



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

**2023-2024 AND 2024-2025 SCHOOL CALENDARS
STUDENT EARLY DISMISSAL DAYS**

This Memorandum of Understanding (MOU) memorializes the parties' agreement increasing the number of Student Early Dismissal Days from seven (7) to ten (10) and determining use of the 150 minutes on each of the ten (10) days.

The **SCHOOL DISTRICT OF POLK COUNTY, FLORIDA** (D/B/A Polk County Public Schools) (**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 a party to the PEA Collective Bargaining Agreements (CBA) governing teachers, paraeducators and educational support (clerical) personnel; and,

WHEREAS, the Polk County School District and PEA mutually agree that designated Student Early Dismissal days are either reserved for teacher staff development or teacher self-directed planning time; and,

WHEREAS, as documented by the parties' signed agreement dated January 20, 2022, beginning with the 2022-2023 school year the Superintendent's Calendar Committee recommended three (3) additional student early dismissal days for teacher staff development (administrator-directed), for a total of ten (10) days on which students are dismissed from school 150 minutes early.

***CONTRACT RECITAL
Amended July 12, 2022***

TEACHER ARTICLE III - SCHOOL CALENDAR

3.1 The Board agrees that the Association may name at least four (4) members to the Superintendent's Calendar Committee for the duration of this agreement.

3.2 The Board agrees to provide the teachers with six (6) paid holidays per school year for the duration of this agreement.



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3.3 Non-student contact days for teachers shall be designated as six (6) Work Days and four (4) Staff Development Days. Work Days shall be available for teachers to use as Teacher Self-Directed Planning (Article 6.3) except that the principal may schedule and hold one (1) Faculty Meeting (Article 6.5) of not more than 60 consecutive minutes during the day. Staff Development Days may be used as described in Article 6.5 Faculty Meetings.

3.4 The Board shall include at least seven (7) Student Early Dismissal Days distributed throughout the school year. The days shall be designated as six (6) Teacher Self-Directed Planning Days and one (1) Staff Development Day in March, a portion of which should be used for state testing training. Students shall be dismissed one-hundred fifty (150) minutes early to provide teachers one-hundred fifty (150) minutes of self-directed planning time on six (6) of these days in addition to the planning time described in Sections 6.3 through 6.3-5 of the contract. The additional one-hundred fifty (150) minutes of preparation time for the remaining one (1) of these Student Early Dismissal Days may be designated for staff development. All remaining time shall be used by the employee for self-directed planning activities.

ARTICLE VI – TEACHING CONDITIONS

6.3-9 Student Early Dismissal Days: The Board shall structure a schedule for students that dismisses all students 150 minutes early to provide teachers 150 minutes of planning time in addition to the planning time described in Sections 6.3 through 6.3-5. There shall be at least seven (7) of these Student Early Dismissal Days distributed throughout the school year as mutually agreed upon. The days shall be designated as six (6) Teacher Self-Directed Planning Days and one (1) Staff Development Day in March with a portion used for state testing training.

NOW, THEREFORE, PEA and the District agree as follows:

A. The 2023-2024 student early dismissal dates and their designation will be:

- | | |
|-----------------------|--|
| 1. August 25, 2023 | Teacher Staff Development 1 of 4 (administration-directed) |
| 2. September 22, 2023 | Teacher Self-Directed Planning Time 1 of 6 |
| 3. October 20, 2023 | Teacher Self-Directed Planning Time 2 of 6 |
| 4. November 9, 2023 | Teacher Self-Directed Planning Time 3 of 6 |
| 5. December 15, 2023 | Teacher Self-Directed Planning Time 4 of 6 |
| 6. January 12, 2024 | Teacher Self-Directed Planning Time 5 of 6 |
| 7. February 16, 2024 | Teacher Staff Development 2 of 4 |



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- 8. March 8, 2024 (portion reserved for state testing training) Teacher Self-Directed Planning Time 6 of 6
- 9. April 12, 2024 Teacher Staff Development 3 of 4
- 10. April 26, 2024 Teacher Staff Development 4 of 4


B. The 2024-2025 student early dismissal dates and their designation will be:

- 1. August 30, 2024 Teacher Staff Development 1 of 4 (administration-directed)
- 2. September 20, 2024 Teacher Self-Directed Planning Time 1 of 6
- 3. October 17, 2024 Teacher Self-Directed Planning Time 2 of 6
- 4. November 22, 2024 Teacher Self-Directed Planning Time 3 of 6
- 5. December 20, 2024 Teacher Self-Directed Planning Time 4 of 6
- 6. January 17, 2025 Teacher Self-Directed Planning Time 5 of 6
- 7. February 14, 2025 Teacher Staff Development 2 of 4 (portion reserved for state testing training)
- 8. March 14, 2025 Teacher Self-Directed Planning Time 6 of 6
- 9. April 17, 2025 Teacher Staff Development 3 of 4
- 10. May 16, 2025 Teacher Staff Development 4 of 4

This agreement will expire June 30, 2025.

POLK EDUCATION ASSOCIATION, INC.

POLK COUNTY SCHOOL DISTRICT

By: 
Stephanie Yocum
President
Polk Education Association

By: 
Frederick R. Heid
Superintendent
Polk County Public Schools

1/30/23
Date

2/1/23
Date