



**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE SCHOOL DISTRICT OF POLK COUNTY, FLORIDA
AND
THE POLK EDUCATION ASSOCIATION, INC.
TEACHING AND LEARNING AND OPERATIONAL
COLLABORATIVE COUNCILS**

This Memorandum of Understanding (MOU) memorializes the parties' agreement authorizing collaborative councils beginning with the 2021-2022 school year 2nd quarter.

The **SCHOOL DISTRICT OF POLK COUNTY, FLORIDA** (D/B/A Polk County Public Schools) (**PCPS/District**) 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.

WHEREAS, the PEA is the certified bargaining agent for the District; and, the District is the employer and party to the Teacher, Educational Support Personnel (ESP), and Paraeducator Collective Bargaining Agreements (CBA) with the PEA; and,

WHEREAS, Teacher CBA *Article VI – Teaching Conditions* outlines the professional responsibility of planning time.

NOW, THEREFORE, with the goal to increase student achievement and communication regarding District initiatives, the parties agree to additional opportunities for instructional staff, ESP, and Paraeducators to participate in Teaching and Learning Collaborative Councils beginning with the 2021-2022 second quarter on Monday, October 18, 2021:

1. Purpose of Collaborative Councils

A committee consisting of school and District-level administrators appointed by the Superintendent, and bargaining unit members appointed by the PEA President, to create an intentional framework and effective supplemental resources for, including but not limited to, the negotiated additional weekly hours of planning time, staff evaluations, behavior and discipline, engagement of stakeholders, District budgetary oversight, contract oversight, etc. The Council is not a decision-making body, but advisory in nature to the District and Association bargaining teams.

Each Council seeks to:

- a. Identify systemic problems and/or concerns and new topics for exploration with a goal of making recommendations to the appropriate stakeholders.

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- b. Explicitly outline the focus of the Professional Learning Community, differentiating levels of support for instructional staff and paraeducators.
- c. Provide an open forum to discuss and support District initiatives and/or pilot programs and generate recommendations.
- d. Provide communication between teachers, school-level administration, and District-level administration.
- e. Maintain consistent communication between all schools.
- f. For the 2021-22 and 22-23 school years, service on the committee is voluntary for all collaborative council members; however, PEA bargaining unit employees who are actively employed will receive a \$200 annual stipend for their participation and involvement in their June 30th paycheck.

2. Structure of the Councils

There will be eleven committees as outlined in the Section 4 table below. Each committee shall include at a minimum, one instructional representative each from an elementary, middle school, and high school, one paraeducator, and one ESP as appropriate.

- a. Each committee shall establish written guidelines/norms.
- b. Members can be removed by joint recommendation of the committee co-chairs and agreement from the Superintendent and the PEA President. and Council members will be replaced as vacancies arise.
- c. A school-based teacher/paraeducator/ESP may only serve on one council's special area topic.
- d. The Superintendent and/or Chief Negotiator designee and PEA President and/or designee are considered ex-officio members of all collaborative council committees.
- e. Members may be added to each committee by agreement of the Superintendent and PEA President.

3. Meeting Frequency and Agendas

- a. Beginning with the second quarter, the Council will meet a minimum of once each quarter to review the following, but not limited to, student learning data, evaluation data, survey results, District finances, contractual issues, and other items related to the council's scope of work.

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- b. The two chairpersons will jointly set the meeting agendas, schedule, and location, either remote or in-person as pandemic conditions permit. Participants will have the option to participate virtually should a face-to-face meeting be scheduled.
- c. Should there be any impacts to wages, hours, or working conditions the Council may make appropriate recommendations to the collective bargaining team.
- d. Collective communications will be relayed to affected schools following any negotiated agreements.
- e. As needed District administration and the PEA shall jointly sponsor one voluntary large group training meeting.
- f. Each committee shall meet a minimum of four times per year before or after school. A committee may choose to meet more frequently after school hours as needed.

4. Council Membership

Committee	Membership
Early Childhood/Kindergarten	<ul style="list-style-type: none"> • Director of Early Childhood Education or designee (co-chair) • PEA Pre-K-Elementary designee (co-chair) • up to five additional administrators to be determined by the Superintendent • up to five additional PEA members determined by the PEA President

Committee	Membership
Elementary School (K-5)	<ul style="list-style-type: none"> • Regional Assistant Superintendent or designee (co-chair) • PEA Elementary School designee (co-chair) • up to ten additional administrators to be determined by the Superintendent • Two additional PEA members from each of the 7 district area elementary schools determined by the PEA President (14)



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Committee	Membership
<p align="center">Middle School (6-8)</p>	<ul style="list-style-type: none"> • Regional Assistant Superintendent or designee (co-chair) • PEA Middle School designee (co-chair) • up to ten additional administrators to be determined by the Superintendent • Two additional PEA members from each of the 7 district area middle schools determined by the PEA President (14) to include a minimum of one member representing the following areas: <ul style="list-style-type: none"> ○ English/Language Arts (ELA) ○ Math ○ Science ○ Social Sciences ○ Art ○ Music ○ PE ○ ESE/Special Education teacher ○ ESOL (English to Speakers of Other Languages)/ELL (English Language Learners) ○ School Counselor ○ Social Worker ○ School Psychologist

Committee	Membership
<p align="center">High School (9-12)</p>	<ul style="list-style-type: none"> • Regional Assistant Superintendent or designee (co-chair) • PEA High School designee (co-chair) • up to ten additional administrators to be determined by the Superintendent • Two additional PEA members from each of the 7 district area high schools determined by the PEA President (14) to include a minimum of one member for each of the following areas: <ul style="list-style-type: none"> ○ ELA

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	<ul style="list-style-type: none"> ○ Math ○ Science ○ Social Sciences ○ Art ○ Music ○ PE ○ Special Education ○ ESOL/ELL ○ School Counselor ○ Social Worker ○ School Psychologist
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Committee	Membership
<p>RtI (Response to Intervention) and MTSS (Multi-Tiered System of Supports)</p>	<ul style="list-style-type: none"> ● Superintendent or designee (co-chair) ● PEA designee (co-chair) ● Up to twelve additional administrators to be determined by Superintendent ● The following PEA members (24) determined by the PEA President: <ul style="list-style-type: none"> ○ 3 Psychologists ○ 3 Social workers ○ 3 Literacy teachers ○ 3 ELL teachers ○ 6 ESE/SPED (Special Education) teachers, includes at least one representative each from high school, middle school and elementary ○ 6 general education teachers, includes at least one representative each from high school, middle school and elementary

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Committee	Membership
<p>Elementary Special Education</p>	<ul style="list-style-type: none"> • Assistant Superintendent Learning Support or designee (co-chair) • PEA Special Education designee (co-chair) • Up to ten additional administrators to be determined by the Superintendent • The following Elementary Education Services PEA member teachers (14) determined by the PEA President: <ul style="list-style-type: none"> ○ 2 High Incidence ○ 2 Low Incidence ○ 2 Speech Language Pathologists ○ 2 Social Workers ○ 2 Psychologists ○ 2 Title 1 ESE/SPED Teachers ○ 2 LPN Paraeducators

Committee	Membership
<p>Secondary Special Education</p>	<ul style="list-style-type: none"> • Regional Assistant Superintendent or designee (co-chair) • PEA Special Education Committee Chair or designee (co-chair) • Up to ten additional administrators to be determined by the Superintendent • The following Secondary Education Services PEA member (14) teachers determined by the PEA President: <ul style="list-style-type: none"> ○ 2 High Incidence ○ 2 Low Incidence ○ 2 Speech Language Pathologists ○ 2 Social Workers ○ 2 Psychologists ○ 2 Title 1 ESE/SPED Teachers ○ 2 LPN Paraeducators

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Committee	Membership
<p align="center">Teacher Evaluation Advisory Committee (TEAC)</p>	<p>As outlined in Teacher CBA Article 15.11 and 15.12. The TEAC will meet once in the first semester and once in the second semester. Additional meetings may be scheduled by mutual agreement of the parties.</p> <ul style="list-style-type: none"> • 10 members appointed by the Superintendent • 10 members appointed by the PEA President

Committee	Membership
<p align="center">District Budgetary Oversight Council</p>	<p>Review, monitor, and advise the Bargaining Teams on District Budgetary issues and recommendations.</p> <ul style="list-style-type: none"> • Chief Financial Officer or designee (co-chair) • PEA President or designee (co-chair) • AFSCME President or designee (co-chair) • Up to 3 additional administrators or District staff to be determined by the Superintendent • Up to 3 additional PEA representatives determined by the PEA President • Up to 3 additional AFSCME representatives determined by the AFSCME President



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Committee	Membership
<p>Contracts Oversight Council</p>	<p>Review, monitor, and oversee the enforcement of all PEA Collective Bargaining Agreements and Memoranda of Understanding Agreements. Review and advise the Bargaining Teams on any potential impacts of wages, hours, and working conditions to new or revised job descriptions.</p> <ul style="list-style-type: none"> • Associate Superintendent of Human Resources or designee (co-chair) • PEA President or designee (co-chair) • Up to 3 additional administrators or District staff to be determined by the Superintendent • Up to 3 additional PEA representatives determined by the PEA President

This Memorandum of Understanding will expire on June 30, 2023.

Neither the Board nor the Association, through participation in communication council discussions, waives its right to engage in formal collective bargaining or to declare any issue non-negotiable unless such party expressly agrees to such waiver in writing.

POLK EDUCATION ASSOCIATION, INC.

POLK COUNTY SCHOOL DISTRICT

By: 
Stephanie Yocum
President
Polk Education Association

By: 
Frederick R. Heid
Superintendent
Polk County Public Schools

10/21/21
Date

10/22/21
Date



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- c: Wayne Green, Deputy Superintendent
Jason Pitts, Chief of Staff
Heather Jenkins, Associate Superintendent, Chief Financial Officer
Joseph McNaughton, III, Associate Superintendent, Chief Academic Officer
Tony Kirk, Senior Director, Human Resource Services
Sandy Riley-Hawkins, Senior Director, Assessment, Accountability & Evaluation
Dr. Joshua Lutz, Associate Superintendent, Learning Support
Regional Assistant Superintendents
Paula Dull, Director, Personnel Department, Human Resource Services
Dana Torres, Director, Payroll Department, Business Services
Senior Directors of Curriculum