

**Memorandum of Understanding
Between
The School Board of Palm Beach County
And
The Palm Beach County Classroom Teachers Association, Inc.**

Teacher Ambassador Program MOU

The School Board of Palm Beach County (the "District") and the Palm Beach County Classroom Teachers Association, Inc. (the "CTA") as evidenced by the respective signatures below, agree to this Memorandum of Understanding ("MOU") related to the Teacher Ambassador Program and its impact on members of the T-bargaining unit ("Teachers") as more specifically set forth herein.

To retain high-quality instructional employees for the District and advance the District's goals and objectives contained in the Strategic Plan, the Departments of Recruitment and Retention and Professional Development have collaborated to create a Teacher Ambassador Program to recruit, support, and onboard new teachers.

Teacher Ambassadors will be selected from the instructional personnel at the following schools:

Belle Glade Elementary
C.O. Taylor/ Kirklane Elementary
Congress Middle
Forest Hill High
Freedom Shores Elementary
Glades Central High
Grove Park Elementary
Highland Elementary
Jeaga Middle

John I. Leonard High
KEC Canal Point Elementary
Lake Worth High
Lake Worth Middle
Orchard View Elementary
Palm Beach Lakes High
Palm Springs Elementary
Royal Palm Beach High

The Principals at these schools will provide a copy of this executed MOU to all teachers at the first available opportunity.

1. The District will provide a five thousand dollar (\$5,000) per year, minus standard deductions, Teacher Ambassador supplement beginning July 01, 2025, and continuing through June 30, 2026. The supplement will be divided into equal amounts throughout the school year.

2. To be eligible for a Teacher Ambassador supplement, the employee must:
 - a. Have at least three (3) years of teaching experience within the District;
 - b. Clinical Educator training; and
 - c. Have prior documented mentoring experience.
3. It is preferred that candidates for the supplement have:
 - a. An interest in instructional, school-based, or district leadership opportunities;
 - b. Demonstrated characteristics such as collegiality, a focus on growth, equity, and cultural responsiveness, trustworthiness, and attention to detail with the ability to provide constructive feedback and
 - c. At least three years of effective or highly effective evaluations.
4. The Teacher Ambassador will be required to perform tasks in addition to his/her regular instructional duties, including, but not limited to, the following:
 - a. Attend professional learning sessions;
 - b. Participate in job fairs;
 - c. Collaborate with administration on teacher screening and interviews;
 - d. Lead welcome activities for new teachers;
 - e. Collaborate with administration and other employees to create an onboarding plan, to ensure instructional support, and to plan social activities for new teachers;
 - f. Help identify, train, and coordinate the work of new mentor teachers;
 - g. Provide agendas for mentor meetings with reflection;
 - h. Submit meeting sign-in sheets;
 - i. Provide monthly updates in the form of onboarding logs for new teachers and;
 - j. Maintain an interview log.
5. The Parties understand that a limited number of the required activities may infrequently occur during elementary relief time, planning time, beyond the regular duty day and/or during non-contractual work days. The Teacher Ambassadors will not receive any additional compensation or compensatory time for these activities beyond that which is contained within this Agreement.
6. The Parties also agree that any provisions of the Collective Bargaining Agreement in conflict with this Memorandum of Understanding are waived for the duration of this MOU, but only for those employees chosen as Teacher Ambassadors under this program. The Parties further agree to meet no less than four (4) times per year to discuss any

successes or challenges of the program to ensure that it is implemented in a manner to safeguard the common goal of developing systems to increase recruitment and retention levels in the schools.

7. The Parties agree that this MOU will expire on June 30, 2026. Any further extensions may only be affected by mutual written agreement.

**For the Palm Beach County
Classroom Teachers Association, Inc.**



Gordan Longhofer, President

Date: 5/15/2025



Justin Katz, Executive Director

**For the School District of Palm
Beach County, Florida**



Micheal J. Burke, Superintendent

Date: 5/21/25



Tim Kubrick, Chief of Human Resources
/ Chief Negotiator



Elaine Gallagher
Director, Recruitment and Retention