

Guidance: SBO Planning for 2020-2021 School Year

Overview: The teachers’ collective bargaining agreement (Article 8) sets forth a process for School-Based Options (“SBO”). An SBO is the process whereby a Principal and the school’s UFT Chapter Leader agree to modify certain contractual articles and/or create positions that the contract does not automatically allow.

Process: The following describes the SBO process:

- **Consultation and Agreement:** Principals and Chapter Leaders should discuss the past 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 the 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/Tuesday or after 3:45 Wednesday/Thursday/Friday); reconfigure and/or combine the afterschool faculty and grade conferences; move parent teacher conferences; create additional time for professional development (*e.g.* early student dismissal and/or full day); 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).
- **SBO Approval Process:**
 1. **School Level:** Principal and Chapter Leader 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 teachers’ contract contains 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 there is no other approval necessary.

- **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.

All SBOs expire at the end of the school year except for Elementary school SBOs changing the schedule from 8 to 7 period day or 7 to 8 period day.

Sample SBOs: These are **suggestions** only and should be tailored for the school community. Schools may continue to use SBO ballots that they have created this year and in prior years.

SBO: Convert 8 period to 7 period day	SBO: Split Professional Activity Assignment
SBO: Convert 7 period to 8 period day	SBO: Combining Parent Engagement Blocks
SBO: Convert 8 period day to 9 period day	SBO: Early Student Dismissal/Professional Development
SBO: Program More Than 3 Teaching or 4 Working Periods In A Row	SBO: Combine Faculty and Grade Conferences
SBO: Move the Evening Parent Teacher Conference to Afternoon Parent Teacher Conference Date	SBO: Add the Other Professional Work Time to the Instructional Day
SBO: Adjust the Start/End Time of the Workday	SBO: Weekly Early Student Dismissal/ Professional Development
SBO: Add A Professional Activity to Contractual Menu	SBO: Compensatory Time Position

Sample School Based Option (Elementary)

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

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

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 adjusted via an approved SBO.

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.

Principal

Chapter Leader

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

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 period

Note: All teacher lunch periods shall be 50 minutes unless adjusted via an approved SBO.

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.

Principal

Chapter Leader

* 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 Year: _____ School DBN: _____

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.

Principal

Chapter Leader

Sample School Based Option (Middle and High Schools)

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

School Year: _____ School DBN: _____

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.

Principal

Chapter Leader

* The SBO ballot may list the teachers who volunteer. Alternatively, schools may also describe an alternative schedule that has 4 teaching periods for all teachers and the schedule should be identified in the SBO. (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 (All Schools)

**SBO Proposal: Move the Evening Parent Teacher Conference to
Afternoon Parent Teacher Conference Date**

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

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 _____.*

The schedule for this date will be as follows:

- Students will be dismissed three hours before the end of the instructional day.
- Teachers will have a contractual lunch period before the afternoon parent teacher conferences.
- The evening parent teacher conference will be from _____ 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.

Principal

Chapter Leader

Note: Schools may use one ballot to move both evening conferences and teachers should answer “yes:” or “no” for each SBO proposal.

* Dates selected must be conducive to parent participation and the times must be consistent with Department policy. 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 (Single Session Schools)

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

School Year: _____ School DBN: _____

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)

In a single session school that follows the default session time the schedule shall be as follows:

Day	Start	End
Monday	_____ + 80 minutes (insert time)	
Tuesday	_____ + 75 minutes (insert time)	
Wednesday	_____ (insert time)	
Thursday	_____ (insert time)	
Friday	_____ (insert 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.

Principal

Chapter Leader

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

SBO Proposal: Add Professional Activity to Contractual Menu

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

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.

Principal

Chapter Leader

* Schools may include multiple activities and separate approvals for each activity.

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

SBO Proposal: Split Professional Activity Assignment

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

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 split professional activity assignments.

Principal

Chapter Leader

Note: There are many variations of this SBO. For example:

- Specific assignments (“The SBO will allow teachers to be assigned to three common planning periods per week and two small group instruction periods per week.”)
- Specific assignments for particular teachers (“Special Education teachers shall be assigned to two common planning periods and three student assessment periods per week.”)

Sample School Based Option (Single Session Schools)

SBO Proposal: Combine Parent Engagement Time

School Year: _____ School DBN: _____

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 combine 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 combining the parent engagement time.

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

Principal

Chapter Leader

Sample School Based Option (All Schools)

SBO Proposal: Early Student Dismissal/Professional Development

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

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.

Principal

Chapter Leader

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 (Multi Session Schools)

SBO Proposal: Combine Faculty and Grade Conferences

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

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 block on the second Monday of each month from October to May.

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

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

Principal

Chapter Leader

Note: Schools may specify what happens in the event schools are closed on the day designated for faculty/grade conferences.

Sample School Based Option (All Single Session Schools)

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

School Year: _____ School DBN: _____

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.

Principal

Chapter Leader

Sample School Based Option (Multi-session Schools)

SBO Proposal: Weekly Early Student Dismissal/ Professional Development

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

Relevant Contract Provision:

The school day shall be 6 hours and 50 minutes Monday through Friday for multi-session schools. Multisession schools shall discuss potential SBOs for the configuration of time appropriate to the scheduling needs of those schools so as to provide for appropriate blocks of time to be used for Professional Development, Parent Engagement, and Other Professional Work.

SBO Proposal:

There will be a weekly early dismissal for students, so that teachers can participate in weekly professional development and parent engagement activities as determined by the school administration according to the contract for single session schools.

Every Wednesday that school is in session the instructional day for all students shall be from _____ AM until _____ PM.

All teachers will work from _____ AM to _____ PM.

The _____ minute block after student dismissal will be configured into alternating professional development and parent engagement time for activities identified in the contract.

_____ Yes, I vote to approve weekly early dismissal and dedicated time for professional development and parent engagement.

_____ No, I do not approve weekly early dismissal and dedicated time for professional development and parent engagement.

Principal

Chapter Leader

Note: Student seat time must meet State Education requirements

Sample School Based Option (All Schools)

SBO Proposal: Non-Teaching Compensatory Time Position

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

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.

Principal

Chapter Leader