

MEMORANDUM OF UNDERSTANDING –
2024-25 Pre-Planning, School Open Houses, Elementary School Parent-Teacher Report
Card Conferences, and Classroom Teacher Attendance Incentive Supplement
Instructional Employees

This Memorandum of Understanding (MOU) shall amend temporarily Article 6.13 of the *Instructional Employees Contract*, which states:

6.13 *Pre-Planning Days*

During the scheduled five (5) Pre-Planning Days, classroom instructional employees shall receive a minimum of two (2) full uninterrupted workdays in order to prepare for the new school year in their classrooms. In addition, three (3) full uninterrupted workdays shall be reserved for School District and/ or school administrators to schedule required professional development and meetings for instructional employees. Scheduled work times for School Open House shall count toward the three (3) days reserved for administration purposes. In future school years, if the number of scheduled Pre-Planning Days are reduced or increased, then the work time shall be divided in the proportion of forty percent (40%) for uninterrupted work time for classroom instructional employees to prepare for the new school year in their classrooms. Time shall be provided to complete the required Employee Orientation Tab during the three (3) workdays reserved for the School District and school administrators.

Whereas, the Osceola County School Board (OCSB) and the Osceola County Education Association (OCEA) as evidenced by the respective signatures below, are parties hereto and agree to this Memorandum of Understanding (MOU) as more specifically set forth herein for the 2024-25 school year:

1. 2024-25 Pre-Planning

- Classroom teachers may elect to work up to two (2) full uninterrupted workdays prior to the regularly scheduled first day of Pre-Planning in order to prepare for the new school year in their classrooms.
- Classroom teachers who elect to work up to two (2) full uninterrupted workdays shall sign in and sign out on the eligible dates worked and shall receive compensation at their regular rate of pay for the time worked.
- The eligible dates for additional compensated workdays shall be:
 - Thursday, August 1, 2024
 - Friday, August 2, 2024
- All five (5) days of Pre-Planning shall be reserved for School District administrators and/ or school administrators to schedule required professional learning and meetings for instructional employees. The scheduled dates of Pre-Planning for the 2024-25 school year are:
 - Monday, August 5, 2024
 - Tuesday, August 6, 2024
 - Wednesday, August 7, 2024
 - Thursday, August 8, 2024
 - Friday, August 9, 2024

- During the scheduled dates of Pre-Planning for the 2024-25 school year, “School Open House” shall be renamed “Meet the Teacher Event,” and instructional employees shall be required to attend.
 - The school principal shall flex the workday schedule for instructional employees so that the end time of the Meet the Teacher Event is seven and one-half (7.5) hours after the work start time for instructional employees in order to ensure the regular contractual workday.
- 2. School Open Houses** at all levels shall be scheduled on one (1) evening of up to three (3) hours during the fourth, fifth, or sixth week of the first nine weeks marking period. Classroom teachers shall:
- be required to attend;
 - receive Flex Leave as compensation for the time assigned and worked beyond the regular contractual workday;
 - sign documentation for the time assigned and worked; and
 - shall take the Flex Leave earned during one of the scheduled Teacher Workdays.
- 3. Elementary School Parent-Teacher Report Card Conferences** shall be scheduled on one (1) evening during the second week of the second nine weeks marking period. Elementary school classroom teachers shall:
- be required to attend;
 - receive Flex Leave as compensation for the time assigned and worked beyond the regular contractual workday;
 - sign documentation for the time assigned and worked; and
 - shall take the Flex Leave earned during one of the scheduled Teacher Workdays.
- 4. Classroom Teacher Attendance Incentive Supplement**
- Eligible classroom teachers shall receive \$500 paid in the first paycheck that is scheduled after the end of each nine (9) week period for attendance that meets the following eligibility criteria.
 - The eligibility criteria for this attendance incentive shall be defined as no absences of the classroom teacher for any part of a regularly scheduled workday that is also a regularly scheduled student school day either:
 - before or after a paid holiday; or
 - on a Monday or a Friday.
 - The School District’s Academic Calendar shall determine the dates that count toward classroom teacher eligibility.
 - For the 2024-25 school year, seventy-seven (77) critical dates of classroom teacher attendance out of one-hundred eighty days (180) of student instruction shall exist as the eligibility criteria for this supplement.

This Memorandum of Understanding shall expire on **Monday, June 30, 2025**.

**OSCEOLA COUNTY
SCHOOL BOARD**

**OSCEOLA COUNTY
EDUCATION ASSOCIATION**

SUPERINTENDENT
Mark Shanoff

OCEA PRESIDENT and
CHIEF NEGOTIATOR FOR OCEA
Janet Moody

CHIEF NEGOTIATOR FOR OCSB
John Boyd

Date: Thursday, April 11, 2024