

MEMORANDUM OF UNDERSTANDING #11
Mentor Program for School Secretary and School Secretary/Bookkeeper
Positions
August 9, 2023

Previously, the District advised OESPA of the District's intent to implement a mentor program for the school secretary and school secretary/bookkeeper positions. The implementation of this program is in response to the number of employees in these positions with less than two (2) years of experience in the role. Currently, 36.6 percent (36.6%) of employees in these positions have less than two (2) years of experience. The initial implementation occurred during the later months of the 2022-23 school year.

The District will seek volunteers in the same positions with at least five (5) years of experience in the position. The mentoring activities will focus on several areas including Kelly Education and substitutes, payroll, human resources, budget/finance, internal accounts (school secretary/bookkeeper only), procurement, grants, operations, and communications within the school and with external customers.

The District will provide a stipend to the volunteer mentors based on the time spent mentoring those new to the roles of school secretary and school secretary/bookkeeper. A mentor may have no more than two (2) mentees. The mentors and mentees will complete a log outlining the type (telephone, email, Microsoft Teams or face-to-face) and time spent for each mentoring session. The mentor will submit the completed logs on a biweekly basis to the designated learning community contact who will calculate the time spent. Total time for mentor/mentee sessions shall be limited to two and one-half (2 ½) hours per week. For each two and one-half hours (2 ½) spent in mentoring activities, the mentor will receive \$35. The stipend is retroactive to the implementation of the mentor program for the 2023-24 school year.

This MOU expires June 30, 2024.

For School Board of Orange County, Florida:


Leigh Ann Blackmore
Director, Labor Relations

For Orange Education Support Professionals
Association:


Ronald Pollard
President