



# CITY OF BAKER SCHOOL SYSTEM

*"Empowering Excellence"*

DATE: August 10, 2021  
 TO: City of Baker School Board Members  
 FROM: De'Ette Perry, Ed.D., Superintendent of Schools  
 SUBJECT: Rules Regarding Employee Retention Stipends

The City of Baker School System (CoBSS) continues its efforts to operate schools in the face of the continuing recruitment, hiring, development, and retention challenges created by the COVID-19 pandemic.

**Full Time Certificated Employees** shall be defined as any position that requires a Louisiana Department of Education or other specialized certificate to hold the position, including, Teachers, School Leaders, Instructional Coaches, Deans of Students, District Leaders, Nurses, Professional School Counselors, and Transportation and Food Service Managers. This category shall include non-certificated full time teachers who are actively pursuing certification with good faith efforts and are, at minimum, pursuing a Temporary Authority To Teach on route to a standard license in an alternative certification program.

**Full-Time Non-Certificated Employees** shall be defined as any position that does not require a LDOE or other specialized certificate to hold the position, including, Paraprofessionals, Secretaries, Clerks, Custodians, Food Service Technicians, Bus Operators & Attendants, and Finance Specialists.

**Long-Term Substitute Teachers** shall be defined as a classroom teacher of record who serves more than twenty (20) consecutive days in the same class for the duration of the school year. These long-term sub teachers are required to perform the essential function of teacher.

**Part Time Long-Term Substitute Support Staff** shall include Paraprofessionals, Food Service Technicians, Bus Operators & Attendants, or Custodians who serve more than twenty (20) consecutive days in the same support job function for the duration of the school year.

For late hires, there shall be no retroactive supplements issued. **NOTE:** If an employee retires prior to one of the four distribution dates or if the employment ceases, for any reason, prior to the established deadline date prior to a payroll date will not be eligible for the compensation stipend. Employees on approved Sick or COVID-19 Leave will receive the retention compensation.

Employed On Or Before	Payment Date	Certificated Staff	Non-Certificated Staff	LT Sub Teachers	PT LT Sub Support Staff
08/11/21	09/25/21	\$ 1500.00	\$ 750.00	\$ 750.00	\$ 375.00
11/11/21	12/25/21	\$ 1500.00	\$ 750.00	\$ 750.00	\$ 375.00
01/11/22	02/25/22	\$ 1500.00	\$ 750.00	\$ 750.00	\$ 375.00
03/11/22	04/25/22	\$ 1500.00	\$ 750.00	\$ 750.00	\$ 375.00
	TOTAL	\$ 6000.00	\$ 3000.00	\$ 3000.00	\$ 1500.00