MEMORANDUM OF UNDERSTANDING
Polk County Public Schools and Polk Education Association

2021-2022 STUDENT INSTRUCTION DURING QUARANTINE
Teachers and CDAT Classroom Paraeducators

**Purpose:** The purpose of this Memorandum of Understanding is to memorialize the parties’ agreement regarding Instruction During Quarantine in a manner that prioritizes best pedagogical practices and the safety and well-being of the students, families, employees, and the community here in Polk County.

**WHEREAS,** the Parties agree to work together and extend their full cooperation to the greatest extent possible in arriving at the safest possible working conditions to accommodate all members within the three bargaining units. A plan to reopen schools safely demands transparency, comprehensive communication, and meaningful partnership with stakeholders including local health authorities, parents, students, employees, and other community partners; and,

**WHEREAS,** this agreement covers all teacher collective bargaining unit employees: and,

**WHEREAS,** this agreement covers classroom CDAT (Child Development Associate Teacher) paraeducators in Childcare Services, Head Start, Preschool and Teen Parent programs.

**NOW, THEREFORE,** the parties mutually agree on the best practices for Instruction During Quarantine for PCPS schools and recognize that the presence of COVID-19 requires additional instructional continuity procedures performed by teachers and CDAT classroom paraeducators:

A. **Instruction During COVID-19 Quarantine**

1. **Teacher and CDAT Paraeducator expectations if they are in quarantine:**

In the event a teacher/CDAT is quarantined and able to provide instruction, the teacher/CDAT will provide live lessons through District-licensed Microsoft Teams or Zoom. If employees need resources from their worksite to successfully work remotely, then they need to contact their principal/supervisor to coordinate the pickup of those necessary resources. The school will provide a delegate to monitor students in the classroom. The delegate will be charged with tasks such as logging onto the live lesson, taking attendance, and facilitating and monitoring discussion for the employee.

COVID-19 positive employees who are unable to work due to illness are in no way expected to provide live instruction as they are on some type of approved leave of absence- COVID-19 Leave, FMLA, Medical Leave, Paid Sick Leave, etc.
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2. Teacher and CDAT Paraeducator expectations for their students who are in quarantine:

In the event a teacher has a student who is quarantined, teachers will utilize Schoology and District licensed Microsoft Teams or Zoom, electronic links and/or printed resources to provide instruction. Teachers will provide students classroom assignments on Schoology, access to live, webinar like lessons, recorded lessons, electronic links and/or printed resources for students.

i. **Student assignments on Schoology:**

Teachers/CDAT Paraeducators will post assignments for students in their Schoology course to continue learning while being quarantined. Curriculum resources for many content areas are found on Schoology content area groups. For support for using Schoology, visit https://sites.google.com/mypolkschools.net/technologyrachels/online-classroom-solutions.

ii. **Student Instruction:**

Teachers/CDAT Paraeducators have the flexibility of any combination of the following options to provide instruction to their students on quarantine.

a. Teachers/CDAT Paraeducators can offer live, webinar like lessons. Live webinar lessons will use district licensed Microsoft Teams or Zoom and take place during the student’s class period. The intent of the live, webinar like lessons is to provide the delivery of direct instruction to quarantined students. It is highly recommended that teachers respond to student/parent instructional questions within 24 hours.

b. Teachers can offer recorded lessons. Instructional lessons can be recorded and placed in Schoology. It is highly recommended that teachers respond to student/parent instructional questions within 24 hours. Recorded lessons are to be posted in a timely manner so quarantined students don’t get behind on their schoolwork.

c. Teachers can offer links to instructional content for students.

d. Teachers/CDAT Paraeducators can offer printed resources to guide instruction. It is highly recommended that teachers respond to student/parent instructional questions within 24 hours.
e. **Helpful hint:** For teachers/CDAT Paraeducators with multiple students from different classes that are quarantined, it is suggested that the teacher record the live lesson and post it to Schoology for all of the appropriate class periods.

3. **Compensation for additional duties to support remote instruction during COVID-19 quarantine:**

Teachers/CDAT Paraeducators will be paid a $300 quarterly stipend for supporting remote instruction for COVID-19-quarantined students. Teachers are eligible for this additional compensation if they perform and document any of the following duties, but not limited to:

i. Record a minimum of three (3) lessons per week (for block schedules a minimum of two (2) per week) and post those lessons to Schoology;

ii. Communicate a minimum of two (2) documented messages per week, or as requested by student/parent/guardian, with quarantined students and/or their families to support remote instruction via email, phone call, video teleconferencing software (e.g., Zoom, MS Teams, etc.);

iii. Prepare printed resources or other resources to support remote instruction during COVID-19 quarantine for students. Printed resources must be available within 48 hours in the school office for pick-up by the parent/guardian.

a. The teacher/CDAT paraeducator and their principal/supervisor will jointly review and determine eligibility for this $300 quarterly stipend. If there is a dispute between the teacher and their principal/supervisor as to the teacher’s eligibility, then eligibility will be jointly determined by the school/worksites’s Regional Assistant Superintendent and a PEA Representative.

b. Payroll Instructions: The Special Activity Payroll Report should reflect the school/worksites’s Cost Center and Fund 10017220.

c. The $300 quarterly stipend will be paid as follows:
   1) First Quarter ending October 14, 2021: November 30, 2021
   2) Second Quarter ending December 17, 2021: January 31, 2022
   3) Third Quarter ending April March 10, 2022: April 29, 2022
   4) Fourth Quarter ending May 27, 2022: July 14, 2022
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B. Duration of Agreement

The parties recognize that the effect of the COVID-19 pandemic is evolving on a daily basis and agree to continue communication. This agreement will remain in effect through June 30, 2022. All other provisions of the collective bargaining agreements not specifically addressed in this agreement remain in full effect.

Both parties mutually agree they will revisit this Agreement at the end of the first semester or earlier if conditions warrant.

POLK EDUCATION ASSOCIATION, INC.

By: [Signature]
Stephanie Yocum
President
Polk Education Association

Date: 9/1/21

POLK COUNTY SCHOOL DISTRICT

By: [Signature]
Frederick R. Heid
Superintendent
Polk County Public Schools

Date: 9/3/21

C: Regional Assistant Superintendents
Business Services Finance and Payroll Departments
Human Resource Services Personnel Department