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

K-12 CURRICULUM AND INSTRUCTION DEPARTMENT
B.E.S.T. INSTRUCTIONAL AMBASSADOR STIPENDS

The SCHOOL DISTRICT OF POLK COUNTY, FLORIDA (D/B/A Polk County Public Schools) (PCPS/District) 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, the PEA is the certified bargaining agent for the District; and,

WHEREAS, the District is the employer and party to the Teacher Collective Bargaining Agreement (CBA) with PEA; and,

WHEREAS, the parties agree that up to 40 instructional coaches or classroom teachers will be selected to serve as District Ambassadors to participate in and provide professional learning for the B.E.S.T. (Benchmarks for Excellent Student Thinking) Standards. The parties also agree that up to 600 school-based instructional coaches and classroom teachers will be selected to serve as School Ambassadors to participate in and provide professional learning for the B.E.S.T. Standards.

NOW, THEREFORE, the parties agree to the following expectations and Ambassador stipend eligibility for the 2021-2022 school year:

1. District Ambassadors: District Ambassadors will be selected by Senior Directors of curriculum in consultation with school-based administrators. A District Ambassador cadre representing district-based coaches, school-based coaches, and classroom teachers will be selected from the following content areas:
   - elementary and secondary literacy
   - elementary and secondary mathematics
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2. **School Ambassadors:** A School Ambassador cadre representing school-based coaches and classroom teachers will be selected from the following content areas:
   - elementary and secondary literacy
   - elementary and secondary mathematics

School Ambassadors will be selected by principals based upon evaluation ratings, student performance on state assessments, and/or previous leadership in ELA and/or mathematics. School Ambassadors will include:

- **Elementary Schools (K-5th configurations)**
  - One (1) Literacy Coach (some schools may have two coaches assigned)
  - One (1) Mathematics Coach
  - One (1) K-2nd B.E.S.T. Ambassador (Teacher supporting ELA and Mathematics)
  - Two (2) 3rd – 5th B.E.S.T. Ambassadors (1 teacher for ELA/Mathematics and 1 teacher for Mathematics only)

- **Middle Schools & High Schools (6th-8th and 9th-12th grade configurations)**
  - One (1) Literacy Coach
  - One (1) Mathematics Coach
  - Two (2) ELA Teachers
  - Two (2) Mathematics Teachers

K-8 schools will receive both K-5 and 6th-8th ambassadors. Secondary 6th-12th schools will receive both 6th-8th and 9th-12th school ambassadors.

3. **Training and Attendance:** Attendance logs will be maintained for all related Ambassador activities.

   **A. District Ambassadors** will have a minimum of 32 combined hours of face-to-face/virtual attendance. Total work hours will not exceed 40 hours for District Ambassadors.

   **B. School Ambassadors** will have a minimum of 21 hours of face-to-face/virtual attendance. Total work hours will not exceed 25 hours for School Ambassadors.
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4. Scope of Work:

A. District Ambassadors will be required to:
   
   i. Participate in professional development on the B.E.S.T. Standards that they will redeliver to School Ambassadors.
   
   ii. Organize the professional developments delivered to their given schools. This includes, but not limited to, selecting locations and modality of delivery.
   
   iii. Deliver professional development on the B.E.S.T. Standards to School Ambassadors.
   
   iv. Lead eight (8) hours of online open office hours to answer questions for staff at the schools to which they are assigned.

B. School Ambassadors will be required to:

   i. Participate in professional development on the B.E.S.T. Standards that they will redeliver to teachers at their school.
   
   ii. Deliver professional development on the B.E.S.T. Standards to School Ambassadors.

5. Stipend Payments: Stipend payments are subject to the applicable IRS wage tax.

   A. District Ambassadors: Upon completion of all required activities and verification of attendance no later than May 31, 2022 (the last teacher workday), a one-time $1,000 stipend will be paid in the appropriate June 2022 payroll period for each District Ambassador.

   B. School Ambassadors: Upon completion of all required activities and verification of attendance no later than May 31, 2022 (the last teacher workday), a one-time $500 stipend will be paid in the appropriate June 2022 payroll period for each School Ambassador.
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6. **Funding:** Should additional funds for Ambassadors be available while this MOU is in effect, the District and PEA will discuss any appropriate amendments and distribution of such funds. Payment of funds is contingent upon continuation of the Scope of Work and funding.

This agreement will expire on June 30, 2022.

POLK COUNTY PUBLIC SCHOOLS

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

Date: 5/28/21

POLK EDUCATION ASSOCIATION, INC.

By: [Signature]
Stephanie Yocum
President
Polk Education Association

Date: 5/26/21

c: Andrew Baldwin, Director, Federal Programs
Ann Everett, Senior Director, K-12 Literacy
Joe McNaughton, Senior Director, K-12 Mathematics
Personnel Department, Human Resource Services Division
Payroll Department, Business Services Division