



Connecting you

To *your*

Association

Important Telephone Numbers

CTA (845) 323-7056

CTA Benefits Trust (845) 623-8832

Your union offers many additional benefits like vision coverage, legal services, and discounts on computer systems.

District Benefits Office (845) 639-6432

Medical and Dental benefits

Payroll (845) 639-6421

Personnel (845) 639-6430

Fax: (845) 639-1977

Here you can get answers to questions about change of status, maternity or personal leave information, and certification questions.

If you have any further questions please consult a CTA representative or your copy of the CTA contract.

The information in this booklet is meant to give you an overview of your Union and your Contract, as well as some practical information on such systems as E-SCHOOL, AESOP, and MyLearningPlan.

How do I enter report card grades if I use the e-School grade book?

- Click on “RC” for the period you would like to enter report card grades and comments.
- Click “Load From Gradebook.”
- Check your grades.

How do I change a grade from my e-School Gradebook?

- Under “MP” highlight the grade you would like to change, change the grade, click on the box next to “ovr” to override the grade, click “save” to save your changes

3. My Learning Plan

What is My Learning Plan and how do I access it?

- My Learning Plan is a website that compiles a comprehensive record of courses you have taken, credits you have earned and hours of professional development you have accumulated.
- You can access it by going to ***MyLearningPlan.com***, entering your user name which is your district email address (ex. jsmith@ccsd.edu) and entering your password.

In what situations would I use My Learning Plan?

- The most common uses are conference days, prior course approvals. Professional development and 24-12 courses.
- Remember when you need to be out you must also notify AESOP.

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How do I enter progress report comments?

- Click on “IPR” for the period you would like to enter progress reports.
- Enter the numerical code for the comment you would like to enter in the box next to the student’s name (you can enter up to three comments).

OR

- Click on the arrow next to the box for the specific student, a drop box will appear with a list of comments, select the comment you want by double clicking on the comment.
- Click “save” to save your comments.

How do I enter report card grades and comments?

- Click on “RC” for the period you would like to enter report card grades and comments.
- Under “MP” enter the grade in the blank box next to the student.

OR

- Click the arrow next to the box for the specific student, a drop box will appear with a list of grades, select the grade you want by double clicking on the comment.
- For comments, underneath the column(s) labeled “Comments,” enter the numerical code for the comment you would like to enter in the box next to the student’s name (you can enter up to three comments).

OR

- Click on the arrow next to the box for the specific student, a drop box will appear with a list of comments, select the comment you want by double clicking on the comment.
- Click “save” to save your grades and comments.

How do I obtain student information using E-School?

- Click on “list” next to the student’s class period, click on the student’s name, scroll down to find the following information:
 - Home mailing address
 - Home/Cell numbers
 - Email addresses
 - Student schedule
 - Student’s attendance

How do I obtain a student’s attendance information for my class?

- Click on “list” next to the student’s class period, click on the student’s name, scroll down to and click on “attendance information,” roll your mouse over any highlighted day to receive attendance information.

How do I take attendance?

- Click on “Att” for the corresponding period you want to take attendance.
- If a student is ABSENT, click on the box underneath the “A” for that student.
- If a student is TARDY, click on the box underneath the “T” for that student.
- If a student is absent for a specific reason, ex. band/orchestra lesson or the nurse, click on the arrow next to the “Code” box and select the reason for the absence.
- If you have marked a student absent, but the student arrives late with a pass, click on the box underneath the “P” for that student to mark them present.
- After completing the attendance for the specific class period click on “save.”
- *If all students are present > click on “All P” (next to “Att”) on the homepage.

Section I – Your Union

What does CTA stand for?

CTA stands for Clarkstown Teachers Association. It is an organization that represents teachers, counselors, psychologists, and other instructional staff. Our primary responsibility is to negotiate and protect our “collective bargaining agreement,” that is, the contract. The contract lays out the terms and conditions of employment in our district and is something every member should read and familiarize themselves with. All CTA members are also members of the New York State Teacher’s United Teachers (NYSUT), the American Federation of Teachers (AFT), the National Education Association, and the AFL-CIO.

CTA meetings are typically held the third Tuesday of every month and are open to all members although only Building Reps may vote.

What are Building Reps?

- Each school has a number of representatives that are elected by their colleagues. The number of building reps is determined by the number of teachers in that building.
- Building Reps are your main connection to CTA and act as a liaison between the membership and the union leadership.
- Building Reps are there to give you information and provide guidance. Should you have a question, contact your building rep first. Find out who they are and remember they are there to help you.

Where is the CTA website?

- The CTA website is located at www.clarkstownteachers.org. This website offers the user a variety of options to locate pertinent information.
- Each member is encouraged to sign up to be added to the “member e-mail list”. This will allow you to receive CTA communications on your home computer.

- While “surfing” this site the user is able to obtain information on such topics as: membership organizations, important files and forms (school calendars, CTA contract, etc) financial information, and CTA publications.
- The site also details the CTA executive council meeting schedule, access to monthly newsletters, as well as a full list of CTA executive officers names and e-mail address and important CTA committees.
- Please take the time to familiarize yourself with this site and if you have any questions or concerns feel free to call the number at the top of the site (845)323-7056 or e-mail any of the officers listed at the site.

How are my dues paid?

- Your dues are paid through payroll deductions and are used to support activities of our local as well as NYSUT and AFT.

What is VOTE/COPE?

- VOTE/COPE is a nonpartisan political action committee formed by NYSUT to work in Washington and Albany on behalf of its member’s interests. It is funded entirely by *voluntary* donations. *No dues money* is spent on any political activities.
- VOTE/COPE funds are used to endorse political candidates regardless of party affiliation. Their positions on issues directly related to education, labor, and health care issues are the major determining factor.
- VOTE/COPE also rebates a portion of its collections to local unions so that they may use it in school board elections.
- We encourage all members to contribute to VOTE/COPE through payroll deduction, but individual contributions are welcomed also.

Will I know when my absence has been filled?

- Yes, you can check on line shortly after you enter your information. If the status says: **position filled**, your sub’s name will be listed. Until that time that the job is “picked up,” it will state: **unfulfilled**.

Is there a way that I can get answers to any additional questions online?

- Yes. Once you log into AESOP, there is a section called **User Guides**. There, you can get step-by-step information on how to use the AESOP system. There is even a video!

2. E-School

What is E-School?

- E-School is an online system used by Clarkstown in which you can take attendance, keep a grade book, and look up student information.

Where do I find E-School?

- Go to www.ccsd.edu, click on “staff,” click on “*****,” log in using your user name and password.

What if I forget/did not receive my password?

- Contact the MIS Department to receive your username and password.

that you will get someone from your list. It is better to speak to a building secretary to see if you will be able to get the person you prefer to cover for you on that day. Some buildings have “building subs” that must be placed first before anyone else can take the position.

Do I only report sick days on AESOP?

- No. Any and all absences should be reported to AESOP. Once you “report” your absence, you will be brought to a section that asks you what type of absence it is. Some of the choices are: personal sick, family illness, personal day, conference day, etc.

Can I leave a note for my sub on the AESOP system?

- While you should always have lesson plans for a sub created in case of an emergency, there is an area where you can make notes that will be seen by your sub once he/she picks up your job. Sometimes leaving your parking spot number is helpful, or, if your lesson plans are in a specific location other than a mailbox, you can note that, as well.

An emergency occurred right before I was to leave for school. Should I report it to AESOP? Will I get coverage in time?

- There are different schools of thought on this, so it is best to check with your building administrator. Some prefer that you enter it, and call the building immediately so that they are aware that you will not be there, and they can arrange for coverage until your sub arrives. Some buildings only want the phone call and they will arrange your coverage through AESOP themselves. In any event, alert your building if this happens!

Section II – Your Contract

1. Salaries & Compensation

How is my paycheck distributed?

- Teachers and staff are paid on the 10th and 25th of every month
- There are three pay plans:
 - 1) You may receive 20 equal paychecks over 10 months.
 - 2) You may receive 24 paychecks over 10 months and receive 5/24 of your annual salary on the last pay day in June.
 - 3) You may receive 24 equal paychecks over 12 months. This is known as the 24/12 plan.

Can I get direct deposit?

- Yes. You must give the district “direct deposit authorization” using the form similar to the form in Appendix H of the contract.

What is the 24/12 plan?

- The requirements and benefits for the 24/12 plan are:
 - 1) You must be paid in 24 equal paychecks over 12 months
 - 2) You must complete 8 hours of work during July and August. (Direct instruction, curriculum writing, mentoring, and staff development are some choices). Your choice must be approved by the district, or appear in the Clarkstown Professional Development Opportunities Booklet.
 - 3) For this 8 hours of work you will receive an additional \$1,000 stipend

How long must I participate in the 24/12 plan?

- Teachers must commit to the plan for 5 years, after which time they may opt out.

When would I be paid the \$1,000 stipend if I participate in 24/12?

- A good faith effort will be made to pay the stipend by September 10th of each year, but no later than October 1st.

If I coach, how am I to be compensated?

- See appendices B & D and locate your sport. Your compensation will increase 4% each year, and then 4.1% in 2009-2010.

How much do I get paid if I chaperone an event at the school?

- \$19.75 per hour for 2007-08, with a minimum of \$39.50 and a maximum of \$79.00 per event
- \$20.34 per hour, for 2008-09 with a minimum of \$40.68 and a maximum of \$81.36 per event
- \$20.97 per hour for 2009-10, with a minimum of \$41.94 and a maximum of \$83.88 per event.

2. Assaults and Injuries

What should I do if I am injured at work?

- report the incident in writing to the principal's office
- cooperate with the superintendent as he or she investigates the matter
- ask for a copy of the report filed by the Superintendent's office

What if I have to miss work because of a job related injury?

- probationary teachers receive 15 days per year, non-accumulative for job injury
- any time taken over 15 days is deducted from sick leave

What happens if I am assaulted by a student?

- A probationary teacher can receive up to 15 days per year for disability resulting from student assault
- the Board may extend the number of a days for disability

Section III – Your “E” Life - some very important and practical information!

1. AESOP

What is AESOP?

- AESOP is the nation's largest and fastest-growing substitute placement system for K-12 Education. In simpler terms, it's the way you report your absence, no matter what the reason.

How do I access AESOP online?

- Log on to www.ccsd.edu, and click on **Staff**. On the drop-down, select **AESOP**.

What is my log-in information?

- Your **ID** is your **home telephone number**, with area code. Your password is the last four digits of your **social security number**. However, once you have accessed AESOP for the first time, you will have an opportunity to change your password.

What if I do not have access to a computer, or mine is not working?

- AESOP can be accessed by phone. The phone number is 1-800-942-3767. Once on the phone, you will be taken through the same procedure.

Besides reporting that I am absent, is there any way that I can request a specific person to sub for me?

- There is an area where you can list a preferred substitute prior to reporting your absence, but there is no guarantee

resulting from student assault at their discretion

What are my duties in an emergency situation at work?

- escort students to a safe location and supervise them
- no other duties (especially dangerous duties) are required

3. Instructional Day

How long is my actual work day?

- Contact time with students *will not* exceed 6hrs and 35min. This includes lunch.

Am I entitled to a lunch break?

- Teachers will have a minimum of 35min. for lunch (without student contact)

What are the actual times that I am required to be at work?

- Teachers are required to arrive at school *15 minutes before* the instructional workday begins and report to the duty station *8 minutes before* the instructional days begin.

How long am I required to stay after students leave?

- A teacher shall not be required to remain in school more than *15 minutes past the end of the instructional workday* provided the teacher is not engaged in a help period or work activities after the school day.

Am I required to be available after/before school hours for any reason?

- You are required to provide extra help twice a week.
- In addition to the twice weekly extra help, teachers are required to fulfill 10 hours per year of student contact time. This can be scheduled as additional extra helps and must relate to the educational needs of the students.

4. Teacher Evaluation

How does the observation process work?

- A schedule of observations and observers should be announced in September in each building
- Evaluations must be returned within 4 days of the observation
- You have the right to discuss an observation before it goes to Central Office
- You have the right to put written comments on an observation report
- Your signature indicates that you have read the observation, not that you agree or disagree with it.
- Comments for improvement must be accompanied by suggestions
- You should note that CTA and the District are now in the process of redesigning the observation process to make it more standard district-wide

What happens if a complaint is filed by a parent or teacher?

- Teachers must be made aware of any complaints that go into their file in a timely manner
- Any negative material that goes into a teacher's file must be read and signed by the teacher first

5. Professional Rights and Responsibilities

How many official parent-teacher conferences are there?

- All grade levels have a "meet the teacher" night in the Fall. In addition to this there are two parent-teacher conferences that may be held during a conference day or in the evening depending on your particular grade level.

What are my obligations on reporting student progress?

- If a student is failing, you shall call the parents, confer with the student and prepare a written report.

I teach Special Education; am I entitled to time for completing IEPs?

- For all LD resource room teachers, LD class and EMR teachers, Hearing Impaired teachers, or others assigned to IEPS, time allotted for writing IEPs is half a day for each group of 1 to 5 students.

I teach in a special area; how many schools can I be assigned to?

- When feasible, the District shall make an effort to limit the assignment to no more than two schools per day.

I teach 6th grade; is that considered elementary or secondary?

- Secondary.

- In-service courses cannot be taken during the instructional day.
- A comprehensive list of in-service courses is listed by institution within the *My Learning Plan* website.
- You will receive 1 in-service credit for every 15 hours of workshop participation.
- There is no charge for in-service courses offered by the district.
- You can receive up to 6 in-service credits during your employment for supervising a student teacher

8. Class size and teacher assignment

What is the maximum number of students I can have in a single class?

- In the elementary schools, the average class size per building should not exceed 25, with a maximum in grades K – 2 of 26, and a maximum in grades 3 – 5 of 29. In the secondary schools, the average class size should not exceed 27, with a maximum of 30.

What are the teaching requirements at the secondary level?

- All secondary teachers should have five teaching periods, one prep period and one duty assignment.
- Secondary teachers in grades 9-12 can have no more than a maximum total of 130 students. One exception is English teachers; their total is 125 students.

What about time free from teaching?

- In the elementary schools, teachers should have class preparation time each day, with a weekly allowance of 3.75 hours. Time must be at least 15 minutes, but no more than 45 minutes each day. In the secondary schools, teachers should have, in addition to lunch, one preparation period per day, or five for the week, free from other duties.

- At the secondary level, protocol is to fill out “progress reports” on the e school system. This includes a list of preset comments with room to write your own notes and is done at midpoint during the marking period.
- Report cards are filled out quarterly on e-school. There is also room for comments on report cards.

What do I do if a student is out for an extended period?

- You must provide homework assignments and other work that will enable them to catch up. Sometimes this is done through the parent directly, the Guidance Department, or a Home Instruction Tutor.

What are my obligations in regard to helping students outside the regular school day?

- You must schedule two “extra help” periods per week. These may be given either before or after the school day.

Who gets my lesson plans?

- Lesson plans should be available for perusal at any time.
- Lesson plans should be reviewed weekly by the building administrator or department chairperson.

What do I do if a student is a discipline problem?

- All serious infractions should be reported promptly to an appropriate building administrator.
- Check with your building administrator for the exact procedure for reporting discipline issues.

6. Leaves of Absence and Sick Time

How many sick days do I have?

- For each year you work you accumulate 15 sick days, up to a maximum of 250 days.
- A bank of 100 sick days will be granted upon reaching tenure.

- **After** the first year you are employed you may use 15 days of sick leave for sickness in your immediate family.

How many personal days do I have?

- You are entitled to 1 personal day per year, that is, a day off without explanation.
- You may take additional days to attend to personal affairs that can only be done while school is in session. Examples would be closing on property, marriage, graduation, emergency home accidents, death of relatives not defined as immediate. These days require approval from Central Administration.

What if I have a death in the family?

- You are entitled to 5 days of bereavement per year for a death in the immediate family
- Immediate family *for bereavement only* is defined as parent or legal guardian, wife, husband, children, brother, brother-in-law, sister, sister-in-law, grandparents, grandchildren, daughter-in-law, son-in-law, and the parents of the husband or wife or any relative residing in your house.

7. In-Service Credit and Graduate Course Work

How can I earn credits for salary advancement?

- By taking pre-approved graduate courses and pre-approved in-service courses.

What must I do to get my coursework pre-approved?

- **ALL IN-SERVICE CREDIT AND COURSE WORK MUST RECEIVE PRIOR APPROVAL FROM YOUR BUILDING PRINCIPAL AND A SUPERINTENDENT.**
- Using *MyLearningPlan.com* (see Section III, 3 on practical information for how to access *MyLearningPlan*), submit your request. Monitor the status of your request on

MyLearningPlan.com. Once the course is completed you will want to return to *MyLearningPlan.com* and change the status of the course to “recently completed.”

- 1) You can have your entire graduate program pre-approved, rather than seeking approval for individual courses
- 2) The prior course approval forms should be available in your building’s office. **You must complete the form and submit it at least 30 days prior to the start of your course.**
- 3) You must include an official course description with your application. This cannot be a handwritten description, but rather, a URL link or downloaded description distributed by the institution offering the course. Please note that these rules are vigilantly enforced.
- 4) You must include an official course description with your form. This cannot be a handwritten description, but rather, a photocopied or downloaded description distributed by the institution offering the course. Please note that these rules are also vigilantly enforced.
- 5) **Save a copy of all your course approvals. They will come in very handy when it is time to apply for salary advancement.**

How do I achieve salary advancement if I have already earned a Master’s degree?

- For coursework completed beyond your first Master’s degree, you must create a 15 credit plan outlining the probable university and intended area of study. The plan must be submitted to your building principal. This **graduate level** coursework must meet one of the following criteria:
 - * Provide professional preparation in education
 - * Provide preparation in your subject area
 - * Increase your teaching effectiveness