

Professional Practice Handbook

**Agreements by and between:
BOCES Educators of Eastern Suffolk
and
Eastern Suffolk BOCES**

BENEFITS

- ♦ Notification of Opportunities for Health Insurance, Sick Day Sell-Back and TSA Changes.

See Appendix A

- ♦ Improvement of Life Insurance Policy

See Appendix B

MISCELLANEOUS

- ♦ A yearly calendar of dates and deadlines will be distributed to staff.
- ♦ Staff will be notified of summer school employment prior to Memorial Day.
- ♦ Personnel will respond to teachers who have submitted requests for professional advancement, sick leave sellback, etc to let them know that their requests were received.

- ♦ Incident / Follow-Up Action Form

This form is to be filled out by the staff member when an incident occurs by or with a student.

See Appendix C

- ♦ Fifth Disease Exposure – Threat to Pregnant Workers

1. When a case of Fifth Disease is detected in any of our buildings, a general announcement will be made to all employees.
2. The action to be taken by the pregnant employee will be determined by the employee in consultation with her physician.

- ♦ Professional Development Procedure:

If Professional Development funds are rejected because all allotted funds have been used, the application will be automatically forwarded to his/her division for consideration. The applicant will be notified of this in writing. (Minutes – Pro-Practice Meeting, November 15, 1995)

See appendix D

- ♦ Shared Decision-Making Meetings are to be scheduled to take place both on administration time and staff time.

MONEY: PAYCHECKS, REIMBURSEMENT, SALARY

- ♦ Field Trip Reimbursement for Para Educators

The field trip reimbursement policy for Para Educators was designed to cover the cost of admission only, for which a voucher, showing proof of payment, must be submitted. This policy does not include any reimbursement for lunch, snacks, or souvenirs, even when purchased for students.

Occasionally, some free tickets are given for every group of twelve to fifteen students attending. When free tickets are offered, teachers, and then paras, will have first access to these tickets. No free tickets will be given to parents or students until all teachers and paras attending have received them. This policy covers admission reimbursement for Para Educators only. There is no reimbursement policy for teachers.

Paras who have submitted the proper verification of admission fees to their building administrator, will receive reimbursement within two weeks.

This agreement has been jointly agreed to by the BOCES Administration, and BEES.

♦ Request for Number of Paychecks

See Appendix E

♦ Salary Notices / Paychecks

1. New employees who are hired and have completed their entry paperwork at least two weeks before the first paydate will, in fact, receive paychecks on that first paydate.
2. New employees who complete the above-mentioned paperwork with less than two weeks lead-time will miss the first paydate and receive a retroactive check on the second paydate of the school year.

See Appendix F

♦ Salary Paychecks for BEES Teachers and Para Educators

1. In instances where payday falls during one of the major vacation periods during the academic year, the salary check will be distributed on the last workday prior to the vacation period.
2. All members of the above mentioned units will receive their last salary check on the last working day in June.

See Appendix G

OBSERVATION / EVALUATION PROCEDURE

See Appendix H

PERSONAL DAYS / LEAVES

♦ Personal Days With Reason

A list of approved Personal Days with Reason is to be made available to all BEES members.

See Appendix I

♦ Critical Leave and Serious Illness Leave for Teachers and Para Educators

The purpose is for the above named group to understand and properly utilize the provisions in both contracts which call for short term leaves of absence for critical illness of family members, and a provision to allow for the conversion of sick days to personal days for serious illness of family members.

Critical illness days are non-chargeable absences, which enable the employee to be with his/her family during periods of critical illness. The critical illness provision is only applicable for close family members (see contract for details), who are in fact "critically ill". Generally, that means an in-patient, in hospital, in intensive care unit, cardiac care, or officially classified as in "critical condition" in hospital records. Employees making application for such days are required to provide documentation verifying the critical nature of the relative's illness. Of course, there may be certain exceptions from the qualifiers mentioned, and in such instances, one should make application for these days through the Personnel Office.

Serious illness days, on the other hand, are designed to enable BOCES employees to be with family members during periods of serious illness. The use of serious illness days requires that the employee first exhaust the annual supply of personal days and then he/she must make application to the Director of Personnel for the conversion of accumulated sick leave to personal time for the required period of absence. Generally speaking, serious illness does not include basic childcare during periods of a child's illness for normal colds, flu, and childhood diseases. It almost always requires hospitalization or intensive medical treatment. The use of serious illness

days allows and employee to tap the resources of accumulated sick leave during periods of illness of close family members. Reminder – serious illness leave requires prior approval from the Director of Personnel. (Agreed to at Pro-Practice 6/19/99)

PROFESSIONAL ADVANCEMENT

- ♦ Salary adjustments for Professional Advancement are made on September 1st, February 1st and August 1st to coincide with the end of college semesters. Requests for advancement must be submitted to the Personnel Office by one month after these dates (October 1st, March 1st, September 1st respectively). All course work must be completed prior to the increment date and official documentation must be on file prior to the increase being granted. The time frame for providing official transcripts is more lenient since you have limited control over the colleges forwarding transcripts.

See Appendix J, J-1, K

- ♦ Continuing Education Units (CEUs):

CEUs are applicable toward Professional Advancement. 1.5 CEUs will equal 1 in-service credit

See Appendix L, L-1, K

- ♦ MESTRAC, DELACAVE [& SCOPE] Course Offerings:

Teachers may attend six (6) credits of SCOPE courses without prior approval per 15 credits of professional advancement work. This will become effective July 1, 1999. (Minutes – Teacher Pro-Practice Meeting, May 17, 1999)

DELACAVE courses can be accepted the same way that SCOPE courses are. That is, six (6) credits without prior approval per 15 credits of professional advancement work. (Minutes – Teacher Pro-Practice Meeting, April 9, 2002)

See Appendix

PROFESSIONAL DEVELOPMENT

■

PROGRAM ISSUES

- ◆ Arbitration Award Dealing With the Status of Teachers in the Alternative High School

Fringe benefits will be apportioned in a ratio appropriate to the fractional portion of a day worked by the staff member. A 30-hour week will be used as full time (i.e. a staff member working 20 hr./week will be considered 2/3). All fringe benefits will be treated the same as for the other part-time teachers.

In the event substitute teachers are not available for this program, and in the event the available regular staff members without full-time classroom assignments (i.e. the Principal, Guidance Counselor, Crisis Intervention Specialist) are not available, it would be permissible for the students in the class of the absent teacher to be assigned to other classes meeting at the same time as the class scheduled for the absent teacher.

See Appendix M

- Career/Tech Open School Nights

Attendance at Parent's Night (which is the first open school event of the year) is mandatory.

Attendance at the Open House for recruitment purposes is not mandatory.

(Minutes – Teacher Pro-Practice Meeting, November 8, 2002)

- ♦ Regents Week – January & June

See Appendix N

- ♦ Teacher Aides in Occupational Education Classes

See Appendix O, O-1

- ♦ The 15.9 age limit will be strictly enforced for students enrolled at ICC.
(Minutes – Teacher Pro-Practice Meeting, October 29, 1997)

SCHOOL CLOSINGS: EARLY DISMISSAL / INCLEMENT WEATHER

- ♦ School Closings

School Closings for students and instructional staff can be done in one of three ways:

1. "All Eastern Suffolk BOCES schools are closed."
2. "Eastern Suffolk BOCES schools in the Towns of Riverhead and Southampton are closed; all others are open."
3. "Eastern Suffolk BOCES schools in the Town of Brookhaven, Islip and Smithtown are closed; all others are open."

(Reference to Southampton Town includes Westhampton Beach facilities. The Smithtown reference is for the Forest Brook Learning Center.)

- ♦ All staff is advised via telephone of any closings. Radio announcements should only be used for guidelines. Employees should report to their workplace unless notified to the contrary by phone.

♦ **Early Dismissal**

1. If BOCES closes school before 11:00 a.m., morning buses will return to pick up students and take them home.
2. BOCES will not close between 11:00 a.m. and 12:00 p.m. because this is when the flipping of buses occurs and creates the most difficulty, since we have students scattered all over.
3. If BOCES closes after 12:00 p.m., the afternoon buses will come to the buildings and the students' home.
4. Elementary can close at any time.

See Appendix P

- With regard to large campuses... The students must be in the building where they are picked up to go home. Staff should be released when administration can assure the Director that there is sufficient coverage to take care of the remaining students.
- ♦ When only certain programs are closed, buildings that house multiple programs will be closed altogether.
- ♦ Itinerant teachers assigned to the districts are required to follow the calendar and emergency cancellation (or no cancellation) of the districts to which they are assigned.
 - When facilities are closed, teachers, assistants and aides will not be required to report to work.

See Appendix Q

- ♦ If a local school district or building is closed, the BOCES class or classes housed in it will be canceled and staff will not be required to report to work.

See Appendix Q

- In case of forecasted weather, which might result in the cancellation of school, all divisions will send customary notices to parents when deemed appropriate.
- Members may not be charged for personal or sick leave if school is closed.

Appendix O, O-1

STAFF DEVELOPMENT

- Teachers keep their own records of activities with supporting documentation. The form along with supporting documentation is submitted with the end of the year checklist. The administrator will check off that it has been submitted.
- The 15 hours will not be part of a teacher's evaluation.
- Personal Day Without Reason can be used to attend an activity.
- Teachers can take any approved topic, including on-line course
- A list of acceptable activities will be provided on the back of the Approval for Article 7 Staff Development form.

Appendix

STAFF DUTIES

- An individual aide is assigned to a particular student. Within the confines of the classroom, the teacher may elect to have the individual aide work with a different student to help the student to adjust to working with others, or for other reason of adjustment. However, parents must be informed of this in a letter at the beginning of the school year (Minutes – Teacher Pro-Practice, January 29, 2002).
- During special instruction (Speech, OT, PT, etc.) the individual aide is to stay with the student and not wait outside the special instruction room. If there is no room in the special instruction area for the aide, the instruction should be given in the regular classroom (Minutes – Teacher Pro-Practice, January 29, 2002).

SUBSTITUTES

- ♦ Long-Term Uncertified Substitutes in Excess of the 40-Day Limit.
Substitute Serving in the Same Position for “Long-Term”
 1. Personnel will alert sub-service to be aware of extended use of substitutes.
 2. Temporary appointments are made appropriately once it's known that an assignment will exceed the period of normal substituting.
- ♦ Permanent Substitutes:

There will be 10 permanent substitutes hired. These will be certified teachers committed to being a substitute for the year. They will be assured daily work, will receive \$160.00 per day, but will not receive benefits. If a permanent position comes up the following year, the permanent sub can apply for it. These substitutes are not to be used on a long-term basis, [only for 1 or 2 days per assignment]. (Minutes – Teacher Pro-Practice Meeting, December 22, 1999)

- ♦ **Retroactive Appointment and Salaries for Per Diem Teachers in Special Education:**

Several teachers in the Special Ed Division were appointed on a per diem basis because of the uncertainty over funding for the programs contracted with Suffolk County. The Association was assured that once the funding was clarified favorably, all those appointed in this status will be permanently appointed retroactive to the beginning of the school year.

- ♦ **Teacher Assistants Substituting for Teachers.**

All attempts are made to fill absences with certified teachers. If only a non-certified substitutes is available, it is the prerogative of the building administrator to decide if the substitute will serve as the teacher, or if an assistant will be bumped up to teacher and the sub will be the para. It is important not to disrupt the entire building by switching assistants and subs between classes. An assistant might very well replace the classroom teacher, but the process is not automatic. (Minutes – Para Pro-Practice Meeting)

SUMMER EMPLOYMENT

- Summer employment application is to include space to indicate other certifications held by the applicant. In this way, certified staff with certifications in other areas can be considered for more than position if necessary. (Minutes – Teacher Pro-Practice, January 29, 2002)

See Appendix

TRANSFERS

At the end of March a memo will go out to everyone in the instructional program listing new programs for the coming year. (Minutes – Teacher Pro-Practice Meeting, October 3, 2001)

♦ **Administrative Procedure for Potential Transfers of Itinerant Services**

1. In June, all itinerants will fill out a form indicating their choices, in rank order, if a transfer becomes necessary. The teacher will give reasons for the choices if he or she wishes.
2. By telephone, the Director's office will notify teachers who are being transferred, giving reasons, the week before the opening of school or earlier. The union Vice-President for itinerants will be notified simultaneously.
3. The Director and the union Vice-President for itinerants will determine if there is a need for meeting with the teachers being transferred.

See Appendix R

VACANCIES

♦ **Posting Vacancies**

The Board of Cooperative Educational Services will notify the professional staff of vacancies, as they become known according to the following terms and conditions:

1. The provisions of this agreement are not grievable by the union or by individual teachers.
2. Notice will be given for full-time vacancies, which are non-promotional and are newly created additions or replacement positions.
3. Notice shall be in the form of announcement sent to each BOCES facility for posting. There will be no mailing of vacancy notices to individual during the school year or during summer vacation or recess periods. During these non-school periods, vacancy notices will be posted at BOCES facilities in which professional staff is still working.

4. Notices will be posted as soon as practical after a vacancy becomes known officially to the administration. In the case of new positions, Board of Education approval for creation of the position may be required before such notice can be posted.
5. The agreement to post vacancies shall in no way inhibit or delay administration's ability and right to fill vacancies immediately either from outside the BOCES staff or by transfer of BOCES staff, if conditions require such action. The decision to fill vacancies immediately because of emergency conditions shall be at the sole discretion of the administration.
6. BOCES teachers, who apply for posted positions or who have previously filed with program Directors a statement of desire to transfer to such vacancies, will be interviewed if, in the sole judgement of the administrators, time permits and their qualifications are appropriate for the vacancy.
7. The posting of vacancies is intended for information only and does not impute any rights to BOCES teachers, or obligations on BOCES administrators not specified herein, or contained in negotiated agreement.

See Appendix S

In addition, the names of the union building representatives are to be added to the mailing list for vacancy announcements, and they will be responsible for posting it.

Appendix A

BOARD OF COOPERATIVE EDUCATIONAL SERVICES

First Supervisory District of Suffolk County
201 Sunrise Highway
Patchogue, New York 11772

CONTRACT SELL-BACK DAYS

This form containing the required information must be submitted to the Personnel Office by **MAY 1st**.

PLEASE CHECK APPLICABLE CATEGORY OR BARGAINING UNIT:

- ☐ Administrative/Supervisory Unit
☐ Data Processing Middle Management
☐ United Public Service Employees Union, Local 424
☐ BEES Teachers
☐ Non-Union/Managerial/Confidential Employee

THIS YEAR'S REQUEST

I have the required number of days of accumulated sick/other leave, and choose to sell back a portion of **this year's allocation** per details specified below:

_____ and _____ or () maximum available

_____ and _____ or () maximum available

Number Type of days



PERMANENT REQUEST FOR MAXIMUM AVAILABLE

If you check this box, it will not be necessary to submit a form each year unless you wish to make a change. No changes can be made after May 1st of each year.

Please check individual agreements for applicable rules. Your rate will be calculated by Personnel and you will receive payment by June 30th.

FORMS RECEIVED IN PERSONNEL AFTER **MAY 1ST** WILL NOT BE PROCESSED

Your form will be stamp dated, copied and returned to you as acknowledgment of its receipt. If you do not receive a copy back, the Personnel Office has not yet received your form.
(Please allow one week.)

Print Name

Location

Signature

Date

Appendix B

BOARD OF COOPERATIVE EDUCATIONAL SERVICES
Second Supervisory District
201 Sunrise Highway
Patchogue, NY 11772

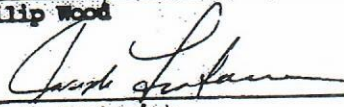
MEMORANDUM OF AGREEMENT

In compliance with the provisions of Section 4, Paragraph 2C of the Agreement between the Board of Cooperative Educational Services, Second Supervisory District, Suffolk County and BOCESTA, which states: "Prior to July 1, 1990, BOCESTA Representatives and BOCES Management will mutually agree upon an improvement of the current life insurance policy.", and the following improvement is agreed upon:

A change in the life insurance coverage will be in place on July 1, 1990, or as soon thereafter as approved by the carrier, which will provide each full-time employee with a \$50,000 Group Term Life Insurance Policy which will continue in effect after retirement, subject to the approval of the insurance carrier with the premium being paid by the retiree at the applicable group rate. This Life Insurance Policy will provide a \$50,000 death benefit until age 70, whereupon the death benefit will be reduced to \$25,000 - subject to continued availability in the insurance marketplace. Retiree(s) who will be leaving the employment of BOCES 2 on June 30, 1990 will be included in this insurance improvement package.

BOCES 2


Philip Wood


Joseph Fratescico

BOCESTA


Larry Blank

Arthur Masucci


Bruce Miller



EASTERN SUFFOLK BOCES
First Supervisory District • Suffolk County
201 Sunrise Highway, Patchogue, NY 11772

**INCIDENT/FOLLOW-UP
ACTION FORM**

District: _____
Session: _____
Phone #: _____

Student: _____ Division: _____ Facility: _____ Date: _____

TO BE COMPLETED BY STAFF MEMBER

TO BE COMPLETED BY ADMINISTRATOR

1. Description of Incident:

4. Intervention techniques tried:

- ____ Sent to Asst. Prin./
- ____ Center Coordinator
- ____ Sent to Principal
- ____ Parent contact
- ____ Probation Officer contacted
- ____ Met with Counselor/
- ____ Social Worker
- ____ Student removed from class
- ____ Student sent home
- ____ Other (specify) _____

2. Physical injury to the reporting staff member? Yes _____ No _____
If yes, describe injury and send copy to union president.

5. Follow-up plan of action:

- ____ Parent conference arranged
- ____ District contacted
- ____ Probation Officer contacted/meeting set
- ____ Counselor met with student
- ____ Class placement changed
- ____ Staffing referral
- ____ Out-building suspension (____ days)
- ____ In-building suspension (____ days)
- ____ Home Visit Made
- ____ Loss of privileges
- ____ No further action
- ____ Other (specify) _____

3. Personal property damage? Yes _____ No _____
If yes, list damaged items.

Staff Member's Signature _____

Date _____

BOCES Administrator _____

Date _____

White-Director, Cream-Administrator, Pink-Staff Member, Goldenrod-Union (if needed)

001-3M-495-7468

Appendix D



EASTERN SUFFOLK BOCES
First Supervisory District • Suffolk County
201 Sunrise Highway, Patchogue, NY 11772

PROFESSIONAL DEVELOPMENT APPLICATION

Teacher Name _____ Home Telephone _____
Other Names Used _____ BOCES Program _____
BOCES Facility _____

Home Address _____

BOCES Assignment
(Art Teacher, etc.) _____

Years Full Time Teaching at Eastern Suffolk BOCES
(Count current year as one) _____

Type of Application (circle one):

Workshop, Conference, Mini Grant, Promotional Act, Retraining

Dates & Times of Expenditure:

Start _____ / _____ End _____ / _____
Date Time Date Time

Name of Activity _____

Location of Activity _____

1. Summarize Plan: (be specific) _____

2. What are the Objectives? (be specific) _____

3. What Activities will occur? (be specific) _____

4. Provide evidence of benefit to Eastern Suffolk BOCES: (be specific) _____

5. Estimated Expense: Mileage _____ miles @ _____ \$ = _____
Meals _____ days @ _____ /day = _____
Lodging _____ days @ _____ /day = _____
Registration (\$100.00 Max) _____
Other (specify) _____

Total Estimated Cost Requested: _____ \$ _____ *

Date _____

Signature _____

Attach Descriptive Material for Conference & Workshops

*Consult Professional Development Regulations for maximum allowances.

For additional space, use reverse side of form.

FOR COMMITTEE USE ONLY

☐ Conference

☐ Seniority

☐ Total Score

Comments _____

001-000-8/94-990R

Appendix E



DR EDWARD J. MILLIKEN
President

JOSEPH J. FRATAMICO
Director

PERSONNEL
200 N. BROAD ST.
PORT ROBERT, N.Y. 11768
(516) 335-2000

REQUEST FOR NUMBER OF PAYCHECKS

Instructions:

1. This form must be returned to Personnel **IMMEDIATELY**.
2. Please indicate, by checking the appropriate space, the number of checks you would like to receive next year (21 or 26).
3. This applies only to teachers, teacher assistants, teacher aides, nurses, therapists and 10-month civil service employees.
4. This request will remain in effect for all future school years. If you wish to make a change, the Personnel Office must be notified in writing prior to July for the next school year. No changes can be made after July 1st.

NAME: _____

(please print)

_____ I request that my pay be divided into 21 equal payments.

or

_____ I request that my pay be reduced each payroll period so that my last check in June will include the equivalent of five (5) checks. (Total = 26 payments).

_____ Date

_____ Signature

Appendix F

BOARD OF COOPERATIVE EDUCATIONAL SERVICES
201 Sunrise Highway
Patchogue, New York 11772

MEMORANDUM

TO: Larry Blank
FROM: Joseph J. Fratamico
DATE: October 6, 1987
SUBJECT: Salary Notices/Paychecks



As a follow-up to your memorandum dated September 23, 1987, on the above topic, and our frequent conversations, I would like to make the following statements:

1. The returning of signed salary notices prior to the start of each school year is an important process. The signed notice indicates a willingness to continue service and acknowledges the use of sick and personal days for the preceeding year. We will attempt to mail these notices as early as possible during the summer so that there will be ample time for people to return them. Hopefully teachers who choose to vacation away from their home for a good part of the summer will regularly pick up their mail and/or have it forwarded to their summer address. If this is not done, however, their September paycheck will be prepared and they will have an opportunity to return their signed salary agreement to their building principal prior to picking up the check.
2. New employees who are hired and have completed their entry paperwork at least two weeks before the first payday will, in fact, receive paychecks on that first payday. New employees who complete the above-mentioned paperwork with less than two weeks lead time will miss the first payday and receive a retroactive check on the second payday of the school year.

Hopefully you will understand the rationale behind the above actions and you will concur.

JJF:jh
cc: P. Wood

Appendix G

BOARD OF COOPERATIVE EDUCATIONAL SERVICES
201 Sunrise Highway
Patchogue, NY 11772

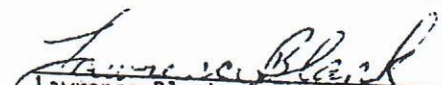
October 28, 1986

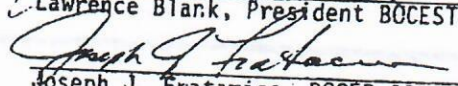
The following conditions are agreed upon in settlement of the improper practice charge against BOCES II brought by the BOCES II Teachers' Association and the BOCES II Aides and Assistants Association dealing with the topic of salary paychecks.

1. Paydays will return to Fridays and the schedule of paydays for the 1986/87 year will be as follows:

September 9, 23
October 7, 21
November 4, 18
December 2, 16, 23
January 9, 23
February 6, 13
March 6, 20
April 3, 10
May 1, 15, 29
June 12, 19

2. In instances when payday falls during one of the major vacation periods during the academic year, the salary check will be distributed on the last workday prior to the vacation period.
3. All members of the above-mentioned units will receive their last salary check on the last working day in June.
4. An attempt will be made to improve the legibility of the stub of the paycheck form now being used. Technical improvements in the printing process will be explored. When the current supply of checks are exhausted, the union will be consulted prior to the inauguration of a new pay format.


Lawrence Blank, President BOCESTA


Joseph J. Fratafico, BOCES II

Agreed Upon: 10/29/86

MEMORANDUM

TO: Larry Blank
FROM: John F. McGowan
DATE: October 9, 1986
SUBJECT: Verbal Agreements

Please review the subsequent understanding I have of the verbal agreements reached at Monday's meeting.

1. Observations will take place through the end of the month of May.
2. It is expected that principals will meet with the teacher regarding the observation within five working days and the teacher will respond to that process by signing the observation form within five working days after the meeting that took place between the principal and the teacher regarding the observation.
3. The evaluation form at the end of the year will be reviewed with each staff member within the first two working weeks of June.
4. Any exceptions to this will be reviewed between the president of the union and myself. For example, a meeting with an itinerant teacher may require more than five working days to schedule or the signature and response of an individual teacher may take longer than five working days to input to the supervisor.

Being that I discussed this with you yesterday at the meeting, I am transmitting copies to directors of programs for informational purposes to their various building principals and assistant principals.

JFM:j

Appendix I

Following is the list of normally acceptable reasons* for using personal time:

1. Graduation or related ceremony from high school or college for yourself, spouse, or child (1 day is generally allowable—if out-of-state; 1 day travel is also acceptable).
2. House closings (1 day limit).
3. Confirmation, First Communion, Bar Mitzvah, etc., of your child (1 day limit).
4. Taking child away to college or picking up from college (1 day limit).
5. Accompanying relatives in household in need of medical care or caring for a sick relative.
6. Court appearances, hearing, legal appointments.
7. I.R.S. Audit.
8. Emergency situation, i.e., failure of heating system, auto accident, flood, auto mechanical failure, impassable roads.
9. Religious observance, (i.e., official holy day or special ceremony such as grave stone unveiling).
10. Appointment/consultation/ceremony with official at child's school (guidance counselor, teacher, etc.).
11. Exams, appointments, etc., for education or accreditation related to the performance of your duties at BOCES.
12. Birth of a child (paternal) or adoption proceedings.
13. Funeral of relative or close friend not covered by contract.
14. Employee wedding or wedding of a child or parent or niece, nephew, brother, sister (1 day is generally allowable—1 day travel if out of state).
15. Kindergarten registration for child (1 day limit).
16. Obtain a marriage license (1 day limit).
17. Town Zoning Board Meeting (away from L.I.).
18. Plane delay or flight cancellation.
19. Relocation (moving day) (1 day limit).
20. Driving test for employee or immediate family member (1 day limit).
21. Medical appointment.
22. Retirement planning for self or spouse.
23. Furniture delivery.
24. Accompanying child to airport.
25. Child care (no baby-sitting available).
26. Construction on house.

* Supporting documentation may be required for Personal Day with Reason.

DRAFT

Professional Advancement gives you an opportunity to increase your salary by obtaining additional credits; thereby, moving across the salary schedule.

Your responsibility is to keep track of these credits and to request an increase in your salary when you have completed the appropriate number of credits for the next increment. This request must be forwarded to Personnel by using the "Request for Professional Advancement" form. A sample form follows and is available either in your facility or at the Personnel Office.

Form: Insert here

All coursework used to bring about the advance must be listed. If you have carry-over credits from a previous increment, you should also note on the form that they are already on record.

The only dates you can obtain Professional Advancement are July 1st, September 1st, and February 1st to coincide with the end of semesters. You must have your request for advancement in the Personnel Office by one month after these dates (August 1st, October 1st and March 1st respectively). All coursework must be completed prior to the increment date and official transcripts must be on file prior to the increase being granted. The time frame for providing official transcripts is more lenient since you have limited control over the colleges forwarding transcripts. If there are problems with your request, you will be notified in writing.

Once all information is received and verified the request will be placed on the agenda for the next Board meeting. After the request is approved, payroll will be notified to make an adjustment in your salary (retroactively, if needed).

The following guidelines are used to award Professional advancement.

- All graduate courses, which must be verified by official transcripts, are accepted.
- Undergraduate courses are accepted on the vocational scale only until you have a Bachelor's degree. Once you have obtained a degree, additional coursework must be at the graduate level.

• AET

- The only exception to the above two conditions occur if you have a degree but must take undergraduate coursework for certification in the area of certification where you are currently employed in BOCES.
- College credits taken prior to employment with BOCES but not totaling 15 block hours will be part of the cumulative credits toward the next 15 hour advancement using the rationale stated above.
- Fifteen block hours are needed per increment ^{when} except reaching a degree.
- Presently BOCES 2 sponsored coursework is given by SETRC, MESTRACT and CPIS. There is no limit on the number of BOCES 2 in-service credits applicable per increment.
- SCOPE courses are acceptable for advancement but are limited to a maximum of 4 credits per 15 hour block.
- Other in-service coursework is not routinely accepted but must be approved by the Program Director and the Director of Personnel and is evaluated based on its individual usefulness to your role with BOCES. To request ^{Credit} advancement for an external in-service course, write a letter to your Director with a carbon copy to the Director of Personnel describing the course. You should include information regarding the institution providing the course, the qualifications of the instructor, and the course relevancy to your position at BOCES. In order for you to know whether or not the course will be accepted, you should try to get approval prior to the class beginning.
- In-service credits are given at the rate of 1 credit per 15 hours of instruction assuming the in-service course fulfills all other requirements. Any courses with less than 15 hours are not considered.
- All in-service coursework taken prior to your appointment as a teacher in this BOCES cannot be used for Professional Advancement.
- All coursework must be taken on your own time and paid for by you.

This pamphlet should have helped you understand the prerequisites for obtaining an increase on the salary schedule.

← For additional information regarding Professional Advancement call the Personnel Assistant at 289-2200 in the BOCES 2 Personnel Office.

2
30CES

**REQUEST FOR
PROFESSIONAL ADVANCEMENT**

[illegible]

Signature

There can be no advance unless official transcripts are on file proving above information. If the advance is to be made on the basis of obtaining provisional or permanent certification, then a copy of the certificate must be on file. This is the responsibility of the applicant. Upon completion, mail the form to:

Keep one copy for your records. Advances will be retroactive to September 1st, February 1st or July 1st, depending upon the date the work was completed. Requests for professional advancement must be received by Personnel no later than October 1st, March 1st or August 1st.

001-000-7.91-896

**EASTERN SUFFOLK BOCES
INSTRUCTIONAL PROGRAMS
James Hines Administration Center
201 Sunrise Highway
Patchogue, New York 11772**

MEMORANDUM

TO: Speech Teachers
FROM: James Fogarty 
DATE: February 24, 1999
RE: CONTINUING EDUCATION UNITS (CEUs)

The following are standards and criteria which have been agreed to by your association for the obtainment of CEUs. Please note that CEUs are not required to maintain a license.

- 1) The CEUs must adhere to the following requirements in order to be considered for credit.
 - ◆ The CE activity must be compatible with the present job responsibilities of the person taking the activity. The CE activity could be a course, mini seminar, symposium, workshop or other ASHA-sponsored activity.
 - ◆ There is a calculation of 15 hours of work necessary for each credit hour awarded as inservice credit. Therefore, 1.5 CEUs will equal one inservice credit.
 - ◆ The CE activity/sponsor must have approval from the American Speech-Language-Hearing Association (ASHA) for continuing education sponsorship.
 - ◆ Credits must be maintained on the ASHA permanent CE registry in order to certify these credits have actually been earned.
 - ◆ There needs to be a verification from ASHA stating you have taken the coursework and completed it satisfactorily. The only acceptable form of verification is a transcript from the ASHA registry.

Appendix L-1

February 24, 1999

Page 2

- 2) In reference to attending CE activities and obtaining CEU credit, if BOCES has paid for the activity or class in question, or if BOCES has given a professional day to the staff member to attend an activity, then inservice credits will not be awarded. On the other hand, if the staff member takes a personal day and pays for the CE activity him/herself, then it would be eligible for approval for inservice credit.
- 3) Preapproval for any CE activity must be received by Mr. James Fogarty, Executive Director of Instructional Programs. A decision to award CEUs will not be made after the program or activity has been taken. Paperwork must be received by his office two weeks (10 working days) prior to the start of the activity to be considered.
- 4) The effective date of this agreement is July 1, 1998. There will be no awarding of inservice credit for CEUs earned before this date.

If you have any questions, feel free to contact either James Fogarty at 687-3056 or Suellen Gomes at the Premm Learning Center at 567-4901.

/jc

c: Kathleen Weiss
Patricia Wall

Appendix M

Clarification of items concerned with the arbitration award dealing
with the status of teachers in the Alternative High School Program.

1. Fringe benefits will be apportioned in a ratio appropriate to the fractional portion of a day worked by the staff member. A 30 hour week will be used as full time, (i.e. a staff member working 20 hr./week will be considered $\frac{2}{3}$). All fringe benefits will be treated exactly the same as for other part-time teachers.
2. In the event substitute teachers are not available for this program, and in the event the available regular staff members without full-time classroom assignments (i.e. the Principal, Guidance Counselor, Crisis Intervention Specialist) are not available, it would be permissible for the students in the class of the absent teacher to be assigned to other classes meeting at the same time as the class scheduled for the absent teacher.
3. The acceptance of the arbitrator's award will be retroactive to September 1, 1986.

Nov. 18, 1986

DATE

Jack J. Hedman

BOCES II

Laurence Black

BOCES II TEACHERS' ASSOCIATION

**PROFESSIONAL PRACTICE AGREEMENT
JANUARY RCT / REGENTS WEEK**

All workshops, training sessions, CPI. training, etc. will not be scheduled during Regents week to free up substitutes that will be needed to help proctor the exams.

Staff from other programs, in session that day, will not be pulled to help proctor exams. This includes classroom paras, floaters, hall and lunchroom monitors and PEP. and ISS. room staff. The Regents testing shall not interfere or impact any other programs that are operating in a building where the tests are being administered.

Students scheduled to take the exams will be provided with "appropriate" testing locations, free from all the distractions of the regular school day.

A meeting of teachers, Administration and the building Rep. will be held in all buildings where Regents testing is scheduled, several weeks prior to the testing dates. At this meeting the number of students to be tested will be identified and testing locations and modifications will be determined. Sub. service will be contacted so substitutes can be in place prior to the beginning of the testing.

If the teachers and building Administrators feel they cannot adequately cover the testing and run their regular programs for students not taking the tests, that recommendation will be made to Mr. Fogarty and he will determine which buildings may need to be closed to regular classes on Regents days.

(Taken from the minutes and discussions of the December 22, 1999 Pro-Practice meeting)

JUNE RCT / REGENTS WEEK

It was agreed that in June, only the students taking exams will be brought in.

(Taken from the minutes of the October 7, 1999 Pro-Practice meeting)

MEMORANDUM OF UNDERSTANDING

By and Between

MOCES #2, SUFFOLK COUNTY

And

BOARD OF COOPERATIVE EDUCATIONAL SERVICES TEACHERS ASSOCIATION

Whereas the above named parties have reached agreement on the resolution of Grievance 85/86-02 (Snow Days) as well as an interpretation of the agreement on the placement of aides in Occupational Educational classes;

Whereas the parties desire to express their agreements in writing;

Now, therefore, the parties agree as follows.

1. In re: Grievance 85/86-02 (Snow Days)

Teachers, and teacher aides or teacher assistants, who were absent for personal reasons and/or for illness on February 11, 1986 will be charged one-half (1/2) day of sick leave or personal leave.

Teachers, and teacher aides or teacher assistants, who were absent for personal reasons and/or illness on February 7, 1986 will not be charged for their absence if they were assigned to one of the Centers which were closed all day. However, special education teachers as well as special education aides and assistants, who were absent will be charged 1/4 day of sick leave or personal leave and Occupational Education teachers as well as occupational education aides and assistants, will be charged a one-half (1/2) day of sick leave or personal leave.

2. In re: Teacher Aides in Occupational Education Classes.

The Memorandum of Agreement, dated November 18, 1985, provided the following outside the agreement.

"During the period from the opening of school to November 1, Occupational Education classes with over 30 students shall be assigned substitute teacher aides. As of November 1, classes with over 30 students shall be assigned a teacher aide on a regular basis."

In order to clarify the interpretation of the Memorandum of Agreement the parties agree as follows:

1. Occupational Education classes containing more than 30 students (weighted) shall be assigned a substitute aide from the opening of school until November 1.

On November 1, those classes with more than 30 students (weighted) shall be assigned a regular aide on a permanent basis until the end of the first semester.

Appendix O-1

On the date of the beginning of the second semester a recalculation shall be made and those classes containing over 30 weighted students shall be assigned an aide until the end of the second semester.

If during the course of a semester a class size increases to over 30 weighted students, an aide shall be assigned until the end of that semester.

3. BOCESTA agrees to withdraw all grievances, improper practices and litigation regarding the above two issues.

Laurence Blank
President

FOR BOCESTA

AGREED

10/23/82
DATE

James F. McManus

FOR BOCES #2

EASTERN SUFFOLK BOCES
Special Education Division
Sherwood Corporate Center
15 Andrea Road
Holbrook, New York 11741

M E M O R A N D U M

TO: Jeff Smith
FROM: Jim Fogarty
DATE: November 1, 1995
RE: Snow Closings

I would like to request the issue of snow closings be added to the agenda for the November 15 Professional Practice meeting. I am listing below the proposed agreement the Committee set up last year to deal with snow closings that happen during the school day:

1. If we close school before 11:00 a.m., morning buses would return to pick up students and take them home.
2. We would not close between 11:00 and 12:00 because this is when the flipping of buses occurs and creates the most difficulty since we have students scattered all over.
3. If we close after 12:00, the afternoon buses would come to the buildings and take the students home.

Hopefully this issue can be finalized and accepted at this meeting.

JF:jf
cc: P. Wood

Elementary can close at any time

Appendix Q



June 11, 1993

Mr. Larry Blank, President
BOCES 2 Teachers Association
620 Waverly Avenue, Suite J
Patchogue, New York 11772

Dear Larry:

Regarding the issue of bringing teachers in during inclement weather when either our schools or district schools are closed, the administration has reconsidered several factors and has decided henceforth to follow the procedure listed below. This change in practice has been approved by Dr. Milliken:

1. Except for highly unusual circumstances which we cannot now even envision, ALL BOCES facilities will either remain open or be closed during inclement weather, and when the facilities are closed, teachers, aides, and assistants will not be required to report to work.
2. District-based classes in the Special Education Division as well as Occupational Education satellite classes such as the current one at Comsewogue High School will follow the decision of the local districts in which the class or classes are housed. Therefore, if a local school district or building is closed, the BOCES class or classes will be cancelled and staff will not be required to report to work.

We hope this will resolve any uncertainties and concerns. An announcement to this effect will be presented to the affected staff by the administration in the fall, but you can certainly feel free to notify your union representatives of this decision at your discretion.

Sincerely,

Philip A. Wood

PAW:pj
cc: Administrative Council
Assistant Directors, Instructional Programs

Appendix R

MEMORANDUM

TO: David W. Devine
Arthur Masucci
Larry Blank
Cheryl Lanzo

FROM: John F. McGowan

DATE: March 12, 1985

SUBJECT: Administrative Procedure for Potential Transfers
in Itinerant Services

I believe the following is what we reviewed and accepted as a process for transfer of itinerants in BOCES:

- In June, all itinerants will fill out a form indicating their choices in rank order of facilities if a transfer becomes necessary. The teacher will give reasons for the choices if he/she wishes.
- The week before the opening of school or earlier, the Director's office will notify, by telephone, teachers who are being transferred giving the reasons. The union vice-president for itinerants will be notified simultaneously.
- The Director and the union vice-president for itinerants will determine if there is a need for a meeting of the teachers being transferred.

I would expect that any and all involved should review this once more before any official document is provided to staff regarding this type of agreement.

JFM:j

cc: James Hines

POSTING VACANCIES

The Board of Cooperative Educational Services will notify the professional staff of vacancies as they become known according to the following terms and conditions:

1. The provisions of this agreement are not grievable by the union or by individual teachers.
2. Notice will be given for full-time vacancies which are non-promotional and are newly created additions or replacement positions.
3. Notice shall be in the form of announcements sent to each BOCES facility for posting. There will be no mailing of vacancy notices to individuals during the school year or during summer vacation or recess periods. During these non-school periods, vacancy notices will be posted at BOCES facilities in which professional staff are then working.
4. Notices will be posted as soon as practical after a vacancy becomes known officially to the administration. In the case of new positions, Board of Education approval for creation of the position may be required before such notice can be posted.
5. The agreement to post vacancies shall in no way inhibit or delay the administration's ability and right to fill vacancies immediately either from outside the BOCES staff or by transfer of BOCES staff if conditions require such action. The decision to fill vacancies immediately because of emergency conditions shall be at the sole discretion of the administration.
6. BOCES teachers who apply for posted vacancies or who have previously filed with program directors a statement of desire to transfer to such vacancies, will be interviewed if, in the sole judgment of the administration, time permits and their qualifications are appropriate for the vacancy.
7. The posting of vacancies is intended for information only and does not impute any rights to BOCES teachers or obligations on BOCES administrators not specified herein or contained in negotiated agreements.

June 10, 2002

ARTICLE 11 -- PROFESSIONAL CONDITIONS

A. Assignments

(1) Teachers. In each instance, except in cases of emergency where an assignment must be changed, teachers will be notified of their teaching position and facility by April 1. In instances where this cannot be done, the teacher will be notified accordingly.

(2) Coordinators. An area coordinator will be assigned whenever there are a minimum of three (3) classes at one particular facility. They will be compensated at the rate of \$125 for each class from three (3) to eight (8) and \$1,000 for classes in excess of eight (8). In centers of less than three (3) classes, the Director may solicit unpaid volunteers.

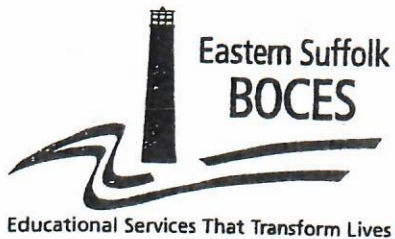
B. Requisitions. A teacher will be informed of any planned deletions from requisitions by the immediate supervisor so that the teacher can have the opportunity to discuss these planned deletions with the appropriate administrator and/or supervisory personnel as to the needs for such supplies and their projected use.

C. Professional Practices Committee. There shall be established a Board Professional Practices Committee. It shall be the purpose of said committee to provide a systematic and continuing opportunity throughout the school year wherein the representatives of the Association together with the designated administrators, may jointly study and discuss matters pertaining to existing and/or needed policies, administrative regulations, procedures and guidelines, contract implementation and, when deemed advisable by the Committee, to recommend to the Executive Officer appropriate revisions or additions to personnel policies.

D. Non-reprisals. There will be no reprisals of any kind taken against any teacher by reason of membership in the Association or participation in its activities.

ARTICLE 12 -- ASSOCIATION RIGHTS

A. Association Conferences/Conventions. Time necessary for Association representatives to attend New York State United Teachers and/or American Federation of Teachers conferences and conventions upon notification to the Executive Officer. Release



Gary D. Bixhorn
DISTRICT SUPERINTENDENT
EXECUTIVE OFFICE

Raymond F. Fell
INTERIM ASSOCIATE SUPERINTENDENT
FOR REGIONAL SERVICES

MEMORANDUM

TO: All Union Presidents

FROM: Mr. Raymond Fell *RF*

DATE: November 5, 2004

SUBJECT: Health Insurance into Retirement

It is the Practice of Eastern Suffolk BOCES to allow eligible employees to change from Health Waiver to Health Insurance coverage one month before retirement. This change will allow the eligible employee to carry health insurance into retirement per their applicable union contract.

EXPENSE VOUCHERS - as applied to the Teachers Association Contract

PROFESSIONAL STAFF ARE ELIGIBLE FOR REIMBURSEMENT FOR TRAVEL RESULTING FROM:

Instructing students
Evaluating students
Visiting schools (BOCES/District) for the purpose of developing a schedule
Developing IEPs (i.e., IEP Preparation days)
Participating in IEP conferences
Attending parent conferences
Attending CSE meetings
Attending department meetings
Participating in program development meetings (i.e., service guidelines, curriculum projects or other select group meetings)
Picking up or returning instructional materials
Preparing instructional materials (i.e., enlarging, photocopying, etc.)
Attending Professional conferences
Presenting professional information to colleagues (BOCES/District)
Conducting workshops/in-service to staff (BOCES/District) in the use of technology, assistive &/or augmentative devices
Traveling to Districts, other agencies or vendors to pick-up or drop-off materials/equipment for a student
Participating in Observation/Evaluation Conferences

Professional Staff who do not have access to BOCES interoffice mail are also eligible for compensation for:

Dropping-off schedules, reports, etc. to supervisor's office
Picking-up first and last paychecks
Dropping-off mileage forms

PROFESSIONAL STAFF ARE NOT ELIGIBLE FOR REIMBURSEMENT FOR TRAVEL RESULTING FROM:

Opening of School Meetings
First/last days of school (no students)
Superintendent's Conference Day
Attendance at September or other Teachers Association Meetings
Evening meetings (i.e., Open House, Back to School Night, Parent/Teacher Night, Holiday pageants, presentations, etc.)

EASTERN SUFFOLK BOCES
201 Sunrise Highway
Patchogue, New York 11772

Teacher Professional Practices Meeting
MINUTES

January 3, 2005

3:00 p.m., Conference Room A

Present: Deloris Alexander-Davis Robert Becker Will Lombardo Dom Savio Mike V
James Arden Ray Fell Sam McAleese Thelma Shaw

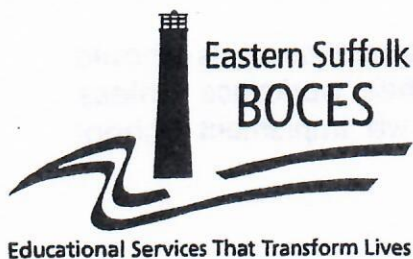
Notetaker: Lois Beckwith

DISCUSSION

State Regents Testing Modifications: Teachers were told at the last minute that they had to stay late to proctor students who needed additional time as required by the above testing modifications. Volunteers were recruited first. Thelma reminded the group that it must be a teacher or teaching assistant, not a aide, that remains with the student.

FOLLOW-UP

Robert Becker will send a memo to the principals asking them to set up a schedule of those who volunteer to stay. If no one volunteers, an administrator may stay. Another option Rob will look into is a modified work schedule for those who stay late with the students.



Michael J. Locantore
Assistant Superintendent
for Human Resources
201 Sunrise Highway
Patchogue, NY 11772
Phone: (631) 687-3111
Fax: (631) 289-2314

MEMORANDUM

TO: All Instructional Staff

FROM: Louise P. Patejdl *Louise P. Patejdl*

DATE: May 5, 2005

SUBJECT: **Attendance Reporting Update**

As indicated in the previous memo, please be advised that all instructional staff, regardless of whether or not a substitute is required, must report their absences to the automated substitute calling system (AESOP).

If your absence is originally reported as personal time and subsequently you need to change this to a sick day (immediately preceding the scheduled absence), you should notify Lynn Erickson of Substitute Service (687-3135), and she will make this change in the automated system. (It is necessary to follow this procedure or your time could be incorrectly reported). If, however, you request to change your personal day to sick time after the date of occurrence, you will be required to substantiate this change with appropriate medical documentation.

I appreciate your continued cooperation.

LPP:lm

cc: R. Fell
V. Krizel
M. Locantore
D. Alexander-Davis
R. Becker
J. Manzo

EASTERN SUFFOLK BOCES SCHOOL CLOSINGS

All staff is advised of school closings via telephone. Radio announcements should only be used as guidelines. Employees should report to their workplace unless notified to the contrary by phone. Eastern Suffolk BOCES will implement school closings due to inclement weather in one of three ways:

- "All Eastern Suffolk BOCES schools are closed."
- "Eastern Suffolk BOCES Schools in the Towns of Riverhead and Southampton are closed; all others are open."
- "Eastern Suffolk BOCES schools in the Towns of Brookhaven and Islip are closed; all others are open."

(A listing of Programs by Town is attached)

EASTERN SUFFOLK BOCES EARLY DISMISSALS

- 1) If BOCES closes school before 11:00 a.m., morning buses will return to pick up students and bring them home.
- 2) BOCES will not close between the hours of 11:00 a.m. and 12:00 p.m. because this is the time when flipping of buses, shuttle transportation to centers and included sites occur, and creates the most difficulty.
- 3) If BOCES closes after 12:00 p.m., afternoon buses will come to the facilities and transport students to their homes.
- 4) Elementary facilities can close at any time.

(With regard to large campuses... The students must be in the building where they are picked up to go home. Staff should be released when administration can assure the Director that there is sufficient coverage to take care of the remaining students.)

- 5) When only certain buildings are closed, buildings that house multiple programs will be closed altogether.
- 6) Itinerant teachers assigned to the districts are required to follow the calendar and emergency cancellation (or no cancellation) of the districts to which they are assigned.
- 7) When facilities are closed, teachers, assistants and aides will not be required to report to work.
- 8) In case of forecasted weather, which might result in the cancellation of school, customary notices will be sent by all divisions to parents when deemed appropriate.
- 9) Members will not be charged for personal or sick leave if school is closed.

**EASTERN SUFFOLK BOCES
INCLUDED SITE
PROCEDURES FOR SCHOOL CALENDAR CONFLICTS AND
EMERGENCY SCHOOL CLOSINGS**

The Eastern Suffolk BOCES calendar is the official calendar to be followed by classroom teachers, paraprofessionals, related service and special subject staff who are assigned to any included site.

BOCES/School District Calendar Conflicts

- 1) If the Eastern Suffolk BOCES calendar has a work day for staff, and the school district calendar in which the Included program resides is closed for district staff, the Eastern Suffolk BOCES staff are to report to their BOCES principal. (ex: school closed a day earlier prior to a vacation or projected to add extra days off to Memorial Day weekend, if snow days are not used in the Included district).
 - The principal will have a predetermined assignment and location for the included site staff member. Assignments are not limited to, but may include, the following:
 - work on a program project
 - attend a mandated training
 - substitute within the program, if there is an inadequate number of substitutes available. Staff within their respective program from included sites would be rotated as substitutes to ensure equity.
 - The principal is responsible to send a letter home to the parents/guardians of the students who are in the class/program advising them that school is closed.
- 2) School District Closed for District Students and Open for District Staff
 - In the event that the school district is closed for district students and the district staff report to work (ex: parent-teacher conference days), Eastern Suffolk BOCES students and staff report to school.
- (3) Eastern Suffolk BOCES is Closed and the Included District is Open
 - In the event that Eastern Suffolk BOCES is closed and the school district is open, students and staff do not report to school.
- (4) Eastern Suffolk BOCES is Open and the Included District is Closed
 - In the event that Eastern Suffolk BOCES is open, and the school district is closed, students do not report to school. Staff will not report to school, except in the following circumstance:

- In the event of a closing in an included District wherein prior notification is afforded staff (Emergency telephone chain begins prior to 8:00 p.m. the night before), staff will be expected to report to their home site. Procedures outlined in section (1) of this document will apply.
- In the instance of the William Floyd Learning Center (an included site that also serves as the home school), if the William Floyd school district is closed, and E.S.B. is open, staff will not report to school.

(5) Itinerant Related Service and Special Subject teachers who have split assignments (BOCES and District locations) are to follow the procedures outlined in the opening day packets they received from their Program Administrator for Student Support Services. Itinerant Related Service and Special Subject teachers who are assigned in local districts on a full-time basis should follow the established procedures.

Emergency Closings in an Included District

- In the event of a delayed opening in an included district site when Eastern Suffolk BOCES is open:
 - both the Eastern Suffolk BOCES students and full time Included staff will report to school in accordance with the attached schedule. The attached schedule is designed to provide timelines for delayed openings in each included site. The closing hours of each included site will remain consistent with the standard closing time for that individual site.
 - Staff assigned part-time to multiple sites, are to report to the site experiencing the delayed opening (in accordance with the established schedule), or to their next scheduled assignment, whichever occurs first.

It is imperative that principals review these procedures and advise parents, in writing, how delayed opening will affect their child's school. Principals will use the emergency telephone chain to advise staff of the delayed opening. Parents should be advised, in writing, to listen to the radio for the specific district emergency closing information.

**Exceptions for
Bellport A. C. at Eastport/South Manor Jr./Sr. High School
North Country L.C. at Samoset Middle School
and
William Floyd Learning Center**

- In the event of a snow closing in the Eastport/South Manor School District while Eastern Suffolk BOCES remains open, Bellport Academic Center at Eastport/South Manor Jr./Sr. High School will also be closed.
 - Administration and clerical staff will report to the Bellport Academic Center.
 - Staff assigned part-time are to report to their next scheduled assignment.
- In the event of a delayed opening in the Eastport/South Manor School District while Eastern Suffolk BOCES remains open, students and staff will report to school in accordance with the attached schedule.
 - Administration and clerical staff will report to the Bellport Academic Center at Eastport/South Manor Jr./Sr. High School in accordance with the district's scheduled opening time.
 - Staff assigned part-time are to report to the site experiencing the delayed opening (in accordance with the established schedule), or to their next scheduled assignment, whichever occurs first.
- In the event of a snow closing in the Sachem School District while Eastern Suffolk BOCES remains open, North Country Learning Center at Samoset Middle School will also be closed.
 - Administration and clerical staff will report to North Country Learning Center in Stony Brook.
 - Staff assigned part-time are to report their next scheduled assignment.
- In the event of a delayed opening in the Sachem School District while Eastern Suffolk BOCES remains open, students and staff will report to school in accordance with the attached schedule.
 - Administration and clerical staff will report to Samoset in accordance with the district's scheduled opening time.
 - Staff assigned part-time are to report to the site experiencing the delayed opening (in accordance with the established

schedule), or to their next scheduled assignment, whichever occurs first.

- In the event of a snow closing in the William Floyd School District while Eastern Suffolk BOCES remains open, William Floyd Learning Center will also be closed.

- Administration and clerical staff will report to and work from Sherwood Corporate Center.
- Staff assigned part-time, are to report to their next scheduled assignment.

- In the event of a delayed opening in the William Floyd School District while Eastern Suffolk BOCES remains open, students and staff will report to school in accordance with the attached schedule.

- Administration and clerical staff will report to and work from Sherwood Corporate Center. They will report to the William Floyd site in accordance with the district's scheduled opening time.
- Staff assigned part-time are to report to the site experiencing the delayed opening (in accordance with the established schedule), or to their next scheduled assignment, whichever occurs first.



EASTERN SUFFOLK BOCES
DEPARTMENT OF SPECIAL EDUCATION

PROGRAMS BY TOWNSHIP

BROOKHAVEN TOWNSHIP

Bellport Academic Center
Brookhaven Academic Center
Centereach Academic Center
East Moriches Learning Center
Jefferson Academic Center
JAC @ Longwood JHS
North Country Learning Center
NCLC @ Samoset MS
PLC @ Longwood MS
PLC @ Ridge Elementary
PLC @ WMI Elementary-Intermediate
Stony Brook Hospital
William Floyd Learning Center

RIVERHEAD TOWNSHIP

HB Ward Tech & Academic Center
JAC @ Riverhead MS
WHBLC @ Aquebogue Elementary

EAST HAMPTON TOWNSHIP

Phoenix House

ISLIP TOWNSHIP

BRAC @ Brentwood West
Islip Academic Center
IAC @ Islip HS
IAC @ ICC
JAC @ Brentwood South
Masera Learning Center
MLC @ Paul J. Bellevue Elementary
NCLC @ Hauppauge HS
Outreach House
Prenm Learning Center
PLC @ Craig B. Gariepy Elementary
Sayville Learning Center
SLC @ Sherwood Elementary
SP @ BRAC

SOUTHAMPTON TOWNSHIP

BAC @ Eastport South Manor Jr/Sr HS
Westhampton Beach Learning Center

INCLUSIVE PROGRAM BY DISTRICT LOCATION

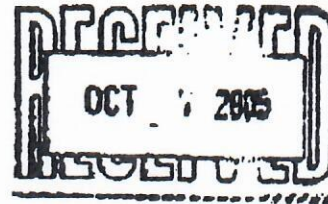
BOCES PROGRAM CENTER, PRINCIPAL, PHONE		DELAYED START TIME	INCLUSIVE PROGRAM LOCATION	DISTRICT THE PROGRAM IS LOCATED IN
Bellport AC Marc Foreman 286-6900		9:20	Eastport-South Manor Jr./Sr. HS	Eastport-South Manor School District
Brookhaven AC Bennett Savio 286-6700		10:00	Brentwood West MS	Brentwood School District
Islip AC Carolynn Hansen 244-5950		9:30	Islip HS	Islip School District
Jefferson AC Susan Goltz 476-0564		10:00 9:50 10:00	Brentwood South MS Longwood JHS Riverhead MS	Brentwood School District Longwood School District Riverhead School District
Masera LC Margo Ude 422-1570		11:15	Paul J. Bellew Elementary	West Islip School District
North Country LC Cynthia Croke 689-9600		9:25 10:38	Hauppauge HS Samoset MS	Hauppauge School District Sachem School District
Premm LC Kevin Crofton 567-4901		11:25 11:25 11:25 10:30	Craig B. Gariepy Elementary Ridge Elementary West Middle Island Elementary Longwood MS	East Islip School District Longwood School District Longwood School District Longwood School District
Sayville Learning Center Audrey Bernard 567-8518		11:00	Sherwood Elementary	Islip School District
Westhampton Beach Learning Center Fran Cenerelli 288-6400		11:15	Aquebogue Elementary	Riverhead School District
William Floyd Learning Center Irene Withoft 281-3159		11:10 10:15	East Moriches Learning Center William Floyd Elementary	East Moriches School District William Floyd School District



Valerie Krizel
Associate Superintendent for Educational Services
Educational Services Division
201 Sunrise Highway
Patchogue, New York 11772
Phone: (631) 687-3056
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Memorandum

To: Educational Services Division Administrators
From: Valerie Krizel
Date: October 6, 2005
Re: Professional Staff Development – BEES Article 7



The memo to all BEES staff reminding them of their obligations under BEES Article 7 has been sent to you for distribution. Since it is our administrative responsibility to administer the contracts, this memo should clarify what is expected.

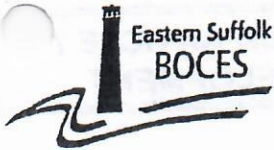
- Each building SDM submitted a staff development activities list to my office during the 2003-2004 school year. As stated on the "Approval For Article 7 Staff Development" form, under Staff Development Guidelines, first bullet, **your approved SDM building list is in effect through June 30, 2006.** The building SDM can update this list periodically to meet the changing staff development needs of your program and staff by submitting the change for my approval. Since Joan Skelly and I have been receiving verbal approval requests about courses and activities, **I am requiring that each building SDM committee send me your current Building Staff Development Activities list, with or without any requests for additions or deletions, by Friday, October 28, 2005.** We need to keep an accurate list on file in the Department of Human Resources.
- The Department of Human Resources has made some changes to the "Approval for Article 7 Staff Development" form. The column headings have been rearranged to better distinguish the recording of hours among: SDM hours, Agency hours, and external coursework offering hours.
- The building/program administrator signing the form must review the following to ensure:
 - That all external coursework received prior approval as indicated by the building/program administrator's initials in the last column.
 - That the activities listed conform to the building SDM approved list or the Agency approved list for the hours requested.

- o That the hours listed add up to the required 7.5 hours each for building SDM and Agency activity.
- o The Grand Total equals 15 hours.
- o If these conditions are not met, the form will not be processed by the Department of Human Resources and will be returned to the signing administrator for follow up with the staff member.

Thank you for your attention.

VK:mm

c: M. Locantore
Educational Services Directors



**Request for Staff
Development Agency Hours
for Workshops Conducted by
an Outside Organization**

This request applies only to staff development conducted by an outside agency.

I. Staff Member Information:

Staff Member: _____

Position: _____

Program: _____

Building: _____

II. Staff Development Information:

A. Specify course title or activity: _____

B. Specify which Agency topic the course or activity relates to:

C. Identify in a summary how specific aspects of the course/activity relates to the Agency topic, instructional strategies, and/or student outcomes. (Attach summary.)

D. Requested number of Agency hours: _____

PLEASE SIGN AND DATE THIS REQUEST PRIOR TO SUBMITTING IT TO YOUR PROGRAM DIRECTOR.

Employee's Signature

Date

**Once approved this form will be returned to you. You must then submit it with your Article 7 Staff Development Completion Form*

III. Director's Review and Assessment:

A. Relates to Specified Agency Topic

B. Identifiable Instructional Strategies

C. Identifiable Student Outcomes (Related to AFG and Strategic Planning Objectives)

Based on the materials presented, this course/activity is ☐ acceptable/☐ not acceptable for number of Agency hours.

Director's Signature

Date



**APPROVAL FOR ARTICLE 7
STAFF DEVELOPMENT**

Pursuant to ARTICLE 7, Section I (2) of the BOCES Educators of Eastern Suffolk BOCES Agreement, I hereby request approval for the following Staff Development.

Name: _____ Emplid: _____ Year: _____

LIST ACTIVITIES	SDM Approved Activity	Agency Required Activity	Admn Initials <i>Extrnl Crswrk</i>	Mth/Yr	SDM Hours	Agency Hours

Total:						

- SDM Column must equal 7.5 hrs
- Agency Column must equal 7.5 hrs

Grand Total Hours: _____
(must equal 15 hrs)

_____ Employee Signature	_____ Date	_____ Administrator's Signature	_____ Date
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Upon completion, submit to your building/program administrator.

I attest that the above is accurate and represents the hours I spent as outlined above.

- I am entitled to: ☐ 1 Credit
☐ \$300 Stipend (See Article 7, Section I on back)

Employee Signature

EASTERN SUFFOLK BOCES
Educational Services Division
Career, Technical and Adult Education Programs

Automotive Tech Program Certification (NATEF) –
Propractice Proposed Amendment

A teacher assigned to teach in the CTE Automotive Technology Program will be provided five professional days each year to satisfy the annual NATEF / *AYES* Professional Development Requirement of 40 hours. Professional development must address trade specific instruction. The professional days will be approved to satisfy these requirements as follows:

- Day Courses and Seminars sponsored and offered by Trade Schools and/or Dealerships
- On-Line Courses offered by Trade Schools, Dealerships and various automotive industry related organizations (as these courses may be accessed at home or in the classroom, a substitute will be provided)

A Professional Development Request should be submitted and approved in keeping with the department's standard procedure.

10/13/06

*Adopted
Pro practice
11/27/06*

BEES: Pro-Practice Agreement

ITINERANT STAFF

Staff in the following titles are considered Itinerant and therefore, can be assigned at the discretion of ESBOCES as needed:

- Curriculum Teachers
- ESL Teachers
- Guidance Counselor
- LOTE Teachers
- Instructional Technology Teacher
- School Counselor
- School Psychologist
- School Social Worker
- Teacher of Art
- Teacher of Health
- Teacher of Home Economics/Technology
- Teacher of Music
- Teacher of Physical Education
- Teacher of the Blind & Visually Impaired/Mobility
- Teacher of the Deaf & Hearing Impaired
- Teacher of the Speech & Hearing Handicapped
- Work Experience Coordinator

As Itinerant Staff, assignments may change from year to year and/or during a given school year and are not considered "transfers". Staff in these titles may however submit 'voluntary' requests for specific assignments which will be considered during the annual process of scheduling the assignments of itinerant staff. An Assignment Preference Form will be distributed to Related Service and Special Subject staff in May so that should an assignment change be necessary, location preference will be considered. Completion of this form does not insure placement in the preferred location, nor does it indicate that an assignment change will occur.

September assignments are reviewed based upon student and program needs and aligned with staff preferences as requested. The following are considered in staff placement and subsequent movement if needed during the school year:

- Student need
- Specialized staff skills (DASA, CPI, PECS/PROMPT training, health certification)
- Medicaid aidable eligibility (licensed Psychologist, LCSW, or SLP) based upon size of program and percentage of Medicaid eligible identified students
- Staff preference
- Support specialized to new staff

Letters are mailed to staff indicating placement one week prior to the start of the school year. If staff are moved outside of their chosen preferences, they are contacted by an administrator to discuss the placement. If changes are needed after initial placement, one week's notice is observed prior to the start of the new placement. The Association Vice President for Itinerants will be notified simultaneously.