

New York City Department of Education Library Staffing Plan

The Board of Education of the City School District of the City of New York ("DOE") is committed to providing library services to all secondary students in accordance with the Regulations of the Commissioner of the New York State Education Department (SED). Commissioner's Regulation § 91.1 requires that a school library shall be established and maintained in each school. Commissioner's Regulation § 91.2 requires that each secondary school shall have a certified School Library Media Specialist (SLMS). The shortage of certified SLMSes creates a great challenge to the DOE to comply with Regulation 91.2.

The DOE shall adhere to the following plan to come into compliance with Commissioner's Regulations §§ 91.1 and 91.2.

Communication

The Chancellor will communicate to superintendents and principals that each school is required to have a library in accordance with § 91.1. The Chancellor will also communicate to superintendents and principals that all secondary students must have access to an SLMS in accordance with Regulation § 91.2 and this plan. The only exception will be where compliance with § 91.2 is impossible because no SLMSes are available in accordance with the collective bargaining agreement. The message will include that principals are required to include libraries and SLMS staffing funding when creating their budgets. For schools that are either not required to or do not have a SLMS, a licensed teacher will serve as the librarian. This will be communicated through Principals Weekly and School Support Weekly.

Principals and superintendents will be annually reminded that they are required to comply with §§ 91.1 and 91.2. They will be required to provide open access time for students to visit the library during their lunch time or other appropriate time for access to books and materials, technology support, and support for assignments. Open access time is key in ensuring that students value their school libraries collections and have opportunities to select their own reading materials for independent reading. Principals will also be encouraged to think of creative ways to expand the hours the school library is available to students.

The communication to superintendents and principals and the first annual reminder can be done in the same message from the chancellor within 45 calendar days of the execution of this agreement.

Timeline: within 30 days of execution of the stipulation by the parties

Superintendents or their designee (other than a school-based principal) will be responsible for monitoring compliance with §§ 91.1 and 91.2 and this plan. Secondary schools without a SLMS and campuses with enrollments over 1,500 will be prioritized for staffing.

Field Support Center (BFSC) Support

Within 45 calendar days following the execution of this agreement, each FSC will assign one pedagogue on its staff to be the library program liaison. The liaisons will regularly attend relevant professional learning opportunities provided by the Office of Library Services (OLS). OLS will also provide liaisons with regular reports on compliance and program data and assistance when principals struggle with library program issues. OLS will create a seminar series to meet the professional development needs of this group of individuals.

Campuses

Commissioner's Regulations §§91.1 and 91.2 are based on "schools." Since the DOE has a large number of co-located sites and the library can be a shared space, for the purposes of compliance with §§ 9.1 and 9.2 and this plan only, notwithstanding Article 7(A)(8) of the collective bargaining agreement covering teachers (the "CBA"), a campus will be considered a school. The following will apply to SLMS that serve students that are not in their school pursuant to this plan:

- The SLMS will be observed and rated only by the principal of the school of which the SLMS is on table of organization for the majority of his/her time and observed in a manner consistent with other teachers serving in more than one school;
- All provisions of the CBA, including, but not limited to, for purposes of determining the SLMS' school day and applying provisions in the CBA with respect to excessing, will be applied based on the SLMS being part of only the school of which the SLMS is on the table of organization for the majority of his/her time.

In buildings where the library is a shared space for all of the students in the schools, the total student enrollment in the building shall constitute a single "school" for purposes of compliance with §§ 91.1 and 91.2.

The appropriate superintendent and principals will create a plan, with which principals will be required to comply, as to how all schools on a campus will comply with §§ 91.1 and 91.2

The campus plan will include, but need to be limited to, scheduling, facilities, collection, and staffing consistent with the applicable collective bargaining agreements

The UFT and the DOE will discuss other possible modifications to Article 7(A)(8)(c) of the CBA.

Timeline: 2016-2017 school year

Excessing and SLMSes in Excess

Schools may not excess secondary SLMSes except where the school (or schools, together, in the event of a campus) served by the SLMS no longer fall under the mandate of Commissioner's Regulation § 91.2 or there is a reduced need for SLMSes at the school, provided that any reduction does not violate Commissioner's Regulation § 91.2 (e.g., a school that drops below 2,000 no longer requires two SLMS). In the event of extraordinary circumstances, the Executive Director of the Division of Human Resources will conduct a review and consult with the president of the UFT or his designee after which, where reasonable, the Executive Director may grant, on a case-by-case basis, authority to excess an SLMS consistent with the applicable collective bargaining agreements.

The Director of OLS will continue to provide information to principals looking for an SLMS to be assigned to their school (i.e., principals looking to "hire" an SLMS).

The DOE will assign SLMSes in excess to schools with a need for a SLMS consistent with the applicable collective bargaining agreements. These SLMSes will be used to fulfill the requirements of §§ 91.1 and 91.2 only.

Certification

The DOE will encourage teachers to become SLMSes. For those teachers that are assigned to secondary school libraries, principals will be informed that the staff member should be encouraged to become certified.

Timeline: Spring 2017

Professional Learning Opportunities

School & District Leaders

OLS will provide professional learning opportunities for principals and superintendents. This includes sessions at principal conferences and district level seminar trainings. The purpose is to strengthen participants' understanding of the role and importance of the librarian in the school's instructional plan, the requirements of §§ 91.1 and 91.2, and the provisions of this plan.

Timeline: Spring 2017

Library Professionals

OLS has continued to provide library professionals with professional development options. This includes the Fall Conference, Spring Meetings, and many other opportunities throughout the year.

OLS has created a Newly Assigned Institute for those who are new to the library or the district and serving in the capacity as a librarian. Additional support is provided via a mentor program for newly assigned library professionals. Mentors are experienced, certified SLMSEs currently employed by the DOE and assigned by OLS.

OLS will sponsor borough based Professional Learning Community Meetings after school. These meetings are optional, but the intent is to build a network of professionals that are able to support each other and share ideas.

Timeline: annually

Recruitment

The DOE will make its best efforts to recruit SLMSEs to meet the requirements of Commissioner's Regulations §§ 91.1 and 91.2.

The UFT and DOE will create a joint committee composed of an equal number of representatives appointed by the UFT President and the Chancellor. This committee will be responsible for identifying recruiting opportunities; working with colleges to increase recruitment and exposure to the SMLS programs; and screening potential candidates for recommendation for employment with the DOE.

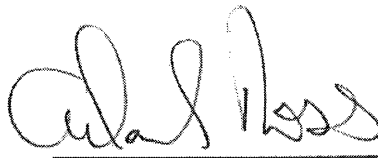
Timeline: within 30 days of execution of the stipulation by the parties

The parties agree that this plan can be modified by a waiver granted in accordance with the regulations of the Commissioner of Education.

Sincerely,



Lawrence Becker
Chief Executive for Labor Policy
New York City Department of Education



Adam Ross
General Counsel
United Federation of Teachers