

**Side Letter**  
**Between the Sweetwater Union High School District**  
**and the Sweetwater Education Association (SEA)**  
**Regarding Teacher Librarian Restoration for the 2022-2025 School Years**  
**August 5, 2022**

1. As part of the 2019 reduction in force, Teacher Librarians were laid off from 1.0 positions at each comprehensive site, the District was able to allocate funding using existing funding sources to establish allocations of .2 for MS, .4 HS, and slight increases based on sizes (.4 larger middle schools and .6 larger high schools).
2. Under the current June 3, 2021 side letter, the District agreed to provide additional funding for the 2021-2022 and 2022-2023 through ESSER or allowable one-time state or federal funds to increase allocations further.
3. As part of ongoing communications between SEA and District on the role of Libraries of the Future, Teacher Librarians have emphasized that having comprehensive library services allows Teacher Librarians to serve as guides to learning, innovation, and equity for students in the following areas: access, learning experiences, and supporting students' success.
4. The Libraries of the Future Work Group will continue collaborating to ensure Libraries and Teacher Librarians of the Future meet student's needs related to literacy and technology changes. Much of the work has focused with Teacher Librarians in their roles as Teacher Librarians and in their role to collaborate with their colleagues to ensure students learn digital, research and technology skills needed to succeed in the future. This aligns with the District goal to accelerate learning through literacy.
5. **Funding:**  
Based on additional one-time funding and increased LCAP dollars projected over the term of this agreement, the District will commit funding to ensure comprehensive school sites that lost a full-time Teacher Librarian would have the position restored to support the focus on literacy and acceleration of learning for all students for the period of the side letter.
6. **Allocation:**
  - A. Each comprehensive, non-alternative school site previously receiving a Teacher Librarian prior to the reduction in force shall receive an increase in allocation to a 1.0 allocation for each of the school years referenced. This will commence no later than the start of the second quarter of 2022-23 (October 3, 2022).
  - B. Sites will return their Teacher Librarian to full time status, as soon as a qualified and credentialed teacher has been identified and placed at the school site to cover the teaching courses currently assigned to the Teacher Librarian. The District will have Teacher Librarians in place at all comprehensive sites by the start of second quarter, wherever possible due to external staffing. Parties shall meet to discuss all efforts made to date if positions are not filled before the second quarter begins.
    1. Sites that currently have a partial allocation, filled with a Teacher Librarian that is less than full time, would increase that individual's allocation through submission of a PAR, if the individual is amenable.

2. Sites that can fill their Teacher Librarian's existing teacher courses through a current staff member agreeing to a 1/6 from now to the end of first semester, or if allocation allows from now until the end of the school year, would complete the process upon approval of the PARs. Parties recognize the December 7, 2021 MOU regarding the additional 1/6s is still in effect until June 2023.
3. Sites that need to fill a partial content area vacancy due to the restoration of a full time Teacher Librarian, would fill the position as soon as the new teacher is available at the school site, hired externally.
4. The sites that have a split Teacher Librarian will honor the Teacher Librarians' site preference for the following sites (GJH/RDR; ORH/CPM). Full time transition would not occur until the Teacher Librarian vacancy is filled at the other site.
5. Teacher Librarian vacancies, partial or full, which are not filled by existing Teacher Librarians will be offered in seniority order to displaced Teacher Librarians or Teacher Librarian who have accepted another district position teaching at another site. Any remaining vacancies shall be filled by a joint internal and external post, which will give existing unit members who have or are working on a Teacher Librarian Service Credential the opportunity to compete for open positions.
6. If the District determines to open a library to serve alternative education campuses, the existing alternative education Teacher Librarian will be offered the right of first refusal.

**C. Class Coverage:**

1. Teacher Librarians are subject to providing class coverage consistent with Article 12.8 and Appendix C-4. Whenever possible and when there are other site teachers with prep periods, Teacher Librarians will not be asked to cover classes during the high intensity distribution and collection periods of the first three (3) weeks of the school year, the last three (3) weeks of school year, up to the first five (5) school days of semester II, up to the last five (5) school days of Semester I.
2. Upon mutual agreement with their administrator, a Teacher Librarian may provide coverage in the library to maintain equitable access to the library.

**D. Teacher Librarian's Job Duties:**

1. Teacher Librarians will be required to continue day to day functions required to run their library. This list includes: making budgetary decisions, completing the Monthly Financial Report of Library Collections portion of the Principal Report as part of their essential duties-(Current version of this report is attached as Exhibit A), providing data for Williams Report, Textbook Collections Report, Mobile Devices Report, Library Quarterly Report, ordering in

Truecouse, consulting on textbooks collection/distribution/discards, communicating/delegating with Library Technicians, new course inquiries, responding to parent, teacher and student emails, providing updates on online resources, supporting with the collection and distribution of devices, etc.

2. As Teacher Librarians, a major focus of their essential daily functions shall be on improving student literacy during this side letter (transliteracy):
  - a. Site Administrators in collaboration with Teacher Librarians shall develop a written annual plan that aligns to the school's site plan and how the Teacher Librarian will serve transliteracy needs of students at that site, including LTEL/STEL/ELD/Special populations and schoolwide literacy needs.
    - i. Collaborate with targeted Resource Teachers in support of ELD curriculum and student growth to provide a variety of resources to support EL learners.
    - ii. Serving as a reader advisor in pairing students with non-assigned reading options based on their reading level lexiles and preparing culturally relevant and responsive reading and resource displayed.
    - iii. Host literacy circles or book talks.
    - iv. Work to create library space and innovative maker spaces, including building up steam, stem and alternative pathways (such as robotics).
    - v. Curate digital resources.
  - b. All Teacher Librarians shall:
    - i. Establishing and maintaining a library space that is physically, intellectually, and emotionally safe.
    - ii. Accelerate use of libraries as research spaces and train students on use of digital databases.
    - iii. Collaborate with site teachers to build digital and informational literacy and research skills across the site.
    - iv. Lead site digital citizenship instruction to inform literacy, technology tools, and media tools.
    - v. Collaborate with TOSA, Ed Tech, and Curriculum specialists.
    - vi. Support future textbook adoptions and complete all required documentation to receive new materials and to discard outdated textbooks.

- c. Any further changes to the Teacher Librarian's job duties will be reviewed by the Libraries of the Future joint governance workgroup committee.

**E. Continuing Workgroup to Focus District wide Best Practices:**

The parties have collaboratively established a Libraries of the Future Working Group, which it intends to expand under this side letter to be comprised of a maximum of five (5) SEA-appointed unit members and a maximum of five (5) District-appointed personnel.

The Workgroup acknowledge that the role of a Teacher Librarian and library spaces are ever evolving and need to be updated. The parties have established a working group made up of district and site administrators and Teacher Librarians. The intent is to continue these working groups over the term of this agreement. As such:

1. Parties will continue to work around creating libraries as technology spaces, ensuring student access to equipment. Professional Development will be provided when any new technologies are introduced on site.
2. The Workgroup will develop District wide resources that all Teacher Librarians and sites can use such as recorded information created and updated by Teacher Librarians regarding District databases, similar to a Research 101 and a District Librarian website.
3. The Workgroup will create regular workshops that can be used site or District wide on information literacy and research skills and inquiry learning.
4. The Workgroup shall co-plan Teacher Librarian training to address the increased focus on the role of Librarians as Teacher Librarians, with a focus on assisting in the literacy needs of students.
5. The Workgroup will continue to work collaboratively to build Libraries of the Future in assessing the role of libraries as research spaces, reading spaces, studying spaces, meeting spaces, maker spaces, collaborative/event/activities spaces, safe spaces, and virtual spaces.
6. The Workgroup shall review and suggest revisions to the job descriptions and current duty statements of Teacher Librarians, and bring those to the parties bargaining teams for consideration prior to the close of the 2023-2024 school year.
7. The Workgroup will meet by January 2025, to review progress on their joint efforts to establish Libraries of the Future run by Teacher Librarians and present the results to the Board and bargaining teams for ongoing consideration.

**F. Term:** The term of this agreement shall be through June 30, 2025.

# Exhibit A

## Sweetwater Union High School District MONTHLY FINANCIAL REPORT OF LIBRARY COLLECTIONS

School: SAMPLE FORM-LIBRARY

Month Ending:                     

Submit this report to your School Secretary/Financial CI  
by the 1st of each month.

REVENUE ACCOUNTS (FOR FINANCE USE ONLY)											
LINE NO.	Type of Collection or Refund	Pseudo # to be increased	\$Amount	Fund	Resource	Project Year	Goal	Function	Object	School Code	Pseudo Finance Input
1	Beginning Cash on Hand		\$0.00								
2	Text Books	XXXXX		01	0000	X	0000	0000	8699	000	326 81768
3	Library Books	XXXXX		01	0000	X	0000	0000	8699	000	326 81768
4	Library Fines	XXXXX		01	0000	X	0000	0000	8699	000	326 81768
5	Textbook Fines	XXXXX		01	0000	X	0000	0000	8699	000	326 81768
6											
7	DECREASE CASH-ON-HAND	XXXXX		01	0000	X	0000	0000	8699	000	326 81768
8											
9											
10											
11	REFUNDS Text Books	XXXXX		01	0000	X	0000	0000	8699	000	326 81768
12	Library Books	XXXXX	#REF!	01	0000	X	0000	0000	8699	000	326 81768
13											
14	LESS: Ending Cash on Hand										
15	CASH OVER/(SHORT)	XXXXX		01	0000	X	0000	0000	8699	000	326 81768
16	Net Collections for the Month		#REF!								

17	Checks \$	\$0.00
18	Cash \$	\$0.00
19		

\$0.00

**NOTE**  
PLEASE SUBMIT RECEIPTS FOR ALL MONIES  
COLLECTED OR REFUNDED  
(Use a "Negative" receipt for ALL Refunds)

Librarian's Signature:                                     

Revised 07/2012

For the Association:

Leo Hsu

Leo Hsu, Bargaining Chair

Lourdes A Renteria

Lourdes A Renteria (Aug 8, 2022 12:03 PDT)

Lourdes Renteria

Monchel Lewis

Monchel Lewis (Aug 8, 2022 15:25 PDT)

Monchel Lewis

Ana Banos

Ana Banos

Shelly Poliska

Shelly Poliska (Aug 15, 2022 09:31 PDT)

Shelly Poliska

Cesar Gamez

Cesar Gamez (Aug 8, 2022 14:25 PDT)

Cesar Gamez

Rebecca Y. Robinson

Rebecca Y. Robinson (Aug 8, 2022 12:37 PDT)

Rebecca Robinson

Chad Cooper

Chad Cooper (Aug 8, 2022 11:53 PDT)

Chad Cooper, STCU Executive Director,  
CTA/SEA

For the District:

Ana Maria Alvarez

Ana Maria Alvarez, Asst Superintendent,  
Teaching and Learning

Anna Pedroza

Anna Pedroza, Chief Human Resources  
Officer

Dianne Huslin

Dianne Huslin (Aug 8, 2022 12:00 PDT)

Dianne Huslin, Principal

Jennifer Carbuccia

Jennifer Carbuccia (Aug 8, 2022 11:59 PDT)

Jennifer Carbuccia, General Counsel












# MOU- SEA Librarians 8-5-22 FINAL\_

















Final Audit Report
















2022-08-15


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 Document e-signed by Shelly Poliska (shelly.poliska@sweetwaterschools.org)

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 Agreement completed.

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