best Practice: Principals are encouraged to share SBO proposals and results with Superintendents.

3. **Central Level:** SBOs that change the workday (*i.e.* reconfigure the workday or calendar changes) must be submitted using the DOE on-line application systems developed for those requests. They are reviewed and approved centrally.

Pre-Approved SBOs: The DOE-UFT agreed to the pre-approved SBOs listed below. If a Principal and Chapter Leader agree to one of the following pre-approved SBOs and 55% or more of the staff approve the ballot then no other approval is necessary. Sample ballots on the pre-approved SBOs and common SBOs are attached.

(1) 6 hour/20 minute Instructional Day/100 minute PD blocks and 55 minute parent engagement	(2) 6 hour/20 minute Instructional Day/80 minute Monday PD block, 40 minute Tuesday parent engagement block and 35 minute Thursday other professional work block
(3) 6 hour/20 minute Instructional Day/80 minute AM PD block, 40 minute parent engagement block and 35 minute other professional work block	(4) 6 hour/44 minute Instructional Day/70 minute PD Option (Multi-Session or Single Session)
(5) 6/20 Instructional Day, 50/50/55 minute Blocks (Single Session Schools)	(6) 6 hour/50 minute Instructional Day (Single Session Schools)
(7) 6 hour/50 minute Workday/30 minute Blocks (Single Session Schools)	(8) Elementary, K-8, Middle and District 75 Schools Parent Teacher Conferences – Separate Days
(9) Combine Afterschool Faculty and Grade Conference (Schools with 6 hour and 50 minute Workday)	

Unique SBOs: Schools may consider other SBOs however they must utilize the traditional SBO process. Any reconfiguration of the additional time (*i.e.* the 155 minutes or 150 minutes) cannot be configured in blocks of time that are less than 30 minutes unless additional time is added to the instructional day. For example, a 6 hour/30 minute instructional day and daily 20 minute blocks for common planning, professional learning or office hours is permissible however a 6 hour/20 minute day and 15 minutes of parent engagement each morning and 15 minutes for common planning each afternoon is not permissible. Likewise, single session schools may increase the instructional day and reduce the blocks of time dedicated for professional development, parent engagement and other professional work. Below are several examples of unique SBOs:

- Revision of the default schedule (*i.e.* 6 hour/20 minute day; 80 minute Monday and 75 minute Tuesday) for single session schools
 - Example: 6 hour/30 minute school day; Monday – 30 minute professional learning and Tuesday 75 minute parent engagement and other professional work.
 - Example: 6 hour/35 minute school day and 80 minute weekly professional development block.
- Revision of the pre-approved SBO for single session schools with a 6 hour/20 minute school day and daily 30 minute blocks
 - Example: 6 hour/20 minute school day; Monday - 30 minutes (parent engagement); Tuesday - 60 minute block for professional learning; Thursday – 60 minute block for parent engagement.
 - Example: 6 hour/20 minute school day; Tuesday – 75 minute block for professional learning and Thursday – 75 minute block for parent engagement
 - Example: 6 hour/20 minute school day; Tuesday – 50 minutes for common planning; Wednesday – 50 minutes for parent engagement and Thursday – 50 minutes for professional learning.
- Evening Parent Teacher Conference Dates: Schools may use the SBO process to select dates for evening conferences that are different from the central calendar however the September and May conferences must be held during the respective month. When scheduling alternate dates, avoid days when other grade level citywide conferences are being held as well as days that coincide with the eve of a religious holiday.

Calendar Change Requests: The DOE school year calendar must be adhered to without exception; under no circumstances may schools deviate from the DOE school year calendar without Central approval. For the 2022-23 school year, the DOE will consider the following types of calendar change requests: (1) changes from the citywide afternoon parent-teacher conference dates (SBO must be done in June, 2022); and (2) PROSE schools’ modifications. See: [Calendar Change Requests](#).

Additional Questions: For technical assistance with the DOE Session Time web application, including answering questions about student instructional time and busing-related questions, please email your director of operational support. For contract or SBO-related questions, please email your senior field counsel, Karen Solimando or Karen Sardoff.

Sample School Based Option (All Single Session Schools)

**Pre-Approved SBO Proposal No.1: 6 hour/20 minute Instructional Day,
100 minute Professional Development Block and 55 minute Parent Engagement Block**

School: _____

School Year: _____

Principal: _____

**Chapter
Leader:** _____

Relevant Contract Provision Article 6Ba:

(1) The school day shall be 6 hours and 20 minutes Monday through Friday. (2) On Mondays and Tuesdays, the day shall start no earlier than 8:00 a.m. and end no later than 4:00 p.m. The parties have agreed to repurpose the one hundred fifty (150) minutes per week of extended time and all faculty and grade conference time be used instead as follows: (a) 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. (b) 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, immediately followed by a 35 minute block of time for Other Professional Work. (c) On Wednesday through Friday, the day shall begin no earlier than 8:00 a.m. and end no later than 3:45 p.m. There shall be four (4) evening three-hour Parent-Teacher conferences.

SBO Proposal:

- Students shall have a school day that is 6 hours and 20 minutes.
- On Mondays there will be a 100 minute Professional Development period immediately following the conclusion of the school day.
- On Tuesdays there shall be a 55 minute Parent Engagement block (50 minutes for paraprofessionals) immediately following the conclusion of the school day.
- There shall be four (4) evening Parent-Teacher Conferences. Each conference shall be three (3) hours long. There are no afterschool faculty and grade conferences.

_____ Yes, I vote to approve the 6 hour/20 minute Instructional Day, 100 minute Professional Development Block and 55 minute Parent Engagement Block.

_____ No, I do not approve the 6 hour/20 minute Instructional Day, 100 minute Professional Development Block and 55 minute Parent Engagement Block.

Sample School Based Option (All Single Session Schools)

**Pre-Approved SBO Proposal No.2: 6 hour/20 minute Instructional Day,
Monday 80 minute Professional Development block, Tuesday 40 minute Parent
Engagement block and Thursday 35 minute Other Professional Work Block**

School: _____

School Year: _____

Principal: _____

**Chapter
Leader:** _____

Relevant Contract Provision Article 6Ba:

(1) The school day shall be 6 hours and 20 minutes Monday through Friday. (2) On Mondays and Tuesdays, the day shall start no earlier than 8:00 a.m. and end no later than 4:00 p.m. The parties have agreed to repurpose the one hundred fifty (150) minutes per week of extended time and all faculty and grade conference time be used instead as follows: (a) 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. (b) 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, immediately followed by a 35 minute block of time for Other Professional Work .(c) On Wednesday through Friday, the day shall begin no earlier than 8:00 a.m. and end no later than 3:45 p.m. There shall be four (4) evening three-hour Parent-Teacher conferences.

SBO Proposal:

- Students shall have a school day that is 6 hours and 20 minutes.
- On Mondays, there shall be an 80 minute block for Professional Development immediately following the conclusion of the school day.
- On Tuesdays, there shall be a 40 minute block for Parent Engagement immediately following the conclusion of the school day.
- On Thursdays, there shall be a 35 minute block for Other Professional Work (30 minutes for paraprofessionals) immediately following the conclusion of the school day.
- There shall be four (4) evening Parent-Teacher Conferences. Each conference shall be three (3) hours long. There are no afterschool faculty and grade conferences.

_____ Yes, I vote to approve the 6 hour/20 minute Instructional Day, Monday 80 minute Professional Development block, Tuesday 40 minute Parent Engagement block and Thursday 35 minute Other Professional Work Block.

_____ No, I do not approve the 6 hour/20 Minute Instructional Day, Monday 80 minute Professional Development block, Tuesday 40 minute Parent Engagement block and Thursday 35 minute Other Professional Work Block.

Sample School Based Option (All Single Session Schools)

**Pre-Approved SBO Proposal No. 3: 6 hour/20 minute Instructional Day,
Monday 80 minute AM Professional Development block and Tuesday 40 minute Parent
Engagement block and 35 minute Other Professional Work Block**

School: _____

School Year: _____

Principal: _____

**Chapter
Leader:** _____

Relevant Contract Provision Article 6Ba:

(1) The school day shall be 6 hours and 20 minutes Monday through Friday. (2) On Mondays and Tuesdays, the day shall start no earlier than 8:00 a.m. and end no later than 4:00 p.m. The parties have agreed to repurpose the one hundred fifty (150) minutes per week of extended time and all faculty and grade conference time be used instead as follows: (a) 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. (b) 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, immediately followed by a 35 minute block of time for Other Professional Work .(c) On Wednesday through Friday, the day shall begin no earlier than 8:00 a.m. and end no later than 3:45 p.m. There shall be four (4) evening three-hour Parent-Teacher conferences.

SBO Proposal:

- Students shall have a school day that is 6 hours and 20 minutes.
- On Mondays, there shall be a 80 minute Professional Development block immediately before the start of the school day.
- On Tuesdays, there shall be a 75 minute block (70 minutes for paraprofessionals) after the instructional day comprised of a 40 minute block of parent engagement and 35 minute block of other professional work.

_____ Yes, I vote to approve the 6 hour/20 minute Instructional Day, Monday 80 minute AM Professional Development block and Tuesday 75 minute block (70 minutes for paraprofessionals) after the instructional day comprised of a 40 minute block of parent engagement and 35 minute block of other professional work.

_____ No, I do not approve the 6 hour/20 minute Instructional Day, Monday 80 minute AM Professional Development block and Tuesday 75 minute block (70 minutes for paraprofessionals) after the instructional day comprised of a 40 minute block of parent engagement and 35 minute block of other professional work.

Sample School Based Option (Multi-Session or Single Session Schools)

**Pre-Approved SBO Proposal No. 4: 6 hour/44 minute Instructional Day
and 70 minute Professional Development Blocks**

School:

School Year:

Principal:

**Chapter
Leader:**

Relevant Contract Provision Article 6Ba:

(1) The school day shall be 6 hours and 20 minutes Monday through Friday. (2) On Mondays and Tuesdays, the day shall start no earlier than 8:00 a.m. and end no later than 4:00 p.m. The parties have agreed to repurpose the one hundred fifty (150) minutes per week of extended time and all faculty and grade conference time be used instead as follows: (a) 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. (b) 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, immediately followed by a 35 minute block of time for Other Professional Work .(c) On Wednesday through Friday, the day shall begin no earlier than 8:00 a.m. and end no later than 3:45 p.m. There shall be four (4) evening three-hour Parent-Teacher conferences.

SBO Proposal:

- Students shall have a school day that is 6 hours and 44 minutes.
- On Mondays, 2 times per month, there shall be a 70 minute Professional Development block (60 minute block for paraprofessionals) immediately following the end of the school day.
- For single session schools only, on Mondays, the day shall begin no earlier than 7:00 a.m. and end no later than 4:30 p.m.
- There shall be four (4) evening Parent-Teacher Conferences. Each conference shall be three (3) hours long. There are no afterschool faculty and grade conferences.

_____ Yes, I vote to approve the 6 hour/44 minute Instructional Day and Monday 70 minute Professional Development blocks (60 minutes for paraprofessionals).

_____ No, I do not approve the 6 hour/44 minute Instructional Day and Monday 70 minute Professional Development blocks (60 minutes for paraprofessionals).

Sample School Based Option (All Single Session Schools)

**Pre-Approved SBO Proposal No. 5: 6 hour/20 minute Instructional Day
and 50/50/55 minute Blocks for Professional Development and/or Common Planning**

School: _____ **School Year:** _____
Principal: _____
Chapter Leader: _____

Relevant Contract Provision Article 6Ba:

(1) The school day shall be 6 hours and 20 minutes Monday through Friday. (2) On Mondays and Tuesdays, the day shall start no earlier than 8:00 a.m. and end no later than 4:00 p.m. The parties have agreed to repurpose the one hundred fifty (150) minutes per week of extended time and all faculty and grade conference time be used instead as follows: (a) 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. (b) 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, immediately followed by a 35 minute block of time for Other Professional Work .(c) On Wednesday through Friday, the day shall begin no earlier than 8:00 a.m. and end no later than 3:45 p.m. There shall be four (4) evening three-hour Parent-Teacher conferences.

SBO Proposal:

- Students shall have a school day that is 6 hours and 20 minutes.
- Three days per week, as specified in this SBO, there will be three blocks – two blocks of 50 minutes and one block of 55 minutes (50 minutes for paraprofessionals) – for Professional Development and/or Common Planning immediately before or after the school day.

Monday Tuesday Wednesday Thursday Friday

- There shall be four (4) evening Parent-Teacher Conferences. Each conference shall be three (3) hours long. There are no afterschool faculty and grade conferences.

_____ Yes, I vote to approve the 6 hour/20 minute Instructional Day and 50/50/55 minute Blocks for Professional Development and/or Common Planning.

_____ No, I do not approve the 6 hour/20 minute Instructional Day and 50/50/55 minute Blocks for Professional Development and/or Common Planning.

Sample School Based Option (All Single Session Schools)
Pre-Approved SBO Proposal No. 6: 6 hour/50 Minute Instructional Day

School: _____

School Year: _____

Principal: _____

**Chapter
Leader:** _____

Relevant Contract Provision Article 6Ba:

(1) The school day shall be 6 hours and 20 minutes Monday through Friday. (2) On Mondays and Tuesdays, the day shall start no earlier than 8:00 a.m. and end no later than 4:00 p.m. The parties have agreed to repurpose the one hundred fifty (150) minutes per week of extended time and all faculty and grade conference time be used instead as follows: (a) 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. (b) 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, immediately followed by a 35 minute block of time for Other Professional Work .(c) On Wednesday through Friday, the day shall begin no earlier than 8:00 a.m. and end no later than 3:45 p.m. There shall be four (4) evening three-hour Parent-Teacher conferences.

SBO Proposal:

- The school say shall be 6 hours and 50 minutes. School day may begin before 8am but no earlier than 7am. The school day may not end later than 4:30pm.
- Teachers duty free lunch, preparation periods, and professional activity periods (in middle schools, high schools, and 6-12 schools) will be the same length.
- In elementary schools, preparation periods and professional activity periods (where applicable) will be the same length and duty free lunch will continue to be a minimum of 50 minutes.
- Faculty and departmental/grade conferences (Oct-May) may be conducted during a common lunch or preparation period. In cases where the preparation period is used, the teachers shall make up the preparation period work hours and this may be done remotely (teachers are not required to be in the building).
- Faculty and departmental/grade conferences (Oct-May) that cannot be programmed during the school day shall be held on (dates/times below):

October: _____	February: _____
November: _____	March: _____
December: _____	April: _____
January: _____	May: _____
- There shall be no increase in the number of sessions for related service providers.
- The two evening (2.5 hours each) Parent Teacher Conferences set forth in the collective bargaining agreement shall be conducted remotely. The two afternoon (2 hours each) Parent Teacher Conferences set forth in the collective bargaining agreement shall be conducted remotely.
- Teachers shall not be required to attend the evening conferences from the school building and they will be able to conduct the afternoon conferences remotely if their commute allows.
- Meetings with parents/caregivers, may, upon request, occur in-person on a mutually-agreeable date and time during the contractual workday, other than the parent-teacher conference date, and such meeting shall be conducted in a manner consistent with the school safety plan.

_____ Yes, I vote to approve the 6 hour/50 Instructional Day.

_____ No, I do not approve the 6 hour/50 Instructional Day.

Note: This SBO does not automatically convert a 7 period elementary schedule to an 8 period schedule. If an elementary school was on a 7 period elementary schedule in the prior school year, the 7 period schedule shall continue unless the school uses the SBO process to switch to an 8 period elementary schedule. Likewise, if an elementary school was on an 8 period schedule in the prior school year, the 8 period schedule shall continue unless the school uses the SBO process to switch to a 7 period schedule.

Sample School Based Option (All Single Session Schools)

Pre-Approved SBO Proposal No. 7: 6 hour/20 minute Instructional Day and 30 minute Daily Blocks

School: _____ **School Year:** _____
Principal: _____
Chapter Leader: _____

Relevant Contract Provision Article 6Ba:

(1) The school day shall be 6 hours and 20 minutes Monday through Friday. (2) On Mondays and Tuesdays, the day shall start no earlier than 8:00 a.m. and end no later than 4:00 p.m. The parties have agreed to repurpose the one hundred fifty (150) minutes per week of extended time and all faculty and grade conference time be used instead as follows: (a) 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. (b) 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, immediately followed by a 35 minute block of time for Other Professional Work .(c) On Wednesday through Friday, the day shall begin no earlier than 8:00 a.m. and end no later than 3:45 p.m. There shall be four (4) evening three-hour Parent-Teacher conferences.

SBO Proposal:

- Students shall have a school day that is 6 hours and 20 minutes. There shall be a daily 30 minute block each morning or afternoon that shall be used for Common Planning, Professional Learning, and/or Office Hours.
- Faculty and departmental/grade conferences (Oct-May) may be conducted during a common lunch or preparation period. In cases where the preparation period is used, the teachers shall make up the preparation period work hours and this may be done remotely (teachers are not required to be in the building).
- Faculty and departmental/grade conferences (Oct-May) that cannot be programmed during the school day may be conducted remotely at mutually agreeable times/dates (which must be stated below):

October: _____	February: _____
November: _____	March: _____
December: _____	April: _____
January: _____	May: _____

_____ Yes, I vote to approve the 6 hour/50 minute Workday/30 minute Blocks.

_____ No, I do not approve the 6 hour/50 minute Workday/30 minute Blocks.

Sample School Based Option

(Elementary, K-8, Middle and District 75 Schools)

Pre-Approved SBO Proposal No. 8: Move the Evening Parent Teacher Conference Date

School: _____ **School** _____
Year: _____

Principal: _____

Chapter
Leader: _____

Relevant Contract Provision:

The NYCDOE Calendar for School Year _____ provides for four (4) evening
(insert school year)

Parent-Teacher Conferences that shall be held in September, November, March and May, respectively on dates to be determined by the DOE.

SBO Proposal:

The evening Parent-Teacher Conference on _____ will be changed to _____.*

_____ Yes, I vote to approve changing the date of the evening parent teacher conference.

_____ No, I do not approve changing the date of the evening parent teacher conference.

* Dates selected must be conducive to parent participation. Dates should not be moved to Friday evenings, evenings before holidays and recess weeks, or religious observance days. Review the calendar to avoid conflicts with other school events.

Sample School Based Option (Multi Session Schools)

Pre-Approved SBO Proposal No. 9: Combine Faculty and Grade Conferences

School:

School Year:

Principal:

**Chapter
Leader:**

Relevant Contract Provision:

There will be one 40 minute faculty conference and one 40 minute grade conference outside of the instructional day each month from October to May. The faculty conference will occur on a Monday.

SBO Proposal:

The monthly 40 minute faculty conference and monthly 40 minute grade conference will be combined into an 80 minute professional development one day per month from October to May on the day/dates specified below and shall be conducted remotely.

_____ Yes, I vote to approve combining the faculty and grade conferences.

_____ No, I do not approve combining the faculty and grade conferences.

NOTE: Schools may create a mixed schedule – for example some faculty and department/grade meetings are combined in a month(es) and some a faculty and/or grade conferences occur during lunch period and/or preparation periods (in cases where the preparation period is used, the teachers shall make up the preparation period work hours and this may be done remotely (teachers are not required to be in the building)).

Sample School Based Option

SBO Proposal: Add the Other Professional Work Time to the Instructional Day

School: _____

School Year: _____

Principal: _____

Chapter

Leader: _____

Relevant Contract Provision Article 6Ba:

(1) The school day shall be 6 hours and 20 minutes Monday through Friday. (2) On Mondays and Tuesdays, the day shall start no earlier than 8:00 a.m. and end no later than 4:00 p.m. The parties have agreed to repurpose the one hundred fifty (150) minutes per week of extended time and all faculty and grade conference time be used instead as follows: (a) 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. (b) 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, immediately followed by a 35 minute block of time for Other Professional Work .(c) On Wednesday through Friday, the day shall begin no earlier than 8:00 a.m. and end no later than 3:45 p.m. There shall be four (4) evening three-hour Parent-Teacher conferences.

SBO Proposal:

The time dedicated for other professional work time shall be added to the instructional day. The instructional day will be 6 hours and 27 minutes Monday through Friday. The 80 minute professional development block will remain on Monday immediately following the instructional day, and the 40 minute parent engagement block will remain on Tuesday immediately following the instructional day.

_____ Yes, I vote to approve to add the time dedicated for other professional work to the instructional day.

_____ No, I do not approve adding the time dedicated for other professional work to the instructional day.

Sample School Based Option (Elementary)

SBO Proposal: Convert 8-period to 7-period day (Elementary School)

School: _____ **School Year:** _____

Principal: _____

Chapter Leader: _____

Relevant Contract Provision:

Article 7: Teachers in eight period per day schools must select a professional or administrative activity in accordance with the provisions of this section and Article 7U (Professional Activity Assignment Procedures). This provision shall not create an additional teaching period, as that term is defined in the Collective Bargaining Agreement.

Current School Schedule: We currently have an 8 period school day and the week consists of:

- 29 teaching periods
- 5 preparation periods
- 5 duty-free lunch periods
- 1 professional period

SBO Proposal: The SBO would change our daily schedule to 7 periods per day and the week shall consist of:

- 25 teaching periods*
- 5 preparation periods
- 5 duty-free lunch periods
- 0 professional periods

The daily schedule would be:

PERIOD	STARTS	ENDS
Period 1		
Period 2		
Period 3		
Period 4		
Period 5		
Period 6		
Period 7		

Note: All teacher lunch periods shall be 50 minutes unless otherwise specified.

Note, this SBO does not end at the end of the school year and will be the school's schedule going forward unless the school enters another SBO to convert to an 8 period day.

_____ Yes, I approve a 7 period day.

_____ No, I do not approve a 7 period day.

* This is a sample schedule and schools may vary the number of teaching periods using the SBO process.

Sample School Based Option (Elementary)

SBO Proposal: Convert 7 period to 8 period day (Elementary School)

School: _____ **School Year:** _____

Principal: _____

Chapter Leader: _____

Relevant Contract Provision:

Article 7: Teachers in eight period per day schools must select a professional or administrative activity in accordance with the provisions of this section and Article 7U (Professional Activity Assignment Procedures). This provision shall not create an additional teaching period, as that term is defined in the Collective Bargaining Agreement.

Current School Schedule: We currently have a 7 period school day and the week consists of:

- 25 teaching periods
- 5 preparation periods
- 5 duty-free lunch periods*

SBO Proposal: The SBO would change our daily schedule to 8 periods per day and each week consists of:

- 29 teaching periods[†]
- 5 preparation periods
- 5 duty-free lunch periods
- 1 professional periods

Note: All teacher lunch periods shall be 50 minutes unless otherwise specified.

Note, this SBO does not end at the end of the school year and will be the school's schedule going forward unless the school enters another SBO to convert to an 8 period day.

_____ Yes, I vote to approve an 8 period day.

_____ No, I do not approve an 8 period day.

* This is a sample schedule and schools may vary the number of teaching periods using the SBO process.

Sample School Based Option (Middle and High Schools)

SBO Proposal: Convert 8 period day to 9 period day

School: _____ **School Year:** _____

Principal: _____

Chapter Leader: _____

Relevant Contract Provision:

Article 7A (High Schools) Teachers shall have a maximum teaching load of 25 periods per week except where they are programmed for an average of 25 periods.

Article 7B (Intermediate and Junior High Schools): A basic maximum of 25 teaching periods, five preparation periods, and five professional activity periods for teachers shall be established before any other type of program for administrative purposes in which teachers teach less than 25 periods is arranged.

SBO Proposal:

The SBO would change our daily schedule to 9 periods, meaning each week consists of:

PERIOD	STARTS	ENDS
Period 1		
Period 2		
Period 3		
Period 4		
Period 5		
Period 6		
Period 7		
Period 8		
Period 9		

_____ Yes, I vote to approve a 9 period schedule.

_____ No, I do not approve a 9 period schedule.

Sample School Based Option (Middle and High Schools)

SBO Proposal: Program More Than 3 Teaching or 4 Working Periods In A Row

School: _____ **School Year:** _____

Principal: _____

Chapter Leader: _____

Relevant Contract Provision:

Article 7: There should be no more than three consecutive teaching assignments and no more than four consecutive working assignments (including professional activities).

SBO Proposal:

The SBO would change the daily schedule and teachers may volunteer* in writing no later than _____ to teach more than three periods in a row or work more than four periods in a row.

_____ Yes, I vote to approve more than three teaching periods in a row.

_____ No, I do not approve more than three teaching periods in a row.

* Schools may also describe an alternative schedule that all teachers are required to follow (e.g. “The SBO will change the schedule and teachers shall be assigned to either: Schedule A: 4 teaching; lunch period; teaching; preparation period; professional activity period; or Schedule B: preparation period; professional activity period; 4 teaching; lunch; teaching period”).

Sample School Based Option (Single Session Schools)

SBO Proposal: Adjust the Start/End Time of the Workday

School:

School Year:

Principal:

Chapter

Leader:

Relevant Contract Provision:

Article 6: In single session schools, the day will start no earlier than 8:00 a.m. and end no later than 3:45 p.m. On Mondays and Tuesdays, the day shall start no earlier than 8:00 a.m. and end no later than 4:00 p.m.

SBO Proposal:

The SBO would change the daily schedule such that the workday shall start at: _____.
(insert start time)

_____ Yes, I vote to approve adjusting the time of the work day as specified in this ballot.

_____ No, I do not approve adjusting the time of the work day.

Sample School Based Option (8 Period Elementary Schools, Middle and High Schools)

SBO Proposal: Add Professional Activity to Contractual Menu

School:

School Year:

Principal:

Chapter

Leader:

Relevant Contract Provision:

Article 7: The menu of activities to be offered to each teacher shall be from among the following:

- (1) Small group instruction (not to exceed 10 students)
- (2) One to one tutoring
- (3) Advise student activities such as clubs, teams or publications
- (4) Perform student assessment activities (including portfolios, performance tests, IEPs, ECLAS, etc.)
- (5) Professional development/prepare staff development workshops and demonstration lessons
- (6) Common planning time
- (7) Conflict resolution for students
- (8) Cafeteria duty
- (9) Schoolyard duty
- (10) Hallway duty
- (11) AM bus duty
- (12) PM bus duty
- (13) Homeroom
- (14) Provide inter-disciplinary articulation
- (15) Develop multi-cultural curriculum
- (16) Develop programs to integrate technology into the daily life of the classroom.

SBO Proposal:

The SBO would add the following activity(ies) to the contractual menu:

_____ Yes, I vote to approve adding the activities specified in this ballot to the professional activity menu.

_____ No, I do not approve adding the activities specified in this ballot to the contractual professional activity menu.

Sample School Based Option (8 Period Elementary Schools, Middle and High Schools)

SBO Proposal: Split Professional Activity Assignment

School:

School Year:

Principal:

**Chapter
Leader:**

Relevant Contract Provision:

Article 7: Teachers at all levels must select a professional or administrative activity in accordance with the provisions of Article 7U (Professional Activity Assignment Procedures).

SBO Proposal:

The SBO would allow teachers to be assigned to up to _____ different professional activity assignments per week. *
(insert number)

_____ Yes, I vote to approve split professional activity assignments as specified in this ballot.

_____ No, I do not approve a split professional activity assignments.

* Alternatively, schools could specify the exact assignments; for example: "The SBO will allow teachers to be assigned to three common planning periods per week and two small group instruction periods per week."

Sample School Based Option (Single Session Schools)

SBO Proposal: Aggregate Parent Engagement Time

School: _____

School Year: _____

Principal: _____

**Chapter
Leader:** _____

Relevant Contract Provision:

Article 6: The school day shall be 6 hours and 20 minutes Monday through Friday. On Mondays, there shall be an 80 minute block of professional development after the instructional day. On Tuesdays, there shall be a 40 minute parent engagement block, and a 35 minute other professional work block, after the instructional day.

SBO Proposal:

To aggregate two of the weekly 40 minutes of parent engagement time into one 80 minute block on the second Wednesday of each month. On Tuesday of the impacted week, the other professional work time will be immediately after the instructional day. There will be no parent engagement time on the following Tuesday, and the other professional work time will be immediately after the instructional day. The remaining blocks of parent engagement time will be scheduled as per the contract. The amount of parent engagement each month will be equal to the amount that would have been scheduled if the SBO modification had not taken place.

Sample Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday
PD	OPW and Parent Engagement			
PD	OPW	80 minutes of Parent Engagement		
PD	OPW			
PD	OPW and Parent Engagement			

_____ Yes, I vote to approve aggregating the parent engagement time.

_____ No, I do not approve aggregating the parent engagement time.

Sample School Based Option (All Schools)

SBO Proposal: Early Student Dismissal/Professional Development

School:

School

Year:

Principal:

Chapter

Leader:

Relevant Contract Provision:

Contract: The school day shall be 6 hours and 20 minutes Monday through Friday. On Mondays, there shall be an 80 minute block of professional development after the instructional day. On Tuesdays, there shall be a 40 minute parent engagement block, and a 35 minute other professional work block, after the instructional day.

SBO Proposal:

There will be an early dismissal for students on _____.
(insert date(s))

The remainder of the workday shall be utilized for professional development.

The instructional day for students will start at: _____.

The instructional day for students will end at: _____.

All teachers will work their regular day, including any time for professional development, parent engagement, or other professional work.

_____ Yes, I vote to approve early student dismissal and additional dedicated time for professional development.

_____ No, I do not approve early student dismissal.

NOTE:

- This SBO also requires a Calendar Change application. Student seat time must meet State Education requirements.
- Dates selected must be conducive to teacher participation. For example, Fridays before holidays and recess weeks or dates on religious observance days will not be approved.

Sample School Based Option (All Single Session Schools)

SBO Proposal: Add the Other Professional Work Time to the Instructional Day

School:

School Year:

Principal:

Chapter

Leader:

Relevant Contract Provision:

The school day shall be 6 hours and 20 minutes Monday through Friday. On Mondays, there shall be an 80 minute block of professional development after the instructional day. On Tuesdays, there shall be a 40 minute parent engagement block, and a 35 minute other professional work block, after the instructional day.

SBO Proposal:

The time dedicated for other professional work time shall be added to the instructional day. The instructional day will be 6 hours and 27 minutes Monday through Friday. The 80 minute professional development block will remain on Monday immediately following the instructional day, and the 40 minute parent engagement block will remain on Tuesday immediately following the instructional day.

_____ Yes, I vote to approve to add the time dedicated for other professional work to the instructional day.

_____ No, I do not approve adding the time dedicated for other professional work to the instructional day.

Sample School Based Option (All Schools)

SBO Proposal: Non-Teaching Compensatory Time Position

School:

School Year:

Principal:

Chapter

Leader:

Relevant Contract Provision:

Article 7 and Circular 6 provide that certain non-teaching compensatory time positions may be created with an SBO.

SBO Proposal:

There shall be a full-time out-of-classroom, non-teaching position, of Testing Coordinator for a term of 1 year.

_____ Yes, I vote to approve the creation of the Testing Coordinator non-teaching compensatory time position.

_____ No, I do not approve the creation of the Testing Coordinator non-teaching compensatory time position.