

MEMORANDUM OF UNDERSTANDING
Between
The School District of Palm Beach County, Florida
And
The Association of Educational Secretaries and Office Professionals (AESOP)

Green Champions Program Stipend

This Memorandum of Understanding between the School District of Palm Beach County (District) and The Association of Educational Secretaries and Office Professionals (AESOP) (Union) is entered on this date of August 29, 2023. The District and Union shall be collectively referred to as “the Parties.”

The Parties agree as follows:

AESOP members who voluntarily agree to accept the responsibilities for the Green Champions **Stipend** Program as described below, and are therefore recognized as their school’s designee, will receive a stipend of up to \$500, minus standard deductions, for completing required compliance tasks and performing various duties throughout the school year in accordance with the Green Champion Handbook.

Please note - other AESOP members at the same location may still participate in the green initiatives as agreed upon by their Green Team; however, those Support Green Team members are not eligible for the stipend at this time.

As stated in School Board Policy 2.035, Section IV (8) -

To support the Sustainability Plan, each school Principal must designate an employee who must act as the Green Champion. Green Champions are school staff who are passionate about teaching environmental awareness and have the leadership skills needed to advocate change in sustainable practices within their school. Green Champions must lead school sustainability activities via a green team and serve as the point of contact for sustainability related communication for the Environmental Conservation Services (ECS) Department and may be a member of the school’s HST. The School sustainability initiatives should support District-wide green practices as referenced herein and in the following Board Policies:

1. [School Bus and Heavy-Duty Diesel Vehicle Idling Reduction - 2.24](#)
2. [Purchasing Department – 6.14](#)
3. [Energy and Water Use Conservation – 7.196](#)
4. [Waste Reduction, Materials Reuse, and Recycling – 7.197](#)
5. [Indoor Air Quality – 7.195](#)

GENERAL PROVISIONS

In order to earn the stipend, the designated Green Champion must accomplish the following tasks:

- Attend Green Champion Launch Meeting / Join Google Classroom - During this meeting, Green Champions will learn more about the resources available to their school or department. They will also be asked to join the Green Champion Google Classroom.
- Create a Google classroom for the school/department and share Green Team Member names.
- Complete the School District of Palm Beach County Recycling Audit form. This form will need to accompany any requests for additional classroom/office recycling bins.
- Kick off a Recycling Campaign, a Sustainable Students Club, or Complete Energy Audit at the school.
- Complete a Sustainable Schools Action Plan.
- Create a school or facility Green Event. This could be a campus cleanup for schools or a site cleanup at a facility.
- Create a Recycling Hub in the facility/school. This might include posters, tips, and where to find additional resources on going green.
- Plan an Earth Day event and share it via the School District of Palm Beach County Earth Day Event form.

An exclusive Google Classroom will be established to facilitate monitoring within the Green Champion program. All stipend-associated assignments shall be posted in the designated assignments section, each accompanied by a specified deadline. Submissions beyond the stipulated time, specifically after 11:59 pm on the due date, will be considered incomplete.

The oversight of the Google Classroom, including the issuance of reminders and review of submitted documentation for stipend tasks, will be carried out by the Environmental & Conservation Services Staff. Additionally, all pertinent documents submitted as evidence of task completion will be archived at the end of FY24, ensuring compliance with auditing standards.

COMPENSATION

Each designated Green Champion will receive up to \$500 annually, minus standard deductions, for completing all required tasks. The stipend payment will be distributed as one lump sum at the end of the school year, calculated as the total amount earned from all activities completed and submitted by the respective due dates, as shown below:

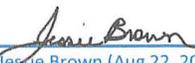
Stipend Options	Time Equivalent	Stipend Amount	Due Date
Attend Green Champion Launch Meeting/Join Google Classroom	1 hour (one-time task)	\$50	September 8, 2023
Create a Google Classroom and share Green Team Member Names	30 minutes (posting updates as necessary)	\$50	September 30, 2023

Complete the SDPBC Recycling Audit Form	2 hours (one-time task)	\$100	October 31, 2023
Initiate a Recycling Campaign OR Sustainable Students Club OR Complete Energy Audit	2 hours (ongoing as necessary)	\$50	November 30, 2023
Complete a Sustainable Schools Action Plan	2 hours (one-time event)	\$100	December 22, 2023
Create a Green Event	2 hours (ongoing as necessary)	\$50	December 22, 2023
Create a Recycling Hub	1 hour (one-time event)	\$50	January 31, 2024
Plan and Share Earth Day Event	1 hour (ongoing as necessary)	\$50	April 30, 2024

DURATION

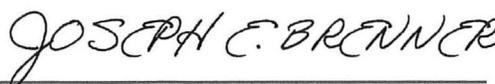
This MOU will become effective upon the Parties' representatives affixing their signatures below and will expire on June 30, 2024. Any further extension of this agreement may only be made by mutual agreement.

For AESOP


Jessie Brown (Aug 22, 2023 08:29 EDT)

Jessie Brown, President

Date: Aug 22, 2023


Joseph E. Brenner (Aug 22, 2023 08:42 EDT)

Joseph Brenner, Chief Negotiator

For the School District of Palm Beach County, Florida


Michael J. Burke (Aug 28, 2023 08:42 EDT)

Michael J. Burke, Superintendent

Date: 8/29/23


Jamie Wyatt (Aug 28, 2023 08:42 EDT)

Jamie Wyatt, Chief of Staff


Heather Frederick (Aug 28, 2023 08:42 EDT)

Heather Frederick, Chief Financial Officer

Joseph Sanches

Joseph Sanches, Chief Operating Officer

Tim Kubrick

Tim Kubrick, Chief of Human Resources /
Chief Negotiator