

**Memorandum of Understanding between the
Cleveland Metropolitan School District and the
Cleveland Teachers Union, AFT Local 279, AFL-CIO**

RE: Library Media Specialists Assignments Plans 2022-2024

This Memorandum of Understanding (MOU) between the Cleveland Metropolitan School District (District) and the Cleveland Teachers Union, AFT Local 279, AFL-CIO (CTU) memorializes the District and CTU's shared commitment to continue the current collaborative working relationship thus enhancing the shared responsibility to provide quality educational services for all District students.

The District recognizes that all provisions in the current Collective Bargaining Agreement (CBA) between the District and the CTU and future CBAs as ratified, as well as other binding agreements on the CTU and the District in the form of Memoranda of Understanding (hereinafter collectively "CBA"), shall remain in full force and effect.

Whereas, during the 2021-2022 school year High School Media Centers converted into community, college, and career hubs that operate before, during and after school for student and school community; and for 2022-2023 create community, college, and career (CCC) hubs for the PreK-8 schools; and

Whereas, a Joint Library Committee was created to determine guidance and assignment selection process for staffing the newly created centers; and

Therefore, the District and CTU agree to the following terms and conditions regarding the creation, staffing, and assignments of the CCC sites:

1. The Joint Library Committee (JLC) developed a detailed Guidance document for the Development of a Library Media Specialist Assignment Plan (Attachment A: LMS Assignment Plans 2022-2024)
 - a. The JLC created guidance on the following topics;
 - i. FTE determination
 - ii. Assignment Preferences and Placement
 - iii. Openings (Vacant)/New Hire Processes
 - iv. Timeline-Staffing Process and Assignment Adjustments moving forward for the Admin/UCC to follow.
 - b. The guidance document also includes language on Cluster development
2. The Joint Library Committee also developed a Cluster Assignment and LMS assignments for the 2022-2023SY. (Attachment B: Proposed Cluster Assignments LMS 2022-2023)
3. This MOU will expires June 30, 2024.

FOR THE UNION:

Shari Obrenski
Shari Obrenski, President
Cleveland Teachers Union

5/20/22
Date

FOR THE DISTRICT:

Eric S. Gordon, Chief Executive Officer
Cleveland Metropolitan School District

May 20, 2022

Date

Attachment A: Guidance Document for Library Media Specialist Assignment Plan 2022-2024

RSP Supervisory Organization/Chapter: Library Media Specialists (LMS)

RSP Director: Dr. Wanda Shealey and **UCC Representative(s):**Carolynn Pen, Naimah Gooden, and Errol Savage

Other District and CTU Support: Deborah Paden, Anthony Battaglia, Jessica Baldwin (not UCC members)

The planning team modeled the assignments and creation of clusters on the Assignment Plan process for the Related Services Providers. Below is each category A-F to provide guidance on how the selection process was completed;

A. Method for Determining an FTE (full time equivalent)

1. Every LMS will oversee up to five (5) media/CCC centers. This is a “cluster.” CTU and CMSD library co-leads (as designated by the CEO and CTU President) determined how media/career center sites were grouped into clusters, based on the factors below:
 - a. Number of schools/programs at each site
 - b. Location of sites (mix of east, central, and west side sites)
 - c. Current condition of media/CCC sites (up and running vs. dismantled vs. new)
 - d. Building enrollment
 - e. Year-round vs. extended year vs. traditional calendar
 - f. Buildings start and end times
2. Beginning spring 2023, CMSD Admin (RSP Director) and UCC will adjust clusters for the following SY prior to sending out Assignment Preference Forms. Changes shared with all LMS via email and an electronic submission form.

B. Assignment Preferences- How and When Communication to Members

For SY2022-2023 Assignment selection handled in the following format;

1. Informational meeting held for current LMS on March 14, 2022.
2. Background information on cluster formation for SY22-23 is shared with LMSs.
3. Each LMS will receive a copy of the 27 cluster groups for SY22-23
4. Admin/UCC will send joint email with link to Assignment Selection Form to all LMSs no later than April 1, 2022.
5. The Assignment Selection Form will include:
 - a. LMS name
 - b. School identified for each cluster, including an Informational sheet (School Name, Building Times, Address, and Contract Days) provided to the LMS.
 - c. LMSs will rank all 27 school clusters (assignments) in order via the electronic form.
 - d. LMSs will be ranked in order of seniority from 1-27 based on official seniority list from HR and agreed to by CTU.
 - e. If the LMS does not complete the Assignment Selection Form by the deadline of 5pm on April 8, 2022, the LMS moves to the end of the selection list. They will have no selection form on record and assigned at the discretion of Administration.
 - f. Cluster assignments assigned by the Joint Library Committee based on ranking modification (seniority) unless outlined in 5e above.
 - g. For members on LOA, the UCC and Administration will make a pro-active/full-faith attempt to contact the member by telephone or other non-district email to communicate the deadline. Members on LOA will be treated the same as any other member who does not submit the form as outlined in 5e
 - h. Completed Assignment Selection Forms will be viewable by Administration and UCC Chapter Chairperson (or designee) by April 12, 2022 unless a later date is mutually agreed upon by Admin/UCC.
 - i. No later than April 15, 2022, Administration notifies members via email of assignment for SY22-23.

**Note: The cluster ranking and time line allows Library Media Specialists to participate in OPI.*

C. Openings- How and When Communication to Members**General Notes-**

- A cluster will be disbanded if there is no LMS to service that cluster. (i.e., returned to teaching, resignation, or retirement)
- Once a LMS is assigned to a cluster, they then move as a unit.
- SY22-23 there are 27 clusters to accommodate twenty-seven (27) LMSs.

3 Ways of Ranking as applied to #1-6 below:

1. **LMS Seniority-** Provided by human resources. (Ex: A LMS has 32 years in the district)
2. **Clusters Contract Category with LMS Seniority Applied-** Clusters are resorted by contract days and LMS seniority is applied to the cluster contract category. (Ex: All 185 contract day clusters ranked together and sorted by LMS seniority)
3. **Cluster Ranking-** Clusters Contract Category (#2 above) takes into account clusters with 4 schools. Four school/cluster are moved to the bottom of LMS. Clusters moved to the bottom of the list sorted by LMS seniority with least senior LMS at the bottom of that list. Next, numbering of the list reassigned and becomes the cluster ranking.

If a cluster needs to be disbanded the following process will be used for SY2022-2023 the Joint Library Committee/UCC members will follow the process listed below:

1. Any disbanded cluster will be looked at by contract days first. (185, 195, 205 contracts)
2. The order of contract categories to fill first will be in the following order
 - a. Year Round, (205 contracts)
 - b. Extended Year, (195 contracts)
 - c. New Tech, (195 contracts)
 - d. Traditional (185 contracts), which includes John Hay (205 contract)
3. All LMSs seniority will be re-ranked based on contract category grouping outlined in 2.
4. Clusters in the same contract category can receive 1 additional school (no more than 5 schools max) by the Library Media Committee. The contract's category seniority ranking will be used to assign each cluster an additional school.
5. Clusters that already have 4 schools will be dropped to the end of the cluster assignment rotation. This is called the **cluster ranking**.
6. The LMS who has the highest **cluster ranking** is assigned an additional school first. The process will continue with the next highest cluster ranking LMS until the entire cluster is dissolved.

D. Assignment Placement- How and When Members are Placed

- Members placed into open assignments based on their responses to the Assignment Selection Form, and how the clusters are ranked.
- Seniority determines order of placement. Members will receive their highest remaining ranked cluster from the Assignment Selection Form.
- No later than April 15, 2022, administration will notify members via email of their assignment for 2022-2023 school year.

The 27 School Clusters for 2022-23 are:

- Cluster A - John Adams College & Career Academy, Lakeside Campus, Lincoln-West Campus
- Cluster AA - Bolton, Buhner, Miles, Louis Agassiz
- Cluster B - Louis Agassiz, Tremont Montessori, William Cullen Bryant
- Cluster C - Luis Muñoz Marín, Memorial, Oliver H. Perry
- Cluster D - Anton Grdina, Mary M. Bethune, Scranton
- Cluster E - Andrew J. Rickoff, Clara E. Westropp, Mary B. Martin, Willson
- Cluster F - Alfred A. Benesch, John Marshall Campus, Wilbur Wright
- Cluster G - Harvey Rice, Patrick Henry, Whitney M. Young
- Cluster H - East Technical High School, Facing History/Charles Mooney, New Tech West
- Cluster I - Rhodes Campus, Warner GLA, William Rainey Harper

- Cluster J - Adlai E. Stevenson, Garfield, John Hay Campus
- Cluster K - Charles Dickens, Miles Park, Newton D. Baker School of the Arts
- Cluster L - Douglas MacArthur GLA, John F. Kennedy HS, Kenneth W. Clement BLA
- Cluster M - Albert B. Hart, International Newcomers Academy, Nathan Hale
- Cluster N - Max S. Hayes HS, Mound, Walton
- Cluster O - Franklin D. Roosevelt, Glenville HS, Robinson G. Jones
- Cluster P - Almira, Ginn Academy, Marion-Sterling
- Cluster Q - Garrett Morgan Campus, Joseph M. Gallagher, Sunbeam
- Cluster R - Artemus Ward, Cleveland School of the Arts, Wade Park
- Cluster S - Campus International HS, Campus International K8, Valley View BLA
- Cluster T - Bard HS, Dike School of the Arts, George W. Carver
- Cluster U - Clark, Paul L. Dunbar, Robert H. Jamison
- Cluster V - CMSD Remote School HS, CMSD Remote School K-8, Halle, Orchard
- Cluster W - Louisa May Alcott, Riverside, Stonebrook-White Montessori
- Cluster X - Hannah Gibbons, Marion C. Seltzer, Waverly
- Cluster Y - Collinwood HS, East Clark, Euclid Park
- Cluster Z - Benjamin Franklin, Daniel E. Morgan, Denison

E. New Hires- How and When New Hires Integrated into the Staffing Process

- Not applicable for the 2022-23 school year
- Can be revisited if CMSD Talent posts and hires a LMS

F. Timeline- Staffing Process

For the 2022-23 school year only:

- Release of Assignment Selection Form: April 1, 2022
- Due Date for Assignment Selection Form: April 8, 2022.
- Administration/CTU Chapter Chair/UCC will meet to discuss cluster assignments: April 12, 2022.
- Assignment letters released via email by administration: April 14, 2022.
- The cluster disbandment process for all vacant clusters due to OPI will take place as described in C (Openings) during the week of 5/23/22.
- LMSs notified of schools added to their cluster due to the OPI initiated disbandment process no later than June 3, 2022.
- LMS will begin positions for SY22-23.

G. Assignment Adjustments- Process including deadlines, during the School Year

- Leave of Absence (LOA): If a LMS has been on a LOA for more than 4 weeks the following will occur.
 - LMS can request a substitute for the position.
 - In the event that a substitute does not select the job, the following process is utilized.
 1. CMSD Administration/UCC will meet and discuss what schools need coverage.
 2. LMSs with only three (3) schools/cluster considered first. Receive temporary assignment of additional school(s), up to five (5).
 3. The selection process will be jointly agreed upon by CTU & CMSD.
- Late Resignation/Retirement: Follow procedure in letter C.
- Adjustment of any cluster or schools will be addressed by the CMSD administration and UCC
- Spring 2023 assignment plan revisions.
 - Process begins in January of 2023.
 - Preference Process and all Preferences due by February 2023.
- New process will shared with LMS by March 2023
- Revisions of Assignment Plan due by April 2023
- Final Plan due to CEO and CTU President by May 15, 2023

Cluster	School Name	Contract Days	Contract Calendar	Extended Day	Space	LMS	Choice
A	John Adams College & Career Academy	205	Year Round	Yes	Yes	Carolynn Pen	1
A	Lakeside Campus	205	Year Round	Yes	No	Carolynn Pen	1
A	Lincoln-West Campus	205	Year Round	Yes	Yes	Carolynn Pen	1
AA	Bolton	185	Traditional	No	No	Darlene Ziebold	9
AA	Buhrer Dual Language	185	Traditional	No	Yes	Darlene Ziebold	9
AA	Miles	185	Traditional	No	Yes	Darlene Ziebold	9
B	Louis Agassiz	185	Traditional	No	Yes	Marie Houghtling	2
B	Tremont Montessori	185	Traditional	No	Yes	Marie Houghtling	2
B	William Cullen Bryant	185	Traditional	No	Yes	Marie Houghtling	2
C	Luis Muñoz Marín	185	Traditional	No	Yes	Michelle Miller	Assigned
C	Memorial	185	Traditional	No	Yes	Michelle Miller	Assigned
C	Oliver H. Perry	185	Traditional	No	Yes	Michelle Miller	Assigned
D	Anton Grdina	185	Traditional	No	Yes	Kathleen Craven	2
D	Mary M. Bethune	185	Traditional	No	Yes	Kathleen Craven	2
D	Scranton	185	Traditional	No	Yes	Kathleen Craven	2
E	Andrew J. Rickoff	185	Traditional	No	Yes	Tracie Hawkins	1
E	Clara E. Westropp	185	Traditional	No	Yes	Tracie Hawkins	1
E	Mary B. Martin	185	Traditional	No	Yes	Tracie Hawkins	1
E	Willson	185	Traditional	No	Yes	Tracie Hawkins	1
F	Alfred A. Benesch	185	Traditional	No	Yes	Mary Jo Rindfleisch	1
F	John Marshall Campus	185	Traditional	Yes	Yes	Mary Jo Rindfleisch	1
F	Wilbur Wright	185	Traditional	No	Yes	Mary Jo Rindfleisch	1
G	Harvey Rice	185	Traditional	No	Yes	Naimah Gooden	1
G	Patrick Henry	185	Traditional	No	Yes	Naimah Gooden	1
G	Whitney M. Young	185	Traditional	No	Yes	Naimah Gooden	1
H	East Technical High School	195	New Tech	No	No Library	Diane Merhaut	6
H	Facing History/Charles Mooney	195	New Tech	No	No Library	Diane Merhaut	6
H	New Tech West High School	195	New Tech	No	Yes	Diane Merhaut	6
I	Rhodes Campus	195	Extended	Yes	Yes	Cynthia Anzalone-Fox	1
I	Warner Girls' Leadership Academy	195	Extended	Yes	Yes	Cynthia Anzalone-Fox	1
I	William Rainey Harper	195	Extended	No	Yes	Cynthia Anzalone-Fox	1
J	Adlai E. Stevenson	185	Traditional	No	LMS	Erika Aldrich	8
J	Garfield	185	Traditional	No	No Library	Erika Aldrich	8
J	John Hay Campus	205	John Hay	Yes	No Library	Erika Aldrich	8
K	Charles Dickens	185	Traditional	No	Yes	Errol Savage	1
K	Miles Park	185	Traditional	No	Yes	Errol Savage	1
K	Newton D. Baker School of the Arts	185	Traditional	No	Yes	Errol Savage	1
L	Douglas MacArthur Girls' Leadership Academy	195	Extended	Yes	Yes	Andrea Jenkins	1
L	John F. Kennedy High School	195	Extended	Yes	Yes	Andrea Jenkins	1
L	Kenneth W. Clement Boys' Leadership Academy	195	Extended	No	Yes	Andrea Jenkins	1
M	Albert B. Hart	185	Traditional	No	Yes	Hannah Eaton	14
M	International Newcomers Academy	185	Traditional	No	Yes	Hannah Eaton	14
M	Nathan Hale	185	Traditional	No	Yes	Hannah Eaton	14
N	Max S. Hayes High School	185	Traditional	No	Yes	Lisa Ialacci	1
N	Mound	185	Traditional	No	Yes	Lisa Ialacci	1
N	Walton	185	Traditional	No	Yes	Lisa Ialacci	1
O	Franklin D. Roosevelt	185	Traditional	No	Yes	Kimberly Smith	1
O	Glennville High School	185	Traditional	No	Yes	Kimberly Smith	1
O	Robinson G. Jones	185	Traditional	No	Yes	Kimberly Smith	1
P	Almira	185	Traditional	No	Yes	Latonya Coats	1
P	Ginn Academy	185	Traditional	No	Yes	Latonya Coats	1

Cluster	School Name	Contract Days	Contract Calendar	Extended Day	Space	LMS	Choice
P	Marion-Sterling	185	Traditional	No	Yes	Latonya Coats	1
Q	Garrett Morgan Campus	185	Traditional	Yes	Yes	Jonathan Waring	1
Q	Joseph M. Gallagher	185	Traditional	No	Yes	Jonathan Waring	1
Q	Sunbeam	185	Traditional	No	Yes	Jonathan Waring	1
R	Artemus Ward	185	Traditional	No	Yes	Virginia Weedon	14
R	Cleveland School of the Arts	185	Traditional	No	Yes	Virginia Weedon	14
R	Wade Park	185	Traditional	No	Yes	Virginia Weedon	14
S	Campus International High School	195	Extended	Yes	Yes	Angela Reagins	4
S	Campus International K8	195	Extended	Yes	No	Angela Reagins	4
S	Valley View Boys' Leadership Academy	195	Extended	Yes	Yes	Angela Reagins	4
T	Bard/School of One	185	Traditional	No	Yes	Rhonda McBride	1
T	Dike School of the Arts	185	Traditional	No	Yes	Rhonda McBride	1
T	George W. Carver	185	Traditional	No	Yes	Rhonda McBride	1
U	Clark	185	Traditional	No	Yes	Brenda Temsey	1
U	Paul L. Dunbar	185	Traditional	No	Yes	Brenda Temsey	1
U	Robert H. Jamison	185	Traditional	No	Yes	Brenda Temsey	1
V	CMSD Remote School HS	185	Traditional	No	No	Kimberly Leslie	1
V	CMSD Remote School K-8	185	Traditional	No	No	Kimberly Leslie	1
V	Halle	185	Traditional	No	Yes	Kimberly Leslie	1
V	Orchard	185	Traditional	No	Yes	Kimberly Leslie	1
W	Louisa May Alcott	185	Traditional	No	Yes	Craig Lynch	1
W	Riverside	185	Traditional	No	Yes	Craig Lynch	1
W	Stonebrook / White Montessori(two locations)	185	Traditional	No	?	Craig Lynch	1
X	Hannah Gibbons	185	Traditional	No	Yes	Raechel Brooks	1
X	Marion C. Seltzer	185	Traditional	No	Yes	Raechel Brooks	1
X	Waverly	185	Traditional	No	Yes	Raechel Brooks	1
Y	Collinwood High School	185	Traditional	No	Yes	Allison Snyder	Assigned
Y	East Clark	185	Traditional	No	Yes	Allison Snyder	Assigned
Y	Euclid Park	185	Traditional	No	Yes	Allison Snyder	Assigned
Z	Benjamin Franklin	185	Traditional	No	Yes	Anne Marie Brown	4
Z	Daniel E. Morgan	185	Traditional	No	Yes	Anne Marie Brown	4
Z	Denison	185	Traditional	No	Yes	Anne Marie Brown	4