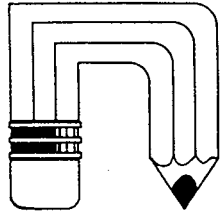


Newburgh
Teachers'
Association



SURVIVAL GUIDE

52 Pierces Rd.
Newburgh, NY 12550
845-562-8120

ACKNOWLEDGEMENTS

The Newburgh Teachers' Association - #2867 would like to acknowledge the following people who devoted their time and expertise in completing this "Survival Guide". Without their dedication and commitment to the ER&D process, the completion of this guide would not have been possible.

John C. Eitel, Jr., Local Site Coordinator

Christina Cloidt – Research Linker

Nicholas Ramos – Research Linker

Michael Ryan – Research Linker

David Sutton – Research Linker

Kim Defillipo – Research Linker

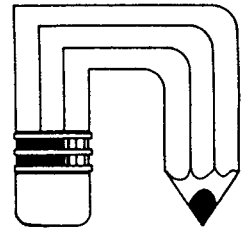
Barbara Rubin – Research Linker

**Newburgh Teachers' Association's
Educational Research & Dissemination Program**



"KNOWLEDGE IS POWER"

Newburgh Teachers' Association



52 Pierces Road • Newburgh, NY 12550-3259
(845) 562-8120 • Fax: (845) 565-7905

Dear Colleague:

The NTA is pleased to provide you with this “Survival Guide” to help you manage your first year of teaching in Newburgh. Prepared by the NTA’s Educational Research and Dissemination Program (ER&D), the guide provides you with some general information that we hope will result in a less stressful opening.

The NTA and the ER&D Program provides you with a host of valuable programs and services. We encourage you to access these programs. They exist to help you and to provide a support system for new teachers to our district.

Our newer teachers represent the future of Newburgh’s schools. Many of our veteran teachers have reached retirement age. With many school district and educational changes, the life of a newer teacher can be very frustrating. The NTA is committed to helping our newer teachers cope with the frustrations.

On behalf of the officers, directors and delegates of the NTA, welcome to the Newburgh Enlarged City School District, and best wishes for a productive and rewarding year.

Sincerely,

A handwritten signature in black ink that reads "Philip Cordella". The signature is written in a cursive, flowing style.

President

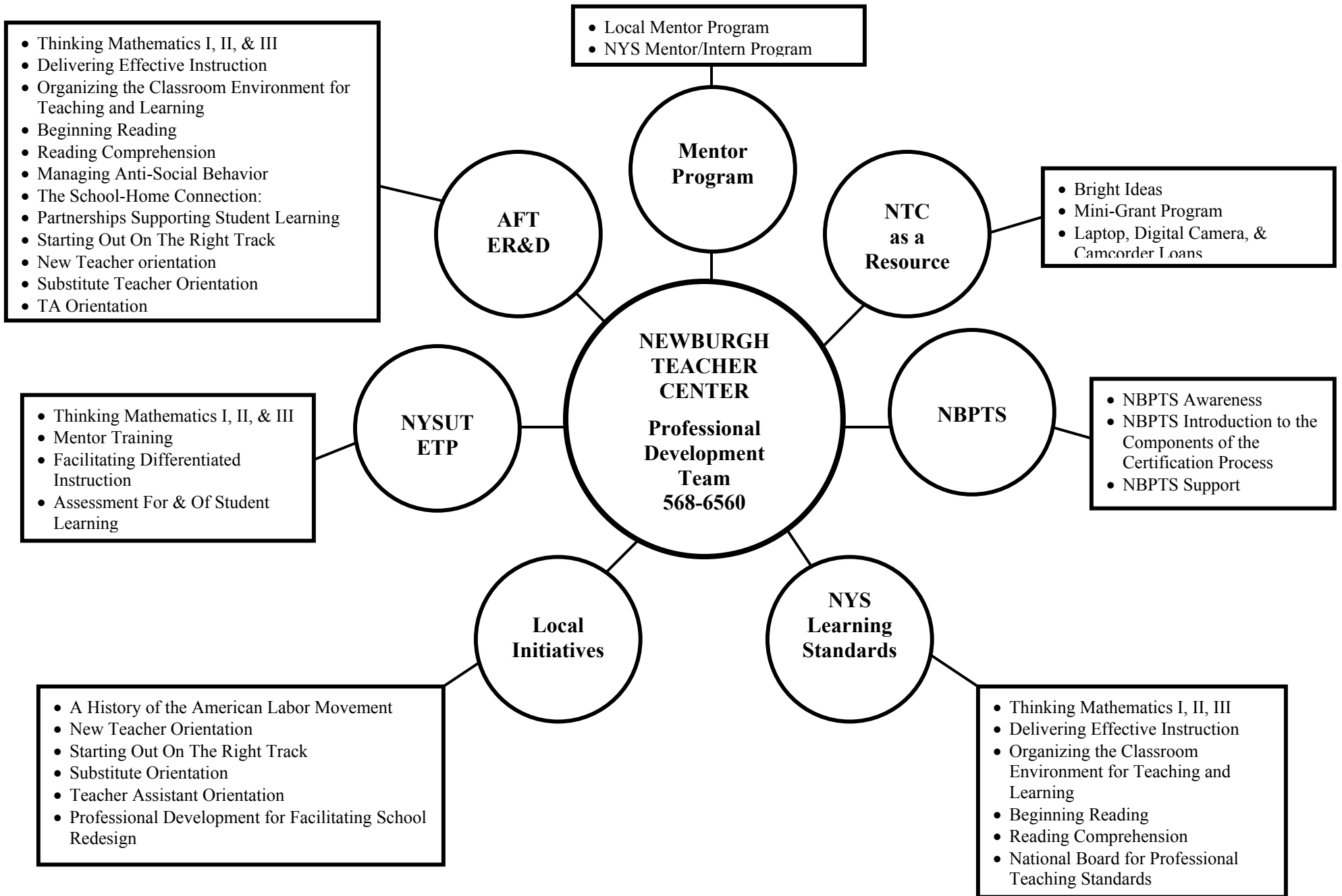
Table of Contents

	<u>PAGE #</u>
Important Contact Numbers	5
Newburgh Teacher Center	6
List of Important Phone Numbers	7
Important <u>Financial Choices</u> you need to know about!	8
What is VOTE/COPE?	8
Contractual Issues	9
How do Effective Classroom Managers Get Started?	9
Things you should check before the first day school.	10
Things you should check before the first day school	11
Who Do I Go To For?	12
Helpful Acronyms	13
SAFE Schools ACT – Highlights	14
District Map	15

Important Contact Numbers

SITE	CONTACT	PHONE	FAX #
NEWBURGH TEACHERS' ASSOCIATION 52 Pierces Road, Newburgh, NY 12550	Philip Cordella, Pres. Robin Eitel, Benefits	562-8120 562-7988	565-7905
NEWBURGH TEACHER CENTER Stewart Academy	John Eitel, Jr, Coord. Valerie Morrison, Sec.	568-6561 568-6560	568-6564
NEWBURGH CENTRAL OFFICE 124 Grand Street, Newburgh 12550	Main Switchboard Monica Donato, H.R. Patricia Manuele, Health Benefits	563-3400 563-3461/60 563-3467	563-3468
Balmville School 5144 Route 9W, Newburgh 12550	Carla Siegelbaum, Principal	563-8550	563-8554
Fostertown E.T.C. Magnet School 364 Fostertown Road, Newburgh 12550	Maritza Ramos, Principal	568-6425	568-6430
Gardnertown Fundamental Magnet School 6 Plattekill Turnpike, Newburgh 12550	Gail Thomas-Wilson, Principal	568-6400	568-6408
GAMS Magnet School 300 Gidney Avenue, Newburgh 12550	Elsa Kortright-Torres, Principal	563-8450	563-8459
Heritage Junior High School 405 Union Avenue, New Windsor 12553	Joseph Raiti, Principal	563-3750	563-3759
Horizons-On-The-Hudson, Magnet School 137 Montgomery Street, Newburgh 12550	Lisa Buon, Principal	563-3725	563-3730
Meadow Hill Global Explorations Magnet Schl. 124 Meadow Hill Road, Newburgh 12550	Barbara Weiss, Principal	568-6600	568-6609
New Windsor School 175 Quassaick Avenue, New Windsor 12553	Roberto Calderin, Principal	563-3700	563-3709
Newburgh Free Academy 201 Fullerton Avenue, Newburgh 12550	Peter Copeletti, Principal	563-5400	563-5405
North Junior High School 301 Robinson Avenue, Newburgh 12550	Ronald Jackson, Principal	563-8400	563-8409
Pre-K Center @ St. Francis 247 Renwick Street, Newburgh 12550	Arthur Mamazza, Principal	568-6650	561-5893
Pre-K Center @ Washington St. 191 Washington Street, Newburgh 12550	Joan Goudy Crosson, Principal	563-8575	563-8585
South Junior High School 33-63 Monument Street, Newburgh 12550	Edward J. Mucci, Principal	563-7000	563-7019
Stewart Academy 1001 First Street, New Windsor 12553	Robert Wood, Principal	568-6550	568-6556
Temple Hill Academy 525 Union Avenue, New Windsor 12553	Joyce Mucci, Principal	568-6450	568-6470
Vails Gate High Tech Magnet School 400 Old Forge Hill Road, New Windsor 12553	Melinda LaMarche, Principal	563-7900	563-7909
West St. School (Young Parents Program) 39 West St., Newburgh, NY 12550	Rachel Ambroziak, Manager	563-8544	563-8540
Special Education Dept. 121 Executive Drive, New Windsor 12553	Cheryl Bivona K-6 Claudetter Gerald 7-12	563-8520	563-8529
Technology Dept. 121 Executive Drive, New Windsor 12553	Barbara Tudor	568-6540	568-6539
Substitute Request	http://www.aesoponline.com	1-800-942-3767	

Newburgh Teacher Center



List Of Important Phone Numbers

Make sure to fill in the first seven phone numbers regarding your school.

	#	Name
1. Head Delegate	_____	_____
2. Principal	_____	_____
3. Assistant Principal(s)	_____	_____
	_____	_____
	_____	_____
4. ER&D Resource Linker	_____	_____
	_____	_____
	_____	_____
5. Health Office	_____	_____
6. School Safety Office/Security	_____	_____
7. Guidance Office	_____	_____
8. NTA (Newburgh Teacher's Association)	_____ 562-8120	
9. NTA Benefit Trust Fund	_____ 562-7988	
10. Newburgh Teacher Center	_____ 568-6560	
11. Newburgh Board of Education	_____ 563-3400	
12. Substitute Service	_____ 1-800-942-3767	
	http://www.aesonline.com	
13. Payroll Problems	_____ 563-3440	
14. Hudson Heritage Federal Credit Union	_____ 561-5607	

Important Financial Choices you need to know about!

Insurance: Even if you are covered under your spouse's medical insurance policy, you have the right to enroll in the Newburgh Enlarged City School District's insurance plan. You do not have to accept the district's insurance buy-out plan if you do not wish. It is voluntary. The only exception to this policy is when your spouse is already covered under the Newburgh Enlarged City School District's insurance plan. Then a buy-out is mandatory. There are re-entry rules that are established in the contract. Please refer to Article XXII, C of your contract.

Pay Plan: You have the right to choose between two pay period schedule plans that suits your financial needs:

1. 21 pay period plan – annual salary divided into 21 equal paychecks.
2. 26 pay period plan – annual salary divided by 26 – a large paycheck is remitted on the last payday in June – the large paycheck is equivalent to 6 pay periods. Please refer to Article XXV, I of your contract.

Flex Plan: CHOOSE to Pay for Your *Payroll Deducted* Insurance Costs with FLEX! Pay for your share of your employer-sponsored medical • dental • vision • hearing • drug insurance policies with pre-tax dollars

- **NO change in current insurance coverage**
- **Change HOW you pay for your premiums**
- **Money deducted *pre-tax* in the exact amount of your premiums**
- **SAVE up to 30% - 35% or more**
- **Increase your spendable income**
- **No calculating required**

Sick Bank: Your contract provides for a Sick Leave Bank for unit members. The Sick Leave Bank is available to members who experience a personal or family catastrophe, and may not have sufficient personal sick leave days to cover the absence from work. To be covered by the bank, a unit member will be asked to complete a letter of intent indicating a willingness to contribute to the bank. A special form for this purpose will be provided to you by the district. By arrangement with the district, NTA retiring teachers, as well as those who leave the district prior to retirement, are able to contribute their unused sick days to the bank. The Sick Leave Bank is provided for in Article XVI, B, 10 of your employment contract.

What Is VOTE-COPE?

VOTE-COPE is the Committee on Political Education, the non-partisan political action arm of New York State United Teachers. Funded entirely by voluntary contributions from members, VOTE-COPE is used to help union-backed candidates and campaign committees that support education and labor.

VOTE-COPE helps strengthen political action programs on all levels – national, state, and local. To help on the local level, VOTE-COPE provides rebates to participating unions for local political action.

VOTE-COPE funds, by law, are kept separate from those of NYSUT. A statewide committee makes decisions on the use of VOTE-COPE contributions.

VOTE-COPE solicits and accepts only voluntary contributions. Contributions or gifts to VOTE-COPE are not tax-deductible.

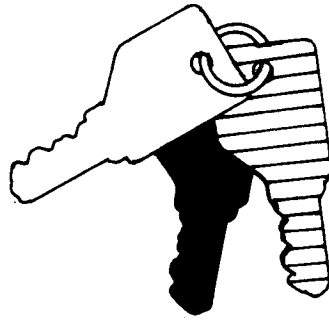
Contractual Issues

By contract you are entitled to:

- Preparation Time – One period per day on the secondary level and 250 minutes per week on the elementary level.
- Minimally a desk, chair, and filing cabinet.
- Health, Dental, and Eyeglass Insurance.
- A limit on class size and class load.
- Duty-free lunch period - a minimum of thirty minutes.
- If you are a "traveling teacher," you are to receive travel time and car allowance based on the IRS rate.
- Observations and evaluations are to be done in a collegial manner. Content, date, and time of observation is mutually agreed upon.
- You are entitled to personal leave and you literally take it. You do not need to ask permission.
- The discipline policy is district wide.
- You have the Newburgh Teacher Center as resource. Utilize it. The number is 568-6560. All in-district calls, just dial the last four digits.
- Your personnel file is housed at the Board of Education Office. You may look at it at any time
- You have the right to request a particular substitute.
- A parent conference (other than district wide) shall be scheduled after the teacher has been consulted as to time and place before the conference is scheduled.

If you have any questions or concerns, please consult your NTA Building Delegate.

WHAT ARE THE KEYS TO A SUCCESSFUL FIRST YEAR? HOW DO EFFECTIVE CLASSROOM MANAGERS GET STARTED?



What are the Keys to a Successful First Year? How Do Effective Classroom Managers Get Started?

- **Careful detailed planning of rules/procedures**
- **Systematic teaching of expected behaviors**
- **Encouraging high levels of student accountability**
- **Maintaining good management systems**
- **Organizing instruction for student task-engagement and success**

CLASSROOM MANAGEMENT

EQUALS

SUCCESS

Things you should check before the first day school:

Flag	
Pencil Sharpener	
Class Lists/Room Arrangements	
Keys:	
a. Classroom	
b. Restroom	
c. Cabinet	
Emergency Plans	
Bodily Fluid Waste Kit	
Sufficient Desks/Tables	
Text Books	
Chalk/ Erasers	
Plan Book	
Pens/Pencils	
AV Equipment	
a. TV	
b. Overhead projector	
c. VCR	
Hazardous Room Conditions	
Telephone/Buzzer Operational	

Who Do I Go To For:

?	Name	Location	Phone #
Dental Forms			
Desk & File Cabinet			
Health Forms			
Personal Day Forms			
Room Keys			
Salary Claim Forms			
Referrals			
Supplies			
Keys			

Helpful Acronyms

- **AFT** American Federation of Teachers
- **BLT** Building Leadership Team for Curriculum Alignment
- **BOE** Board of Education
- **CDEP** Comprehensive District Education Plan
- **COGATS** Cognitive Ability Testing
- **CSE** Committee on Special Education
- **CSEP** Comprehensive School Education Plan
- **CST** Child Study Team
- **DARE** Drug Abuse Resistance Education
- **ED** Emotionally Disturbed
- **ELA** English Language Arts Test
- **ELL** English Language Learners
- **ER&D** Education Research and Dissemination
- **ESL** English as a Second Language
- **ESPET** 4th Grade Manipulative Science Test
- **ETP** Effective Teaching Program
- **IASA** Improving America's Schools Act
- **IEP** Individualized Education Program
- **LAS** Language Assessment for LEP students
- **LD** Learning Disabled
- **LEP** Limited English Proficient
- **NSF** National Science Foundation
- **NTA** Newburgh Teachers' Association
- **NTC** Newburgh Teacher Center
- **METS** Math, Engineering, Technology and Service (gifted clubs)
- **MR** Mentally Retarded
- **NYSUT** New York State United Teachers
- **PLC** Prescriptive Learning Class
- **PLR** Prescriptive Learning Resource
- **PTSE** Part Time Special Education
- **SED** State Education Department
- **SFA** Success For All
- **SI** Speech Impaired
- **Title I** Reading and Science
- **Title II** Math and Science
- **Title IV** Drug Free Schools
- **Title VI** Innovative Programs-staff development
- **Title VII** Bilingual Education
- **VI** Visually Impaired
- **100.11** Building Site Based Management

SAFE SCHOOLS AGAINST VIOLENCE IN EDUCATION ACT

In July 2000 Governor Pataki signed into law the Safe Schools Against Violence in Education ACT (Project SAVE). This legislation culminated NYSUT's efforts since 1996 to improve school safety in response to the rise of violence in our schools. This legislation affords teachers and other school related personnel greater opportunities to be involved in the development of school district policies and procedures concerning safe school.

Highlights of Project SAVE

- Penalties for assaults by any individual upon a teacher or school employee, or by any non-student upon a student are raised from a misdemeanor to a Class D felony.
- Teachers have the authority to remove disruptive students from the classroom pursuant to provisions of a locally adopted code of conduct. Students will not be able to return to the classroom until the principal makes a final determination about the case.
- Boards of education are required to adopt a detailed code of conduct to provide for the maintenance of order on school grounds. This code must be developed in collaboration with student, teacher, administrator and parent organizations.
- Boards of education are required to develop district-wide and building-level school safety plans that provide for crisis response and management.
- School district employees are given "whistleblower" protection (i.e., immunity from civil liability and protection against retaliatory actions by their employers), if they make a report about a suspected act of violence.
- Certified or licensed school personnel must report allegations of child abuse committed in an educational setting by school employees or volunteers.
- The State Education Department must develop interpersonal violence prevention education and training packages for grades K - 12.
- The Commissioner of Education is required to ensure that school conference days include school violence prevention and training. Teacher certification candidates will be required to complete two hours course work or training in school violence and prevention.
- The Board of Regents is directed to include a civility, citizenship and character education component in the course of instruction in grades K - 12.
- All prospective school district employees and all individuals who apply for certification will be fingerprinted for a criminal history background check.
- The State Education Department and the Department of Criminal Justice Services must develop a uniform violent incident reporting system. School districts will be required to furnish information on violent and disruptive incidents at schools and to report such incidents to local enforcement authorities.