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

2020-2021 INSTRUCTIONAL EVALUATION
STUDENT ACHIEVEMENT OBJECTIVES (SAO) RATINGS

WHEREAS, the Polk Education Association, Inc. (PEA) is the certified bargaining agent for the School District of Polk County, Florida (District); the District is the employer and party to the Teacher Collective Bargaining Agreement (CBA) with PEA; and,

WHEREAS, due to the unprecedented COVID-19 virus pandemic, on March 16, 2020 the Florida Department of Education (FDOE) cancelled student assessments for the 2019-2020 school year. The recent implementation of instructional continuity plans makes classroom observation requirements difficult to achieve. As a result, annual evaluations required under Section 1012.34, F.S. were waived by FDOE for the 2019-2020 school year; and,

WHEREAS, Teacher CBA Article 15 provides, “15.3 The process of evaluating Instructional Personnel will be ongoing during the school year. Instructional Personnel will be fully informed of the criteria and procedures associated with the evaluation process as outlined in the evaluation manual. All procedures and timelines, as outlined in the evaluation manual, shall be followed. Instructional Personnel will be provided electronic access to the evaluation manual within their first 15 work days. All Instructional Personnel new to the evaluation process shall be trained regarding the Instructional Personnel Evaluation processes and requirements within the first 10 contract days of employment.

Student Achievement Objectives:
15.17-2 Starting in the school year 2018-2019, an instructional employee without a state calculated VAM must establish a SAO for the student learning data portion of their evaluation. Teachers with a state calculated VAM may elect to complete a SAO and use that data as their student learning data in their evaluation. An employee establishing a SAO must complete the forms and follow the process in the evaluation manual. An employee may work collaboratively on their SAO with other employees but may not be required to do so. Journey will be open on the first contract day to begin developing the SAO. The completed SAO template must be initially submitted to the principal/administrator no later than the fifth (5th) student day following Data Day as established in the official Polk County Public School District Calendar (September 21, 2020);” and,

WHEREAS, the Instructional Evaluation System manual states, under Classroom Teacher SAO Final Rating (manual p. 185),

“Based on the final level of each student in the course, an outcome of Yes (the target was met or exceeded) or No (the target was not met) is recorded in the Outcome column of the Target
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table. After an entire class or group of students has been entered on the table, a final effectiveness score is determined. This determination is made by dividing the number of students who met the target by the number of students in the class or group. For example, a teacher set rigorous and realistic targets and was accurate for 8/12 students, the effectiveness rating would be Effective. In other words, 67% of the outcomes were achieved. The following is the rating scale that has been established for SAO Teacher ratings.”

**Teacher Ratings:** Based on the results of the learning goal, assessments/tasks, and targets of this SAO, a teacher rating is noted below.

<table>
<thead>
<tr>
<th>Unsatisfactory</th>
<th>Needs Improvement/Developing</th>
<th>Effective</th>
<th>Highly Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>≤ 40.99% of the outcomes achieved</td>
<td>41.00%-59.99% of the outcomes achieved</td>
<td>60.00%-89.99% of the outcomes achieved</td>
<td>90.00%-100.00% of the outcomes achieved</td>
</tr>
</tbody>
</table>

**NOW, THEREFORE,** due the FDOE 2019-2020 instructional evaluation waiver, and in an effort to continue to build toward mastery of the Student Achievement Objectives process, the parties agree as follows regarding SAO ratings:

1. For the 2020-2021 school year the scale for assigning a summative rating to a Student Achievement Objective will remain the same as that of 2019-2020, with the goal to amend the rubric to its final stage for 2021-2022.

   a. **2020-2021 School Year**

   **Teacher Ratings:** Based on the results of the learning goal, assessments/tasks, and targets of this SAO, a teacher rating is noted below.

<table>
<thead>
<tr>
<th>Unsatisfactory</th>
<th>Needs Improvement/Developing</th>
<th>Effective</th>
<th>Highly Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>≤ 40.99% of the outcomes achieved</td>
<td>41.00%-59.99% of the outcomes achieved</td>
<td>60.00%-89.99% of the outcomes achieved</td>
<td>90.00%-100.00% of the outcomes achieved</td>
</tr>
</tbody>
</table>

   b. **2021-2022 School Year – Final Rubric**

   **Teacher Ratings:** Based on the results of the learning goal, assessments/tasks, and targets of this SAO, a teacher rating is noted below.

<table>
<thead>
<tr>
<th>Unsatisfactory</th>
<th>Needs Improvement/Developing</th>
<th>Effective</th>
<th>Highly Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>≤ 50.99% of the outcomes achieved</td>
<td>51.00%-69.99% of the outcomes achieved</td>
<td>70.00%-89.99% of the outcomes achieved</td>
<td>90.00%-100.00% of the outcomes achieved</td>
</tr>
</tbody>
</table>

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2. Instructional Personnel that are required to use the SAO process to determine Student Learning Data but who do not participate in the SAO process, will receive no rating and the Student Learning Data portion of their Summative Evaluation will be calculated with ZERO points.

3. All references to ratings that include points will reflect the rating ONLY and the points for each rating will be reflected in the Calculating SLD Points and Instructional Practice Points charts (manual p. 7).

4. The Decision Tree for SAOs (manual Appendix E) will be reviewed and revised as necessary to include potential mitigating circumstances such as technical difficulties noted prior to the SAO deadline.

This agreement will expire June 30, 2022.

POLK COUNTY SCHOOL DISTRICT

By: [Signature]
Jacqueline M. Byrd
Superintendent
Polk County Public Schools

Date: 4/1/20

POLK EDUCATION ASSOCIATION

By: [Signature]
Stephanie Yocum
President
Polk Education Association

Date: 5/28/2020

c: Assessment, Evaluation & Accountability
   Human Resource Services
   Professional Development