

MEMORANDUM OF UNDERSTANDING #8
Article XV.B.5. – Days to Prepare Classrooms Prior to Preplanning
July 22, 2026

Article XV.B.5 of the Contract between The School Board of Orange County, Florida (District) and The Orange County Classroom Teachers Association (CTA) states: "Instructional personnel shall be permitted to work up to three (3) days prior to preplanning to prepare their classroom. They shall check (v) in and out upon arrival and departure from their work site. Instructional personnel may be excused for an equivalent number of workdays as identified at the end of each grading period providing they have fulfilled all requirements for submitting grades."

Numerous school campuses have summer construction projects this year. Some schools may have facility access limitations that may cause challenges for some or all of the instructional personnel to work on campus before preplanning. For schools listed below that may not be able to fulfill the CTA Contract language, the District and CTA agree to the following points.

1. Identified instructional personnel, at the schools identified in paragraph #2 below, not having the opportunity to prepare their classrooms up to three (3) days before preplanning, may work remotely for up to three (3) days before preplanning. As with remote work days, teachers will not be required to provide deliverables for the three remote workdays.
2. The following schools may not be able to provide some or all of the instructional personnel assigned to the school with the three (3) days before preplanning to prepare their classrooms.

Avalon Elementary	Lakeview Middle *	Three Points Elementary *
Camelot Elementary	Lawton Chiles Elementary	Tildenville Elementary
Citrus Elementary	Ocoee Middle *	Wekiva High
Colonial High	OTC – Avalon Campus *	West Orange High
East River High	Palmetto Elementary *	Windy Ridge K-8
Endeavor Elementary	Sand Lake Elementary	Winter Park High *
Lake Nona High	Sunset Park Elementary	

* As of June 18, 2026, the District believes these schools may not be impacted by construction/renovation delays; however, they are included in order to be as they are part of the list of summer construction/renovation projects.

3. Identified teachers at the impacted schools in paragraph #2 above who did not

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have the opportunity to prepare their classrooms or work remotely before preplanning will not be required to work any of the workdays provided for in Article XV.B.5., provided they fulfill all requirements for submitting grades.

4. Principals will provide a list of the identified teachers at the impacted schools to Labor Relations no later than Friday, August 7, 2026. The District will provide CTA with the list of identified teachers. CTA will notify Labor Relations of any teachers omitted from the list, and the parties will work to address any omissions.
5. For those teachers who voluntarily want additional time to prepare their classrooms, schools will make the following options available to teachers:
 - a. Schools will open earlier and close later than the regular schedule during preplanning.
 - b. The district will make the schools available on Saturday, August 1, 2026, and Saturday, August 8, 2026.
6. For teachers at the schools identified in paragraph #2 above whose classrooms are unavailable until after Monday, August 3, 2026, the parties will work together to address any concerns regarding unavailable classrooms.
7. These are the terms of the agreement, and there are no other promises or conditions related to this matter.
8. The parties do not waive any of their contractual or bargaining rights by entering into this MOU.

This MOU expires August 11, 2026.

For School Board of Orange County, Florida:



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For Orange County Classroom Teachers
Association:



Clinton McCracken
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