

Memorandum of Understanding
St. Johns County School District and
St. Johns Education Association
2023-2024 School Year
“Hiring for “NN” and “OO”

This memorandum is written to serve as an agreement between the St. Johns County School District and St. Johns Education Association. The intent of this memorandum is to provide a timeline and a process for instructional employees to transfer to **new “NN” and “OO” school** opening during the **2024-2025** school year.

K-8 Staffing Timeline

**This timeline is for use by Administration to clarify the process for Winter and Spring 2024 for the 2024-2025 school year.*

1. After January 8, 2024, 80% of the approved (Staffing Committee) positions for “NN” and “OO” school may be posted internally to the entire district through the district’s online application system (Applitrack). The positions that will be included in the 80% will be identified by K-8 principal prior to posting and a written copy will be provided to the Associate Superintendent of Human Resources. Changes to the listing may occur, however, changes may not exceed the 80% rule. Any changes must be submitted to the Associate Superintendent of Human Resources in writing.

Interviews and hiring will be conducted when the postings close and are processed. Interviews will be conducted for all internal applicants at the schools directly affected (schools involved in the re-zoning). Additional interviews for other internal teachers who apply will be held at a school geographically located to their current school.

2. Filling the remaining 20% of the positions allocated for School “NN” and “OO” will revert back to the normal hiring practices and will take place during and after budget meetings.

3. Affected school principals (those losing positions) will recommend to all current employees that they apply for new positions posted for school “NN” and “OO” if interested.

4. The principal will hire more than 50% of their staff from the affected school(s). Principals will complete their 80% hiring no later than February 29, 2024.

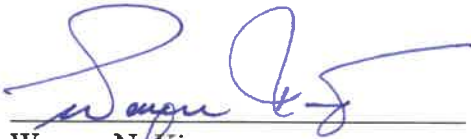
Process for filling 80% positions (A-I)

- A. All active and qualified employees, regardless of contract status will be eligible to apply.
- B. The district will adhere to state laws regarding Veteran’s preference.
- C. The length of time for each posting will be determined by SJCSD, but no less than 3 days. The District will notify the SJEA President of the decided # of days.
- D. To be considered for a vacancy, current employees must have completed an online updated application, select and submit for the vacancy online and must be qualified on the specific posting.
- E. Multiple hires may be made from each posting where possible.

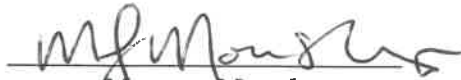
F. All negotiated contract language (SJEA, Article VIII and SJESPA, Article XI), in regards to transfers, will be honored.

G. If, there are instructional positions that must still be reduced at schools, affected by rezoning, ~~that are staffed with PSC teachers~~, the District will involuntarily transfer them ~~any instructional employee with a satisfactory evaluation (Highly Effective or Effective)~~ to open positions. All schools that will see a reduction in staff ~~and~~ should make ~~this is~~ clear to their staff prior to January 8, 2024 that involuntary transfer may be a possibility.

H. Any ~~Non-reappointed employees~~ ~~Employees who were non-reappointed for performance~~ hired after August 30, 2024 will have a break in service and will be required to be processed as a new employee.



Wayne N. King
Chief Negotiator, SJCSD



Morgan Mousley
Chief Negotiator, SJEA

Sept 25th '23

Date

9/25/23

Date