Important Dates

December:
4 - PPSTA Exec – 3:30 – Garden St
   BOE Meeting 7pm – Jane Bolin
9 – Retirement Meeting – 3:30 – Garden St
13 – PPSTA Social and Toys for Tots Drive
   3:30 Mahoney’s
18 - PPSTA Rep Board Mtg – 3:30 – Garden St
   BOE Meeting 7pm – Jane Bolin
20 – ½ Day Give Back (Parent Teacher Conferences)
21 – Jan 5 – Winter Recess – No School

RETIREEMENT:

If you are turning 55 this school year 2019-2020, you are eligible to retire under Article XIII –

Section 1.
“All unit members who will reach the age of 55 during the course of any school year, July 1st through June 30th, covered by this Agreement and who have 15 or more years of credited service, upon retirement from the District, shall be entitled to a retirement incentive of 75% of their last year’s salary provided that notice of retirement is given in writing at least 6 months in advance of the retirement dates provided below. The retirement incentive payments shall be made in accordance with the Memorandum of Agreement dated June 30, 2003 by and between the District and the PPSTA.”

Please make an appointment ASAP with Heather Martino to review important information.
All letters have to be submitted to the District by December 30th, 2019.
**PPSTA UPDATES:**

**Payroll:**
- If you believe that your paycheck is not accurate, you should contact the Business Office.

**Certification:**
- It is the responsibility of the member to keep all professional certifications current. Any lapse in certification could lead to termination as is it illegal for Districts to keep a tenure track teacher in a position they are not certified in.

**APPR:**
- The APPR Flowchart and MOA are available on the PPSTA website. Please document, via email any violation of the process or timeline. Additionally, it is the responsibility of the member to uphold their tasks in a timely manner.

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**Contract Corner**

**Question:** The building principal has informed me that I have been selected as an advisor of a contractually recognized club, but I have not been officially appointed by the Board of Education. Should I start the club?

**Answer:** No. The only way to ensure that you will be paid for performing this service and that this activity is an official school district activity (covered by liability insurance) is by being appointed by the board. Even if you feel that this would be a good faith effort, unless the Board appoints you to the position, you won’t be paid and the activity is not officially recognized. (Several years ago, unit members were not compensated after they started performing this service, because the previously funded positions were suddenly cut.) You should not assume your position will be funded until the BOE takes actions.

**Question:** My building principal has rescheduled a faculty meeting and not posted or put out an agenda. Must I attend the meeting?

**Answer:** No, according to Article XVIII, Section 4, the meeting notice with an agenda must be distributed or posted at least twenty-four (24) hours in advance of the proposed meeting. If this notice does not occur, the meeting becomes a voluntary meeting.

**Contract Language:** Article XVIII, SECTION 4. Faculty/Department or Grade Level Meetings - Professional personnel shall receive twenty-four (24) hours notice of a meeting with a proposed agenda, which shall be posted in designated areas; except in emergency situations when notice and posting shall be dispensed with. There shall be two required meetings per month to include general faculty, department or grade level. Meetings shall be one (1) hour in length and begin no later than at the end of the teacher workday. Meetings may exceed one (1) hour in duration in emergency situations. The district shall be entitled to conduct professional development programs during meetings as long as the same may be completed within one meeting, whereupon the activity would not be subject to extra-compensation for the teachers.

*PPSTA members should attend all required meetings if they fall within the parameters of the language negotiated in our contract.*

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The PPSTA would like to share its sincerest condolences with:
Nancy Dingee
Alison Cox
Krista Shannon
Elizabeth Carroll-Clarke
Jacqueline Spadaro

on the passing of their family members.

***If you would like something included in the Bulletin, including PR articles, congrats, and condolences, please submit them to bulletin@ppsta.org***

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The PPSTA is on Facebook!

**Find us under**

“Poughkeepsie Public School Teachers’ Association”
The Importance of Record Keeping
IT IS VERY IMPORTANT THAT YOU MAKE AND KEEP A DIGITAL OR HARDCOPY OF THE FOLLOWING:
- Personal business requests
- Time cards for payment
- In-service credit requests or course approval
- APPR Evaluation & Timeline
- Communications with the District or Administration

Often problems arise and if these forms are lost or misplaced, it makes it much more difficult to retrace steps and for the PPSTA leadership to argue on your behalf. Without copies of all documents, it becomes more complicated to make sure that you are afforded all the rights to which you are entitled.

Any confrontations with administration or parents should be documented for yourself in writing. It’s easier to recall conversations right after they have taken place. Put exact quotes in documents. Documenting such encounters and making copy of all documents, allows your union to represent you more effectively.

In-Service
Paperwork for new course approval or previously approved courses MUST be received BEFORE the start of the course. Send In-Service requests to Barbara Williams at HR. The In-Service committee meets monthly to review applications. Make sure you provide ALL information required as noted on the form.

Curriculum Connection
Teacher Registration
Holders of Permanent and Professional certificates must be registered with NYSED. Those with Professional certs must also accrue 100 hours of CTLE hours every five years. Please see www.nysed.gov for details and record keeping forms.

Grievance Procedure:
It is the responsibility of the affected member to contact the PPSTA President and Grievance Chair in a timely manner, if they think that their contractual rights have been violated.

ARTICLE XXX. GRIEVANCE PROCEDURE
A. A grievance is a claim by any employee or group of employees, or PPSTA, that there has been or is a violation or deprivation of a term and/or condition of employment under this Contract.
B. All grievances shall include the name and position of the aggrieved party, the time and place of the grievance, the contract provision allegedly violated, a general statement of the nature of the grievance and the redress sought.
C. A grievance shall be deemed waived unless it is submitted within 30 school days after the aggrieved party knew or should have known of the events or conditions on which it is based. During the summer recess, work days shall be considered as school days.

Continuing alleged violations may be grieved at any time, provided, that any redress may not be retroactive prior to the date the grievance was filed.
D. The District and the Association will facilitate any investigation which may be required and to make available any and all material and relevant documents, communications and records concerning the grievance.
E. The grievant shall have the right of representation at all stages of the grievance procedure and to confront and cross-examine all witnesses called against him or her, and to testify and call witnesses on his or her own behalf.
F. In any grievance brought by an employee or group of employees, PPSTA shall be notified of all hearing dates, given copies of all exhibits and decisions and have the opportunity to cross-examine all witnesses.
G. No interference, coercion, restraint, discrimination, or reprisal of any kind at any time will be taken by the District or by any member of the administration against the Association or any other participant in the grievance procedure.
H. Failure by the District to hold a hearing or submit decisions within the time limits set forth herein shall be construed as a denial of the grievance and the grievance may be appealed to the next stage
I. Grievances shall be submitted at the lowest possible stage where relief may be granted.

SEE the Importance of Recording Keeping. When in doubt, ask for it in writing!
NEW Endorsed Program

Get ready to Access ... big savings!

NYSUT Member Benefits is pleased to announce the launch of our newest endorsed program -- **Member Benefits Discounts & Deals provided by Access Development!**

This money-saving benefit is available exclusively to NYSUT members and features the nation’s largest private discount network.

These deals can be accessed either online or from the palm of your hand through Access Development’s MB Deals mobile app. Visit [mbdeals.enjoymydeals.com](http://mbdeals.enjoymydeals.com) to learn more.

Register your account on the Access website with your NYSUT ID number using the URL above. You will then be able to enjoy exclusive access to savings of up to 50% on shopping, restaurants, movie tickets & entertainment, travel, oil changes & vehicle maintenance, and much more.

**Have a favorite local business?**
One of the best features of the MB Discounts & Deals program is the ability to recommend your favorite local business, restaurant, coffee shop, etc. to potentially join the Access Development network.

**Register your account on the Access website by March 31, 2020 to be eligible to win prizes -- visit the Member Benefits website for more information!**

Learn more by calling 800-626-8101 or visiting [memberbenefits.nysut.org](http://memberbenefits.nysut.org).

For information about contractual endorsement arrangements with providers of endorsed programs, please contact NYSUT Member Benefits.
PPSTA & Toys for Tots
Mahoney's
35 Main St. Poughkeepsie, NY 12601
Friday, December 13th 3:30-5:30
PPSTA Members & Non Members $5.00
50/50 Raffle Drawing to benefit the PPSTA Scholarship Fund!!

*Please bring an unwrapped toy or consider a donation toward the purchase of toys.*

Please send your RSVP to: Olga Mirabilia @ 40 Garden St. Suite 207
RSVP by: December 12th, 2019
Make your checks payable to PPSTA

Name ______________________________________
School ______________________________________
# Attending ________________________________
Amount Enclosed $ _______________________
Donation $ ________________________________
PPSTA Benefit Trust Information

Calendar year information:
- Medical calendar year: 1.1-12.31
- Legal calendar year: 4.1-3.31
- Dental calendar year: 7.1-6.30
- Opt-out calendar year: 9.1-8.31
- Vision calendar year: 9.1-8.31

Notice to all UMR Plan members:
- Members can locate UMR Choice Plus providers by logging onto UMR
- To access it go to www.ppsta.org. On the top menu, click on “BENEFITS” then click on the “PPSTA Plan”. You can also find the gym reimbursement form on this page.

Getting married? Call Olga at the PPSTA office for a change of status form. After you receive the marriage license, please send a copy to Olga. New family members MUST be enrolled in 30 days!

Moving? Call Olga with a change of address and phone information. You will also need to notify the PCSD Business Office.

Are you expecting a new family member? Newborns are automatically covered during the first 30 days following birth. Enrollment is required during the first 30 days to continue coverage, if you were not previously enrolled for family coverage. From date of adoption, provided family or dependent coverage is applied for within 30 days of adoption or legal custody. Please send a copy of the birth certificate to the PPSTA office.

Status Changes: Members are responsible for updating the plan within 30 days of any changes in health or dental coverage (for any covered member) or any changes in family status (divorce, separation, retirement, birth, death, adoption, change in full-time student status, no longer an eligible dependent due to age, etc.) If you need to make changes to your enrollment status, or to the enrollment of any of your eligible dependents, please contact the PPSTA Benefit Trust office.

Did your child graduate from college recently? All children are covered under their parent’s plan until the age of 26 as long as they are enrolled in the plan.

Traveling to a foreign country? PPSTA Medical coverage is limited to Emergency Care and is subject to the Emergency Care Copay plus an additional $250 Copay for Foreign Travel. The bills need to be detailed in English or which are translated to English with the medical procedures clearly listed.
For a non-emergency situation, if you are out of the country less than six (6) weeks, the $250 copay would apply to any service and the balance of the charges would be paid as an out of network benefit subject to the NPPO deductible ($1,000) and coinsurance (30%). When you travel to a foreign country, we recommend you get some temporary travel insurance that is appropriate for the country you will be visiting.

*If you are returning from a leave of absence, it is your responsibility to contact the PPSTA office to re-enroll for benefits.

Medicare Eligibility: Once you and/or your spouse are no longer actively employed and Medicare Eligible, you need to update your enrollment status. Please provide the plan with an updated enrollment form along with a copy of your Medicare ID Card. You must enroll in both Medicare Part A and B once you are no longer covered under a plan of a member who is actively at work. You must contact the District for information on reimbursing your Medicare Part B premiums.

QUESTIONS about prescription drug related questions, contact OptumRx at 1-877-559-2955.

QUESTIONS regarding available benefits, including preventive and routine services available to you and your dependents, contact UMR at 1-800-826-9781 Monday-Friday from 8am-5pm.

ANY PROBLEMS with the adjudication of claims or with a provider, PLEASE call the PPSTA office!!
Debbie Kardas’ hours are Tuesday-Thursday 10:30-1:30. You can also contact her at benefittrust@ppsta.org.