



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

**NETWORK MANAGER TEACHERS AND PARAEDUCATORS  
SUMMER 2023 EXTENDED CONTRACT OPTION**

The **SCHOOL DISTRICT OF POLK COUNTY, FLORIDA** (D/B/A Polk County Public Schools) (PCPS) 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**, PCPS is the employer and the party to the Collective Bargaining Agreement (CBA) the certified bargaining agent Polk Education Association, Inc. governing teachers and paraeducators; and,

**WHEREAS**, the last Teacher Network Manager (10-month/196 contract days) work day of the 2022-2023 contract year is Thursday, June 1, 2023; and,

**WHEREAS**, Paraeducator Network Managers (11-month/216 contract days) are scheduled to end work for 2022-2023 on Monday, June 19, 2023, 10 contract days after 10-month teachers (due to summer 4-day work weeks); and the following tentative schedule is in effect for the 2023-2024 school year:

- |                    |  |
|--------------------|--|
| 1. July 20, 2023   | Paraeducator Network Managers (216 contract days) return 9 contract days prior to 10-month teachers (excluding summer Friday District closures on July 21 and July 28) |
| 2. August 3, 2023  | Teacher Network Managers return (196 contract days)  |
| 3. August 11, 2023 | First student attendance day   |

**NOW, THEREFORE**, as an incentive for Network Managers to collect the numerous electronic equipment/laptops issued to students in support of one-to-one devices, as well as prepare for the return of students on August 11, 2023; the parties agree as follows:



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TEACHER NETWORK MANAGER (10-Month)  
PARAEDUCATOR NETWORK MANAGER (11-Month)  
SUMMER EXTENDED CONTRACT OPTION**

**I. Network Manager Teachers (196-Day Contract):**

Subject to prior approval of the Assistant Superintendent, Information Systems & Technology (IST), Network Manager Teachers (teachers) may voluntarily report for up to twenty (20) extended contract days (7.75 hours/day) flexed throughout the summer beginning June 2, 2023 through August 2, 2023. The schedule will be mutually agreed upon between the teacher and IST Services.

**II. Network Manager Paraeducators (216-Day Contract):**

In addition to fulfilling their 216-day contract, subject to prior approval by the principal and regional assistant superintendent, Network Manager Paraeducators (paraeducators), may voluntarily report for up to five (5) additional days (7.5 hours/day) between June 20, 2023 and July 19, 2023. These days are beyond any additional optional days outlined in the Staffing Plan (Appendix A). The schedule will be mutually agreed upon between the paraeducator and the administrator.

**III. Reassignment during this Agreement:**

Network Managers who voluntarily report do so with full knowledge they may be reassigned to another school to assist with device collection or other network manager duties during the days covered under this agreement. Should the network manager be temporarily reassigned, the employee is eligible for requesting reimbursement for the mileage difference from home beyond their regularly assigned work location. In-county mileage reimbursement should be requested through the Staff Portal.

**IV. Compensation:**

Teachers and paraeducators who are approved by the Assistant Superintendent, Information Systems & Technology to voluntarily report will be paid their regular hourly rate of pay for assigned daily work hours under their current 2022-2023 contract.



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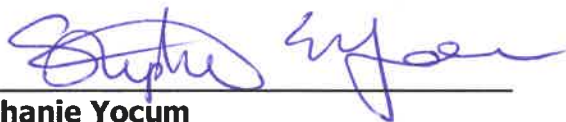
**V. Payroll Process:**


Employees should complete a Special Activity Payroll Log to document attendance. Following approval by the Assistant Superintendent, Information Systems & Technology, the Special Activity Payroll Report and Log will be sent to the Payroll Department. Payment for June workdays will occur July 31, 2023. Payment for July and any August workdays will be August 31, 2023.

**This agreement will expire August 31, 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**

**Date**

4/19/23

**Date**

4/26/23

- c: Jason Pitts, Chief of Staff, Deputy Superintendent
- Brian Warren, Associate Superintendent, Human Resource Services
- Anne Pasco, Assistant Superintendent, Information Systems & Technology
- Business Services Division Finance and Payroll Departments
- Human Resource Services Division, Personnel Department,