



United Federation of Teachers
A Union of Professionals

Extended Time and Professional Activities 2007-2008 School Year Guidelines for Implementation

The DOE has issued the Extended Time and Professional Activity Periods implementation memo for the 2007-2008 school year. It includes several important changes that result from challenges the union took to arbitration. Most important of these are the scheduling of faculty conferences and the reiteration that the 37 minutes is NOT a teaching period.

Here are the highlights of the memo, and some guidance from the union on issues that may arise.

Extended Time

- The official school day is 6 hours and 20 minutes.
- The other time is distributed as follows:

Single Session Schools — 37.5 minutes after dismissal Monday through Thursday

Multi Session Schools with space and scheduling constraints — Every day is 6 hours and 50 minutes

D 75 buildings and D75 classes in other sites — 6 hours and 50 minutes every day unless chapter leader and principal agree to 6 hours and 20 minutes plus 37.5 minutes Monday through Thursday.

Non-District-75 self-contained special education classes — May use any of the following: 37.5 minutes Monday through Thursday; 6 hours 50 minutes every day; or 6 hours 57.5 minutes Monday through Thursday.

Former Extended Time Schools — Beginning in September 2007, teachers and other staff in former Extended Time Schools will work the same schedule as others -- 37.5 minutes Monday through Thursday in single session schools; or 6 hours 50 minutes every day in multiple session schools -- and they will receive the same salary.

- Professional development days for teachers will be 6 hours and 50 minutes.
- On professional development days, UFT-represented titles other than teachers work their normal contractual workday.

- In single session schools, the day will start no earlier than 8 am and end no later than 3:45 pm.
- As a result of an arbitration decision, faculty conferences in single session schools must be held between 8:00 am and 3:45 pm on Mondays.
- Student-teacher ratios in the 37.5-minute session can be no greater than 10:1 or 5:1 in self-contained special education classes. An expedited arbitration procedure shall be used if the ratio is not observed and monetary penalties may be imposed.
- Based upon an arbitration decision (that the time is to be used for “something less than what might occur during a regular classroom period”), speech teachers may not service students pursuant to an IEP during the 37.5 minutes. Speech teachers may service at-risk students in groups of up to 10 students, or 5 students if from self contained special education classes.
- The principal, in consultation with teachers, should identify students who are struggling academically to participate. Pre-K students are not to participate, and the DOE strongly discourages the participation of kindergarten students as well.

School-based options

- All SBOs must be approved by your district representative, the UFT president, and the chancellor before they can be implemented.
- The chancellor has said he will approve the following School Based Options:
 1. To move the 37.5 minute session to the morning. (Needs OPT approval.)
 2. To configure the 150 minutes per week in longer blocks of time over fewer days.
 3. To increase the student-teacher ratios for mandated students.*
 4. To increase the student-teacher ratios for voluntary programs.*
 5. To create daily intervention sessions of 35-40 minutes.
- The chancellor reserved the right to disapprove other SBOs, including using the 150 minutes for professional development, or configuring the extended time over five days. .

* Generally the UFT will approve any SBO the staff wants — including time for professional development and reconfiguring time over five days. However, unless the staff conveys a compelling reason to do so, the UFT will NOT approve an increase in student-teacher ratios or folding the time into the day, if that results in an additional teaching period. An additional teaching period is purely voluntary, and teachers are to be paid the shortage area rate for doing so. (Art. 7).

- This year, those schools that moved the time to the morning or who clustered it in fewer days reported a better tutoring experience.

(Circular 6R, next page)

Circular 6R — Professional Activity Periods

- Teachers in 7-period elementary schools do not have a professional activity period. Teachers in 8-period elementary schools have one professional activity period per week. The only way to change from one to another is through an SBO.
- The principal must consult with the chapter leader on the number of positions for each activity and its qualifications and responsibilities. The UFT may appeal an inappropriate number of positions for administrative activities. Such appeals go first to the Chancellor and, if not resolved, to the NYC Office of Labor Relations.
- The menu of activities is set by contract. Additions to the menu can be made only through a school based option.
- Teachers who wish to perform an activity not on the contractual menu must obtain the approval of the principal.
- Teachers will submit preference sheets with three activities to which they would like to be assigned listed in priority order. To the extent possible, the principal will make assignments that accommodate the teacher's choice.
- Teachers will be informed of their professional assignments prior to the end of the previous school year.
- Based upon an arbitration the union won, the principal may assign only one professional activity – split assignments are prohibited.
- A teacher who does not receive one of his/her choices may select three additional choices. The UFT may appeal an inappropriate assignment to the chancellor and, if it is not resolved, to the NYC Office of Labor Relations.
- If an insufficient number of teachers choose a particular activity, the principal will assign teachers to that activity on a rotational basis in reverse order of seniority.
- Teachers may not be involuntarily assigned to an administrative activity for consecutive years.
- In secondary schools, homeroom fulfills the professional activity requirement if it is a separate period, not an extension of an instructional period for attendance taking.
- AM or PM bus duty also fulfills teachers' professional activity requirement. Those teachers should use their professional activity period as a preparation period. The union is still arbitrating whether bus duty can happen beyond the work day.
- Teachers in compensatory time positions will do that work during their professional period.
- Athletic coaches will use the professional periods to further their coaching work.