

MEMORANDUM OF UNDERSTANDING BETWEEN  
THE CLEVELAND METROPOLITAN SCHOOL DISTRICT AND  
THE CLEVELAND TEACHERS UNION, AFT LOCAL 279, AFL-CIO

RE: 2009-10 SCHOOL YEAR

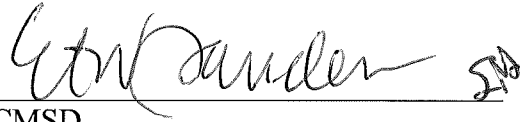
▪ DESIGN LAB EARLY COLLEGE HIGH SCHOOL

1. Selection of teachers and other CTU members at Design Lab Early College High School will be based on interviews with the Personnel Selection Committee as defined in Article 12, Section 1(B) of the CBA, which shall include a parent representative and a community representative. All CTU bargaining unit members on the approved recall list meeting the minimum qualifications for an available position will be afforded the right to interview. Those members who choose not to be interviewed or who are not selected for employment will remain on the approved recall list. The principal and chapter chair shall agree to the total number of candidates to be interviewed and shall ensure that 50% of those interviewed be existing bargaining unit members, should sufficient member interest in the position exist. Selection will not be based on seniority.
2. The Design Lab Early College High School is designed to be a year-round school, operating from July 1 through June 30 each school year and including four 2 week vacation periods. For the 2009-10 school year bargaining unit members shall follow the attached academic calendar.
  - a. The duty day for the certificated CTU bargaining unit members assigned full-time to the Design Lab Early College High School shall be four hundred forty (440) minutes and the instructional day for certificated CTU bargaining members assigned to the Design Lab Early College High School shall not exceed three hundred thirty (330) minutes. Total assigned time per week shall not to exceed 1650 minutes per week. CTU teachers are required to report two hundred (200) minutes per week to be used prior to or following the instructional day for common planning time under written mutual agreement between the UCC and Head of School. Bargaining unit members must be in the school building ten (10) minutes prior to the start of the school day which may not be assigned by the Principal or other administrator. The student instructional day for the Design Lab Early College High School will be from 8:50 A.M. through 3:20 P.M.
  - b. For A-F above, all bargaining unit members, including extra support personnel (ESPs, related service personnel, itinerant special education teachers, and substitutes), will be paid at the appropriate daily instructional rate specified in the current Collective Bargaining Agreement (CBA). This payment will reflect the additional calendar days and extended time for the days and times for which these bargaining unit members are assigned to the school.
  - c. All contractual vacation periods, holidays and designed professional development days, including the two (2) voluntary professional development days, shall be recognized and observed as indicated on the attached calendar. The respective school remains responsible for planning these professional development days in accordance with Article 9, Section 2 of the CBA.

- d. The workday for paraprofessionals assigned to the Design Lab Early College High School shall be seven and three-quarter hours excluding lunch.
  - e. Department Heads and Special Education Liaisons are to report to their school all day for two days prior to the beginning of the school's calendar year and will be paid on a prorated basis according to their ensuing year's annual contract salary, as stipulated in Article 23 Section 23(B)(1)(d) of the CBA. The two days identified must be mutually agreed upon by the principal and chapter chair in consultation with the affected employees.
- 3. For the 2009/10 school year new teachers will have additional 40 mandatory school professional development days; and returning teachers will have an additional 25 mandatory professional development days; professional development days will be six hours per day paid at the appropriate in-service instructor rate.
  - a. Paraprofessionals shall be required to attend all mandatory school professional development days and will be paid for six hours per day at the appropriate paraprofessional in-service instructor rate.
- 4. Teachers are required to collaborate with other teachers. Teachers shall be assigned to teaching teams. Teachers assigned to teaching teams shall be required to collaborate with team members in the planning, preparation and delivery of interdisciplinary units of instruction. Teaching will be based on a problem/project based model, and will require the use of differentiated instruction, flexible grouping, and non-traditional block scheduling strategies. This item supersedes the high school schedule in Article 9, Section 5(c) and Appendix K of the CBA.
- 5. Teachers will be required to collaborate with representatives from partnering institutions and higher education faculty to expand students' learning opportunities. The CTU teachers shall remain in charge of class as would any regular teacher. The CTU teacher shall be responsible for the student grades.
- 6. There shall be no traditional homerooms at the school. Accordingly, the approximate fifteen (15) minutes traditionally allocated to homeroom shall be utilized as advisory time or as specified in the AAP.
- 7. Each bargaining unit member will be required to participate in the student advisory activities that shall occur during the school day. The Head of School (Principal) and UCC shall determine the procedures for such advisory activities by written mutual agreement.
- 8. The Senior Executive of the Office of New and Innovative Schools will serve in the role of Assistant/Regional Superintendent in all cases referenced in the CBA. The Head of School will serve in the role of principal/supervisor in all cases referenced in the CBA.
- 9. Bargaining unit members, as part of a regular assignment, shall be required to attend one out-of-school open house or other out-of-school event per semester which will be scheduled as one of the parent conference days as provided by state law and schools will be dismissed one half (1/2) day for students and teachers in

accordance with that regulation. In addition, teachers shall be required to attend one additional out-of-school event per quarter. The Head of School (Principal) and UCC shall determine the calendar for such out-of-school events by written mutual agreement. Teachers will be paid at the In-service Instructor Rate for these mandatory out-of-school events. All other out-of-school events shall be voluntary.

10. Bargaining unit members may be required to participate in externships and/or supervision of student field experiences as part of the instructional day or as an assigned duty.
11. The school program site for Design Lab Early College High School may be at a non-CMSD site.
12. The District and the CTU recognizes that all provisions in the 2007-2010 Collective Bargaining Agreement (CBA) between the district and the CTU as well as other binding agreements on the CTU and the District in the form of Memorandum of Understanding (herinafter collectively CBA) shall remain in full force and effect.
13. This Memorandum shall remain in effect through the duration of the 2009/10 school year, expiring on June 30, 2010.

  
CMSD

7/6/09  
Date

  
CTU

7/6/09  
Date

**CLEVELAND MUNICIPAL SCHOOL DISTRICT**  
**Design Lab Early College High School**  
**2009-2010 SCHOOL YEAR CALENDAR**

|                                 | <b>Teacher Schedule</b>                                                                              | <b>Student Schedule</b>                                          |
|---------------------------------|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| Week of June 15 – 19, 2009      | Professional Development (All Teachers)                                                              | No students in session                                           |
| Week of June 22 – 26, 2009      | Professional Development (New Teachers)                                                              | No students in session                                           |
| Week of June 29 – July 3, 2009  | No teachers in session                                                                               | No students in session                                           |
| Week of July 6-10, 2009         | Current teachers teaching 10 <sup>th</sup> grade students                                            | 10 <sup>th</sup> grade students in session                       |
| Week of July 13 – 17, 2009      | Professional Development (New Teachers)<br>Current teachers teaching 10 <sup>th</sup> grade students | 10 <sup>th</sup> grade students in session                       |
| Week of July 20 – 24, 2009      | Professional Development (New Teachers)<br>Current teachers teaching 10 <sup>th</sup> grade students | 10 <sup>th</sup> grade students in session                       |
| Week of July 27 – 31, 2009      | Current teachers teaching 10 <sup>th</sup> grade students                                            | 10 <sup>th</sup> grade students in session                       |
| Thursday, July 30, 2009; 3-5 PM | Current teachers teaching 10 <sup>th</sup> grade students                                            | Student Orientation (9 <sup>th</sup> grade students)             |
| Friday, July 31, 2009; 3-5 PM   | Current teachers teaching 10 <sup>th</sup> grade students                                            | Student Orientation (9 <sup>th</sup> grade students)             |
| Saturday, August 1, 2009; 9-3PM | Current teachers teaching 10 <sup>th</sup> grade students                                            | Student Orientation (9 <sup>th</sup> grade students)             |
| Sunday, August 2, 2009; 8-11 AM | Current teachers teaching 10 <sup>th</sup> grade students                                            | Student Orientation (9 <sup>th</sup> grade students)             |
| Week of August 3-7, 2009        | All teachers in session                                                                              | (9 <sup>th</sup> and 10 <sup>th</sup> grade students in session) |
| Week of August 10-14, 2009      | All teachers in session                                                                              | (9 <sup>th</sup> and 10 <sup>th</sup> grade students in session) |
| Week of August 17-21, 2009      | All teachers in session                                                                              | (9 <sup>th</sup> and 10 <sup>th</sup> grade students in session) |
| Week of August 24-28, 2009      |                                                                                                      | Interim Progress Reports (1 <sup>st</sup> Period)                |
| Monday, August 24, 2009         | Voluntary Professional Day                                                                           | (No Students)                                                    |
| Tuesday, August 25, 2009        | Professional Day                                                                                     | (No Students)                                                    |
| Wednesday, August 26, 2009      | Professional Day                                                                                     | (No Students)                                                    |
| Week of Aug 31-Sept 4, 2009     | All teachers in session                                                                              | (9 <sup>th</sup> and 10 <sup>th</sup> grade students in session) |
| Week of Sept 7-11, 2009         | All teachers in session                                                                              | (9 <sup>th</sup> and 10 <sup>th</sup> grade students in session) |
| Monday, September 7, 2009       | Labor Day (All Facilities Closed)                                                                    |                                                                  |
| Wednesday, September 9, 2009    | Senior High School Open House 6:00-8:00 PM – Early Dismissal at 11:20 a.m.                           |                                                                  |
| Friday, September 11, 2009      | End of First Marking Period                                                                          |                                                                  |
| Weeks of Sept. 14 -18, 2009     | Professional Development (All Teachers)                                                              | No students in session<br>Report Cards (1 <sup>st</sup> Period)  |
| Week of Sept 21-25, 2009        | No teachers in session                                                                               | No students in session                                           |
| Week of Sept 28-Oct 2, 2009     | No teachers in session                                                                               | No students in session                                           |
| Week of October 5-9, 2009       | All teachers in session; ADM-1 Week                                                                  | All students in session                                          |
| Monday, October 5, 2009         | First Day of Second Marking Period                                                                   |                                                                  |
| Week of October 12-16, 2009     | All teachers in session                                                                              | All students in session                                          |
| Monday, October 12, 2009        | Discoverers' Day (All Facilities Closed)                                                             |                                                                  |
| Week of October 19-23, 2009     | All teachers in session                                                                              | All students in session                                          |
| Week of October 26-30, 2009     | All teachers in session                                                                              | All students in session                                          |

|                                 |                                                                                                                         |                                                                               |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| Week of November 2-6, 2009      | All teachers in session                                                                                                 | All students in session                                                       |
| Tuesday, November 3, 2009       | District Professional Day                                                                                               | Interim Progress Reports (2 <sup>nd</sup> Period)<br>No students in session   |
| Week of November 9-13, 2009     | All teachers in session                                                                                                 | All students in session                                                       |
| Wednesday, November 11, 2009    | Veterans Day (All Facilities Open)                                                                                      |                                                                               |
| Week of November 16-20, 2009    | All teachers in session                                                                                                 | All students in session                                                       |
| Week of November 23-27, 2009    | All teachers in session                                                                                                 | All students in session                                                       |
| Wednesday, November 25, 2009    | All Schools Closed                                                                                                      |                                                                               |
| Thurs/Fri. November 26-27, 2009 | Thanksgiving Vacation (All Facilities Closed)                                                                           |                                                                               |
| Week of Nov 30-Dec 4, 2009      | All teachers in session                                                                                                 | All students in session                                                       |
| Week of December 7-11, 2009     | All teachers in session                                                                                                 | All students in session                                                       |
| Friday, December 11, 2009       | End of Second Marking Period                                                                                            |                                                                               |
| Week of December 14-18, 2009    | Professional Development (All Teachers)                                                                                 | No students in session<br>Report Cards (2 <sup>nd</sup> Period)               |
| Week of December 21-25, 2009    | No teachers in session                                                                                                  | No students in session                                                        |
| December 24 and 25, 2009        | Christmas Eve (1/2 day) and Christmas Day (All Facilities Closed)                                                       |                                                                               |
| Week of Dec 38-Jan 1, 2010      | No teachers in session                                                                                                  | No students in session                                                        |
| Friday, January 1, 2010         | New Year's Day (All Facilities Closed)                                                                                  |                                                                               |
| Week of January 4-8, 2010       | All teachers in session                                                                                                 | All students in session                                                       |
| Monday, January 4, 2010         | First Day of Third Marking Period (Second Semester)                                                                     |                                                                               |
| Week of January 11-15, 2010     | All teachers in session                                                                                                 | All students in session                                                       |
| Week of January 18-22, 2010     | All teachers in session                                                                                                 | All students in session                                                       |
| Monday, January 18, 2010        | Martin Luther King Jr. Day (All Facilities Closed)                                                                      |                                                                               |
| Week of January 25-29, 2010     | All teachers in session                                                                                                 | All students in session                                                       |
| Week of February 1-5, 2010      | All teachers in session<br>ADM-2 All Week<br>Report Card Distribution during Parent Conferences (Second Marking Period) | All students in session                                                       |
| Week of February 8-12, 2010     | All teachers in session                                                                                                 | All students in session                                                       |
| Friday, February 12, 2010       | District Professional Day                                                                                               | Interim Progress Reports – (3 <sup>rd</sup> Period)<br>No students in session |
| Week of February 15-19, 2010    | All teachers in session                                                                                                 | All students in session                                                       |
| Monday, February 15, 2010       | Presidents' Day (All Facilities Closed)                                                                                 |                                                                               |
| Week of February 22-26, 2010    | All teachers in session                                                                                                 | All students in session                                                       |
| Week of March 1-5, 2010         | All teachers in session                                                                                                 | All students in session                                                       |
| Week of March 8-12, 2010        | All teachers in session                                                                                                 | All students in session                                                       |
| Friday, March 12, 2010          | Parent -Teacher Conference Day (No Students)                                                                            | No students in session                                                        |
| Week of March 15-19, 2010       | All teachers in session                                                                                                 | All students in session<br>Ohio Graduation Tests – Grade 10                   |
| Week of March 22-26, 2010       | All teachers in session                                                                                                 | All students in session                                                       |
| Friday, March 26, 2010          | End of Third Marking Period                                                                                             | OGT Make-up Tests – Grade 10                                                  |

|                              |                                                            |                                                                                |
|------------------------------|------------------------------------------------------------|--------------------------------------------------------------------------------|
| Week of Mar 29-Apr 2, 2010   | Professional Development (All Teachers)                    | No students in session<br>Report Cards (3 <sup>rd</sup> Period)                |
| Friday, April 2, 2010        | Good Friday (All Schools Closed; Facilities close at noon) |                                                                                |
| Week of April 5-9, 2010      | No teachers in session                                     | No students in session                                                         |
| Week of April 12-16, 2010    | No teachers in session                                     | No students in session                                                         |
| Week of April 19-23, 2010    | All teachers in session                                    | All students in session                                                        |
| Monday, April 19, 2010       | First Day of Fourth Marking Period                         |                                                                                |
| Week of April 26-30, 2010    | All teachers in session                                    | All students in session                                                        |
| Week of May 3-7, 2010        | All teachers in session                                    | All students in session                                                        |
| Week of May 10-14, 2010      | All teachers in session                                    | All students in session<br>Interim Progress Reports – (4 <sup>th</sup> Period) |
| Week of May 17-21, 2010      | All teachers in session                                    | All students in session                                                        |
| Week of May 24-28, 2010      | All teachers in session                                    | All students in session                                                        |
| Week of May 31-June 4, 2010  | All teachers in session                                    | All students in session                                                        |
| Monday, May 31, 2010         | Memorial Day Observance (All Facilities Closed)            |                                                                                |
| Week of June 7-11, 2010      | All teachers in session                                    | All students in session                                                        |
| Thursday, June 10, 2010      | End of Second Semester                                     | Last Day for Students                                                          |
| Friday, June 11, 2010        | Mandatory Professional Day (All Teachers)                  | No students in session                                                         |
| Week of June 14 – 18, 2010   | Professional Development (All teachers)                    | No students in session<br>Report Cards (4 <sup>th</sup> Period)                |
| Week of June 21-25, 2010     | No teachers in session                                     | No students in session                                                         |
| Week of June 28-July 2, 2010 | No teachers in session                                     | No students in session                                                         |

\*Two, 3-hour parent-teacher conference sessions will be held after school hours. (1 day) [Makeup for November 25, 2009]