

MEMORANDUM OF UNDERSTANDING BETWEEN
THE CLEVELAND METROPOLITAN SCHOOL DISTRICT AND THE CLEVELAND TEACHERS UNION
FOR THE 2023 SUMMER OHIO STATE TEST (OST)

This is a Memorandum of Understanding between the Cleveland Metropolitan School District ("District") and the Cleveland Teachers Union, AFT Local 279, AFL-CIO ("CTU"); regarding the 2023 Summer Ohio State Test. ("OST"). The parties agree to meet and to negotiate terms and conditions of employment for all other 2023 District sponsored summer programs.

The parties agree that, notwithstanding the deadlines contained in Article 28, Section (B) of the Collective Bargaining Agreement ("CBA"), all applications for the 2023 Summer OST will be available on the WorkDay site, no later than **March 3, 2023**. Applications must be completed and submitted via WorkDay to Talent by **March 24, 2023, by 5:00 p.m.**

No later than **April 6, 2023**, the first round of bargaining unit members shall be notified by District e-mail if he or she has a **2023 OST** assignment. If there are jobs rejected, offers will be sent to bargaining unit members until all positions are filled. Each bargaining unit member has **24 hours** to accept the assignment (not including weekends). Each bargaining unit member who fails to accept this assignment by District e-mail within 24 hours of notification will forfeit his or her right to a **2023 OST** assignment.

- 1) The OST program will be for students currently enrolled in grade 12 cohort 2023 and prior in need of an OST End of Course assessment to meet State assessment requirements.
- 2) The OST program will begin **Tuesday, June 27, 2023**, and will end **Thursday, June 29, 2023**. All bargaining unit members including Paraprofessionals awarded a position are required to confirm that they are available all three summer testing days and must report on **Tuesday, June 20, 2023** to a Zoom meeting from 10:00 a.m. - 12:00 p.m. to attend the mandatory two (2) hour Test Security and OST Logistics training. The meeting link will be provided to each confirmed bargaining unit member's CMSD email address. Additionally, all members awarded a position must have a current OST Test Administrator Online Certificate for the 2022-2023 school year, must complete the Online Test Administrator Certification course by Friday, April 21, 2023 by 5:00 p.m. Bargaining unit members who fail to participate in the mandatory session will be deemed to have declined an OST position.
- 3) There will be two Proctor Teams used each day; the AM Proctor Team and the PM Proctor Team. Each Proctor Team will consist of three [3] bargaining unit members. The OST testing day will consist of 240 minutes for the AM Proctor Team and 240 minutes for the PM Proctor Team. OST proctoring will consist of 210 minutes for AM and 210 minutes for PM.

OST TESTING DAILY SCHEDULE (TUESDAY – THURSDAY) for John F. Kennedy High School & Max Hayes:

Testing – AM Session:

7:45 a.m.	Assessment staff arrives & setup
8:00 a.m.	AM Student Sign-In/Check-In [Assessment Department Staff]
8:10 a.m.	AM Proctor Team arrives & setup
8:30 a.m. – 12:00 p.m.	Testing- all subjects
12:00 p.m.	AM Proctor Team collects testing materials (scrap paper/testing tickets)
12:10 p.m.	AM Proctor Team departs

Testing – PM Session:

11:45 a.m.	PM Student Sign-In/Check-In [Assessment Department Staff]
12:00 p.m.	PM Proctor Team arrives & setup
12:15 p.m. – 3:45 p.m.	Testing- all subjects

3:45 p.m. PM Proctor Team collects testing materials & equipment breakdown (scrap paper/testing tickets)
4:00 p.m. PM Proctor Team departs

- 4) The following provisions in the CBA will be waived: Article 9, Section 4 [no more than three preparations]
- 5) All bargaining unit members will be paid four hours of their daily rate for each day of the 2023 OST testing window, **June 27– June 29, 2023**, for a total of three (3) testing days and one (1) professional development session paid at two hours at their daily rate on **June 20 2023**.
- 6) The District and the CTU will jointly develop the job posting and job application for the OST Proctor position. Bargaining unit members, who are employed by the District, carry a license or certificate, have administered the OST and participated in the online training prior to **April 21, 2023** are eligible to apply. Bargaining unit members may submit more than one 2023 Summer Program application but will have those applications considered in the order in which they are submitted via WorkDay. The parties expressly acknowledge that the development of job postings and job applications does not guarantee that such positions will be available. Job postings will include the applicable information contained in this Memorandum of Understanding.
- 7) Bargaining unit members will be awarded positions for the 2023 OST Program by seniority and certification.
- 8) A teacher who applies for a position in the 2023 OST Program must hold a valid teaching certification or licensure.
- 9) The projected OST Testing site shall be: **John F. Kennedy High School and Max Hayes High School** In the event that the air conditioning is not functional at this projected site at any given time, the District will provide fans for each room as needed.
- 10) The CTU will be supplied with the list of all bargaining unit members who apply for an OST position, a list of all bargaining unit members awarded OST Program positions, and the bi-weekly payroll for all bargaining unit members employed for the OST Program.
- 11) A commitment of an OST Program assignment by the Talent Office will guarantee a bargaining unit member an appointment for the duration of the OST, unless notified otherwise, no later than 4:00 p.m. on **June 9, 2023**. However, a change in school or assignment may occur after that time if necessary.
- 12) All provisions of the CBA shall be in full force and effect except those mutually agreed to be modified.
- 13) This Memorandum of Understanding expires **August 1, 2023**. If there are any conflicting provisions with the current CBA, this Memorandum of Understanding shall take precedence over the CBA.

SIGNED AND AGREED TO BY:
FOR THE UNION:




Shari Obrenski, President
Cleveland Teachers Union

3.3.23

Date

FOR THE DISTRICT:



Digitally signed by Eric S. Gordon
DN: cn=Eric S. Gordon, o=Cleveland Metropolitan
School District, ou=Chief Executive Officer,
email=eric.gordon@clevelandmetroschools.org,
c=US
Date: 2023.03.03 08:47:15 -0500

Eric S. Gordon, Chief Executive Officer
Cleveland Metropolitan School District

March 3, 2023

Date