

Welcome to the Ithaca City
School District and the
Ithaca Teachers Association



Local: Ithaca Teachers Association



- Your local union, an association of professionals, the unit that represents you in collective bargaining and other matters of labor relations and within the profession locally here in your employment.
- As a member of your local, you are also a member to the statewide union – NYSUT (New York State United Teachers) and national affiliate – AFT (American Federation of Teachers), NEA (National Education Association) and AFL-CIO



Affiliates: State & National

- **NYSUT** Headquarters – Latham, NY
- Sixteen Regional Offices throughout the state.
- The regional office for ITA is in Elmira (joint regional office is in Vestal)
- Labor Relations Specialists (LRS) – Tammy Romania
- Direct connection to NYSUT - trainings, legal matters (labor and ed. law), collective bargaining, political action and lobbying, certification, committees work for curriculum, state ed. dept., etc.
- **NEA, AFT and AFL-CIO** are based in Washington D.C.

ITA officers & NYSUT delegates

- President – Adam Piasecki
- 1st Vice President – Kathryn Cerner (ELA - Dewitt Middle)
- 2nd Vice President – Kate Gefell (science – IHS)
- Secretary – Brian Goodman (elementary - Northeast)
- Treasurer – Jordie Roehr (elementary/math - Dewitt Middle)
- NYSUT Delegates: Adam Piasecki, Iris Milich, Deb Lynn, Fran Farrell, Kathryn Cerner, David Isley

*delegates have voting rights at state representative assembly and attend regional election district meetings on behalf of our union and membership

Chairpersons of Committees

- Health and Safety – Irish Milich (elementary art - Northeast Elementary)
- Professional Practices and Rights/Grievance – Keith Thompson (social studies - IHS)
- Elections – Ben Kirk (math – IHS)
- Political Action and VOTE-COPE – TBD
- Community and Events – Paula Kiltz (Northeast) and Jane Koestler (South Hill)
- Social Justice – Brooke Burnett (elementary – BJM)
- Membership – Melissa Crawford (elementary – NE)
- Solidarity Committee – David Isley (world languages – Dewitt)

Active members and committee work

- Community and Member Events – Third Saturday of the month, volunteer with the Food Bank of the Southern Tier for the Ithaca distribution; volunteer to help at the Cancer Resource Center 5k/walk event, fundraising for Go Tutoring and College Discovery Program
- Social Justice Committee – mixers at local venue for member networking, promotes BLM, LGBTQ We are ONE, Fair Trade/Equal Exchange products. Informational workshops on Labor & Sex Trafficking
- Solidarity Committee – info. flyers, supporting other workers, member gatherings

Active members and committee work

- Political Action Committee and VOTE-COPE – promoting the Member Action Center (MAC), Vote-Cope campaigns, lobbying efforts with legislators for public schools and students, board of education candidates questionnaires, action plans for a topic of need by members
- Health and Safety Committee – address needs of members with district facilities, info. that members should know about (mold & air quality)
- Membership Committee – member benefits, member events, membership resources and regional/state representation

Collective Bargaining Agreement (CBA) aka “the contract”

- NEWLY RATIFIED ITA contract for July 1, 2019 through June 30, 2025.
- Your contract is accessible through a link (PDF) on our association website and some printed copies
- Untenured teachers should consult with an officer or building rep. if they are being asked to do something that doesn't align with the contract or doesn't seem right.
- By law, individual unit members cannot negotiate terms and conditions of employment for themselves unless there signed agreements negotiated through the association (president or negotiations team).

contract con't...

- **Your contract establishes the terms and conditions of your employment in the district (remember a contract does NOT contain everything – commissioners regs. State ed. laws, case laws, “past practice”, etc.)**
- **The contract is an agreement between the association, the unit members and the Superintendent of Schools for those in the positions the association bargains and represents in their employment**
- **The contract can be changed or amended by the union (President/neg. team) and Superintendent (or designee) through negotiations and memorandums of agreement.**
- **The ITA has a Constitution & By-Law that states how the ITA negotiations committee and team is formed. The committee uses feedback and surveys from the entire membership to make proposals negotiations and to counter proposals in collective bargaining. All members are part of this from the beginning through ratification.**

Building Representatives

- Each school should have at least one or more elected ITA building rep(s).
- Building reps. are generally tenured colleagues who serve as a representative for the association and members in the building. These reps. attend the Representative Council meetings to get training and information from the officers, chairpersons and delegates and communicate to members in their respective buildings at building ITA meetings on staff meeting Wednesdays.
- Building reps. (once trained and comfortable) can assist members in writing observation addendums, invoking contract provisions, labor & education laws and other professional related matters with building administrators, assist in advising whom to contact for information and assistance.

Right to Representation

- You are not alone! Don't be afraid to ask for representation by an officer or building Rep. ! It's usually better to ask for it.
- Any member may have a union representative present with you in any meeting with an Administrator that may lead to discipline or discharge
- Under Civil Service Law you have this right BUT MUST REQUEST REPRESENTATION
- See "Weingarten Rights" page in packet
- Probationary Teachers rights regarding disciplinary actions are different so you do have to ask about the laws and practices here between the ITA and ICSD. Don't be afraid to ask!

Membership

- The ITA is your association! Being a dues paying member keeps us an association to do this important work for our profession, students, public schools and social justice for all.
- Members have rights to all union newsletters, member access portal on website (pending), ITA elections and ratification voting rights, local and regional conferences and local member events
- Non-members are represented as teachers under ITA contractual articles but services and representation are limited – NYS Taylor Law was amended in 2018: local representation is limited and legal representation and services from NYSUT are eliminated to non-members

Membership

- Membership entitles you to:
- Legal representation/defense services by NYSUT Legal Services (actual attorneys) at NO cost to you.
- Member Benefits from the endorsed and discounted programs and services (see black brochure in bag) or www.memberbenefits.nysut.org
- Access to the Education Learning Trust www.elt.nysut.org for Professional Development and Graduate Courses at NO cost to you or for discounted fees. Online or at sites across the state

Membership Dues

- Dues are deducted for members from 20 paychecks Sept. – June upon processing of the membership form
- Dues collected go to NYSUT, AFT/NEA, AFL and ITA
- The dues ITA keeps goes into our local operating budget to pay for the Administrative Assistant, President's summer work, officer & chairperson stipends, member events, office operations, rep. council & cabinet & committee meeting, “freebies”, leadership and regional conferences, website, community contributions, senior scholarships, etc. (as a member you can see operating budget at the ITA office and also help within this part too)
- Check to see when doing yearly income taxes for “Professional Dues” or discuss with your tax preparer. Calendar Year To Date Amount is on your last paycheck in December or call ITA office in January to get that exact amount.

VOTE – COPE

- Voice Of Teachers in Education – Committee On Political Education
- VOTE COPE funds go towards legislative endorsements based on a candidates voting record on education, labor, healthcare and working family issues
- ITA does not contribute collected dues to VOTE COPE campaigns but rather through additional means – cask, check, CC (see fall campaign information and through your building reps. and Newsletter)

NYS Certification (license)

- Your Teaching Certification is your responsibility. Not an employer!
- Be on top of the requirements. The employer does submit some requirements on your behalf (mentoring experience and years of service) but you have to make sure it is done so monitor your TEACH account portal.
- Use the NYS TEACH account for your personal information, applications and registration (new in July 2016)
- There is very little that can be done when you fail to maintain your certification (can lead to sub pay, termination, etc.)
- NYSUT has certification help. Contact ITA office for how to do get this assistance.

Probationary Period

- New teachers usually have a probationary period of four years (3 years if received prior tenured status in NYS)
- An administrator will write a “Tenure Recommendation” before the end of your probationary period. Know your timeframe and confirm the date is correct. ITA office can help you with this.
- If tenure is recommended and approved by the BOE, your tenure starts on the date of tenure. For many this usually September 1 or the day after your original employment date 3 or 4 years later.
- It’s ok to make contact with your ITA officers and building reps. to ask about your probationary period.

Teacher Mentoring

- All new teachers working towards a Professional Certification need to have one year of Mentoring based on certification regulations
- Your mentoring experience will need to be uploaded to TEACH at the end of the school year. This is a district responsibility but be sure it gets completed.
- Your union can provide some assistance with the certification process or help connect you to those that can help more

Tenure and Tenure Denial

- Tenure is a status that ensures a teacher's right to Due Process, a Just Cause hearing prior to being released from their employment
- Tenure does not mean a "job for life"
- The ITA contract states that 80 school days notice be given prior to denying tenure (80 days before the first day of school after the probationary period)
- Your ITA officers/NYSUT LRS will assist members during this time period. Rely on your union for help and representation.

Annual Professional Performance Review (APPR)

- There is never enough time during NTO to fully go over this so read the APPR document to start. Look for ITA info. workshops on this as well.
- There are teachers regulations 3012-c vs. those not under regulations but still under ITA contract and have negotiated evaluation process too so it's all called APPR
- ITA has negotiated an APPR for 2016 – 2017 and that continues to be the evaluation tool for everyone in 2018-19 and 19-20 (APPR continues to remain a topic with our state legislators = YES YOU HAVE IT RIGHT! POLITICS)
- Observations can start Oct. 1st. See timeline target dates for the year per your status (probationary/LTS, position)
- Talk to your colleagues, mentor and building rep. and officers for assistance.
- Read the APPR document link (google doc link) for your category before observations start and during the process. This is on ICSD HR site and www.ithacateacher.org
- Be sure your student and class roster in School Tool is accurate to what you teach as this is tied to Right Path and Student Performance if applicable to you in APPR regs.

Observations and Evaluations (APPR)

- All probationary teachers and LTS's will be observed 3 times during the school year. (3012-d regs. AND others under ITA CBA)
- 2 observations are "Announced". These involve a pre-observation, observations and post-observation conference and a written evaluation with ratings and comments.
- 1 observation will be a "Unannounced". This will involve a shorter unannounced observation and a post-observation conference and written evaluation with ratings and comments.
- Timeline is set with target dates. Manual has procedures and protocol. Announced observations can be initiated by you: set up the pre, obs. and post. Unannounced are on the evaluators but you can sometimes "prompt" the observation to occur and then set up the post ob. conference.
- An end of the year evaluation/summative commentary will be written by your evaluator.
- ADDENDUM comments are YOUR RIGHT! Talk to you building rep. or call me to help you as it's important the accurate information is stated.

Professional Development

- The ITA contract states each teacher needs 30 hours of Professional Development each year
- If you hold a Professional Certification (post 2004) you need to have 100 hours of professional development hours (CTLE) every 5 years. State Ed. is supposed to “audit” people...(we don’t know what that is going to look like yet)
- Remember the “Teacher Registration” requirement that started July 1, 2016 for ALL teachers except some Pupil Personnel Professionals. The PDH requirement is for certain certificates. (See other info. on this)
- PD from the district, Boces and other places can count towards this requirement
- All teachers should register and manage their certification and registration requirements through the TEACH Online system
- The MyLearningPlan.com (Frontline) portal should be used and monitored closely by you!

In-Service Credits/Graduate Work for Salary Increments

- In-Service credits are given as compensation for time worked during non-paid times after you initial base salary when hired.
- Contract and My Learning Plan has a scale (ex. 1.0 hour of a workshop = 0.06 credits)
Seat hours divided by 15.
- 45 hours = 3.0 credits similar to a college graduate course
- You can combine graduate work from a transcript with MLP credits to get the 9 credits
- Fill out salary increment sheets for each individual course/workshop for \$600 to be added to your base salary
- Turn into HR by Sept. 1 for \$600 in that year or by Feb. 1 to get \$300 the remainder of that year. The \$600 gets added to your base in each case before a % increase for July 1 should you return the next year.
- You may turn in more than 9 credits and they will be “remaining credits” until the next increment. Keep track of this and keep copies for record.
- When you got hired your base salary should already reflect your graduate credits for what you have up to Sept. 1. You do not have to fill out these forms for your base salary. You must do it for anything earned after Sept. 1.

Salary/Stipends/Increments/Hourly Pay

- Check to make sure your base salary is accurate with the negotiated starting grid and contract.
- Stipends are additional monies to teachers for extra duties (coaching, dept. leaders, musical directors, etc.) and are listed separately on paystubs. Check contract for many of these stipends.
- Increments after your initial salary when hired may be listed as a separate line item in the year you receive it before becoming part of your base salary number (see Salary Increments slide)
- Timesheets need to be filled out for hourly work (homework club, extended day, curriculum work, workshops, etc.) These are yellow and in all buildings. Be sure to have your employee number on it, name of the committee/work, and signature. ITA can help you understand the rate as there are different contractual rates. Avoid just turning in timesheets that are not accurate hoping someone will figure it out for you.
- Monitor it closely! Don't be afraid to ask questions or have ITA office help clarify and/ or fix issues.

Paychecks / pay stubs

- MONITOR your checks regularly! Check for: base salary, increments applied, stipends, extra work usually labeled as “instructional hourly”, corrections usually labeled as “adjustment”
- Monitor for deductions: all tax categories, ITA dues, medical and dental insurance, TSA, NYSTRS %, Flexible Spending Accounts, member benefits accounts, etc.

Pay deductions coding

- Retire = NYSTRS % based on tier and salary
- TSA = Tax Shelter Annuity / 403b
- Flex-Reimbursement = Health Savings Accounts / Medical Reimbursement (sign up in fall for Jan. 1 start date) Be on the lookout for email in the fall.
- Flex-Medical = ITA Individual Health Insurance OR Family OR Domestic Partner (over 20 pays, sometimes amounts vary to reach year premium contribution amount)
- FICA = Federal taxes (automatic social security contribution)
- FICA = Federal taxes (automatic Medicare contribution)
- Fedtax = Federal taxes (based on tax withholding filing)
- State = State taxes (based on tax withholding filing)
- Misc. = Ithaca Teachers Assoc. 1.0 (20 pays, sometimes amounts vary to reach yearly cap)

NYSTRS

(New York State Teacher Retirement System)

or NYSERS

(New York State Employees Retirement System)

- BE SURE you are completed the necessary paperwork for the public service retirement system. Be sure ICSD / Boces payroll office has your retirement system account number and it's showing up on your paystubs.
- If you moved districts (NYSTRS service elsewhere) be sure you have filed the paperwork so your service time can be connected. Membership numbers can be moved within NYS systems for service over the years.
- Depending on your Tier and years of experience you will have a certain % of your pay automatically deducted through payroll deduction. Check to make sure it's happening and it is correct!
- Always check your NYSTRS statements that get mailed to your address on file with system or your online account portal through their websites. Check and verify your experience credit and salary earnings! (this will be used when you retire for your pension calculations)
- ITA office can assist you with some NYSTRS matters: prior service experience, loans, retirement, leave of absence, etc. We have contacts for Delegates and elected NYSTRS Board members should you need them.

TSA -Tax Sheltered Annuity / 403b

- See approved annuity companies list – available in HR office and website and ITA office and website
- Third party remitter is used – OMNI Group www.omni403b.com.
- ADVISED TO START SOON! It's pre-taxed and is your savings no matter where you go
- If you already have a TSA be sure to get the paperwork into your provider to get the deductions/deposits made from your ICSD paychecks
- Monitor your paychecks and your providers statements to be sure it's matching correctly
- Some providers come to schools, attend ITA events or even come to your home to get you set up.
- Don't be afraid to ask the ITA office for more information or help on this when you are ready. Employer cannot advise, recommend or even comment on the companies.

Questions and service needed?

- There is a lot to learn. Your questions is probably a question other people have too!
- The questions you have can't always be answered right away but we can work together on getting you an answer.
- ITA office: salary, “benefit days”, leave (maternity, medical, personal), observations/evals., transfers, administrator and colleague conflicts, retirement, 403b, NYSTRS, ERS, certification, etc.

What about the “stuff” that is NOT written in the contract?

- What are my work hours?
- What is a 1.0 service load for service providers?
- Is there is a dress code?
- Is there paternity leave?

ITA, NYSUT, AFT, NEA, AFLCIO

- www.ithacateachers.org.
- “like” us on Facebook – Ithaca Teachers Association, Follow us on Twitter – @IthacaTeachers , Instagram – ithaca_teachers_association
- www.nysut.org www.aft.org www.nea.org and their social media handles
- Barbara Anible– Administrative Assistant 272-8950
ita1375@yahoo.com or barbara.anible@icsd.k12.ny.us
- Adam Piasecki – President
- adamp612@hotmail.com (non-district to non-district)
- apiaseck@icsd.k12.ny.us (school to school or cc'ing on a school email)

All Member Reception Mixer / Informational Meeting for Newer Members

- PLANNING for Tuesday October 1st
- Working on details: 2:30 – 5:30 p.m. Liquid State Brewery.
- Networking, Socialize, Q & A, 403b advisors, NYSUT Member Benefits, Committees information and resources and sign ups for events, professional resources (and yes food and adult beverages)

Membership Forms, Resources and ITA Membership Goodies 😊

- Follow the directions/check list for your NYSUT Membership Form
- Non-school email used for association purposes
- Signature required at bottom
- ITA polo's – take one and wear with pride (donations to offset costs are always appreciated at anytime)
- Take FREE items and resources from tri-board and table!
- Clipboard to put your name on their follow up connection in the next few weeks.