

KNOW YOUR

UNION!

A YFT MEMBER'S HANDBOOK



Committed to Excellence in Education

YONKERS FEDERATION OF TEACHERS, Local 860 AFT
35 East Grassy Sprain Road, Yonkers, New York 10710

(914) 793-0200

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yft860.org



OUR MISSION

"The mission of the Yonkers Federation of Teachers is to enable its members to enhance the institution of education by promoting high standards for our teachers, students, and community in a safe and educationally rich school environment. The Yonkers Federation of Teachers pursues its goals by ensuring positive working conditions and protecting the rights of its members by organizing, engaging in collective bargaining, and creating a strong voice in the community."

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Published by the
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2021 EDITION

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Proof Reader: Janice Young



**Samantha
Rosado-Ciriello**
President
Elementary

Dear Colleagues:

It is imperative for every Yonkers teacher to have a comprehensive understanding of our union. The Yonkers Federation of Teachers is a driving force on national, state, and local education policy, and it fiercely protects benefits, salaries, and working conditions that affect every teacher on a daily basis. Our profession has evolved and teachers' unions have also. Having knowledge of what our union and affiliates do is crucial at a time when contracts are being undermined and we are being attacked by those who wish to strip us of our benefits and dismantle effective education policy.

The YFT leadership not only negotiates a solid contract and benefits, we utilize our resources to help teachers improve their craft and establish pedagogy that benefits students.

It is important for teachers to have a voice in the decision-making process that affects laws, policy, working conditions, and student education. Union involvement provides opportunities for that to happen. "Know Your Union!" Get involved.

*Samantha Rosado-Ciriello
President*

WHY WE NEED A UNION

The right to union representation was nonexistent for Yonkers teachers before 1965. It was during May of the 1964-1965 school year that the Yonkers Federation of Teachers won a collective bargaining election to represent the teachers in the City of Yonkers. From subsequent contracts and legislative advances, teachers won not only salary increases, but improvements in conditions of employment that benefit students as well as teachers. The following represent a few of the educational gains that affect you every day.

CLASS SIZE:

Prior to 1965, classes frequently soared to over 40 in size. No aide time was provided for teachers with oversized classes.

PREPARATION TIME:

There were no preparation periods prior to the union contract. Now, teachers on all levels are given time to prepare their lessons and renew their energy and enthusiasm.

GRIEVANCE PROCEDURE:

The contract provides a process for YFT members to challenge contractual violations. This procedure has given teachers dignity and standing to pursue legitimate complaints.

LUNCH DUTY:

Prior to the union contract, elementary teachers were required to serve lunch/yard duty one third to one fifth of their teaching time. Secondary teachers could be assigned to lunch duty year after

year. Now Elementary teachers cannot be assigned any lunch duty and on the secondary level it is considered to be an onerous duty and must be assigned on a rotating basis.

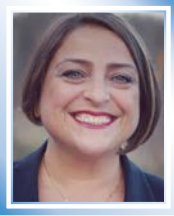
HEALTH AND WELFARE:

In addition to guaranteeing health benefits, the union introduced and established the YFT Welfare Fund, which provides dental, optical, legal, prescription drug, and other benefits with funds contractually obtained from the Board of Education.

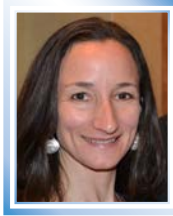
TENURE:

Tenure is just one of the safeguards New York state has put in place to ensure every student has an effective teacher/teaching assistant. A teacher/teaching assistant must earn tenure after four years of effective teaching, oversight, and evaluation. A teacher/teaching assistant then is entitled to a fair hearing before being fired - a basic due process right.

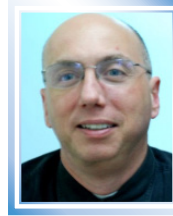
YFT EXECUTIVE BOARD



Samantha Rosado-Ciriello
President
Elementary



Dr. Kara Popiel
Executive V.P.
Staff Director
ESL



Paul Diamond
At-Large
Staff Director
French



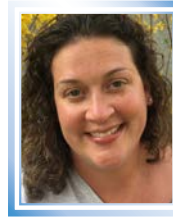
Michael Garbowski
Elementary V.P.
Staff Director
Elementary



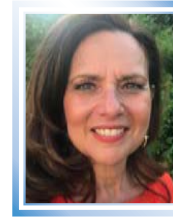
Brian Foster
High School V.P.
Social Studies



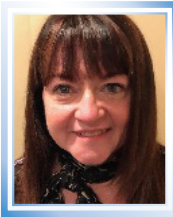
Dan Florin
Elementary V.P.
Elementary



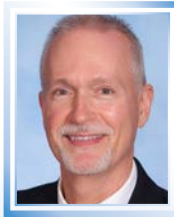
Christine Morrone
Elementary V.P.
Elementary



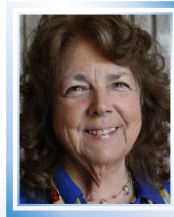
Dr. Lisa Foto
Special Areas V.P.
Special Education



Elizabeth O'Donnell
Secretary
Mathematics



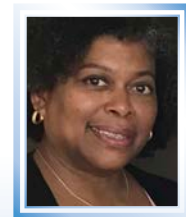
Kirk Bauer
Treasurer
English



Florence McCue
Retiree Rep
Elementary



Mike Ciriello
At-Large
Social Studies



Lia Council
At-Large
Special Education



Erin Gorman
At-Large
Elementary



Jen Lorio
At-Large
Elementary



Tom Muniz
At-Large
Art



Mitch Polay
At-Large
Elementary

THE YFT EXECUTIVE BOARD:

The YFT Executive Board is composed of 17 members who are elected for 2-year terms. They are: President, Executive Vice President, three Elementary/Pk-8 V.P.s, High School V.P., Special Areas V.P., Treasurer, Secretary, Retiree, and 7 At-Large officers.

The Executive Board meets twice a month to review and discuss topics that concern all YFT members. Policy recommendations are debated and presented at monthly Building Assembly meetings for approval.

STAFF DIRECTORS:

Three Staff Directors: **Dr. Kara Popiel**, **Paul Diamond**, and **Michael Garbowski** work full time in the office and are responsible for supervising daily operations of our union. When you call the office you will most likely speak with a Staff Director whose daily responsibilities include servicing and representing teachers, acting as YFT liaisons with District and State level educators, and preparing and processing grievances.

THE YFT OFFICE

President, **Samantha Rosado-Ciriello** and three Staff Directors are available at the YFT office, located at 35 East Grassy Sprain Road, Suite 501. The office is open Monday through Friday from 8:00 AM to 5:00 PM for ordinary business, phone hours begin at 7:00 AM. **Karen Almodovar** is our Executive Administrative Assistant, and **Miriam Rodriguez** is our Administrative Assistant.

YOUR REPRESENTATION IN THE YFT...

BUILDING REPRESENTATIVE

As a member, you have a direct link to the union, your YFT Building Representative (Rep.). Every building has an annually elected Rep. and Alternate Rep. There is a district wide Representative for Psychologists/Social Workers and Teacher Assistants.

Your Building Rep. attends monthly meetings of the YFT Building Assembly, serves as a contact person for your faculty and the YFT office and is available to assist you with problems and concerns you may encounter in your building. In addition, the YFT provides a Building Rep Handbook outlining responsibilities and providing useful documentation of side agreements and negotiated forms. The YFT. office staff is also on duty to assist if the need arises.

T.I.C.

The Teacher Interest Committee (T.I.C.) is a group of elected teachers of the federation in each building who meet with the principal on a monthly basis to discuss matters of mutual concern. Its purpose is to solve problems at the building level.

SHARED DECISION MAKING & PROFESSIONAL DEVELOPMENT

Shared Decision Making and Professional Development Committees both function on the building level and require teacher members to be elected by the YFT members of every school. The YFT members who sit on these committees help make decisions that directly impact teachers and students. The right to have union representation on these committees was won through the political action of efforts of NYSUT.

HEALTH & SAFETY

Public school districts in NY are required to participate in a Health and Safety committee where the YFT, CSEA and community have the opportunity to raise concerns. These meetings are mandated to occur at least four times a year.

YFT BUILDING ASSEMBLY

The YFT Building Assembly is the policy-making body of the Yonkers Federation of Teachers. It meets monthly, but may be called into session on an emergency basis. Every member has the right to be heard in this forum by their school's Building Representative.

The Assembly deals with issues and concerns facing members in all buildings and departments. It debates and must approve changes in YFT policy on items

that either members or the Executive Board present to it for consideration.

In addition to organizational reports, the Building Reps. are presented with issues arising from the school district, the State Legislature, the Board of Regents, and our State and National affiliates- NYSUT, AFT and NEA. Minutes of Assembly meetings are sent to Building Representatives to be shared with members in every school.

KNOW YOUR UNION

YOUR CONTRACT IS YOUR GUIDE TO YOUR RIGHTS:



YFT members owe it to themselves to become familiar with their union contract. It is your guide to the personal and professional rights that the union has negotiated on your behalf.

If you have a question about any part of your contract, contact your Building Representative, area Vice President or the YFT office. If you are in doubt about any of your working conditions, PLEASE ASK!

GRIEVANCES:

A violation of a section of the collective bargaining agreement is a grievance. Its resolution is achieved through the GRIEVANCE PROCEDURE contained in your contract.

If you have a situation that you believe to be a grievance, you should check with your Building Representative or with the YFT office. The union will assist you and handle the grievance on your behalf.

STATE LAW: Every member should keep themselves knowledgeable of the latest changes in State Law that affect our profession. Read your monthly journals from NYSUT and AFT and frequent the NYSED website to stay informed.

YFT PROFESSIONAL SERVICES

RICHARD GAZZOLA TEACHER CENTER

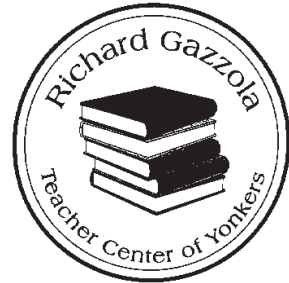


Lia Council
Director
Special Education

A cooperative effort by the YFT and the Board of Education resulted in the opening of the Richard Gazzola Teacher Center in September, 1987. Funded by the New York State Education Department, the Center offers a number of programs and activities to enrich the professional learning of teachers.

In-service and college credit courses, workshops, and informal sharing sessions are conducted. In addition, the Center maintains a reference library and disseminates information on educational activities in the surrounding areas. Through a mentoring program, the Teacher Center provides assistance to members upon request.

Based on the concept of peers teaching peers, all activities are conducted in a confidential, non-judgemental environment. The Teacher Center is open from 8:30-4:00. If you have any questions, contact the Center's director, **Lia Council** at 914-376-8614.



Additional Professional Services the YFT and our affiliates provide include:

- YFT Sponsored Workshops
- YFT/BOE Mentoring Program
- NYSUT Educational Learning Trust
- NYSUT Tarrytown Regional trainings, courses and seminars
- AFT and NEA trainings, courses and seminars
- Student Debt Clinics

THE YONKERS TEACHER

The Yonkers Teacher is our award winning official union newsletter. The newsletter serves as a primary link for communicating with the membership and is published from September through June. The production team consists of dedicated teachers who make sure that union members are kept informed of issues pertaining to our union and our professional growth. The YFT newsletter reflects current educational issues and provides members with necessary information. Newsletter editor, **Christine Morrone** can be reached at cmorrone@yft860.org. Recent issues are available as PDF on the YFT website, YFT860.org.



THE YFT WELFARE FUND

The Yonkers Federation of Teachers Welfare Fund was established as a result of collective bargaining between the Board of Education and the YFT. Benefits are provided to all professionals covered by the YFT contract and their eligible dependents.

The Welfare Fund provides the following plans:

- DENTAL
- PRESCRIPTION DRUG
- OPTICAL BENEFIT
- ACCIDENT & SICKNESS DISABILITY
- LIFE INSURANCE BENEFIT PLAN
- HEARING AID BENEFIT
- PRESCRIPTION APPLIANCE BENEFIT
- LEGAL SERVICES PROGRAM
- CONTINUATION OF COVERAGE
- FINANCIAL PLANNING BENEFIT
- TRAVEL ASSISTANCE BENEFIT

Welfare Fund forms are available on-line at www.yft860.org

Georgia DeMuro is our Welfare Fund Administrator, assisted by **Toni Ferraro**. They are available for questions daily from 9:00 to 5:00.

Welfare Fund: (914) 793-0393

FAX (914) 793-0437

YOUR INVOLVEMENT!

You are the YFT. Our strength lies in each of us contributing to our many causes in some way. You can participate on the building level by regularly attending YFT lead building meetings or becoming a member on TIC, Shared Decision Making and Professional Development Planning Committees. There is also a great need for members to facilitate the Community Outreach endeavors in every building.

The Yonkers Federation of Teachers Executive Board invites you to join one or more of our Union committees: These committees represent the voice of our union and provide recommendations that directs policy which can impact every teacher. Participation in these committees can demonstrate many of the positive indicators in the NYSUT Rubric.

If you would like to participate on any of these committees, contact the YFT Office (914) 793-0200.

Public Relations

New Teacher Committee

Community Outreach

NEWSLETTER

PTA

Health & Safety

Scholarship Committee

EDUCATIONAL ISSUES

Leadership Training Committee

POLITICAL ACTION

The Political Action Committee of the Yonkers Federation of Teachers has been recognized by politicians nationally, state-wide and locally as the most sophisticated political organization in the City of Yonkers.

Our political networking has enabled us to achieve major legislative victories and deflect many proposals which would seriously impact our profession. Our accomplishments include obtaining additional state aid for the Teacher Center, school programs, infrastructure, staffing, pensions, healthcare, Special Ed and blocking legislation that could abolish tenure.

Our ultimate goal, with the continued support of our members, is to elect pro-education candidates.

VOTE - COPE

Why, What, Who?

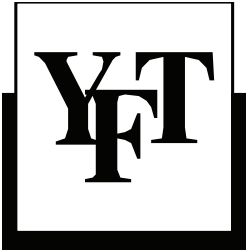
Teachers in New York have united to ensure better salaries and teaching conditions, to defend their professional rights, to protect and improve their pensions and to provide a better educational environment for their students.

VOTE-COPE is the non-partisan political action arm of the New York State United Teachers. It is not a political party, nor is

it tied to any political party. VOTE-COPE collects voluntary contributions from YFT members and uses these funds for candidates and committees on the basis of their education and labor record. Political action expenditures are paid out of voluntary teacher contributions to VOTE-COPE.



vote
COPE



OUR AFFILIATES

Your union dues includes membership in your state and national affiliates. Just as the YFT Building Assembly is the policy making body of the local, the New York State United Teachers Representative Assembly, which meets annually, sets policy for our state affiliate. Delegates from the YFT to the NYSUT R.A. are elected before each convention.

The American Federation of Teachers and National Education Association have biennial conventions. Delegates to the AFT and NEA are, just as in NYSUT, asked to consider policy for the organization, but the subjects covered by the convention resolutions are generally much broader in scope.

The YFT, along with all state affiliates of NYSUT, is also affiliated with the AFL-CIO. Locally, the Westchester/Putnam Central Labor Body, which endorses county and city candidates, also makes recommendations to the state organization for endorsements of state-wide candidates.



YFT CONTRACT FAQ

- **Three (3) Contractual Evenings:** Teachers shall be available for three (3) evening events (e.g. open house) per year. These events should not exceed two hours and thirty five minutes, and begin no later than 6 p.m. The 2 remaining dates (other than open house) must be disclosed to the teachers no later than the end of the first week in October. [Art. 10. Staff & Teach Cond., Sec. H (8).] No teacher is expected to change personal plans to accommodate modifications in dates after calendar events have been disclosed to teachers.(e.g. contractual evenings, faculty/department meetings.)
- **Scheduled Professional Development** days begin at 8:30 and end at 3:00pm with 1.5 hrs of break time including lunch and prep. Sign in on Professional Development days is once only if remaining in one location.(11:30am constitutes a half day)
- **Compensatory Time** for extended time proctoring and the like must be mutually agreed upon and can take the form of leaving early, being excused from a Faculty/Department meeting, late arrival, etc. Compensation for exceeding class size limits must be bargained between the president and superintendent
- **Sick and Personal leave:** Teachers receive 12 sick days each year and 3 personal days for urgent personal business. In addition teachers may use up to 3 unused sick days for urgent personal business. (In effect six (6) personal days per year) [Art. 12, Leaves, Sec. G-H] See your contract for specifics on what constitutes personal leave.
- **APPR:** The negotiated evaluative process for teachers is outlined in a comprehensive document. Administration must provide the APPR manual and annual training .
- **Salary Lane Changes** take place on September 1 and February 1 of each year provided that proper paperwork has been submitted. [Art.6, Salaries; Sec. A (9)]
- **Inclement Weather Days-** “ The members’ work day shall be delayed for the same amount of time as the students’ day.” If your normal sign in time is 7:35am and there is a two hour delay you must be at work by 9:30am. [Art. 10(H) Teacher’s Day (10)]
- **Teaching Assistants** (TAs) are required to work two (2) additional days beyond the teachers’ work year. TAs can only be used as a substitute for their assigned teacher by mutual agreement. [Art. 25, Teach Assists-B Working Conditions] TAs workday shall start 10 minutes before students’ day and end 10 minutes after student dismissal.
- **Posting and Transfer Procedure:** Voluntary movement by teachers will occur once a year, on the first day of school in September. Postings are available two times by the district on May 15th and again on June 15th. [Art. 16, Posting/Transfer Procedure]

ELEM. & PREK/8

FAQ

- **Start Time/ End Time:** Sign in time at most Elementary & Pre-K through 8th schools is 8:30am and teachers must be at assignment at 8:35am. Early start school teachers must sign in at 7:30am and be at assignment at 7:35am. Teachers may leave at the end of the students' day. [Art. 10. Staff & Teach Cond., Sec. H (1) Elementary] The following schools may have earlier start times if designated by the YBOE: Gibran, DiChiaro, Family School 32, and/or Montessori 31.
- **Preparation Periods:** Elementary teachers shall have 30 minutes per day for an unassigned preparation period. Compensation for any missed Preparation period must be requested by the teacher. It is common for administration who value transparency to provide a system to track all missed preps and compensation (within 60 days), such as a "missed prep book."
- **8:05AM Meetings:** days (other than Mondays and Fridays) sign in time is 8:05am and end no later than 8:55am. They can be used for faculty meetings, grade level meetings, department meetings, and/or staff development meetings [Art. 10. Staff & Teach Cond., Sec. H (1.5) Prek-8 Schools] Teachers must be at their assignment by 9:00 am. If a teacher is unassigned they may provide coverage. If assigned, teachers pick up their classes at 9:00am.
- **Contractual Class Size Limits** Grades 2-12 = 30 Students; Kindergarten-1st Grade = 28 Students; Pre-K = 25 Students. [Art. 10 Staff & Teach, Sec. B.]
- **Assignment Load:** PE, Music, Library Media Specialists and Art teach no more than 4 consecutive periods.
- **Lunch** is 60 minutes duty free exclusive of normal passing time for Elementary teachers and 47 minutes for Secondary. Elementary teachers are relieved from Lunch Duty.
- **5 Min Passing Time:** must be included in prep schedules for the purpose of providing time for Special Area Teachers (Art, Music, PE, etc.) to prepare for or travel to the next class.
- **Maintenance:** No unit member shall be directed to perform custodial functions, such as the cleaning of rooms or furniture, the placing of chairs upon desks, the washing of blackboards, and other such tasks. [Art. 21, Misc Sec I]
- **Last Days:** Elementary teachers shall be provided with half-day teaching schedules for the last two (2) days of the school year. [Art. 10. Staff & Teach Cond., Sec. H, (6)]

SECONDARY

FAQ

- **Start Time/ End Time** : Sign in by 7:35am at assignment by 7:45am; Lunch and Prep are unassigned and 47min each. Teachers' day ends 10 minutes after scheduled classes end in the building. One day per week (excluding Mondays and Fridays), except in Saunders where the current schedule remains intact, teachers shall be available for fifty (50) minutes after student dismissal for pupil guidance and instruction.[Art. 10. Staff & Teach Cond., Sec. H., (2) Secondary}
- **Preparation Periods:** Secondary school teachers shall have five (5) unassigned preparation periods per week.
- **Faculty/Department** meetings are two Mondays each month with dates disseminated to staff in September so that teachers can make arrangements to attend. Meetings that are rescheduled are not mandatory. If a teacher cannot attend a rescheduled meeting because of prior commitments they can not be penalized. Meetings are 45 minutes beginning after student dismissal, If student dismissal is 2:29pm Faculty and Department meetings end at 3:14pm. [Art. 10 Staff & Teach, Sec H., (2) Secondary, j.]
- **Teaching Periods:** Secondary teachers shall not be assigned to more than 5 daily teaching periods, 3 consecutive teaching periods nor more than 2 different preparations with a daily duty free lunch period of 47 min [Art. 10., Sec. F Teaching Periods]
- **Department Representatives and Liaisons:** Departments with more than eight (8) members shall have a "department representative." The work day for a department representative will include neither administrative nor homeroom assignments, and will include only four (4) teaching periods. Department liaisons will not be assigned an administrative duty.
- **Teaching Loads:** No teacher of academic subjects on the secondary level will have a daily teaching load in excess of 150 pupils. [Art. 10., Sec. E Teaching Loads]
- **Classes Size Overages:** All overages must be resolved no later than November 1st. If not resolved, compensation to be agreed between President and Superintendent.

TEACHING ASSISTANTS

FAQ

- **Start Time/ End Time** Teaching assistants' (TAs) work day begins ten minutes before the students' day starts and ten minutes after student dismissal. TAs are not required to remain ten minutes after student dismissal on days preceding a legal holiday or on days salary checks are distributed. TAs are not required to attend meetings or staff development on days preceding a legal holiday or on days salary checks are distributed.
- **Work Year** is the same as the teachers' calendar year except that TAs are required to work two additional days beyond the work year of 185 days. Teaching assistants shall be used to assist teachers to whom they are regularly assigned in work related to teachers' duties on the last two school days of the school year.
- **Lunch:** Elementary TAs have a duty-free, 45-minute lunch period; Secondary TAs have a duty-free lunch period of the same length as teachers in the building the work in.
- **Break Time:** Elementary TAs have one unassigned 15-minute break daily.; Secondary TAs also have one unassigned 15 minute break daily.
- **Working Conditions:** Teaching assistants shall be used at any grade level under the supervision of a duly certified teacher to assist in the instructional program of the teacher. A teaching assistant may agree to be used as a substitute for the teacher that the TA regularly works with. In that case, the TA shall follow the same schedule of the teacher, including lunch and prep. Teaching assistants shall not be used for the sole purpose of providing prep periods during the school day.
- **Longevity:** Teaching assistants are eligible for a 15 year and a 20 year longevity increment at the end of their 15th and 20th years and must apply for this longevity in order to receive it.
- **Evaluations:** TAs receive a minimum of two formal evaluations during the first year of employment, no later than December and April. Subsequent years of service require a minimum of one (1) formal observation each year to be conducted no later than April. All Teaching Assistants (non-tenured and tenured) shall receive an annual written rating of satisfactory or unsatisfactory
- **Staff Development:** All Teaching Assistants shall attend the Staff Development Day. See contract for more specifics on required staff development for non-tenured TAs.

SUBSTITUTES FAQ

Per Diem Substitutes

- Are substitutes that are hired per day to fill teacher absences.
- Receive a contractual flat fee per day, which is increased by agreed upon percentages as per the current contract.
- Are entitled to the same length, duty-free lunch period as the teacher they are covering.
- Will be considered to have interrupted continuous service for pay scale purposes with three (3) or more absences, and the continuous service count will reset, unless waived by the District.
- Have the same access to grievance procedures.
- Will be granted one (1) year of salary credit for each 200 days of service in the Yonkers Public Schools and, if receiving a regular appointment in Yonkers.
- Who are granted a regular appointment in the same assignment will have the effective appointment date retroactive to the first date of service in that assignment.
- Who are placed in a regular position prior to April 1, will be granted the full increment on the regular salary scale at the next increment date.

Regular Substitute Teachers

- Are substitutes that are assigned to an encumbered position which is vacant for at least 90 days within the same school year.
- Receive a starting salary at the appropriate step and lane of the regular teachers' salary schedule.
- Who serve on a continuous basis in the District are eligible for a maximum placement of up to Step 10 of the appropriate lane.
- Will be granted one (1) year of salary service credit for each year of regular substitute service in Yonkers.
- Who are granted a regular appointment in the same assignment will have the effective appointment date retroactive to the first date of service in that assignment.
- Are entitled to all contractual benefits except tenure, seniority, and the transfer rights provision.
- Can be terminated at any time.
- Will be terminated upon the return of the teacher for which the position has been encumbered or when their services are no longer needed.

RETIREMENT TIPS

Before you retire:

- Access “Your Blueprint for a Successful Retirement” at: www.nysut.org/retirementguide. This helpful planning tool will assist you during your entire career.
- Complete salary lane changes before the February 1 and September 1 deadlines.
- Buy back any retirement system credit from other public sector work in NY State long before you decide to retire.
- Attend Pre-Retirement Group meetings offered from the Retiree Council, the NYSTRS Retirement System, and the YFT when you are close to retirement.

When you decide to retire:

- 10 years of consecutive service with the district is required to be eligible and receive your accumulated unused sick day payment. You must also inform the district of your decision to retire by January 15 of the same year. (See Article 18 of the contract)
- Send your letter of intent to retire by certified or registered mail at the end of the school year to the superintendent; cc your principal and the director of Personnel/Human Resources.
- Fill out a retirement application with the NYS Teachers’ Retirement System beginning a month or so before your retirement date. Go to nystrs.org for more information, to use their retirement calculator and to schedule a personal meeting, if desired. This meeting can be in person or virtual.
- YFT will have a group meeting each year with those who are retiring in order to brief them on Union, Welfare Fund and Health Insurance in retirement.

Upon Retirement:

- In order to receive health insurance from the district in retirement, you must have 10 years full-time service with the district.
- It is important that you remain with Medicare and NYSHIP/Empire Plan in order to continue with your union medical insurance benefits.
- Welfare Fund benefits can be continued if you maintain union membership and pay the group rate for each of the portions you choose. You must decide at retirement which benefits you want to continue.

APPR FAQ

- **Student Performance** is incorporated into your Overall Teacher Rating. The grade level you teach and whether or not your class ends in a state exam determines how assessments are applied. SEE SECTION B “Student Performance Category” in the APPR.

- **Pupil Support Staff, OT, PT, Speech and Teacher Assistants** are evaluated differently and are not included within this information.(See the APPR for details)

- **Probationary Teachers** receive three (3) formal evaluations each school year. Split assignment teachers receive one (1) from each building; the third is to be worked out between the administration in each building. Post conferences should take place within two (2) weeks of each observation, at which time the teacher shall receive a copy of the written observation signed by the administrator.

- **1st Formal Observation:** requires both a pre and post observation conference; is announced; is conducted by the end of November; the observation must take place within 3 workdays of the pre observation conference or it must be rescheduled with a new pre observation conference date.

- **2nd Formal Observation:** is conducted by the end of February; is unannounced; does not require pre and post conferences. Post conferences are commonly used for collecting evidence.

- **3rd Formal Observation:** is conducted by the end of April; can be announced or unannounced; does not require pre and post conferences though they are commonly used for collecting evidence.

- **3 Walk-through Observations:** one (1) in Cycles I, II, and III.

- **Tenured Teachers** receive 2 Formal evaluations each school year. Split assignment teachers of 50/50 receive one evaluation from each building

- **1st Formal Observation:** is announced, is arranged at least five working days before the observation and is conducted by the end of November. Upon request by the teacher pre and post observation conferences can take place.

- **2nd Formal Observation** is unannounced, and is conducted no later than the end of April. Upon request by the teacher a post observation conference can take place.

- **4 Walk-through Observations:** two (2) conducted in Cycle I and two (2) in Cycle II.

- **Pre and post conferences will be held during the school day at a mutually agreed upon time by the teacher and administrator. Teachers should never be expected to forfeit their lunch or prep for any conferences.**

- **Walk-through Observations are 5 - 10 minutes in length**

- **Formal Observations are a minimum of 25 minutes and no longer than 45 minutes.**

WE ARE HERE TO HELP

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YFT Leadership Health and Safety Committee:
Christine Morrone and Tom Muniz

YFT Leadership New Teacher Committee:
Roselyn Kendrick-Jones, yft@yft860.org

YFT Leadership Newsletter Committee:
Christine Morrone, Editor

YFT PD Leadership Training Committee:
Kara Popiel and Lia Council

YFT Leadership PTA Committee:
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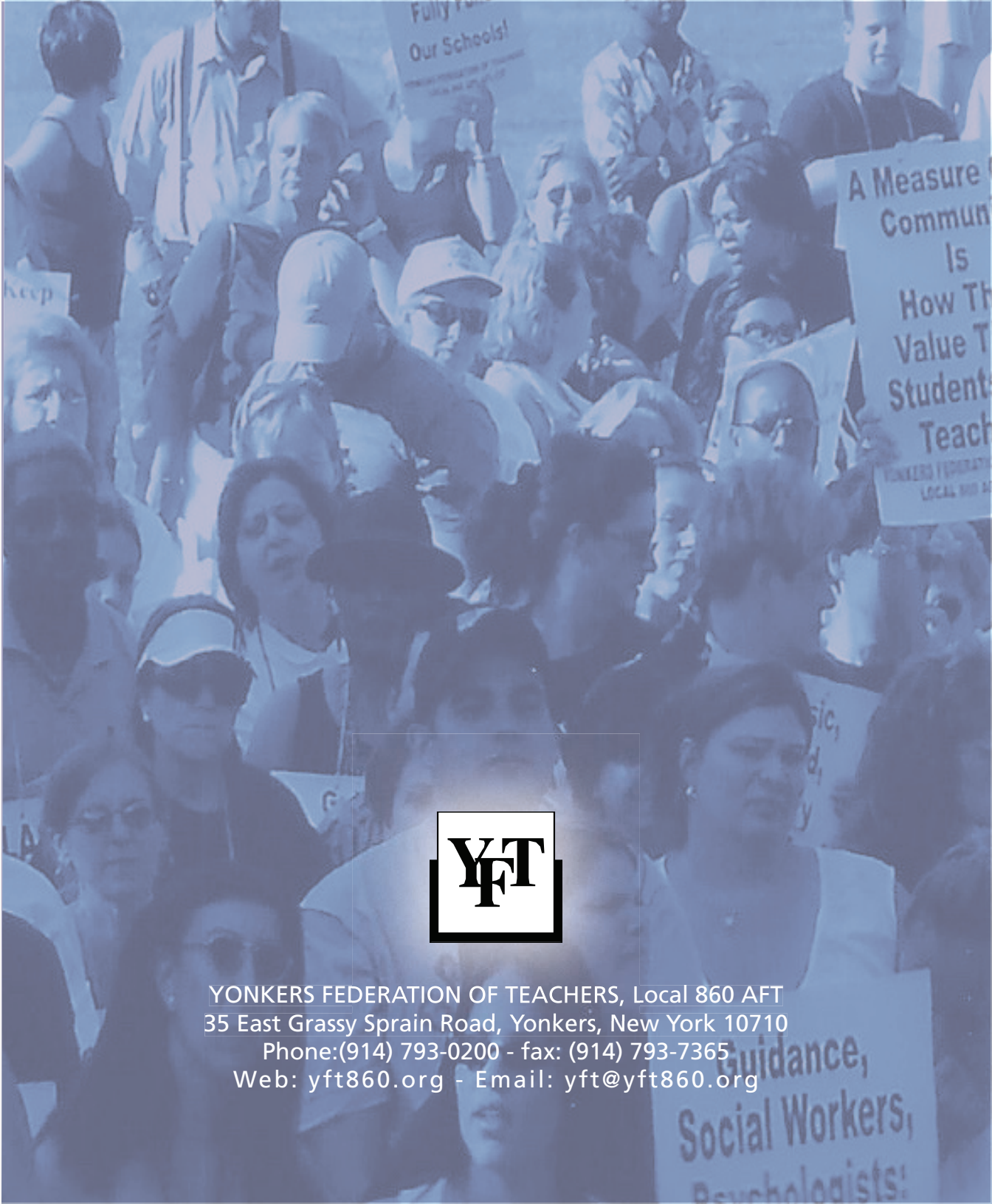
Vote-Cope/Political Action Committee
Michael Ciriello and Joanne Casella

YFT Leadership- YFT Community Outreach Committee (COR)
Debbie Collier and Emiko Castro, yft@yft860.org

The YFT President is, ex officio, a member of all committees.

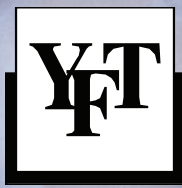
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- NEW YORK STATE TEACHERS
RETIREMENT SYSTEM: (800) 348-7298
- NYSUT ALBANY: (800) 342-9810
- NYSUT REGIONAL OFFICE:
(914) 592-4411
- CREDIT UNION: (914) 376-7088
- YONKERS PUBLIC SCHOOLS:
MAIN: (914) 376-8000
HEALTH BENEFITS: (914) 376-8085
(Medical Insurance)
HUMAN RESOURCES/PERSONNEL:
(914) 376-8075
- RICHARD GAZZOLA TEACHER CENTER:
(914) 376-8614 FAX: (914) 376-3427
- NEW YORK STATE EDUCATION
DEPARTMENT: (518) 474-3852



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Guidance,
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Psychologists!