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## SAMPLE: DUVAL STAFFING MOU

*For more information on the importance of hiring qualified teachers and tips for developing effective staffing agreements, review Duval Staffing MOU Guidance.*

Developed by Duval County Public Schools and Duval Teachers United, the Duval Staffing MOU details the agreement between the two entities regarding staffing needs for the 2016 summer academic programs. The MOU includes eligibility criteria for teacher selection and hiring and a breakdown of sites and schedules for each academic program.

### MEMORANDUM OF UNDERSTANDING

#### Summer School 2016

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This memorandum of understanding dated January 19, 2016 is intended to memorialize the agreement between the Duval County Public Schools ("DCPS") and the Duval Teachers United ("DTU") with regard to staffing needs for summer academic programs. The parties agree as follows:

**WHEREAS**, the parties have agreed to the criteria for eligibility to teach in a summer academic program as set forth below, and

**WHEREAS**, in addition to the established criteria the working conditions are described herein;

**NOW, THEREFORE**, the parties agree as follows:

#### Collective Bargaining Agreement

Unless otherwise expressly specified below, the existing provisions of the Collective Bargaining Agreement shall be followed.

Eligibility Criteria

1. The 2016 school-based summer academic programs will be staffed using the following requirements:
  - a. Must meet all certification requirements and be highly qualified or licensed as applicable.
  - b. Tier applicants by overall evaluation for the current year, giving priority to teachers with Overall "Highly Effective" evaluations who meet all other criteria herein. All academic staff must have at least an overall "Effective" evaluation for the current year.
  - c. If final summative evaluations are not available, eligible teachers must have a Principal Evaluation score of 50 or greater.
  - d. Must not have an "Unsatisfactory" rating in any component of Domain 3, Instruction or multiple "Unsatisfactory" ratings in any other area.
  - e. Teachers at the host schools will be given priority for placement over all other teachers if they meet the credentials established herein.
  - f. For secondary school applicants, the teacher must have taught in the subject area in the year immediately preceding the summer term.
  - g. Teachers currently teaching in a primary position at the elementary level will have priority assignment to teach a primary summer academic position provided they meet the credentials established herein.
  - h. Teachers currently teaching in an intermediate position at the elementary level will have priority assignment to teach an intermediate summer academic position provided they meet the credentials established herein.
  - i. School based coaches, interventionists, and 10 month specialists are eligible to be a school based coach or teacher in their specialty area.
  - j. Content area coaches from the selected summer site schools will be given priority over other coaches for those positions.

Program Sites

Program Sites shall be as set forth in Attachment A, herein incorporated. Nothing shall be construed to prohibit the District, in its sole determination, from modifying the program sites as needed.

Program Hours/Dates

Programs hours and dates are as follows:

	<b>Program Dates</b>	<b>Teacher Workday</b>	<b>Pre-Planning</b>	<b>Student Hours</b>
<b>ESY Summer Sites</b>	July 6- July 29, 2016	Elem- 8:10-3:25 Secondary- 7:00-2:15 Mt. Herman- 8:30-3:15	July 5  1 Day	Elem- 8:45-3:15 Secondary- 7:15-1:45 Mt. Herman- 9:00-3:00
<b>Super Summer Academy</b>	June 27- July 29, 2016	<b>8.5 hours</b> 7:45 am-4:15pm (7.5 instruction, .5 duty free lunch, .5 planning)	June 23 June 24 (½ day)  1.5 Days	<b>8 hours</b> 8:00 am- 4 pm (7 instructional hours/.5 lunch/ .5 breakfast)

<b>Summer Recovery Programs</b> <b>Elementary</b>	June 20- July 29, 2016	3 <sup>rd</sup> grade- <b>4.5 hours</b> 7:45 am-12:15 pm no lunch	June 16 June 17 (½ day)  1.5 Days	3 <sup>rd</sup> grade- <b>4 instructional hours</b> 8:00 am-12:00 pm no lunch
<b>Summer Recovery Programs</b> <b>MS and High</b>	June 20- July 29, 2016	8 <sup>th</sup> /12 <sup>th</sup> grades- <b>5 hours</b> 7:30 am-12:30 pm 12:00-12:30 planning/break	June 16 June 17 (½ day)  1.5 Days	8 <sup>th</sup> /12 <sup>th</sup> grades- <b>5 hours</b> 7:30 am-12:00 pm 4.5 instructional/.5 lunch
<b>ESOL</b>	June 20- July 29, 2016	3 <sup>rd</sup> grade- <b>4.5 hours</b> 7:45 am-12:15 pm no lunch	June 16-17  2 Days	3 <sup>rd</sup> grade- <b>4 instructional hours</b> 8:00 am-12:00 pm no lunch

- The HS Summer Recovery Program shall include (8), Full-time Duval Virtual Instruction Academy teachers who shall work 7.25 hours during the program dates of June 20-July 29, 2016.

General

- Administratively directed common planning time will be provided from the Instructional Student Contact Hours for the Super Summer Academy programs.
- Teachers will be given the option to work the duration of the summer academies or to job share the program.
- Teachers shall accrue 1 Sick Day which shall be permitted for use during Summer School. Additional sick days shall be without pay.

This Memorandum of Understanding shall expire July 31, 2016.

Printed \_\_\_\_\_

Printed \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

DCPS

DTU