

APPENDIX A
ADVANCED DEGREE STIPENDS
PROCEDURES FOR IN-FIELD INCENTIVES

It is agreed that the purpose of the in-field provisions of the contract is to enhance the quality of education for students in Broward County by providing employees increased financial incentive for the pursuit of further study and expertise in their respective fields.

I. Eligibility

- A. Employees who hold or who obtain an incentive and/or a master's specialist or doctoral degree in the subject matter field/position to which they are assigned, except as noted, shall be eligible.
- B. Employees who hold a master's specialist or doctoral degree and a total of fifteen (15) graduate semester hours (or the equivalent) in the subject matter field/position to which they are assigned shall be eligible.

In order to satisfy the requirements above, up to six (6) credit hours in guidance and counseling will be accepted from elementary school teachers and three (3) credit hours in guidance and counseling will be accepted from secondary and post secondary teachers.

- C. Employees who are otherwise eligible but who are placed administratively in an assignment other than that in which they meet the requirements shall be eligible. However, when the employee is offered a position in the school in the subject field of eligibility for the credential payment, the employee must accept the position offered in order to maintain the payment.
- D. Graduate course work and/or degrees in the area of reading, mathematics, computer education, and/or exceptional student education shall be considered in-field for all personnel.
- E. If any degree or incentive qualifies as in-field, all degrees and incentives qualify as in-field.
- F. Graduate course work and/or degrees in designated critical shortage areas shall be considered in-field for all personnel.

PLEASE NOTE: IF AN EMPLOYEE QUALIFIES UNDER THIS SECTION, THE FOLLOWING SPECIAL CONDITIONS APPLY:

1. If the specific critical shortage area under which an employee qualified is no longer a designated critical shortage area, the employee will maintain the in-field stipend for one additional year.
2. If an employee who qualifies under this section is not assigned to a critical shortage area, the employee must accept a position, if offered, in a critical shortage area, in order to maintain the in-field payment. The parties shall recommend a critical shortage area list to the Superintendent.

II. Degrees and Course Work Areas Defined As In-Field

- A. Subject fields shall be broadly defined. For example: Language arts shall encompass reading, literature, composition, speech, debate, drama, grammar and journalism. Social students shall include history, geography, sociology, economics, government, civics, political science, psychology.
- B. The concept of broad interpretation of subject field shall apply to all areas. Examples enumerated shall not be construed as limitations, to the exclusion of course areas traditionally recognized as related and germane.
- C. Agreement upon any guideline or set of guidelines shall not be construed as precluding further agreement upon other guidelines or set of guidelines subsequently perceived as necessary to the implementation of these provisions.
- D. Descriptions of content, as well as titles, codes, and numbers, shall be valid indicators of the applicability of courses or degrees.
 1. Teachers at Elementary Level
Teachers at the elementary school level (including specialists, such as music, art and physical education teachers, as well as regular classroom teachers, media PREP specialists, E.S.E. specialists).
 - a. Master's specialists or doctoral degree in elementary education and/or early childhood education.
 - b. Certification at the elementary education level and a master's, specialist or doctoral degree and/or courses

in academic disciplines: language arts, mathematics, science, social studies.

- c. Certification at the elementary education level and a master's, specialist or doctoral degree and/or health education, exceptional student education, consumer economics, career education.

2. Teachers at the Secondary Level

Master's specialist or doctoral degree and/or courses in specific subjects by name (for example)

a. Academic disciplines

- 1. Language Arts
- 2. Mathematics
- 3. Science
- 4. Social Studies
- 5. Foreign Languages

b. Other fields

- 1. Music
- 2. Art
- 3. Physical education and/or health, safety, driver education
- 4. Exceptional student education
- 5. Industrial arts/career and technical education
- 6. Business education

- c. Sixth grade teachers are eligible under either the elementary or secondary standards.

d. Teachers for English for Speakers of Other Languages (ESOL)

The guidelines for teachers ESOL shall be the same as those for other teachers of language arts.

e. Teachers of Foreign Languages

- 1. Master's specialist or doctoral degree with graduate major in the language.
- 2. Graduate courses work from among the following:
Culture, literature, history, government, economics, geography, etc., of the country or countries in which the language is spoken.

f. Teachers of Exceptional Students

- 1. Teachers whose assignments involve children with the same disability (e.g., the blind, the hearing impaired, etc.) are encouraged to enhance their expertise in meeting the needs of students which is specific to that disability.

2. In recognition, however, that:
 - a. all exceptional students, regardless of their disability, have common problems and needs; and
 - b. affliction with one disability does not preclude affliction with others; and
 - c. the body of knowledge regarding exceptionalities is developing; graduate degrees and/or courses in the other areas of exceptional student education, as well as degrees or courses in the areas of specific disabilities, and elementary education shall be considered in-field for teachers of exceptional students.
- g. School Counselors
 1. Master's, specialist or doctoral degree in guidance and counseling.
 2. Graduate course work from among the areas specified for certification in guidance.
- h. School Psychologists
 1. Master's specialist or doctoral degree in psychology or school psychology.
 2. Graduate course work from among the areas specified for advanced degree certification in school psychology.
- i. School Social Worker
 1. Master's, specialist or doctoral degree in social work.
 2. Graduate course work from among the areas specified for Florida advanced degree certification as a school social worker.
- j. Teachers Assigned to Alternative Schools
 1. Master's specialist or doctoral degree in subject matter field, or special education.
 2. Graduate course work from among the following areas:
 - a. Individual's subject matter field
 - b. Guidance and counseling
 - c. Special education
 - d. Child growth and development or human behavior
 - e. Health education
- k. Educational Media Specialist/Librarians
 1. Master's, specialist or doctoral degree in library science/educational media/ learning resources.

2. Graduate course work from among the areas specified for certification as an educational media specialist.
1. Business Education or Cooperative Business Education Teachers
 1. Master's, specialist or doctoral degree in business education.
 2. Graduate course work in any of the following areas:
 - a. Accounting or bookkeeping
 - b. Economics
 - c. Shorthand
 - d. Typing
 - e. Business Law
 - f. Business Mathematics
 - g. Business English
 - h. Business Administration
 - i. Business and/or office machines
 - j. Data processing/computers
 - k. Sales/marketing
 - l. Career and Technical Education
- m. Home Economics Teachers
 1. Master's, specialist or doctoral degree with a graduate major in home economics or
 2. Graduate course work in any of the following areas:
 - a. Housing
 - b. Home management
 - c. Family economics or consumer economics or family finance
 - d. Marriage and family relationships
 - e. Child care and development
 - f. Career education
 - g. Food, nutrition, chemistry, bacteriology, physiology
 - h. Clothing and textiles
 - i. Interior decoration
 - j. Health
- n. Teachers in Work Experience, Diversified Cooperative Training
 1. Master's, specialist or doctoral degree in business education, career and technical education, mathematics or language arts.
 2. Graduate course work in any of the following areas shall also be applicable

- a. Business education
 - b. Career education
 - c. Mathematics
 - d. Language Arts
 - e. Skill areas in career and technical education
- o. Teachers in Cooperative Health Occupation Education (with Bachelor's degree)
 - 1. Master's specialist or doctoral degree in nursing education.
- p. Teachers in Cooperative Distributive Education
 - 1. Master's, specialist or doctoral degree in economics, marketing, sales and merchandising, career and technical education.
 - 2. Graduate course work in economics, sales and merchandising, career and technical education.
- q. Industrial Arts Teachers
 - 1. Master's, specialist or doctoral degree with a graduate major in industrial arts or career and technical education.
 - 2. Graduate course work from among the following areas: metals, woods, power and transportation mechanics, graphic arts, drafting and design, crafts, electricity, electronics, or career and technical education.
- r. Teachers on Task Assignment at the District or Cadre Level
 - 1. A master's, specialist or doctoral degree in their subject area, or administrative certification.
 - 2. Graduate courses in their subject area.
 - 3. Individuals who otherwise satisfy the requirements shall not be denied eligibility on the basis of their serving in such capacities.
- s. Adult Education Teachers at Adult Centers
 - 1. Master's, specialist or doctoral degree in adult education or the specialist academic disciplines in their area of teaching.
 - 2. Graduate course work in individual's subject matter field.
- t. Other Career and Technical Education Teachers
 - 1. Master's, specialist or doctoral degree in adult or career and technical education and/or course work in individual's subject matter field.
 - 2. For career and technical education teachers seeking to satisfy the 15 semester hours'

requirement, course work in professional industrial education and other appropriate technical courses shall be applicable.

Career and technical, industrial and cooperative health education teachers who hold equivalency certificates.

Since equivalency certificates are granted by the Department of Education on the basis of work and/or business experience and ranked in accordance with the Department of Education regulations regarding recognition of experience in a specific area of expertise, it is agreed that Holders of advance vocational equivalency certificates in their teaching field shall be eligible for the credential payment at the level of eligibility.

Recognition of Equivalency Certification

Equivalency Certification Recognized - In accordance with applicable statutory and/or regulatory provisions, experience in business or industry which contributes directly to the effectiveness of one's teaching shall be acknowledged as equivalent to specified degrees for Agricultural Distributive, Technical, Industrial, Family & Consumer Science, Health Occupations, and Occupational/Placement Specialist as follows:

Work Experience and Certification

Equivalency

Held State Temporary Certification (Pursuant to Plans 1,3,4,5,6 or 7 of Florida Administrative Code Rule 6A-4.42) When initially hired by SBBC

Bachelor's Degree

Subsequently Attained Master's Degree
State Advanced Career and Technical Certification

Employees initially hired in the above programs with a Bachelor's or higher degree from a standard institution with specialization in an occupational field are not eligible for payments authorized under this provision.

III. Application, Processing and Appeal Procedures

Applicant must submit an application form approved by the joint BTU/SBBC Task Force and made available to employees by county public schools.

Applicant may submit either a student copy or an official graduate transcript(s). An official transcript is one bearing the university seal.

For the purpose of in-field degree qualification, the transcript must show that the degree has been conferred and/or awarded.

If applicant's advanced degree certificate is not on file with the county public schools, the applicant must submit a copy of the certificate.

Applications shall be processed as nearly as possible in the order in which they are received and in accordance with regulations and guidelines established by the Task Force.

Applicants whose applications are disapproved because of a technicality (e.g., required documentation not attached or application form incomplete) shall be notified and afforded every reasonable opportunity to complete the application appropriately.

Applications which require interpretation of the guidelines shall be referred to the Task Force for disposition.

Applicants whose applications are disapproved shall be notified that they may appeal the decision to the Task Force by resubmitted and supplying such additional and germane information and/or documentation as will be helpful in reaching a decision regarding the appeal. The decision of the Task Force shall be final and binding on the parties.