**UFT Attendance Teachers Consultation**

Wednesday, October 30th, 2019 - 4:35-5:30pm

Tweed Courthouse

**Attendees**

Kim Suttell, DOE Director of Attendance Policy & Planning

Chris Caruso, DOE Senior Executive Director OCS

Steve Grossman, UFT Attendance Teachers Chapter Leader

Bennett Fischer, UFT Office of Contract Empowerment

**Agenda**

Parking Permits

Payroll Schools

Job Description

Tenure

Voting Release

Brooklyn North - Timekeeping

Information to the Chapter

TRAC Funds

Other

**Parking Permits**

Steve began by stating that the ability of Attendance Teachers to do their job is being adversely affected by the permitting delay, and morale has dropped among the staff. Kim updates us about the parking permit distribution. Says 155 out of a total of 232 allocated permits have already been distributed to AT's, or are in the pipeline to be distributed. She shows us a printout of the distribution. Steve asks why only 232 were allocated to attendance teachers by DOT- the number should be 260. Kim mentions that District 75 got a separate allocation. Steve states that we need a larger allocation. Kim says she will ask for more from DOT. A discussion of the permitting process ensues and all agree that there must be a better distribution process next year.

**Payroll Schools**

Steve states there are still problems with assignment of payroll schools for some AT's. Kim says she's working on it and has just about finished the assignment process. Steve asks for specifics.

**Job Description**

Kim talks about the PD committee. She wants to discuss the "steps" for rolling out the Job Description to the AT chapter. She wants to get the PD committee together before the roll-out; to come up with training to explain the implications of the Job Description to ATs. We want the Job Description to go out ASAP, in its entirety. We tell her it should go out in P Weekly as soon as possible, and we will post it, or link to it, on the UFT Attendance Teachers webpage. We tell her that the Job Description will also be rolled out to the chapter at the November 7th AT chapter meeting. We acknowledge that PD pertaining to the Job Description could and should be developed, but we want the Job Description out in public very soon, and in full. The UFT informed Kim that outdated AT information on the DOE InfoHub, and other DOE locations, must be removed. Kim shows us a one-page document of stuff she's already marked for removal. We ask for a copy of that document, and Kim says she can't give us one because it is an internal DOE document that is still being worked on. Steve stresses that he wants the outdated references removed ASAP. He does not want individual supervisors making up their own regulations regarding the Job Description. We agree to contact each other ASAP to synchronize publication of the Job Description in P Weekly and on the UFT website.

**Tenure**

Steve wants a clear, manageable guidance document regarding tenure for Attendance Teachers. This document should be adhered to in the evaluation process for probationers. To that end we have been working on a tenure framework for over a year. Kim says she will have a document ready for our examination at the November 14th consultation.

**Voting Release**

We discuss the confusion and mixed messages from AT supervisors regarding the notification to staff about their rights to receive voting release time on election day. Kim acknowledges that there were problems and wrong information. She says that everything has been fixed. The right to voting release time is state law, and the law is very specific, with no wriggle room for interpretation from administrators. Steve pointed out that the city also directed the DOE to let out-of-state employees have release time on election day.

**Brooklyn North - Timekeeping**

Steve states the interim acting supervisor in Brooklyn North is sending confusing messages regarding Attendance Teachers being required to collect daily signatures for their monthly time sheets. Steve said that this is absolutely unworkable. Kim agreed, and said that she was preparing an email to send to Brooklyn North. She agreed to send us a copy.

**Information to the Chapter**

Steve has not been included on various emails sent out to AT's from Kim. Kim agrees to copy all outgoing group emails on attendance related matters to Steve.

**TRAC Funds**

The union inquired if there is a problem with the TRAC funds. There seems to be some confusion. Kim says TRAC funds will be made available. Kim offers to seek additional funding for AT parking costs. She would like to explore putting together a "Teachers Choice" type allotment for AT transportation expenses. Steve approves.

**Other**

Steve says there is an issue with a new Code 12 form that has been posted on the DOE InfoHub, unbeknownst to the chapter. Attendance Teachers have been reporting that their Code 12 submissions have been getting rejected in some Borough Support Centers. Kim wants to keep the current form - says it's shorter and more relevant to her. Unresolved.

Bennett points out the awkward nature of the DOE's administrative structure for the AT chapter. Is concerned that issues we resolve in consultation with Kim and the Office of Attendance Policy & Planning aren't always followed through on local level because regional supervisors don't strictly fall under the supervisory authority of her office. Kim and Chris acknowledge that that is a problem. Bennett asks if it would be possible to have regional supervisors come to consultation, on an as needed basis, to resolve regional issues. Chris says he will inquire with the Deputy Chancellor.

Next Consultation: November 14.

Meeting adjourned, 5:30pm.