



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

**TEACHER CAMPUS INDUCTION COORDINATOR PROGRAM  
PROFESSIONAL DEVELOPMENT DEPARTMENT  
2021-2022 AND 2022-2023**

**WHEREAS**, the Polk Education Association, Inc. (PEA) is the certified bargaining agent for the School District of Polk County, Florida (D/B/A Polk County Public Schools) (PCPS); and the PCPS is the employer and party to the Teacher Collective Bargaining Agreement (CBA) with PEA; and,

**WHEREAS**, the Elementary and Secondary School Emergency Relief (ESSER 2) funds under the Coronavirus Aid, Relief, and Economic Security (CARES) Act are education stabilization funds provided to school districts to address the impacts that the Novel Coronavirus Disease 2019 (COVID-19) continues to have on schools in Florida; and,

**WHEREAS**, the Campus Induction Coordinator instructional coaches (coordinators) ensure a quality work experience for new teachers. The program utilizes school-based teachers to provide individualized support to new teachers as an extension of personalized support in a content-neutral role providing social emotional support to reduce feelings of isolation new teachers have reported experiencing.

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

**1. Teacher Selection:**

Coordinators will be selected from among a pool of K-12 non-Probationary Contract teachers who have been selected by their principal to serve as the Campus Induction Coordinator(s). Applicants will be selected based on previous participation in teacher engagement activities and a strong recommendation from their principal. One (1) to three (3) Campus Induction Coordinators (depending on school needs) will be selected from each site to work closely with new teachers at that school.

Participating in teacher leadership programs serves as a recommended prerequisite for this role. These teachers are already familiar with teacher leadership strategies such as building highly effective teams, teaching adults, and have a passion for



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supporting new teachers, each of which will be utilized for this role.

Provisional Substitutes and Kelly Educational Services substitutes are not eligible to serve as coordinators.

### **2. Duties and Expectations:**

The expectations and participation requirements during and outside of the regular 10-month (196 contract days) teacher's duty day are outlined below. Coordinators will sign an agreement to fulfill the role guidelines and expectations. Campus Induction Coordinators support the existing onboarding plan to welcome new teachers to campus, disseminating information, providing logistical support, and increasing awareness of professional expectations and resources.

Through the coaching support it is expected there will be an increase in:

- a. the retention of new teachers.
  - b. the perception of a positive school culture.
  - c. new teachers' sense of support and belonging.
- Participate in all required Campus Induction trainings
  - Develop a Campus Induction Plan using best practices learned during training
  - Prepare and facilitate two (2) Campus Induction days on campus throughout the school year for each new hire that successfully completes their virtual Teacher Induction Program Seminar (TIPS) modules.
  - Continue to build personal knowledge and reflection strategies to build upon and improve Campus Induction for new hires at their school.

### **3. Stipend Payment:**

- A. 2021-2022: Upon completion of all required activities the coordinator will be eligible for a one-time stipend of \$300 to be paid on June 30, 2022, subject to the appropriate tax rate. To be receive payment coordinators must be employed on May 27, 2022, the last student attendance day.
- B. 2022-2023: Upon completion of all required activities the coordinator will be eligible for a one-time stipend of \$300 to be paid June 30, 2023, subject to the



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appropriate tax rate. To be receive payment coordinators must be employed on the last student attendance day, May 31, 2023.

In the event a teacher does not fulfill the year-long expectations outlined above and is released from the role of Campus Induction Coordinator due to failure to comply with program deliverables, and/or is no longer employed by the District, the stipend will be forfeited.

Staff not returning for the following school year (retirements, resignations, etc.) must maintain a current address in the *Staff Portal* to ensure receipt of the stipend payment.

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

**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**

- c: Joseph McNaughton, III, Associate Superintendent, Chief Academic Officer
- Jason Pitts, Chief of Staff
- Brian Warren, Associate Superintendent, Human Resource Services
- Cheryl Joe, Senior Director, Professional Development
- Andrew Baldwin, Senior Director, Federal Programs
- Keri Murphy, Senior Manager, Induction Program, Professional Development
- Dana Torres, Director, Payroll Department, Business Services