

OVERVIEW OF TEACHER'S CHOICE 2007 – 2008

Funding has been identified by the Chancellor and the City Council to continue the implementation of the **Teacher's Choice Check Distribution Program** for the 2007 – 2008 school year.

This program supports the efforts of school based educators to enhance the learning experiences of students by maximizing their flexibility to purchase materials for use in their classroom or office assignments.

Checks are scheduled for distribution together with the **December 14, 2007** paychecks and they will be valid for 90 days from the date of issuance. All purchases must be completed by **March 15, 2008**, and Accountability Reports and receipts for all items purchased must be submitted to principals/supervisors by **March 28, 2008**.

Checks issued to SBST members under the Teacher's Choice Program will be sent to the sites where they receive their paychecks.

The principals/supervisors of the sites involved are responsible for distributing the checks, collecting all required documentation, and ensuring that SBST members adhere to the guidelines of the program.

CHECK DISTRIBUTION

The Teacher's Choice Allocation File is based on information obtained directly from the Employee Information System (EIS) file. This file indicates educational category of all school based educators.

All checks will be packaged by site and each package will include a roster indicating the names of all individuals located at each site for whom checks have been provided.

The December 14th distribution will include checks generated for all staff members on payroll at your site as of the middle of October, 2007 who meet the criteria outlined under "Eligibility Requirements", provided that the information in their EIS payroll records is accurate.

In situations where checks were not issued for staff members who meet all eligibility requirements, the category information contained in the EIS file for the individuals involved should be reviewed at the school level. If it is incorrect, a request for an update should be submitted to the appropriate integrated service center (ISC).

Early in January 2008, a second allocation file, including checks for all eligible individuals on payroll through December 1, 2007 as well as all updates made to the EIS records by schools after the initial distribution, will be forwarded to JP Morgan Chase Bank. The checks produced will be delivered to schools in late January.

A final file containing updates made through mid February will be forwarded to the bank in time to ensure that checks will be distributed to schools by mid March.

Checks will be valid 90 days from the date of issuance and educators will be allowed until March 15, 2008 to utilize their allocations to purchase instructional supplies. Participants in the program will be held fully accountable for all materials purchased with their allocations. Please be sure to retain all original receipts for all materials purchased.

At the end of the purchasing period, each participant will be responsible for preparing an Accountability Report attaching original receipts listing all items purchased, together with the dates for materials were brought into their schools.

Principals will be responsible for collecting Accountability Reports from participants, maintaining a file of the documentation submitted for audit purposes, and forwarding the names of those individuals who have not submitted any documentation to the Special Projects Unit of the Division of Financial Operations by **April 18, 2008**.

Principals are also being requested to forward documentation submitted for purchases that do not appear to fall within the guidelines established for the Teacher's Choice Program to the Special Projects Unit of the Division of Financial Operations for review.

The Teacher's Choice Purchasing and Accountability Guidelines, as well as all relevant forms, including the "Statement of Purpose and Accountability Form", "Receipt for School Fund Contribution" and the Teacher's Choice "Stop Payment/Request for Replacement Check Form", are available on the DFO website.

Principals may download a copy and make it available to staff members who do not have access to the internet.

High School participants no longer have the option of assigning all or some part of their allocations directly to their schools. All school contributions must be made via personal check.

ELIGIBILITY REQUIREMENTS

Elementary, Intermediate, Junior High and Citywide Special Education Schools

All individuals in each of the categories listed below (tax levy and reimbursable) on staff as of December 1, 2007 who provide services to children, are eligible to participate in this year's program. Individuals eligible to participate in the program will receive allocations in the amounts indicated below:

General Education Teachers, (including Staff Developers and Teacher Trainers)	\$260
Teacher, Attendance (General Education)	\$260
Teacher, Special Education (including Staff Developers & Teacher Trainers & Coaches)	\$230
Teacher Attendance (Special Education)	\$230
Resource Room Teacher	\$230
Speech Therapists	\$230
Guidance Counselor (General & Special Education)	\$200
Social Worker	\$200
School Psychologists	\$200
Laboratory Specialists (General and Special Education)	\$100
*School Secretaries	\$ 50

High Schools

All Instructional Staff assigned to classroom duties who teach at least one class a day, clinicians and support staff actively employed as of December 1, 2007 are eligible to receive allocations as indicated below:

General Education Teachers (Including Staff Developers & Teacher Trainers & Coaches)	\$260
Special Education Teachers (Including Staff Developers & Teacher Trainers & Coaches)	\$230
Resource Room Teachers	\$230
Speech Improvement Teachers	\$230
Assistant Principals – (who teach classes and are Supervisors of subject areas)	\$ 50

In addition, staff members in the following categories are eligible to receive allocations:

Library Teachers	\$260
Attendance Teachers	\$260
Speech Therapists	\$230
Guidance Counselors (General and Special Education)	\$200
Social Workers	\$200
School Psychologists	\$200
Lab Specialists	\$100
*School Secretaries	\$ 50

*All secretaries will receive \$50 for the purchase of basic supplies for use in their office assignments.

Staff members on sabbatical or other leaves for the fall term and those assigned off-site are not eligible to receive allocations.

Any questions regarding the eligibility of educators who do not clearly fall into one of the above listed categories must be resolved between the Principal of the site involved and the appropriate UFT Representative.

Summary of Key Dates

December 14, 2007- Distribution of the Teacher's Choice Checks.

March 15, 2008 - All purchases for Teacher's Choice must be completed.

March 28, 2008- Accountability Reports and receipts for all items purchased must be submitted to principals/supervisors.

April 18, 2008- Principals will forward the names of those individuals who have not submitted any documentation to the Special Projects Unit of the Division of Financial Operations.