

**MEMORANDUM OF UNDERSTANDING  
VOLUNTARY PRE – K (VPK) PROGRAM – SUMMER ~~2016~~ 2017**

The District School Board of Pasco County and the United School Employees of Pasco mutually agree to the following provisions in order to implement the state-mandated Voluntary PreK (VPK) program for Summer ~~2016~~ 2017. This program will continue to require considerable flexibility in order to be successful. Therefore, the parties agree to the following:

- a. Assignment to this program is voluntary.
- b. The district's PreK Services will provide notices relative to the VPK program dates with an attachment to the VPK instructional application on or about ~~May 2, 2016~~ May 1, 2017.
- c. Each employee having an interest in working in the program will submit his/her application to the district's Early Childhood Programs department by ~~May 15, 2016~~ May 12, 2017.
- d. Tentative job openings will be announced by the last student contact day.
- e. In accordance with Florida Statute 1002.61(4) and DOE directive, the District shall give priority to teachers who have experience or coursework in early childhood education.  
Prior experience in the following is also desired:
  1. School District's Head Start/VPK program
  2. PreK VE Teacher
  3. Previous School District Summer VPK experience
  4. Kindergarten/Primary Teacher
  5. Previous Child Care Experience
  6. Elementary Teaching Experience
- f. Teachers must hold a valid Florida educator certificate under s.1012.56, F. S. Certification in the following fields will be given priority:
  1. PreK/Primary (PreK- 3<sup>rd</sup>)
  2. Preschool Education (0-4)
  3. Primary Education (K-3<sup>rd</sup>) or Early Childhood
  4. Elementary
  5. Family and Consumer Science Education
  6. Any other certified staff
- g. When it is judged that professional qualifications and ability are substantially equal among applicants for the program to be offered, district seniority shall prevail.
- h. If the option to split a position is offered, but there is not another applicant who applies with whom to split the position, priority will be given to an applicant who applies to work full-time position.

**Program dates:**

a. Full or Part Time Teachers:

Teacher Calendar: ~~June 13 through August 1, 2016~~ June 5 through July 31, 2017 (34 work days)  
Planning /Training Days: ~~June 13 and August 1~~ June 5 and July 31 – 7.5 hrs/day; ~~June 14~~ June 6 – 9.5 hrs/day Staff would have the option to work full time or split a position. This The split position would be split not to exceed 37.5 hours per week. The split will be determined by the worksite administrator (ie: 3 days/2 days; 2.5 days per week; half day per teacher). Planning time will be split in the same manner as the work week.  
Work Day: Full Day Session: 7:00 am – 5:15pm (10.25 hrs/day)  
Days: 34 Total Hours: Full Day: 342.25

b. Less Than Full Time

Teachers are eligible for employment in this program on a less than full time basis as needed to provide coverage. The total days and total hours of such an assignment will be dictated by the need.

Total Days: Determined by Need

Total Hours: Determined by Need

c. Student Calendar

June 15 through July 29, 2016 (July 1, July 4 off)

June 7 through July 27, 2017 (June 16, 23, 30 July 4, 14, 21, 28 off)

Student Day: 7:30 am – 5:00 pm

**Job Expectations:**

- a. Each teacher is assigned a maximum of 12 children.
- b. Every teacher is expected to eat meals with the children as part of the instructional program.
- c. Every teacher is expected to participate in outdoor play activities with the children.
- d. Children may need toileting assistance. There may be some who are not toilet trained.
- e. There will be specific curriculum/lesson plans that must be followed.
- f. The teacher will be co-located in a classroom with another teacher, where possible.
- g. Instructional materials and supplies will be provided to all teachers during this program.
- h. Teachers will be trained to administer pre and post assessments.
- i. Teachers must adhere to all VPK requirements for Standards, curriculum, assessment and any other program requirements according to the State and District.

**Potential Reductions in Force (RIF):**

Since this program is funded separately from other district programs and student attendance is the sole factor in determining funding, there may be a need to reduce staff at a specific worksite in order to be cost effective. The following provisions will guide the reduction of instructional staff:

- a. In compliance with State ratios, when funding does not sustain the cost of staffing enrollment reduction of staff may occur. Reductions in staff will be conducted by site and led by the site administrator in coordination with the Early Childhood Programs Department.
- b. For purposes of this procedure and in accordance with state statutes and DOE directives, should the need to reduce staff arise at any of the respective sites, the aforementioned certification areas will be the first factor considered.
- c. If funding or enrollment does not support the necessity to maintain staff, the District can consider changing a teacher allocation(s) to Instructional Assistant allocation(s).

**Sick Leave Accrual:**

Employees will earn one (1) day of sick leave for working the full 34-day schedule. The time earned will equal the length of the teacher's scheduled work day, 10.25 hrs. for full day teachers and less if part-time. Teachers who work a half-day or who work a split schedule totaling 20 or more days will earn .5-day sick leave. Teachers shall only have a right to use the sick leave earned during this program and not use days from their normal sick leave balance. Should a teacher complete this program and have the earned sick day remaining, that time shall be added to the teacher's regular sick leave balance for use during the regular school year.

**Instructional Assistants:**

Up to one (1) Instructional Assistant per class may be allocated if an odd number of classes are located at the site.

**Pay Rate:**

- Teachers will be paid an hourly rate of \$26.06 for all hours worked.

- Instructional Assistant(s) will receive their hourly rate of pay.
- Substitutes in this program will be paid an hourly rate of \$26.06 for all hours worked. Substitutes for this program are subject to the same qualification requirements as the full-time teachers.

**Program Evaluation**

The District and Union agree to meet at the conclusion of the Summer ~~2016~~ 2017 VPK program and evaluate the components of the program, its implementation and discuss any potential modifications to future years' program, should they exist.

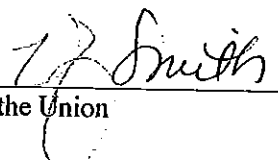
**Pay Dates:**

Pay Date	Pay/Work Period
<del>July 1</del>	<del>June 13-16</del>
<del>July 15</del>	<del>June 17-30</del>
<del>July 29</del>	<del>July 1-15</del>
<del>August 12</del>	<del>July 16-August 1</del>

Pay Date	Pay/Work Period
6/30/17	June 5 -16
7/14/17	June 19-30
7/28/17	July 3-14
8/11/17	July 17- 31

  
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 For the Board

Date 5/5/17

  
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 For the Union

Date 5/5/17