

Zoom Meeting Etiquette



- Make sure to enter your name
- Mute yourself
- Only ask questions in the chat
- At the end, during the open question period, raise your hand, wait to be called on then unmute yourself



WELCOME



AGENDA:

Caseload/Workload/Google
Classroom/Consents

Health Care Bonus

Speech Screenings

COVID Protocols

Per Session

Space/Supplies - Operational

Academic Recovery



UFT Speech Chapter

Caroline Murphy - Chapter Leader

Brenda Caquias - Asst. Chapter

Leader (Bilingual, D14)

bcaquias@uft.org



Susannah Blum - Asst.

Chapter Leader (D75)

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Executive Board

Special Education Liasion: Lisa Arian

Brooklyn Borough: Kesha Hill, Ladesha Outing

Queens Borough: Keri Roula

Vacancies:

Bronx Borough

Manhattan Borough

Staten Island Borough

High Schools in all boroughs



Liasions

We have at least one liasion in many Districts

Vacancies in these Districts: 4, 6, 17,
21, 25, 26, 29

- **Collect emails from members in you district to share information.**
- **Attend monthly executive board/liaisons virtual meetings.**

***Thank
you!***

Delegates

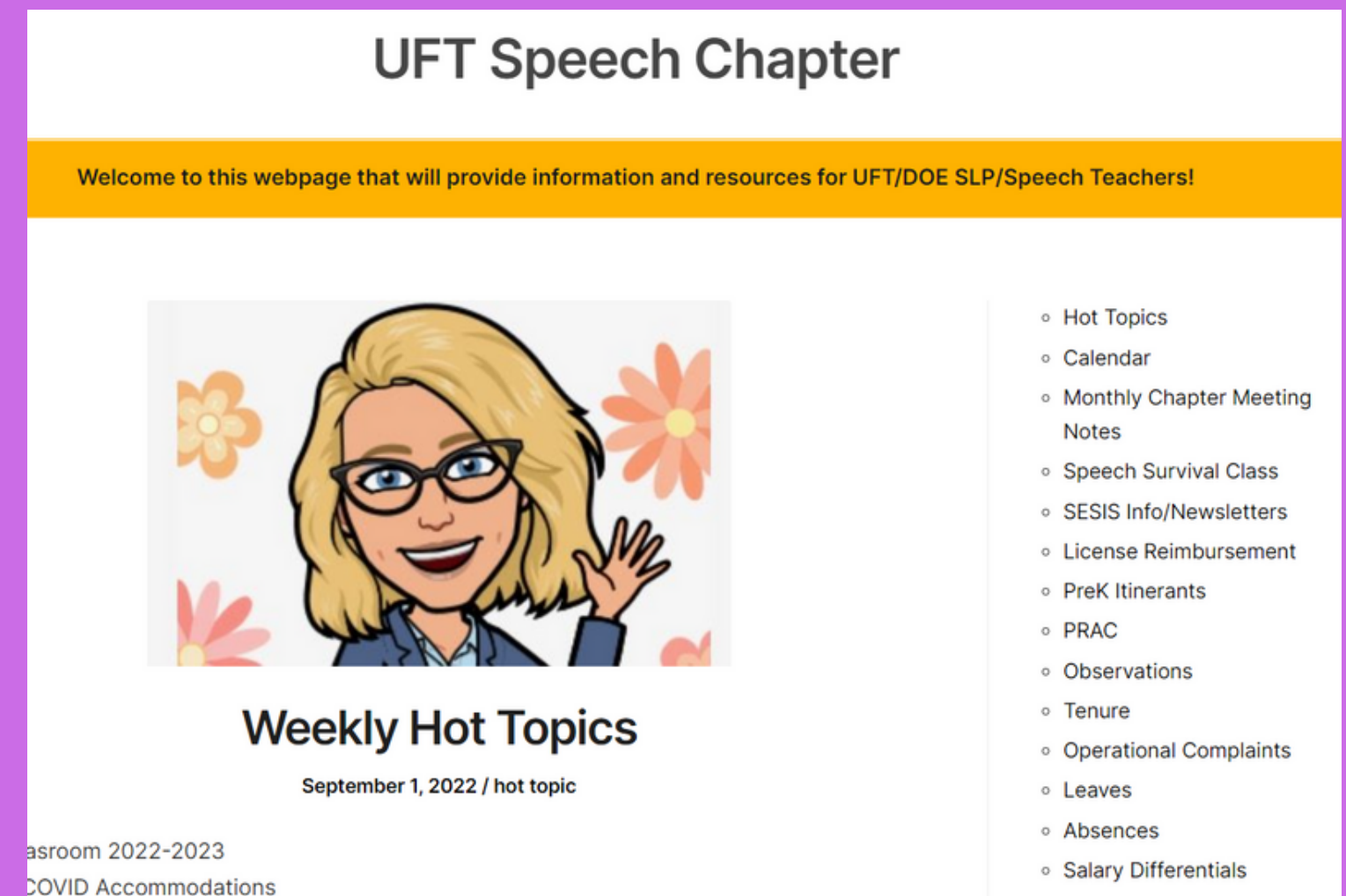
Attend monthly DA, virtual or in person
Relay information to colleagues

Currently we have 11, we can have up to 60.

Website

<https://uftspeechchapter.info>

- A resource for you to find information
- All information is from UFT website, DOE website and Principals Weekly



Health Care Bonus

COVID Protocols

<https://www.uft.org/sites/default/files/attachments/personnel-memo-1-2022-23.pdf>



Operational Complaints

VS

Special Ed Complaints

Operational Complaints

Space



- Speak with your chapter leader in the building.
- Chapter Leader meets with principal to try to resolve.
- If unresolved in 5 days, it is escalated to DR and Superintendent
- If still unresolved after 5 days it goes to the Chancellor and Mr. Mulgrew

Special Education Complaint

<https://www.uft.org/teaching/students-disabilities/special-education-compliance-complaint>

Special education compliance complaints should only be filed by staff members with direct personal knowledge of the relevant facts. When the complaint involves specific students or classes of students, the complainant must be someone who teaches or provides services to the student and/or affected classes.

Example: asked to push-in when IEP states separate location

Caseload/Workload

- DOE added pre population but it is extremely slow
- Extended the caseload submission date to 9-15



New FAQ added

To get to the Caseload form

1. Log into your email
2. Click on the waffle (top left corner)
3. Click OneDrive
4. Click Workload/Caseload SY23
5. Click Workload/Caseload SY23 folder
6. Click "Back Up Workload Caseload OT

A screenshot of the OneDrive web interface. It shows the 'Apps' section with 'OneDrive' highlighted. The 'My files' section shows a folder named 'Workload and Caseload SY23'. Inside this folder, there are two files: 'Backup Workload Caseload OT 2023 KM R...' and 'NEW Workload Caseload OT BK MN SL_YM...'. The first file is highlighted with a yellow circle and a red arrow labeled '4th'.

Google Slides

Make sure to use the form to explain all the glitches to central

must be logged into DOE account to access link

<https://forms.office.com/Pages/ResponsePage.aspx?id=tyxJGEXvYUWFC5fesB6Vzwv6A5aRBpR1GGstGLy5UQkpHqVBDSUdWSFlMMjk1V0Q0WE0zTElMSiQlQCN0PWcu>

ere related services info will eventually be seen

Google Classroom



https://www.uft.org/sites/default/files/attachments/DOE_Guidance_Digital_Classroom.pdf

- Must be set up between Sept 8 and Sept 30.
- Add all students on your caseload.
- Upload 1-2 activities in case of emergency closure.
- NO additional content can be mandated.

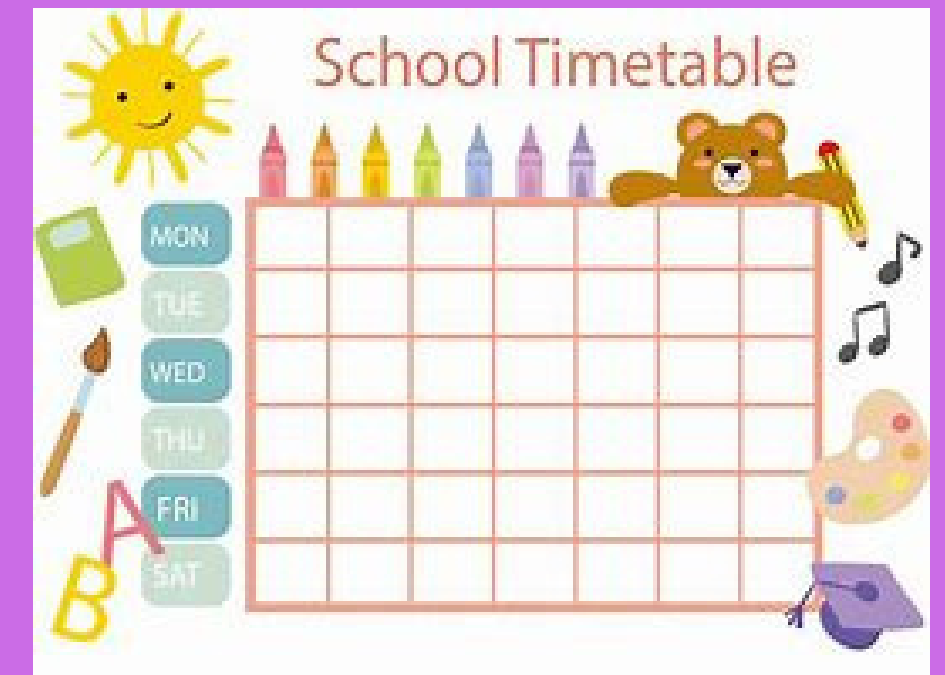
Consents

- They are required to be completed.
- You can work on them when students are absent.
- They can be completed on Election Day.
- UFT continues to work with DOE to streamline this process.

Speech Screenings

- Not mandatory, full schedule does not allow time to complete screenings.
- If you have a light caseload (open sessions), you can be asked to complete a screening.
- Admin can offer to pay you to work your prep to complete a screening

Schedules



Elementary School Schedule:

- Maximum of 40 teaching periods (speech sessions) per week
 - up to 8 speech periods per day, with the exception of the clinical testing day which should be a 45-minute period
- 1 preparation and 1 duty free lunch period daily (same amount of time as a period in your school)
- SE SIS time clearly indicated (minimum of 155 minutes)
- Allow up to a 5 minute interval between each session for pick up/drop off except for beginning/end of preparation periods, professional periods, and lunch.

Intermediate, Junior High, and High School Schedule

Total of 25 teaching periods per week

Total of 5 preparation periods (1 per day)

Total of 5 administration periods/C6 (1 per day)

1 duty free lunch per day

SE SIS time clearly indicated



- C6/Professional Activity/Admin
- If caseload over 45
- SBOs/school day
- Workload Pilot

Medicaid Per Session

- 10 hours for everyone, starting logging now
- 20 for members with 31 or more students, wait for approval to begin in early spring

Code will be given directly to payroll secretaries, date to be determined when you can submit to timesheets

Best practice - submit timesheets each month

License Reimbursement



- Last payout was June 15th
- Waiting for DOE to state the next date, usually Oct/Nov.
- If you haven't been paid and did not notify me previously, email me your file number and the date your license expired.

Academic Recovery

refer to P Digest Aug 30, 2022

<https://nycdoe.sharepoint.com/sites/PrincipalsHub/SitePages/Update-on-Compensatory-Service-Determinations-for-Students-with-IEPs.aspx>


During annual review or a reevaluation, the IEP team determines if student needs compensatory services.


(<https://nycdoe.sharepoint.com/sites/PrincipalsHub/SitePages/SEIS-Webinars-and-Compensatory-Services-Resources.aspx>)


- New section in IEP.
- Can be during school, after school or Saturdays.
- Not for every student like SERS last year

NYCSA Accounts

<https://www.nycenet.edu/studentprofile/StudentSearch/StudentSearchAdmin>

Student Profile

STUDENT SEARCHREPORTS

Student Search 

or

All fields are optional – you need only one entry to perform a search. Your search will only find students whose information you have permission to view:

- School-based employees will only be able to find students in their school.
- District-level employees will only be able to find students in their district.
- Central employees generally have citywide access.

Survival Class

<https://uftspeechchapter.info/?p=44>

Virtual



- Dates: Oct 6, 13, 20, 27, Nov 10 and Dec 1
- Cost: \$55.
- Instructors: Brenda Caquias, Ladesha Outing and Caroline Murphy

Next meeting dates:

- Survival Class: begins Oct 6th
- 10/11: Executive Board and Liasons Meeting
- 10/19: Monthly Speech Chapter Mtg





Breast Cancer Walk Speech Team

Brooklyn Oct 9th

Manhattan, Brooklyn, Queens, Staten Island, Oct 16th

Bronx Oct 23th

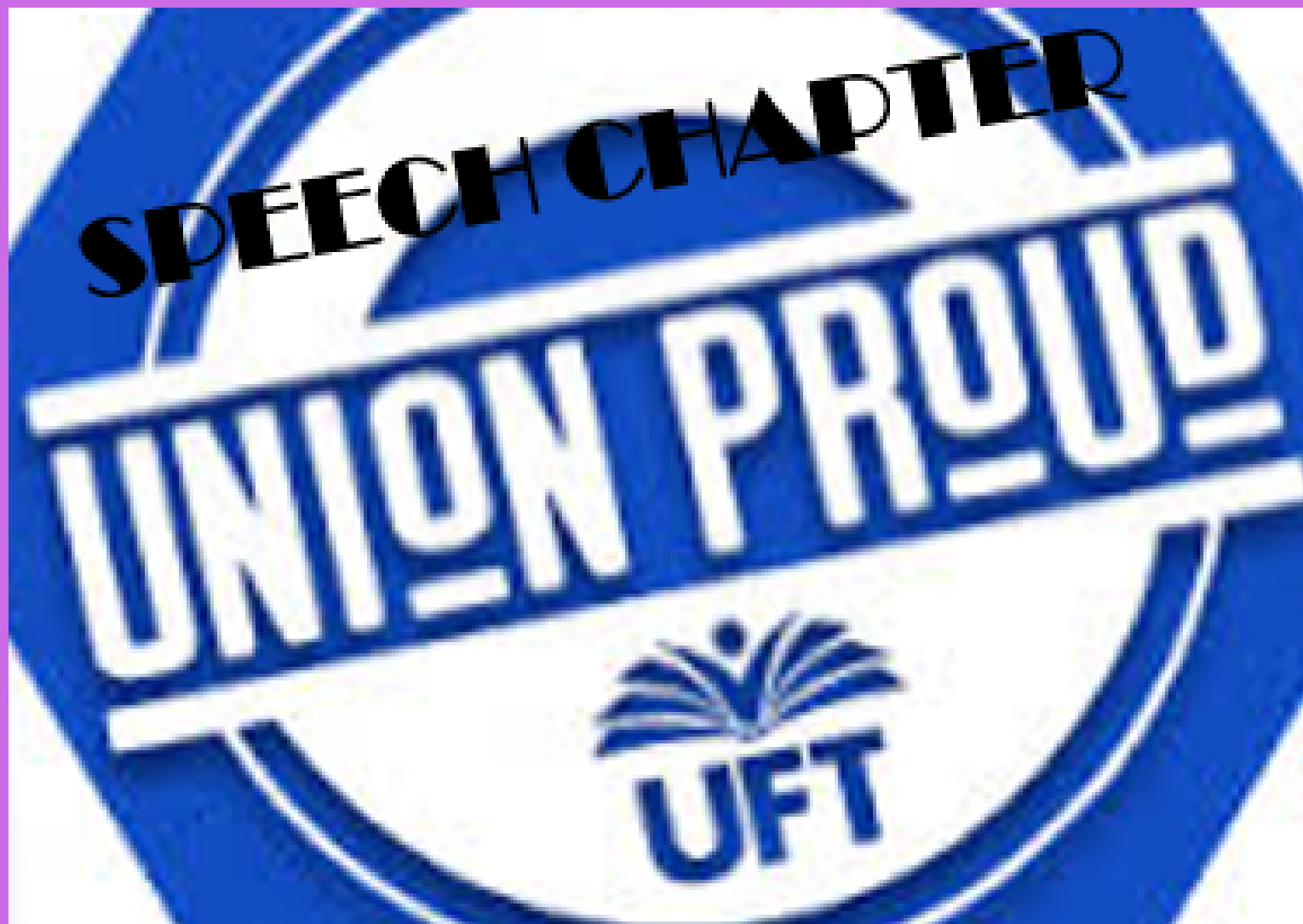
Teacher's Union Day

Nov. 6th



Functional Chapter Weekend

Dec. 3-4





Questions from the meeting: Answers from DOE

1. Do they have to set up a google classroom for each school if itinerant?
Yes.
2. Can Itinerant members send the caseload/workload form to both schools' admin? Yes. They can follow the directions in the Orientation PPT to share the file directly with them.
3. When can they apply for prep as a shortage? They should submit an updated caseload/workload with their proposed preps for the supervisor to review/approve.
4. Are they allowed to have student pictures/names on bulletin boards in the hallways? Local school level decision

5. Monolingual/Bilingual:

- Is there a % of bilingual students that a bilingual provider has to have? Bilingual providers are hired to serve bilingual needs in their assigned district and their caseloads should maximize service to bilingual students.
- Can a member on a monolingual line with a bilingual extension service bilingual student? Yes
- Can monolingual and bilingual students be in the same group? Yes, if educationally appropriate (as determined by the bilingual provider)