

# **New York City Department of Education United Federation of Teachers**

## **School Based Options**

# Overview

- Contractual Process
- Workday
- Other SBO Proposals

# UFT Contract - Article 8

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.

# Contractual Process

- An SBO is the process whereby a Principal and the school's UFT Chapter Leader agree to propose to the UFT represented school staff deviations from certain requirements of the UFT Teachers' Contract.
- Only SBOs related to the daily session time/teacher work day are under review through the Session Time Web Application.
- SBOs related to calendar change are reviewed through the Calendar Change Request Application.

# Contractual Process

- Principals must meet with their Chapter Leader and consultation committee to discuss SBOs and contractual changes (e.g. change to the configuration of the workday).
  - Prepare in the spring by reviewing current SBOs and needs of the school community.
- 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.
- SBOs regarding the workday occur in the spring and deadlines will be announced in May in the DOE OLR Memo. Most SBOs for the next school year occur in May. However, SBOS that do not impact the workday may occur during the year.

# Contractual Process

- School level: The SBO proposal must be approved by the Principal, Chapter Leader, and fifty-five percent (55%) of the staff who vote.
  - Both the Chapter Leader and Principal must agree to the proposal before a ballot is drafted and vote conducted.
  - The District Rep and Superintendent should be kept informed as the proposal is developed.
- District level: Chapter leaders submit the SBO ballot to the UFT for UFT approval.
  - After the vote is conducted and the SBO is approved, the Chapter Leader confirms approval with the Principal and both the Chapter Leader and Principal sign the SBO certification and retain the SBO and voting results.
- Central level: SBOs that change the workday (i.e. session time or calendar changes) are submitted using the DOE on-line application systems developed for those requests. They are reviewed and approved centrally.

# Contractual Workday

- In single session schools, there is time dedicated for professional learning and parent engagement.
- Default Configuration:
  - 6 hour and 20 minute school day
  - Additional 80 minutes each Monday for professional learning
  - Additional 75 minutes each Tuesday for Parent Engagement (40 minutes) and Other Professional Work (35 minutes)
  - Mondays and Tuesdays - 8 AM – 4 PM; otherwise 8 – 3:45 PM

# Pre-Approved Workday SBOs

- 100/55: 100 minutes of Professional Development on Monday and 55 minutes of Parent Engagement on Tuesday
- 80/40/35: 80 minutes of Professional Development on Monday; 40 minutes of Parent Engagement on Tuesday; 35 minutes of Other Professional Work on Thursday
- Before School Option: 80 Minutes of Professional Development shall be moved to any day of the week immediately before the beginning of school: 75 Minutes (40 minutes of Parent Engagement and 35 minutes of Other Professional Work) shall be moved to a second day of the week immediately before the beginning of school
- Still require 55% staff approval



# Other SBOs

- Single Session Workday
  - Change workday day parameters (i.e. start before 8 AM and/or end after 4 PM on Monday or after 3:45 Thursday-Friday)
- Multi Session Schools
  - Reconfigure and/or combine the afterschool faculty and grade conferences (e.g. create one block afterschool one day per month October through May)
- Parent Teacher Conferences
  - Move evening conference to afternoon conference day
  - Move September or May evening conference to another day within the month
  - Create additional time for Professional Development (e.g. early student dismissal and/or full day)

# Other SBOs

- Additional Compensatory Time Positions
  - Additional Dean
  - Testing Coordinator
  - Other Administrative positions
- Programming
  - In a middle or high school, a schedule that varies from an eight period day
  - Elementary 7/8 period model; this SBO does not end at the end of the year.
  - Programming 4 teaching assignments in a row
- Professional Activity Assignments
  - Adding assignments to the professional activity menu
  - Splitting professional activity assignments (e.g. two days small group instruction and 3 days common planning)
  - School-wide professional activity assignment
- Departmentalizing
  - Whole school/all grades (inclusive of K-3): SBO
  - ELA or Math only 4<sup>th</sup> grade or above: No SBO
  - All posted