



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

**PROFESSIONAL DEVELOPMENT DEPARTMENT  
STUDENT ACHIEVEMENT OBJECTIVES  
ASSESSMENT LITERACY TEACHER CADRE  
ASSESSMENT LITERACY EXPERT TEACHER CADRE  
2021-2022**

**WHEREAS**, the Polk Education Association, Inc. (PEA) is the certified bargaining agent for the School District of Polk County, Florida (District); and,

**WHEREAS**, the District is the employer and party to the Teacher Collective Bargaining Agreement (CBA) with PEA; and,

**WHEREAS**, the parties have agreed that two (2) cadres of teachers comprised of classroom and non-classroom personnel may be selected from a pool of voluntary applicants to participate in professional learning opportunities for the innovative Student Achievement Objectives (SAO) assessment literacy to ensure that the SAO evaluation process is implemented with fidelity.

**NOW, THEREFORE**, the parties agree as follows:

**1. Assessment Literacy Teacher Cadre**

Up to 30 members from previous SAO Cadres may voluntarily apply to be a member of the 2021-2022 Assessment Literacy Cadre. Selected participants will engage in professional learning to examine alignment between learning goals and assessments, ensure quality assessments and scoring criteria are used, and learn how to use assessment results for instructional decisions.

**2. Assessment Literacy Expert Teacher Cadre**

Up to 27 members from the 2020-2021 Assessment Literacy Cadre interested in continuing their membership in the 2021-2022 Assessment Literacy Cadre will engage in continued professional learning to examine alignment between learning goals and assessments, ensure quality assessments and scoring criteria are used, and learn how to use assessment results for instructional decisions.

**3. Stipend Payment:**

Upon completion of all required activities for one of the Assessment Literacy Cadres no later than the last teacher work day May 31, 2022, a one-time \$1,000 stipend will be paid in the appropriate



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SAO ASSESSMENT LITERACY TEACHER CADRES 2021-2022**

June 2022 payroll period for each cadre member. If a cadre member does not fulfill the year-long expectations outlined in the Attachment, and/or is no longer employed by the District on the date of payment, the stipend will be prorated based on the last full quarter worked. A teacher is only eligible for one (1) stipend payment.


**4. Funding**

If additional funds for the cadre members are available while this MOU is in effect, the District and PEA will discuss any appropriate amendments and distribution of such funds. Payment of funds is contingent upon completion of the Attachment expectations and funding.

**This agreement will expire on June 30, 2022.**

**POLK EDUCATION ASSOCIATION, INC.**

**POLK COUNTY SCHOOL DISTRICT**

By:   
**Stephanie Yocum**  
**President**  
**Polk Education Association, Inc.**

By:   
**Frederick R. Heid**  
**Superintendent**  
**Polk County Public Schools**

5/17/22  
**Date**

5/20/22  
**Date**

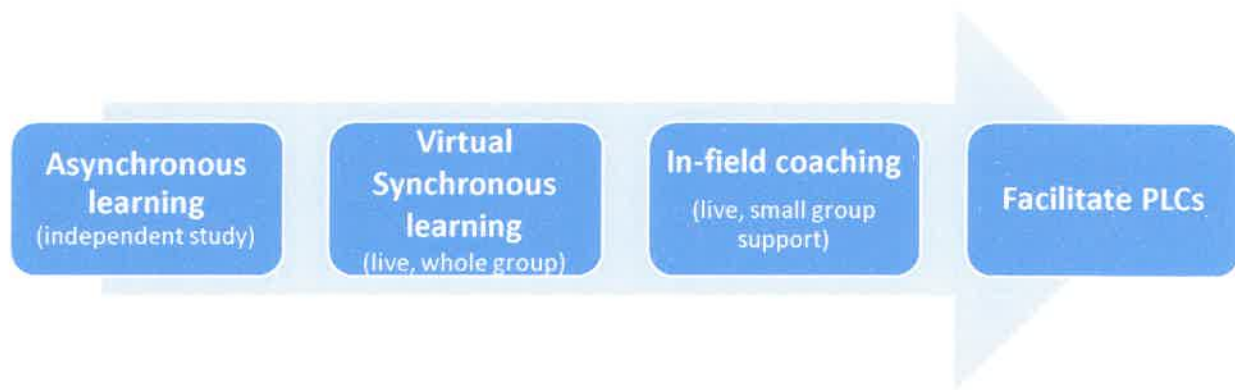
**Attachment: Teacher Cadre Commitments and Expectations**

- c: Jason Pitts, Chief of Staff
- Brian Warren, Associate Superintendent, Human Resource Services
- Cheryl Joe, Senior Director, Professional Development
- Jennifer Rouse, Senior Coordinator, Professional Development
- Business Services Finance and Payroll Departments
- Personnel Department, Human Resource Services

**MEMORANDUM OF UNDERSTANDING  
SAO ASSESSMENT LITERACY TEACHER CADRES 2021-2022**

**ATTACHMENT  
TEACHER CADRE COMMITMENTS and EXPECTATIONS**

**Assessment Literacy Cadre**



1. Participate in **asynchronous virtual learning** each month from August – May. Professional learning modules will be made available online and cadre members will complete the modules outside of their regular contract hours. The modules will prepare members for the virtual synchronous learning later in the month.
2. Participate in **synchronous virtual learning** once each month August – May. The synchronous virtual meetings will be held 4:30 – 6:30 p.m. on the dates identified below. Cadre members must participate in all meetings held outside of contracted work hours so that substitutes are not required.

| <b>Assessment Literacy Cadre Virtual PD Dates<br/>4:30 – 6:30 p.m.</b> |             |
|--|-------------|
| August 25  | January 11  |
| September 7  | February 10 |
| October 7  | March 8     |
| November 10  | April 6     |
| December 9   | May 9       |

3. Participate in small group **in-field coaching** sessions throughout the school year. These coaching sessions will be scheduled with cadre member input throughout the course of study.
4. Facilitate and contribute to assessment literacy **professional learning communities** in cadre member's school through a partnership with member's administrative team. District

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### **ATTACHMENT (cont.)**

non-classroom teachers will contribute to the assessment literacy professional learning within department/office through a partnership with each supervisor.

5. Develop and implement an SAO with fidelity to be used as part of the member's evaluation. Guidance and support on all components of the SAO will be provided to ensure a high-quality SAO. Draft SAO must be submitted to Dr. Jeri Thompson for initial review and feedback prior to submitting SAO to supervisors.

### **Assessment Literacy Cadre – Expert Teachers**



1. Participate in **asynchronous virtual learning** each month from August – May. Professional learning modules will be made available online and cadre members will complete the modules outside of their regular contract hours. The modules will prepare members for the virtual synchronous learning later in the month.
2. Participate in **synchronous virtual learning** once each month August – May. The synchronous virtual meetings will be held 4:30 – 6:30 p.m. on the dates identified below. Cadre members must participate in all meetings, so please do not apply if you are unable to participate accordingly. These meetings are held outside of regular contract hours so that substitutes are not required.



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SAO ASSESSMENT LITERACY TEACHER CADRES 2021-2022**

| <b>Assessment Literacy Cadre Virtual PD Dates<br/>4:30 – 6:30 p.m.</b> |            |
|--|------------|
| August 26  | January 12 |
| September 9  | February 8 |
| October 4  | March 7    |
| November 15  | April 7    |
| December 8   | May 10     |

3. Participate in small group **in-field coaching** sessions throughout the school year. These coaching sessions will be scheduled with cadre member input throughout the course of study.
4. Facilitate and contribute to assessment literacy **professional learning communities** in your school through a partnership with your administrative team. District non-classroom teachers will contribute to the assessment literacy professional learning within their department/office through a partnership with each supervisor.
5. Develop and implement **your own** SAO, with fidelity, to be used as part of your evaluation. Guidance and support on all components of the SAO will be provided to ensure a high-quality SAO. Draft SAO must be submitted to Dr. Jeri Thompson for initial review and feedback prior to submitting SAO to supervisor.