

**Board Proposal**  
**MEMORANDUM OF UNDERSTANDING**  
**Adult High School and Graduate 24/7 Programs**  
**September 14, 2022**

Adult High School programs, as authorized by Sections 1004.01 and 1004.93 of Florida Statutes, enable an adult no longer enrolled in public education to complete the required courses and state assessments to earn an Adult High School diploma. Course requirements are in accordance with the State of Florida Adult High School Course Curriculum Frameworks as established by Section 1004.92 of Florida Statutes. The Graduate 24/7 program was created as an extension of the Adult High School program specifically geared toward high school juniors and seniors that needed more credits than allowable through the standard co-enrollment program. Additionally, the District needed a plan to help increase graduation rates in high schools. Students who complete graduation requirements through the Graduate 24/7 program will receive a diploma from their referring high school.

**Adjunct Positions:**

1. Teachers will be paid each ~~trimester~~ quarter to provide instruction for students in accordance with the contractual obligations set forth in agreements with Florida statute and Board policy. For adjunct staff members who serve as the teacher of record for a course, ~~the total student load~~ enrollments shall not exceed ~~30~~ 50 active enrollments. After being selected as a Graduate 24/7 Program and/or Adult High School teacher, but ~~prior to~~ before being assigned his/her first virtual instruction course, each teacher must complete training on providing virtual instruction through the professional learning program established by Pasco County's Department of Career and Technical and Adult Education. The District will provide the after-hour staff development rate for scheduled live training sessions that are scheduled outside of work hours.
2. Teachers will be required to have a publishable telephone number and a computer with high-speed internet access. School facilities and equipment may be utilized to the extent that they are normally available and so long as a teacher's regular work responsibilities are not disrupted.
3. Teachers will be expected to establish weekly "office hours" during which students and parents will be able to communicate with the teacher via telephone. In general, at least five (5) hours of "office hours" should be scheduled each week of instruction. These hours will be set at the teacher's discretion in keeping with the rules and procedures established in the staff handbook. Additional student and parent contact may be required beyond the teacher's established "office hours" and can be conducted in the time, place, and manner agreed upon by the teacher and the student or parent.
4. In general, teachers will be expected to return student and parent communication within twenty-four (24) hours of the contact being initiated.
5. Teachers will be expected to comply with the rules and procedures established in the staff handbook.
6. Teachers will be expected to attend once per month staff meetings.
7. Initial enrollment and registration of students will not be the teacher's responsibility.
8. The Board and the Union will meet periodically to discuss the implementation of this virtual instruction program.

**Chart #1: Student Loads Active Enrollments for Full-Time Instructors**

<u>Active Student Load Enrollments</u>	<u>Triannual Fiscal Year Quarterly Stipend</u>
<del>1-15 students</del> <u>1-25 enrollments</u>	<del>\$1800</del> <u>\$1350</u>
<del>16-30 students</del> <u>26-50 enrollments</u>	<del>\$3600</del> <u>\$2700</u>

**Chart #2: Additional Incremental Compensation for Student Loads Active Enrollments Above Thresholds**

Active Student Load Enrollments	Weekly Compensation
<del>1-15 additional students</del> <u>1-25 enrollments</u>	\$100
<del>16-30 additional students</del> <u>26-50 enrollments</u>	\$200

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For the Board

Date

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For the Union

Date