



**POLK COUNTY PUBLIC SCHOOLS
AND THE
POLK EDUCATION ASSOCIATION
MEMORANDUM OF UNDERSTANDING
INSTRUCTION DURING AN EMERGENCY CLOSURE
OF SCHOOLS RELATED TO COVID-19**



This Memorandum of Understanding (MOU) confirms the collaborative agreement held between Polk County Public Schools (PCPS) and the Polk Education Association (PEA) regarding procedures during the emergency closing of schools. This agreement pertains to the three bargaining units that the PEA represents: Instructional Personnel, Paraeducators, and Education Staff Professionals (ESPs). The parties met to discuss temporary modifications to the contract provisions referencing Article VI, Teaching Conditions and other employee expectations in the event of an emergency closure of schools.

In order to provide continuity of instruction during the emergency closure of schools, or in the event of the possibility of a teacher's prolonged absence due to mandatory quarantine, the parties agree to the following:

Pay and Health Benefits

There are no changes to pay and PCPS employees will be paid during the closure. Additionally, PCPS employees, retirees, and their dependents will have uninterrupted access to healthcare.

Lesson Plans

Both parties recognize the importance of continuity of instruction in the educational process of students and the subsequent need to provide emergency lesson plans and consultative support for temporary instructors. Therefore, school site administrators will survey all instructional personnel to determine if they have a need for a mobile device, and if so, one will be provided that can be utilized at home to provide continuity of instruction.

As such, the parties agree teachers who are under quarantine as a result of Covid-19 protocols, shall be required to submit ten (10) days of current lesson plans to be followed by the temporary instructor or specify the use of district-developed instructional materials.

Teacher Preparation

In order to effectively implement distance learning in the event of an emergency closure of schools, Polk County Public Schools offers online platforms for instructional personnel to use to facilitate online learning.

- PCPS provides teachers with platforms to converse with students, share files and websites, and design online, personalized content modules to optimize instructional time and ensure the continuation of high-quality instruction. Teachers will have the flexibility to use platforms already approved by PCPS that exist in the HUB including, but not limited to, Microsoft Teams, Google Classroom, approved textbooks with online resources, FRECKLE, etc.
- Teachers already using an online course component in their classroom, may continue utilizing that platform for their virtual learning option.
- School-site administrators and Professional Learning Support Teams will receive documentation (Instructional Continuity Plan-ICP) guidance.

Training for Distance Learning

- Staff shall be provided access to all available district resources to engage in distance learning appropriate to their assigned duties. Staff may voluntarily report to their assigned worksite to collect any needed materials during one of two three (3) hour windows (8-11 AM or 12-3 PM) on Monday, March 30, 2020.
- Time has been allocated for virtual professional learning. Virtual professional learning may include as continuing/beginning reading endorsement courses, ESOL endorsement courses, teacher certification preparation courses, content specific professional development, or teacher self-selected topics. [Click here](#) to see the list of available professional learning opportunities.
- All teachers must log into the HUB to access an online repository of instructional materials, including, but not limited to, Microsoft Teams, Google Classroom, approved textbooks with online resources, FRECKLE, etc.
- An online resource for distance learning will be available on the HUB for all teachers to familiarize themselves with the online instructional materials listed above as tools to plan and implement lessons and different ways to communicate with students and guardians, like Google Voice.
- Any staff interested in receiving virtual help in setting up distance learning classrooms and/or different ways to communicate with students and guardians may reach out to the district Help Line.

Distance Learning

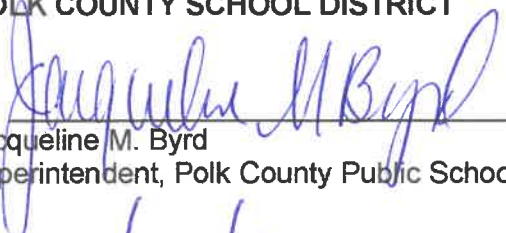
- As teachers will continue to be compensated during an emergency closure of schools, it is expected that teachers will provide no less than three (3) hours per day during their regular work hours so they can be available for student interaction via email or an online platform and accessing the Instructional Continuity Plan for available resources.
- Non-classroom teachers, Paraeducators, and Education Staff Professionals may be assigned to support distance learning or support local campus needs that reasonably fit in their position's regularly assigned duties.
- Education Staff Professionals, Paraeducators, School Counselors, and other classroom support professionals may be directed to contact families to inquire about supports needed in the event a student is not participating in the available distance learning after three (3) days of a student's inactivity.
- PCPS and PEA recognize that a "work from home" option is the most effective way to contain COVID-19 exposure. The parties also recognize that identified essential personnel may need to report to building sites during the closure. CDC guidelines will be followed if staff are required to report to a building site.
- All staff will return to work on Monday, March 30, 2020 either in a "work from home" capacity or in a limited capacity at worksites for identified essential personnel. If staff are asked to report to a school site, PCPS will adhere to all Centers for Disease Control (CDC) guidelines such as 10 or fewer people gathered. Furthermore, if an identified essential personnel person feels that they need to work from home versus working at a school site due to COVID-19 high risk factors or other issues, PCPS will allow that individual to work from home with other assigned duties that fit reasonably into their regular job description.

- Online learning will launch for Polk students no earlier than Thursday, April 2, 2020.
- PCPS and PEA recommend the use of district issued technology for completing all job related duties. Voluntary use of personal electronic devices will not be reimbursed.

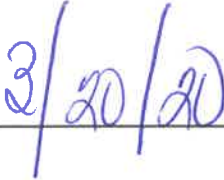
This MOU will sunset on Tuesday, June 30, 2020 for elementary, K-8, middle, and senior high schools; on August 3, 2020 for Adult and Vocational; and on August 14, 2020 for the Juvenile Justice Center

Both parties agree to revisit the MOU while in effect, if needed, based upon recommendation or requirement updates from including, but not limited to, the Center for Disease Control and Prevention, the Florida Department of Education, the Department of Health, etc.

POLK COUNTY SCHOOL DISTRICT


By: 
Jacqueline M. Byrd
Superintendent, Polk County Public Schools

Date



Cc:

POLK EDUCATION ASSOCIATION, INC.

By: 
Stephanie Yocum
President, Polk Education Association

Date

