



MEMORANDUM OF UNDERSTANDING

BETWEEN THE SCHOOL DISTRICT OF POLK COUNTY, FLORIDA AND THE POLK EDUCATION ASSOCIATION, INC.

Superintendent's Summer Learning Academies 2022

The **SCHOOL DISTRICT OF POLK COUNTY, FLORIDA** (D/B/A Polk County Public Schools) (**District/PCPS**) and the **POLK EDUCATION ASSOCIATION, INC. (PEA)** as evidenced by the respective signatures below, are parties hereto and agree to this Memorandum of Understanding (MOU) as more specifically set forth herein with regard to the Superintendent's Summer Learning Academies.

This memorandum of understanding is intended to memorialize the agreement between the Polk County School District (District) and the Polk Education Association, Inc. (PEA) with regard to teacher and paraeducator employment at the Superintendent's Summer Learning Program at Polk County Public Schools (including Summer Learning, ESE Extended School Year, ESOL, Elementary LPN Paraeducator Support, Voluntary Pre-Kindergarten, site-based programs, and Migrant Summer Learning (PreKindergarten, Preschool and Graduation Support).

WHEREAS, the PEA is the certified bargaining agent for the District, and the District is the employer and a party to the PEA Collective Bargaining Agreements (CBA) governing Teachers and Paraeducators; and,

WHEREAS, Section 1008.25(7)(b)3., *Florida Statutes* (2021), Public school student progression; student support; reporting requirements, provides, "(7) SUCCESSFUL PROGRESSION FOR RETAINED THIRD GRADE STUDENTS.— (b) Each school district shall: 3. Provide students who are retained under paragraph (5)(b), including students participating in the school district's summer reading camp under subparagraph (a)2., with a highly effective teacher as determined by the teacher's performance evaluation under s. 1012.34, *Florida Statutes* (2021) and the teacher must also be certified or endorsed in reading;" and,



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NOW, THEREFORE, the parties have agreed to the eligibility criteria and working conditions for the Superintendent's Summer Learning Academies, contingent upon available funding and as set forth below:

I. Teacher Eligibility Criteria: The school-based programs will be staffed with teachers following the requirements listed below. Teachers include any classroom and non-classroom instructional personnel under the Teacher Collective Bargaining Agreement such as academic coaches, interventionists, etc.

- a. Instructional staff must meet all certification requirements or licensure as applicable.
- b. Teachers working at a Summer Learning host school site will be given priority for placement over all other teachers if they meet the credentials established herein.
- c. All first year (no prior teaching experience outside PCPS) and/or teachers new to PCPS (hired in the 2021-2022 school year) who have been reappointed for 2022-2023 will be eligible.
- d. Experienced teachers new to PCPS for 2021-2022 who have been reappointed for 2022-2023 must have a PCPS overall 2021-2022 evaluation rating of *Highly Effective* or provide an overall 2020-2021 evaluation rating of *Highly Effective* from their previous school district.
- e. **Elementary:** Teachers currently teaching at the elementary level will have priority assignment to teach 3rd grade provided they meet the credentials established herein. Teachers will have priority assignment to teach the subject area (ESY, ESOL, PreK, etc.) provided they meet the credentials established herein. Teachers providing reading instruction to elementary students in June must have an overall 2021-2022 District evaluation rating of *Highly Effective* and must also be certified or endorsed in reading per Section 1008.25, *Florida Statutes* (2021).

Third grade summer camp teachers who have been reappointed for 2022-2023 must have an overall *Highly Effective* final summative evaluation for the 2020-2021 year as determined by the teacher's performance evaluation under s. 1012.314, *Florida Statutes* (2021). For teachers who selected the state Value-Added Model (VAM) for the student data portion of their 2021-2022 evaluation, the most recent final overall evaluation rating will be applied.



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- f. **Secondary:** Teachers currently teaching in the 6-12 content area (ELA, mathematics, science, social studies) at the secondary level will have priority assignment to teach in the subject area summer academic position provided they meet the credentials established herein.
 - i. Secondary school teachers that taught in the subject area for the 2021-2022 school year must be given preference.
 - ii. Secondary teachers who have been reappointed for 2022-2023 must have an overall *Highly Effective* or *Effective* final summative evaluation for the 2021-2022 year. For teachers who selected the state VAM for the student data portion of their 2021-2022 evaluation, the most recent final overall evaluation rating will be applied.
- g. All things being equal, the final determinant in the selection of teachers will be made by the Summer Learning site principal. Said principal will select from those teachers who have been recommended to him/her by the Superintendent's designee (the Deputy Superintendent, the Regional Assistant Superintendent, and others). Seniority may be a factor in the selection process.

II. LPN Paraeducator Support Staff Workday and Compensation

- a. All elementary and ESY school-based Summer Learning sites will initially be staffed with LPN Paraeducators and retained based on student need. Secondary schools will be staff based on student medical need.
- b. LPN Paraeducators working at the Summer Learning elementary sites will be given priority for placement over all other LPN Paraeducators if they meet the credentials established herein.
- c. All things being equal, the final determinant in the selection of LPN Paraeducators will be made by the Summer Learning site principal. Said principal will select from those LPN Paraeducators who have been recommended to him/her by the Superintendent's designee (the Deputy Superintendent, the Regional Assistant Superintendent, and others). Seniority will be a factor in the selection process.
- d. The LPN Paraeducators will be compensated at their regular hourly rate of pay and will be expected to work the entire duration of the program for the entire student attendance workday (see *Attachment A*).



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- e. The structure of the workday will be different than the traditional school day, in that within the 6-hour day in which students are in attendance, there will be a 30-minute paid lunch period and at least one (1) duty-free 10-minute paid break.
- f. LPN Paraeducators will be guaranteed a minimum of three (3) days of pay. The District shall monitor student need throughout this period.

III. Length of Summer Program, Teacher Workday and Compensation (see Attachments A and B)

- a. The length of the Superintendent's Summer Learning Academy will not exceed 16 student days (Monday-Thursday, June 6 - June 30). The work week for Summer Learning teachers (to include all summer programs, but not limited to: ESY, Federal Programs, Migrant Programs, etc.) will be Monday through Thursday (see *Attachment A*).
- b. All schools, worksites and District offices will close Monday, July 4th in observance of the Independence Day Holiday.
- c. Teachers will be compensated at their regular hourly rate of pay for all summer programs covered in this Agreement.
- d. Employee work time shall be reported via sign-in and sign-out sheets at each summer site. Summer Site administrators or Summer Lead Teachers will report work time according to the payroll timeline specified in *Attachment B*.
- e. **Training and Work Preparation Days:**
 - i. **Training Day June 1st:** The schedule is eight (8) working/paid hours plus a separate one-hour unpaid lunch period.
 - ii. **Teacher Work Day and Orientation June 2nd:** The schedule is 7.75 paid working hours including lunch.
- f. **Instructional Days:** The structure of the teacher workday in which students participate will be different from the traditional school day, in that for both elementary and secondary teachers, the expectation is 7:30 a.m. until 2:00 p.m. (6-hour day includes a 30-minute paid lunch and at least one (1) duty-free 10-minute paid break).



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IV. General

- a. There will be no formal staff evaluations conducted.
- b. Teachers will be expected to work each day for the entire duration of the program (see *Attachment A*).
- c. All elementary and secondary teachers hired for the Summer Learning programs will be guaranteed a minimum of five (5) days of pay:
 - i. Elementary: Wednesday, June 1st through Wednesday, June 8th
 - ii. Secondary: Thursday, June 2nd through Thursday, June 9th.
- d. An employee may be notified that s/he is being released from the program if there are not enough students to support the class and there are no open positions for which they are qualified and/or willing to accept. The employee so notified shall be the employee who was the last one to confirm acceptance of a position at the site and within their eligibility group. Every effort shall be made to notify such employee of termination by the close of business on Tuesday, June 7th for elementary teachers and Wednesday, June 8th for secondary schools.
- e. As secondary students complete assigned course/credit recovery classes and classes can be combined due to decreased student participation, teachers may be released in the opposite order of hiring. Teachers hired last will be released first. Teachers will be provided at least 24 hours prior to their scheduled released date/time.
- f. **Federal Programs:** Teachers at school-funded summer programs that are of short duration will be guaranteed a minimum of 25% of the total proposed program length. The District shall monitor student enrollment throughout this period to determine sites that have enrollment both below and above projections.
- g. **Discipline:** Discipline will follow progressive discipline procedures. Dismissal will be for just cause and could result in disciplinary action affecting the teacher's employment with the District.

V. Schools Offering Federally Funded Site-based Programs

- a. Schools may offer site-based summer programs using available federal funds as approved by the Regional Assistant Superintendent and Federal Programs office.



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These programs may be site-based extended learning/tutoring programs through the month of July 2022. Site-based professional development may include activities such as review of student learning growth data, job-embedded professional development on lesson study and other instructional strategies; and/or grade level or departmental collaborative, and curriculum planning. District-based professional development shall include training in content specific areas in support of increased academic achievement of students.

- b. Extended learning, professional development and collaborative planning projects shall not begin prior to Wednesday, June 1st and should not extend beyond Friday, July 29th.
- c. Teacher eligibility for site-based summer programs will follow the same guidelines listed in section "I. Eligibility Criteria" above. Additionally, teachers must have an overall District evaluation rating of *Highly Effective* or *Effective* for school year 2021-2022 and must be certified in the subject area. For teachers who selected the state VAM for the student data portion of their 2021-2022 evaluation, the most recent final overall evaluation rating will be applied.
- d. **Compensation:** Staff participating in federally funded programs will be compensated at their regular hourly rate of pay. Staff will use the Special Activity Payroll process outlined in *Attachment B*.

VI. Summer Programs for Title I Migrant Students: Migrant PreKindergarten Program, Elementary Migrant Program and Migrant Graduation Support (Teachers and Paraeducators)

- a. Teacher eligibility for Title I Migrant summer programs will follow the same guidelines listed in section "I. Eligibility Criteria" above.
- b. Teachers currently working for the Polk Title I Migrant Education Program will be given priority for placement over all other teachers for the Migrant Graduation Support Program if they meet the credentials established herein.
- c. All things being equal, the final determinant in the selection of teachers for the Migrant PreKindergarten, Migrant Elementary, and Migrant Graduation Support Programs will be made by the Senior Coordinator, Special Programs. The Senior Coordinator will select from those teachers who have been recommended to him/her by the Superintendent's designee (the Deputy Superintendent, the Regional Assistant Superintendent, and others). Seniority may be a factor in the selection process.



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- d. **Migrant PreKindergarten Program:** The length of the Migrant PreKindergarten Program is contingent upon the availability of funding. Student attendance will not begin prior to Monday, June 6th and will not extend beyond Thursday, June 30, 2022.
- e. **Migrant Elementary Program:** The length and dates of the Migrant Elementary Program will follow the dates, times, and calendar of the Elementary Summer Learning program of June 6th through June 30, 2022.
- f. **Migrant Graduation Program:** The dates and duration of the Migrant Graduation Program are contingent upon the availability of funding. Student attendance will not begin prior to Monday, June 6th and will not extend beyond Thursday, June 30, 2022.
- g. **Compensation:** The Migrant Summer Program teachers and CDA paraeducators will be compensated via Title I, Part C Migrant Funds at their regular hourly rate of pay, prorated to the number of hours worked during the program. Schools will use the Special Activity Payroll process outlined in *Attachment B*.

VII. Voluntary Professional Development for Teachers, and as applicable Paraeducators prior to August 3, 2022

- a. The Polk County School Board 2022-2023 School Calendar (Board approved February 22, 2022) establishes that Wednesday, August 3, 2022 is the first 10-month Teacher Work Day (196 contract days). Prior to this date, school and District sites will initiate various voluntary summer professional development opportunities, such as curriculum development, review of student learning growth data, job-embedded professional development on lesson study and other instructional strategies; and/or grade level or departmental collaborative planning, and training in content specific areas in support of increased learning. Other opportunities may include, but not be limited to ACT Boot Camp and School Improvement Plan Collaborative Planning.
- b. **External Operator Schools:** Prior to the start of the school year, schools managed by an external operator (EO) may offer opportunities noted in item VII. a. above. Teachers may voluntarily report for up to four (4) days (not to exceed 7.75 hours/day) between Monday, July 18th and Thursday, July 21, 2022. Affected staff will be informed of this voluntary opportunity before leaving for the summer break.
- c. **Differentiated Accountability (DA) Schools:** Schools in DA status may offer opportunities noted in item VII. a. above. Teachers may voluntarily report for up to four (4) days (not to exceed 7.75 hours/day) between Monday, July 18th and Thursday,



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July 21, 2022. Affected staff will be informed of this voluntary opportunity before leaving for the summer break.

- d. **Polk Virtual School (PVS) Summer School:** Should PVS offer summer learning, teachers will be paid their regular hourly rate of pay for up to 7.75 hours/day.
- e. **International Baccalaureate (IB) Primary Years Programme (PYP) Reevaluation June 1-3, 2022 Workshop:** School instructional staff are required to attend at least one (1) training offered by the IB Organization (IBO) between IB PYP visits which occur every five years. This training is mandatory for staff who have not previously participated. However, the workshop is voluntary for staff who have completed an IBO training within the past five (5) years. The face-to-face component consists of two (2) eight (8)-hour days of instruction, including lunch provided on-site. In addition on June 3rd an independent learning assignment worth four (4) hours of work should be submitted/uploaded to the online learning platform by June 8, 2022. Following attendance verification and completion of the required assignment, teachers will be paid their regular hourly rate of pay for 20 hours.
- f. **Compensation:** Employees will submit *Special Activity Time Logs* to worksite payroll secretaries following the timeline specified in *Attachment B*.
 - i. Teachers who voluntarily report to attend school/District-based summer professional development activities will be paid their regular hourly rate of pay.
 - ii. Paraeducators who voluntarily report to attend school/District-based summer professional development activities will be paid their regular hourly rate of pay.

VIII. Additional Early Report Opportunities for Teachers and Paraeducators: Staff who voluntarily report will be paid according to item VII above.

The parties agree to review any future CDC guidelines affecting this Agreement.




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This Memorandum of Understanding shall expire August 31, 2022.

POLK EDUCATION ASSOCIATION, INC.

POLK COUNTY SCHOOL DISTRICT

By: 
Stephanie Yocum
President
Polk Education Association

By: 
Frederick R. Heid
Superintendent
Polk County Public Schools

5/23/22
Date

5/24/22
Date

Attachment A – Schedule of Summer Learning at PCPS Programs

Attachment B – Summer Learning Payroll Schedule and Deadlines for Payroll Report Forms,
Special Activity Payroll Reports and Time Logs

- c: Wayne Green, Deputy Superintendent
- Jason Pitts, Chief of Staff
- Joseph McNaughton, III, Associate Superintendent, Chief Academic Officer
- Brian Warren, Associate Superintendent, Human Resource Services
- Ann Everett, Senior Director, K-12 Literacy
- Andrew Baldwin, Senior Director, Federal Programs
- Alyson Dort, Director, Federal Programs – Title I, Part A
- Business Services Finance and Payroll Departments
- Human Resource Services Personnel Department
- Regional Assistant Superintendents
- Summer Learning Administrators and Payroll Secretaries



**PCPS AND POLK EDUCATION ASSOCIATION
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**ATTACHMENT A
Schedule of 2022 Summer Learning at PCPS Programs**

SUMMER LEARNING @ PCPS ACADEMY

Elementary Teachers/Sites

Training Day	June 1: 1 day (8 working/paid hours & separate 1-hour paid lunch)
Teacher Workday	June 2: 1 day (Orientation in the afternoon) (7.75 paid hours)
Instructional Days	Monday – Thursday, June 6 – June 30
Instructional Times	7:30 a.m. – 2:00 p.m. (6 hours / day includes 30-minute paid lunch and at least one duty-free 10-minute paid break)
Total teacher working days	18 days

Secondary Teachers/Sites

Training/Workday	June 2: 1 day (1.5 hour trng. webinar & work day) (7.75 paid hours)
Instructional Days	Monday – Thursday, June 6 – June 30
Instructional Times	7:30 a.m. – 1:30 p.m. (6 hours / day includes 30-minute paid lunch and at least one duty-free 10-minute paid break)
Total teacher working days	17 days

Students

Instructional Days	Monday – Thursday, June 6 – June 30, 2022 (total: 16 days)
Instructional Times	8:00 a.m. – 1:00 p.m. (5 hours per day includes lunch)

Summer 2022 End-of-Course (EOC) Administration window is tentatively scheduled July 18-22, 2022.

ESE EXTENDED SCHOOL YEAR (ESY) PROGRAM

Teachers

Training Day	June 1: 1 day (8 working/paid hours & separate 1-hour paid lunch)
Teacher Workday	June 2: 1 day (Orientation in the afternoon) (7.75 paid hours)
Instructional Days	Monday – Thursday, June 6 – June 30
Instructional Times	7:30 a.m. – 1:30 p.m. (6 hours / day includes 30-minute paid lunch and at least one duty-free 10-minute paid break)
Total teacher working days	18 days

Paraeducators

Workday	June 2: 1 day (7.5 hours)
Instructional Days	Monday – Thursday, June 6 – June 30 (total: 17 days)
Instructional Times	7:30 a.m. – 1:30 p.m. (6 hours / day includes 30-minute paid lunch and at least one duty-free 10-minute paid break)
Total para working days	17 days

5/23/22 (SM)

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Students

Instructional Days	Monday – Thursday, June 6 – June 30, 2022 (total: 16 days)
Instructional Times	8:00 a.m. – 1:00 p.m. (5 hours per day includes lunch)

ESOL

Self-Contained ESOL Teachers

Training Days	June 1: 1 day (8 working/paid hours & separate 1-hour paid lunch)
Teacher Workday	June 2: 1 day (Orientation in the afternoon) (7.75 paid hours)
Instructional Days	Monday – Thursday, June 6 – June 30
Instructional Times	7:30 a.m. – 2:00 p.m. (6 hours / day includes 30-minute paid lunch and at least one duty-free 10-minute paid break)
Total teacher working days	18 days

Students

Instructional Days	Monday – Thursday, June 6 – June 30
Instructional Times	8:00 a.m. – 1:00 p.m. (5 hours per day includes lunch)

LPN PARAEDUCATOR SUPPORT

<u>LPNs</u>	Work/Prep Day	June 2: (7.5 hours)
	Student Days	Monday – Thursday, June 6 – June 30
	Work Times	7:30 a.m. – 1:30 p.m. (6 hours / day includes 30-minute paid lunch and at least one duty-free 10-minute paid break)
	Total para working days	17 days

VOLUNTARY PRE-K PROGRAM

Teachers

Training Day	June 2: One day (9-hour working/paid & separate 1-hour paid lunch)
Teacher Workday	June 3: ½ day work day/ ½ day orientation (9-hour working/paid & separate 1-hour paid lunch)
Instructional Days	Monday – Friday, June 6 – July 30, 2022
Instructional Times	7:15 a.m. – 4:45 p.m. (paid lunch) No school: July 5-9, 2022

Students

Orientation Day	Friday, June 3 from 1:00 – 4:00 p.m.
Instructional Days	Monday, June 6 - Friday, July 30, 2022
	7:30 a.m. – 4:30 p.m. No school: July 5-9, 2022

5/23/22 (SM)

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KINDERGARTEN BOOTCAMP

Teachers

Training/Work Day	June 23: ½ day trng./ ½ day work day (7.75-hour work day)
Instructional Days	Monday – Thursday, June 27 – June 30, 2022
Instructional Times	7:30 a.m. – 2:00 p.m. (6 hours / day includes 30-minute paid lunch and at least one duty-free 10-minute paid break)

Students

Instructional Days	Monday, June 27 - Thursday, June 30, 2022
	8:00 a.m. – 1:00 p.m. (5 hours per day includes lunch)

FEDERAL PROGRAMS SCHEDULE

Instructional Staff - Specific dates as approved by Regional Assistant Superintendent and Federal Programs Office

Extended Learning	June 1 – July 29, 2022
Professional Development	June 1 – July 29, 2022
Collaborative Planning	June 1 – July 29, 2022

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**Attachment B – Summer Learning 2022
Payroll Schedule and Deadlines for Payroll Report Forms,
Special Activity Payroll Reports and Time Logs**

Pay Date	Employee Special Activity Time Log Deadlines	Worksite Payroll Secretary Special Activity Payroll Forms Report Deadlines	Summer Academy Administrator Special Activity Payroll Report Deadlines
JULY 29 (Friday) Check for time worked June 1 st – June 30 th	JUNE 30 (Thursday) Submit <i>Time Log</i> for time worked through June 30 th to building payroll secretary by close of business	PRIOR to 8 AM on July 5 (Tuesday) Submit <i>Payroll Report</i> forms to District Summer Learning team via email (Diana Turner and Ann Everett) *all original documents sent via courier.	No later than end of day JULY 8 (Friday) Submit <i>Payroll Report</i> to Payroll Department
AUGUST 31 (Wednesday) Check for time worked July 1 st – July 29 th	JULY 29 (Friday) Submit <i>Time Log</i> for time worked through July 29 th to building payroll secretary by close of business	AUGUST 2 (Tuesday) Submit <i>Payroll Report Forms DIRECTLY</i> to Title 1 (Andy Baldwin)	No later than end of day AUGUST 8 (Monday) Submit <i>Payroll Report</i> to Payroll Department
AUGUST 31 (Wednesday) Check for time worked August 1 st & 2 nd	AUGUST 4 (Thursday) Submit <i>Time Log</i> for time worked through August 2 nd to building payroll secretary by close of business	AUGUST 5 (Friday) Submit <i>Payroll Report Forms DIRECTLY</i> to Title 1 (Andy Baldwin)	No later than end of day AUGUST 10 (Wednesday) Submit <i>Payroll Report</i> to Payroll Department

5/23/22

Spencer