

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
AND BTU-TECHNICAL SUPPORT PROFESSIONAL**

Both parties agree that continuous improvement of employee skills benefit both the employee and the School Board in the performance of job duties. Therefore, the parties agree to the provision of continuing education funding opportunities so that employees may acquire, maintain and improve skills at no cost or at a reduced cost.

To meet this goal, the parties agree to create a fund for BTU-TSP employees who seek reimbursement for additional qualifications and/or coursework related to skills within their job family.

In order to address this issue and accomplish their common goal, the parties agree to the following:

1. Establishing an ongoing committee with equal numbers of no more than three (3) participants from each party.
2. The committee has the authority to design and recommend a procedure, and create an appropriate application and related processes, to be made available to TSP employees by September 30<sup>th</sup> of each fiscal year. If an extension is needed, the parties mutually agree to extend the deadline for no more than thirty (30) days.
3. Designees from the District and Broward Teachers Union-Technical Support Professionals will chair the committee.
4. The committee shall be authorized to establish dates for distribution of the funds based on the approved guidelines.
5. The parties have reached agreement regarding the administration of the fund:
  - a. Establishing an annual training fund consisting of a minimum of \$100,000.
  - b. Employees must have completed eight (8) years of work experience, as determined by their most recent SBBC date of hire, in order to be eligible to request the funds.