



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

**PROFESSIONAL DEVELOPMENT DEPARTMENT  
TEACHERS COACHING TEACHERS (TCT) – COHORT 1**

**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 Elementary and Secondary School Emergency Relief (ESSER) fund under the March 2021 American Rescue Plan (ARP) Act provides direct aid to sustain the operation of schools and address the impact of COVID-19. ARP ESSER also contains additional provisions related to addressing loss of learning in students; and,

**WHEREAS** the parties have agreed that one (1) cohort of up to fifty (50) classroom teachers may be selected from a pool of voluntary applicants to participate in master-level college and District-based professional learning opportunities that qualify teachers to remain classroom teachers, while also being eligible to provide job-embedded coaching during planning periods to receive an annual stipend in 2024-2025.

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

**1. Teachers Coaching Teachers (TCT) Cohort 1**

Up to 50 qualified teachers may voluntarily apply to be a member of the 2023-2024 Teachers Coaching Teachers (TCT) Cohort 1. Selected participants will engage in five master-level courses through Grand Canyon University (GCU) and then engage in professional learning with PCPS. Teachers will engage in one (1) GCU asynchronous, virtual course at a time every 6 weeks for a total of 5 courses from April 2023 through November 2023. Each GCU course will take approximately 15 hours a week *outside of work contract hours* to complete.

Following the completion of the GCU courses, teachers will participate in a PCPS Coach Clinic from December 2023 through April 2024. Successful completion of the GCU courses and PCPS Coach Clinic will lead to teachers being placed in the PCPS coaching pool and being eligible to apply for a teacher leader coaching role starting in the 2024-2025 school year. The PCPS Coach Clinic will provide support through job-embedded, ongoing professional learning to ensure aspiring coaches provide meaningful support for their teachers. A progression of PCPS-specific in-person and/or asynchronous learning modules followed by 1:1 synchronous (live) virtual and/or in-person

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feedback on the application of learning.

### 2. Teacher Commitments

- (a.) Agree to complete all five (5) of the Instructional Coaching Pathway courses with Grand Canyon University within the timeframe provided for the designated cohort (April 2023 - November 2023).

#	Course	Course Title	Credits	# Weeks	Start date	End date
1	EAS-530	Improving Teacher Performance and Self-Efficacy	3	6	4/27/2023	6/7/2023
2	EDU - 537	Leadership in Instructional Coaching	3	6	6/8/2023	7/19/2023
3	EAD-523	Developing Professional Capacity	3	6	7/20/2023	8/30/2023
4	TCH-539	Introduction in Educational Research	3	6	8/31/2023	10/11/2023
5	REA - 560	Professional Learning and Leadership in Literacy	3	6	10/12/2023	11/22/2023

- (b.) Upon successful completion of the five (5) courses with Grand Canyon University, agree to complete the PCPS Coach Clinic professional learning requirements (December 2023 - April 2024).
- (c.) Commit to teach or coach for three (3) school years in PCPS (not Charter) following completion of the program (2024-2025, 2025-2026, and 2026-2027).
- (d.) Should the teacher withdraw/drop out of the program prior to completion or leave the District prior to serving in a teaching or coaching role for three (3) years following completion, each teacher commits to reimburse a prorated amount to the District.

The prorated amount expected to be paid back to the District if a cohort member drops out or leaves the District *prior to program completion* is based on the number of courses completed X \$1,565 (the cost of each course at the time of this agreement).

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The prorated amount expected to be paid back to the District if a teacher leaves the District prior to serving in a teaching or coaching role for three (3) years following completion follows:

- If less than one (1) full school year fulfilled = \$7,825
  - If at least one (1) full school year fulfilled, but less than two (2) full school years fulfilled = \$5,217
  - If at least two (2) full school years fulfilled, but less than all three (3) full school years fulfilled = \$2,608
- (e.) Cohort members understand they will not receive a stipend to participate in professional learning.
- (f.) Cohort members understand that upon successful completion of all requirements, they will be eligible to apply to serve as a classroom teacher, while simultaneously providing job-embedded coaching for their peers.
- (g.) Cohort members understand that if eligible and then selected to serve as a classroom teacher while simultaneously providing job-embedded coaching for peers, they could earn up to a \$4,000 one-time annual stipend based on required supports provided and documentation submitted.

### Planning Period Coaching Model for Stipend Payment

Support Caseload: Two (2) teachers (assigned by school-based administrator)

	<b>1<sup>st</sup> Quarter</b>	<b>2<sup>nd</sup> Quarter</b>	<b>3<sup>rd</sup> Quarter</b>	<b>4<sup>th</sup> Quarter</b>	<b>TOTAL</b>
<b>Teacher 1</b>	<b>\$500</b> Successful completion of: 1 Coaching Cycle 4 Collaborative Assessment Logs	<b>\$500</b> Successful completion of: 1 Coaching Cycle 4 Collaborative Assessment Logs	<b>\$500</b> Successful completion of: 1 Coaching Cycle 4 Collaborative Assessment Logs	<b>\$500</b> Successful completion of: 1 Coaching Cycle 4 Collaborative Assessment Logs	<b>\$2,000</b>
<b>Teacher 2</b>	<b>\$500</b> Successful completion of: 1 Coaching Cycle 4 Collaborative Assessment Logs	<b>\$500</b> Successful completion of: 1 Coaching Cycle 4 Collaborative Assessment Logs	<b>\$500</b> Successful completion of: 1 Coaching Cycle 4 Collaborative Assessment Logs	<b>\$500</b> Successful completion of: 1 Coaching Cycle 4 Collaborative Assessment Logs	<b>\$2,000</b>
<b>TOTAL</b>					<b>\$4,000</b>

### 3. Stipend Payment 2024-2025 for Eligible Classroom Teachers/Coaches

Upon completion of all required coaching activities *each semester* (beginning the 2024-2025 school year), teachers will receive up to a \$2,000 *semester* stipend (end of January and June 2025). If a cohort member does not fulfill the semester coaching expectations outlined, the stipend will be prorated based on the evidence of coaching provided within the given semester. A teacher is only eligible for one (1) *total* annual \$4,000 stipend payment for the 2024-2025

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school year. Grant: ESSER 3; Funded Program: G44500022-33; Cost Center: 9350000000;  
Fund: 44500022; Functional Area: 6400; GL: 4730000

**Minimum expectations to receive the coaching stipend are as follows:**

1. Support a caseload of two (2) target teachers (identified by school-based administrators) during planning periods or 180 minutes (4-45 minute planning periods) outside of the duty day.

*Example:*

The teacher coach will participate in grade-level/department collaborative planning weekly on the designated day of the week the school identifies for collaborative planning. The remaining planning periods or 180 minutes outside of the duty day each week will be dedicated to intentionally supporting teachers on his/her caseload through structured coaching cycles.

The table below is one example of how this may look for a given quarter.

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Week 1</b>	Teacher 1	Teacher 2	Collaborative Planning	Teacher 1	Teacher 2
<b>Week 2</b>	Catch-Up Day	Catch-Up Day	Collaborative Planning	Teacher 2	Teacher 1
<b>Week 3</b>	Teacher 2	Teacher 1	Collaborative Planning	Teacher 2	Teacher 1
<b>Week 4</b>	Catch-Up Day	Teacher 1	Collaborative Planning	Teacher 2	Catch-Up Day
<b>Week 5</b>	Teacher 1	Teacher 2	Collaborative Planning	Teacher 1	Teacher 2
<b>Week 6</b>	Teacher 1	Teacher 2	Collaborative Planning	Catch-Up Day	Catch-Up Day
<b>Week 7</b>	Teacher 2	Teacher 1	Collaborative Planning	Teacher 1	Teacher 2
<b>Week 8</b>	Catch-Up Day	Teacher 2	Collaborative Planning	Catch-Up Day	Teacher 1
<b>Week 9</b>	Teacher 2	Teacher 1	Collaborative Planning	Teacher 2	Teacher 1

2. Use and submit coaching tools for coaching cycles with teachers. These submissions will be monitored for quality and feedback provided by the Professional Development Department.



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**Each quarter:** Submit documentation of **ONE completed coaching cycle with EACH teacher** being served (minimum of 180 minutes per teacher).

- 3. While serving in a teacher leader coaching role, participate in scheduled quarterly check-ins with PCPS Professional Learning staff for ongoing learning, support, and feedback.
- 4. Log daily entries for each teacher coached through a provided coaching log. Submit all entries once per week.
- 5. Schedule one (1) meeting each month with administration to provide an overview of the support being given to assigned teachers. A meeting template will be provided to plan for a meaningful conversation between the teacher leader and administrator.

**This agreement will expire on June 30, 2025.**

**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**

4/19/23  
Date

4/20/23  
Date

**Attachment:** **Proposed** Commitment and Reimbursement Agreement

- c: Jason Pitts, Deputy Superintendent, Chief of Staff
- Joseph McNaughton, III, Associate Superintendent, Chief Academic Officer
- Brian Warren, Associate Superintendent, Human Resource Services
- Andrew Baldwin, Senior Director, Federal Programs, Title I (ESSER 3)
- Jennifer Rouse, Senior Director, Professional Development (Contact)
- Business Services Finance and Payroll Departments
- Human Resource Services



**Teachers Coaching Teachers**

**2023 Cohort 1 Commitment and Reimbursement Agreement**

This tuition and costs reimbursement agreement (hereinafter "Agreement") is entered into by and between the School District of Polk County, Florida (hereinafter "District") and

\_\_\_\_\_ (hereinafter "Participant"). This Agreement covers tuition, materials, and other related costs incurred as part of the Teachers Coaching Teachers – Cohort 1 professional development program (hereinafter "program").

**WHEREAS**, the District has offered to provide certain learning and training to Participant which District believes will enable Participant to provide valuable coaching and development services on behalf of District to its teachers; and,

**WHEREAS**, District is providing such learning and training to Participant in anticipation of Participant completing the learning requirements of the program and continuing to teach or coach for three years following completion in accordance with the program, so that District recovers some of the benefit of the investment in the program; and,

**WHEREAS**, the undersigned Participant understands that District would not provide such learning and training unless Participant intended to complete the learning requirements of the program and continue to teach or coach for three school years following completion in accordance with the program and were to agree to reimburse District in the event that Participant voluntarily terminated his or her involvement in the program prior to serving in a teaching or coaching role for three school years following completion of the learning requirements of the program;

**NOW, THEREFORE**, in consideration of the premises and the promise stated below, the undersigned Participant agrees that;

District intends to provide five Instructional Coaching Pathway courses with Grand Canyon University within the timeframe of April 2023 - November 2023 as follows:



**Teachers Coaching Teachers**  
**2023 Cohort 1 Commitment and Reimbursement Agreement**

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5	REA - 560	Professional Learning and Leadership in Literacy	3	6	10/12/2023	11/22/2023

If Participant voluntarily terminates his/her involvement in the program or leaves the District prior to serving in a teaching or coaching role for three school years following completion of the courses (2024-2025, 2025-2026, and 2026-2027), Participant agrees to reimburse District the cost of tuition, materials, and other related costs incurred by District as determined by the schedule shown below.

Prior to completion of the coursework:	# of courses completed X \$1,565 (the cost of each course)
Following completion of the coursework:	\$7,825 if served less than one full school year
	\$5,217 if served at least one full school year, but less than two full school years
	\$2,608 if served at least two full school years, but less than three full school years



**Teachers Coaching Teachers**  
**2023 Cohort 1 Commitment and Reimbursement Agreement**

Reimbursement schedule shall follow the same procedure in Section 22.19-1 for Overpayments in the Teacher Collective Bargaining Agreement:

**22.19-1** The repayment of overpayments shall occur as soon as reasonably possible following notification. Repayment schedules shall be reduced to writing and show the total amount owed and the dollar amount of each installment with the end date. In the event that the employee will not agree to a repayment schedule, recovery of the overpaid sums shall not exceed three percent of the gross pay per pay period until the repayment plan is satisfied. In the event of a factual dispute regarding the reason for or amount of an overpayment, the sole remedy shall be a hearing before a hearing officer agreed upon by the Superintendent/designee, and the Association/employee from a mutually established list of three attorneys. The decision of the hearing officer shall be final and binding. The cost of the hearing shall be borne equally by each side.

This Agreement shall be construed under the laws of the State of Florida.

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**District Representative / Date**

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**Teacher Participant / Date**

**PCPS Employee ID# \_\_\_\_\_**

