



Responding to a March 15 Notice

Steps to take when you've been notified that your teacher librarian position may be reduced

First take a deep breath. Then take action. Remember that districts are obligated to notify certificated staff by March 15 if there is any possibility that positions will be eliminated next school year. It is not a done deal.

Position your library so that administrators know that they will be cutting valuable programs and give them all the information they need so that they can make informed decisions.

Steps to Take

Must-have Documents

ED Code and Library Positions

If You Are Reinstated

Visit the [cslaSOS09 wiki](#)

Share your experiences – post the documents and tools you used to prepare for a March 15 notice.

Need documents and tools – visit the wiki to help prepare yourself for a March 15 notice.

STEPS TO TAKE

1. Know your rights as a teacher.

- What does your contract say?
- If the library position is eliminated, do you have rights to return to the classroom?
- Are you tenured? Have you checked your position on the seniority list?
- Are you a member of a Teacher's Union? They may be able to give you information about your particular status.

2. Define the issues.

- Research shows that schools with a teacher librarian in the library perform better on standardized tests. As a teaching partner in the classroom, you provide instruction that is not replicated anywhere else in the curriculum and is necessary to meet California Standards.
- The value of your library collection is estimated conservatively at \$[insert your library value here]. The teacher librarian is the link between the collection and the classroom. If you're not there, what is the plan for keeping track of the collection and making it accessible to students?
- Are you the "librarian of record" for more than your school? For example, do you assist with elementary feeder school libraries in any way? If you were not there, is there a person at the district level? If not, would this mean your district must contract for library services with the county office of education?
- Coin a slogan to defend the library positions and use it on printed documents, buttons, even t-shirts.(link to quotes)

3. Gather your people resources.

- Talk to the parents. Ask them to also *write* letters of support...and to appear at the same School Board meeting as the classroom teachers. The current campaign to save school libraries in Washington State was initiated by three concerned parents!
- Talk to your classroom teaching colleagues – ask them to *write* a letter on your behalf. Better yet is to have them write it and bring it with them to the next school Board meeting and hand it to the school Board members themselves.
- Ask the local newspapers and television news crews to come to the School Board meetings and to interview you at school in your library.
- If there are several Teacher Librarian positions being considered for cutbacks, work together to create the handout packets.
- There will probably be several Board meetings about this – attend them all.

4. Gather your handouts. [link to must-have documents]

- Handouts that go to Board members should be delivered to the District Office so that they can read them in advance of the meeting. Include a cover letter that lists the highlights of the packet. Be sure to thank them for their time.
- Make copies for all district administrators – including the Principals of all the district schools. If they have Principal meetings with the Superintendent, deliver them before that meeting.

5. Talk to your colleagues.

- Join CSLA if you are not already a member. Check the Web site frequently.
- Join in the discussion on the CSLA wiki – there are great ideas in our collective advocacy.
- Gather with other Teacher Librarians in your district and region and work together to inform administrators about the role of Teacher Librarians and achievement.

MUST-HAVE DOCUMENTS

1. [School Libraries Work!](#) This most important publication is produced by Scholastic and is offered free. Contact your local Scholastic Rep to have some mailed to you. If you do not know who your Rep is: call Scholastic at 1-800-SCHOLASTIC (1-800-724-6527), prompt #1. You can also download it in a pinch at: [School Libraries Work! from Scholastic Publications](#) but the print copy from Scholastic is more professional looking.
2. Your school and district library plan for student achievement. Make copies for every Board member and district Principal.
3. Include any of the information from the CSLA ‘toolkit for administrators’. Download them from www.csla.net.
4. Download Doug Achterman’s study on how school libraries work to boost student achievement: [School Libraries and Student Achievement in California](#).
5. Highlight pages from *Standards and Guidelines for Strong School Libraries* that pertain to staffing, instruction, or other relevant information. Do not hand them the entire document at this point.

CSLA and March 15 Notice Resources

Page 3

6. Don't forget to include any in-house documents you have that show the instruction you do at your school. These could include a lesson, a collaboration worksheet, or student work, circulation statistics.
7. Click on the link below for the perspective on the district's obligation as it relates to a March 15 notice (Source: CSBA): [CSBA09_UpdateCertificationLayoffs\[1\].pdf](#)
8. Advocating in a tough economy toolkit – from ALA
<http://www.ala.org/ala/issuesadvocacy/advocacy/advocacyuniversity/toolkit/index.cfm>
9. The Research – from ALA
<http://www.ala.org/ala/issuesadvocacy/advocacy/advocacyuniversity/additup/index.cfm>
10. The Washington Moms – an Excellent Toolkit
<http://www.fundourfuturewashington.org/>
11. AASL – Facts for Legislators / The Library as Classroom
<http://www.ala.org/ala/mgrps/divs/aasl/aaslproftools/toolkits/instructionalfactsheet.cfm>
12. AASL – Instructional Classroom Advocacy Toolkit
<http://www.ala.org/ala/mgrps/divs/aasl/aaslproftools/toolkits/instructional.cfm>
13. AASL Crisis Toolkit
http://search.ala.org/search?q=cache:7qxNIMZC5_gJ:www.ala.org/ala/mgrps/divs/aasl/aaslproftools/toolkits/crisis.cfm+crisis+toolkit&access=p&output=xml&ie=UTF-8&client=ALA_DIVISION&num=10&site=AASL&proxystylesheet=ALA_DIVISION&oe=ISO-8859-1
14. What's It Take? – From a White House Conference
This is an older document, but it is filled with connections to administrators. There are many ideas you can use in putting together speeches or written public relations.
<http://www.laurabushfoundation.org/Hartzell.pdf>
15. ALA: “Add It Up” documents research that could be useful for your presentations.
<http://www.ala.org/ala/issuesadvocacy/advocacy/advocacyuniversity/additup/index.cfm>

ED CODE AND LIBRARY POSITIONS

Districts are supposed to provide library services.

California Education Code

18100. The governing board of each school district shall provide school library services for the pupils and teachers of the district by establishing and maintaining school libraries or by contractual arrangements with another public agency.

18103. The libraries shall be open to the use of the teachers and the pupils of the school district during the school day. In addition, the libraries may be open at other hours, including evenings and Saturdays, as the governing board may determine. Libraries open to serve students during evening and Saturday hours shall be under the supervision of

CSLA and March 15 Notice Resources

Page 4

certificated personnel. Certificated personnel employed to perform full-time services in an elementary, junior high, or high school during the regular school day, may supervise, but shall not without their consent be required to supervise, a school library on evenings or Saturdays. If a person agrees to supervise the school library during Saturday or evening hours, he or she shall be compensated in the amounts determined by the governing board of the district as indicated on the salary schedule.

<http://leginfo.ca.gov/cgi-bin/waisgate?WAISdocID=58032922797+0+0+0&WAIAction=retrieve>

The duties described on the teacher librarian credential should be performed by someone with a teacher librarian credential. If there isn't a teacher librarian at the school, then there should be at the district. If not at the district, then at the COE.

California *Education Code* 44269 and 44868

44269. The commission may issue a services credential authorizing service as a library media teacher upon completion of specialized preparation as required by the commission. The standards for these credentials are a baccalaureate degree or higher degree from an institution approved by the commission, a valid teaching credential, and specialized and professional preparation as the commission may require. Whenever the term "librarian" or "library media teacher" is used in this article, it shall be deemed to refer to "teacher librarian."

44868. No person shall be employed as a teacher librarian in an elementary or secondary school, unless he or she holds a valid credential of proper grade authorizing service as a teacher librarian or a valid teaching credential issued by the Commission on Teacher Credentialing if he or she has completed the specialized area of librarianship.

44869. A teacher librarian, when employed full time as a teacher librarian or serving full time, partly as a teacher librarian and partly as a teacher, shall rank as a teacher.

Commission on Teacher Credentialing <http://www.ctc.ca.gov/credentials/leaflets/cl562.pdf>

Regulations Title 5 Section 80053:

From the CTC about the regulations, <http://www.ctc.ca.gov/notices/coded/2000/000013.pdf>

“...These regulations clarify the need for local education agencies responsible for library programs to utilize highly trained library personnel to perform the essential organizational, training and procurement functions in those programs. The functions requiring possession of a library media teacher services credential have been identified as those specifically requiring the training that library media teachers receive in their credential programs. The new regulations also provide a bridge by which a credentialed teacher may serve as a library media teacher while enrolling in a library media teacher services credential program and beginning required coursework for that credential.”

California *Education Code* 1770-1775

Teacher Librarian at a county office of education 1770.

- (a) The county superintendent of schools may, with the approval of the board of supervisors and the county board of education, agree with the county librarian to take over all existing contracts for supplementary books and other material adopted for the course of study between the school districts or community college districts and the county librarian entered into pursuant to the provisions of Sections 18130 to 18139, inclusive. Thereafter the county superintendent of schools shall generally perform such library services for the school districts or community college districts as were theretofore performed by the county library.

CSLA and March 15 Notice Resources

Page 5

- (b) After the above agreement has been entered into, the governing board of any district which had not yet joined the county library may enter into an agreement with the county superintendent of schools for the performance of school library services upon such terms and conditions as are fixed in the contracts or agreements.
- (c) Whenever the county superintendent of schools performs school library services for any district, the provisions of Sections 18130 to 18139, inclusive, so far as applicable, shall control. The county superintendent shall employ a librarian holding a valid credential authorizing services as a librarian issued by the State Board of Education or Commission for Teacher Preparation and Licensing. He shall also employ such assistants as may be necessary to carry on this service. The cost of the salaries of such librarian and assistants, and the other necessary expenses of maintenance of the library, including necessary supplies, equipment, and books, may be paid from the county school service fund.
<http://www.ctc.ca.gov/credentials/CREDS/library-media.html>

IF YOU ARE REINSTATED

1. See this as an opportunity to begin advocating for yourself and your library position all year. Create a task force – using the people who attended School Board meetings, wrote letters, or joined in on your other advocacy activities – to lobby for continued support for library staffing.
2. Join CSLA if you are not already a member and participate in Legi-day, region workshops, conference, and on a committee.
3. Join site and district committees – start now by sitting in on them [e.g. Site Council]. Participate in Staff Development, Curriculum Committee, Technology Committee or any other district committee where you can be there to problem-solve and brainstorm ways to improve instruction.



*Learning through
Books, Media and Technology*

California School Library Association
950 Glenn Drive, Suite 150
Folsom, CA 95630
(916) 447-2684
info@csla.net
www.csla.net