



**MEMORANDUM OF UNDERSTANDING
Polk County Public Schools and Polk Education Association**

Pre-Planning Week for School Year 2020-2021 during COVID-19 Pandemic

TEACHERS, PARAEDUCATORS AND EDUCATIONAL SUPPORT PERSONNEL

1. Teachers, Paraeducators and Educational Support Personnel will work during the week of August 17-21, 2020 for the purposes of training and preparation for the return of students on Monday, August 24, 2020. Staff development and faculty meetings will be held virtually when feasible to ensure limited exposure of staff. However, staff development and faculty meetings can be face to face and staff covered under this MOU will have the option of coming to face to face meetings or can attend virtually. For smaller meetings, staff will have the option to participate virtually if a face to face meeting is called (ie: grade level meetings, department meetings, PBIS, MTSS, etc.).
2. The district agrees to follow the current Florida Phase 2 guidelines by minimizing contact among staff and not allowing groups of more than 50 staff members (to convene for smaller meeting as outlined in number 1 or for any other reasons and will ensure that the appropriate distance of 6 feet can be maintained among participants as recommended by the CDC and all staff in attendance are required to correctly wear a face covering that covers their nose and mouth.
3. Face coverings must be worn correctly by all staff throughout the District when physically at their worksite in the presence of other staff members. All campus visitors and collaborative partners must also wear face coverings correctly while on campus.
4. Staff who have requested a remote work assignment and/or have been approved for a 100% Campus eSchool teaching assignment will work from home during the week of pre-planning. If remote assignment staff need to set up classrooms, collect materials, pick-up technology, or move non-essential furniture from their worksite, they may set up an appointment with their site administrator.
5. The District will provide and offer multiple selections of a Schoology training for Teachers, Paras and ESP's during the week of pre-planning August 17-21. Polk County School District will maintain a video archive of all virtual trainings and allow access to those videos to all staff. All training videos will be available for staff within a week of the training ending date.
6. Every worksite that has an open access door to the public must have a plexiglass barrier to separate the public from the staff in the main office. These barriers will be installed with all expediency.
7. Contact day this school year will be held virtually to ensure safe distancing.


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8. Classrooms, learning spaces and other rooms will be arranged to maximize space, create barriers between students, and increase social distancing. The configuration of classrooms will provide for space between student seats/desks to allow for social distancing to the greatest extent possible. Teachers are must minimize student contact points by removing soft surfaces such as pillows, other soft materials and reading center seating areas.

Blended Learning:

9. **Instructional Delivery Requirements:** Teachers will choose from a mix of live streamed lessons, recorded lessons, and both synchronous and asynchronous discussions. Just as in a face-to-face classroom best practices such as, whole group instruction, small group instruction, checks for understanding, feedback cycles between teacher and student, and independent practice should occur in segments of a class, rather than an entire block of instruction.
10. Teachers in a predominantly blended learning schedule will collaborate with their evaluator to create an observation schedule that is mutually agreeable to both parties within the established evaluation timelines.

Orientation Day- Thursday, August 20, 2020:

11. Orientation Day will be offered in a variety of ways on Thursday, August 20, 2020. Grades Any bargaining unit employee may elect to participate in orientation day virtually. The following grades will have face to face Orientation for students in face to face learning; PreKindergarten, Kindergarten, 6th, 9th, new to school, or specialized students with disabilities. Staggered time frames may be scheduled throughout the duty day.
12. All Bargaining Unit Employees will be available for up to three (3) hours to participate in Orientation Day. Up to 60 minutes for a faculty meeting is included in this three (3) hours.
13. During the school's orientation, school-based administration is responsible for disseminating information on the following:
 - a. Campus Learning- rules and expectations for masks, sanitation, hygiene, social distancing; transportation; lunches, screening processes; handling pick-up of sick students during the school day; etc.
 - b. Campus eSchool- rules, guidelines, and expectations etc.

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**POLK COUNTY
PUBLIC SCHOOLS**
STUDENTS FIRST



Duration:

This Memo will sunset on Monday August 31st, 2020.

POLK COUNTY PUBLIC SCHOOLS

POLK EDUCATION ASSOCIATION, INC.

By: _____

By: _____

See

Jacqueline M. Byrd

Stephanie Yocum

Superintendent

President

Polk County Public Schools

Polk Education Association

8/17/2020

8/17/2020

Date

Date