

MEMORANDUM OF UNDERSTANDING –
2024-25 School Open Houses and Elementary School Report Card Conferences,
Instructional Employees

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. **School Open Houses** at all levels shall be scheduled on one (1) workday for up to three (3) hours during the fourth, fifth, or sixth week of the first nine weeks marking period. Instructional employees 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 (1) of the scheduled Teacher Workdays or on a paid school day upon which both the school principal and the instructional employee mutually agree. The school principal shall be encouraged to accommodate the instructional employee where feasible.

2. **Elementary School Parent-Teacher Report Card Conferences** shall be scheduled during the second week of the second nine weeks marking period. Elementary school instructional employees 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 (1) of the scheduled Teacher Workdays or on a paid school day upon which both the school principal and the instructional employee mutually agree. The school principal shall be encouraged to accommodate the instructional employee where feasible.

If the elementary instructional employee cannot attend the Report Card Conference, then the instructional employee shall make alternative arrangements such as personal communications with each one of their students' parents and guardians within one (1) week of the event via phone, Microsoft Teams, or equivalent during non-student contact time.

3. The school principal shall excuse an instructional employee from attending an event scheduled outside the regularly scheduled contractual workday due to extenuating circumstances beyond the instructional employee's control, including, but not limited to, an unexpected personal or family health emergency, car accident, car failure, child care/ elder care hardship, or schedule conflict with a class session for a college or university course, etc. During the event, the school principal shall provide child care for the school-aged children of instructional employees on the premises where feasible.

4. The instructional employee shall notify the school principal about extenuating circumstances beyond the instructional employee's control no later than one (1) week prior to the event except in the cases of an unexpected personal or family health emergency, car accident, or car failure.

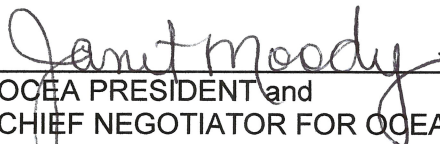
This Memorandum of Understanding will expire on **Monday, June 30, 2025**.

**OSCEOLA COUNTY
SCHOOL BOARD**



SUPERINTENDENT
Dr. Mark Shanoff

**OSCEOLA COUNTY
EDUCATION ASSOCIATION**



OCEA PRESIDENT and
CHIEF NEGOTIATOR FOR OCEA
Janet Moody



CHIEF NEGOTIATOR FOR OCSB
John Boyd

Date: Thursday, June 13, 2024