Important Dates

January:
2 - PPSTA Exec – 3:30 – Garden St
9 - Chief Building Rep Mtg – 3:30 – Garden St
16 - PPSTA Rep Board Mtg – 3:30 – Garden St
   BOE Meeting 7pm – Jane Bolin
21 – Martin Luther King Jr. Day – No School

PPSTA Bulletin is the official notification for our membership regarding all medical and dental insurance information through UMR.

Benefit Trust Coordinator:
Debbie Kardas
Office hours: Tues, Wed, Thurs: 10:30-1:30
Questions? Call PPSTA office 845-471-3376
Or email at benefittrust@ppsta.org

Contact Us:
PPSTA Office:
40 Garden St.
Suite 207
Poughkeepsie, NY 12601
Phone: 845-471-3376
Fax: 845-471-6793

PPSTA Office Secretary:
Olga Mirabilio
hours: M-F 8:00-12:00
officesecretary@ppsta.org

PPSTA Officers:
Please see our website for contact information:
www.ppsta.org

It's TAX TIME!!

PPSTA Dues for 2018
For your financial records, please note:
Union dues paid for 2018 were $862.92 for those employed from January 2018–December 2018.
For those hired September 2018, the dues paid for September 2018–December 2018 were $346.08.
Dues are $43.26 per paycheck for those members earning $34,000 or more.
Please contact the PPSTA treasurer Dominick Aquafredda, at PMS, if you have any questions or e-mail him at treasurer@ppsta.org.

PLEASE NOTE:
The NYSUT Member Benefits Trust endorsed Legal Service Plan provided to you by the PPSTA is a taxable benefit. The IRS reporting value of legal service plan premiums would be reported on a Form1099-MISC, but because the premium value is under $600 and does not reach the threshold for the use of such a form, we will not be preparing and filing that form.

Additionally, beginning this year, if you are itemizing your taxes, you can deduct your dues. (Thank you AFT!)
**Negotiations:**
- The Negotiations Committee is still looking for elementary and secondary volunteers in order to proceed.
- Please notify Stephanie Green via email at president@ppsta.org.

**Elections:**
- 2019 is an Election Year for all PPSTA Elected Positions.
- Please contact Christine Pizer (PHS) to assist on the Committee. You cannot be on the 2019 ballot.

**Lesson Plans:**
- An agreement has finally happened! Members are to have lesson plans available in their classroom for administrative review, as per BOE policy.
- As per policy, you have to have a week planned in advance.
- As per Superintendent directive, Admin is to review lesson plans once per month, and provide written feedback.
- Please remember that you can choose to keep hardcopy or digital plans, but all digital submissions become the property of the District as you are utilizing their platform.

**APPAR:**
- Many members have expressed that there are errors in their evaluation process. The PPSTA has sent a detailed Power Point to all CBRs to be forwarded.
- The APPR Flowchart and MOA are also available on the PPSTA website. Please document, via email any violation of the process or timeline.
- CBRs will be holding what we consider “pre-grievance” meetings with building administration to review the timeline, etc, again.
- Please notify your CBR via email with APPR violations as we will be filing individual grievances for each.

**The PPSTA would like to share its sincerest condolences with:**
- Sonia Singleton (PMS) on the passing of her aunt
- Janet Johnson(Warring) on the passing of her father
- Gail Larabee (Clinton) on the passing of her family member

Our thoughts are with you.

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**Contract Corner**

**Question:** What is the Building Council and what is its role?

**Answer:** The Building Council is made up of the duly elected PPSTA representatives (Advisors and Trustees) in a building and the building administration. It is responsible to cooperate and advise the building Principal in the establishment of building level policies. It is required that any change in building level policy is considered by building council prior to implementation and a recommendation made to the building Principal.

(Article IV Section 14.1 on page # 27 and 28)

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**Thank you for donating to the PPSTA “Toys 4 Tots” Drive!**

The PPSTA’s “Toys 4 Tots” Drive was held during the month of December where a “Toys 4 Tots” box was placed in each building.

The PPSTA Social was held on Friday, December 14, 2018 at Mahoney’s in Poughkeepsie.

Thank you so much for your generosity! A big thank you as well for those who attended.

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**The PPSTA is on Facebook!**

Find us under

“Poughkeepsie Public School Teachers’ Association”
**In-Service Committee**

During the 2017/2018 academic year, the InS-Service Committee created a checklist for educators to refer to when submitting the In-Service Course Approval Form. They thought this checklist would be helpful and alleviate confusion regarding supporting documentation.

**In-Service Course Approval Checklist:**

- Form and accompanying documentation are submitted and stamped by HR before the conference or class commences.

**Supporting/Accompanying documentation includes:**

- Date the course will be taking place - Course can not take place during school hours.
- Number of hours - including breaks.
- A full description of the course.
- The course relates to the appropriate target audience.

Please note:

- Courses can not be less than 3 hours in length, unless it is part of a series.
  - Courses offered by the Mid-Hudson Reading Council are less than 3 hours and are allowable.
- Supporting documentation for online course must have a start date of the course or indicate an open enrollment.
- All courses must be paid by the participant with no reimbursement from PCSD.
- Only one description per submission (no group submissions).

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**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.
As a benefit of the PPSTA Access Group Legal Service Plan, you are entitled to draft or update a Simple Will each year. The same holds true for your spouse or domestic partner. This is a service that is provided at no cost to PPSTA members.

On 02/25/19, a plan attorney will be at the PPSTA Office at 40 Garden Street beginning at 2:30 p.m., to meet with legal plan participants on an individual basis to assist in drafting a Simple Will. Member, spouses, family members, or domestic partners are invited to attend the session. Please be sure to bring your completed Legal Security Packet to the scheduled appointment. If you need the questionnaire packet, please indicate on the coupon below or call Olga Mirabilio at 845-471-3376.

If you would like to take advantage of this service, complete the coupon below and return it to Olga either via inter-office mail, or call the office (471-3376) with the information, as soon as possible.

Retirees, if you would like to avail yourself of this opportunity, for a $55 annual fee you can likewise have these documents prepared (and receive more legal services) by enrolling in the Legal Service Plan at www.nysut.org. You must buy the NYSUT Legal Plan before your appointment.

(Please Print)

YES! Sign me up for Will Day.

Name:________________________________________

Building:___________________________________ Extension #_______

Please send me a questionnaire yes____ no____

Home Phone or Cell Phone:________________________

Time Preference from 2:30- 5:00: 1st____ 2nd____ 3rd____

(the schedule may be extended if there is a need to include more people)

Return coupon to: Olga Mirabilio at the PPSTA Office via inter-office mail or call.

Response Deadline: February 20, 2019
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.
Benefits designed exclusively for NYSUT members

NYSUT members and their loved ones have access to dozens of endorsed shopping, travel & personal programs available through NYSUT Member Benefits, including discounts on hotels & vacations; car & truck rentals; international group tours; sports & concert tickets; theme parks & attractions; and more.

Whether you are participating in one of our shopping/entertainment/travel offerings; auto, homeowners or life insurance plans; or financial or legal services, NYSUT members have the "Power of the Union" behind them ready to serve as their advocate.

The following is just a sample of the endorsed programs available to NYSUT members:

**Bose** -- NYSUT members receive special educator pricing on high-end, high-quality electronics such as music systems, headphones and bluetooth speakers. You must contact Bose toll-free at 877-709-2073 and mention "educator pricing" to receive this exclusive pricing.

**Orlando Employee Discounts** -- NYSUT members save up to 30% on unforgettable Orlando, FL excursions to Disney World, Universal Studios and many other attractions.

**Grand Circle Travel** -- NYSUT members can enjoy a number of unique travel deals on international river cruises and other travel opportunities with Grand Circle's small ship cruise tours, river cruises and land tours.

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**Member Appreciation Month is back!**

One of our most popular annual events is set to return this February. The 2019 Member Appreciation Month celebration will be filled with a series of prize drawings for items donated by NYSUT Member Benefits and our endorsed program providers -- including gift cards, iPads, Echo Dots and more!

As a MAP Alert member, you are eligible to win prizes every single day throughout the month of February.

All MAP Alert members are already entered to win; if you have colleagues who would like to be eligible to win, they simply need to sign up for our MAP Alert service on the Member Benefits website. Prize winners will be listed daily on the Member Benefits website.

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To learn more about Member Benefits-endorsed programs & services, visit [memberbenefits.nysut.org](http://memberbenefits.nysut.org) or call 800-626-8101.

For information about contractual endorsement arrangements with providers of endorsed programs, please contact NYSUT Member Benefits.

Jan-Feb 2019