

**MEMORANDUM OF UNDERSTANDING**  
**between the**  
**FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT**  
**and the**  
**FOLSOM CORDOVA EDUCATION ASSOCIATION**  
*Common Planning Time (CPT) at the Elementary Schools*

The Folsom Cordova Education Association (“Association”) and the Folsom Cordova Unified School District (“District”) are parties to a collective bargaining agreement (“CBA”) that expires on June 30, 2023. In order to support effective professional learning communities, the Parties enter into this Memorandum of Understanding.

CPT is considered a form of professional development. Its primary purpose is to bring educators together to learn from one another and collaborate on projects to improve lesson quality and teaching effectiveness and learner achievement.

The length of a common planning day will not exceed the number of minutes in a regular school day.

CPT at the elementary school level will be utilized to incorporate ideas from the latest research on elementary school instruction, allow time for teachers to plan collaboratively, and do activities as needed to improve teaching and learning, as collectively agreed upon by site admin and the teaching staff.

1. Elementary schools will continue to have early release days on Thursdays at 1:15 p.m. beginning on August 10, 2023.
2. Every effort will be made to schedule staff meetings on the first Thursday of each month during the school year.
3. All TK will have two (2) days of release time per month.
  - a. Release time will occur on the following dates.
  - b. All TK classes will be on the AM schedule.
    - i. If a TK teacher's prep time will be missed on the following dates, up to two 30 minute time blocks to accommodate missed preps may be made up during early release time.
    - ii. TK release days for the 2023-2024 school year will be:
      - a) August 10 and 11
      - b) September 7 and 8
      - c) October 5 and 6
      - d) November 2 and 3
      - e) December 7 and 8
      - f) January 4 and 5
      - g) February 1 and 2
      - h) March 7 and 8
      - i) April 4 and 5
      - j) May 2 and 3

4. Grades K-2 will have minimum days the first three (3) weeks of school.
  - a. Minimum days (8:15 a.m. – 1:21 p.m. with Thursday release time remaining at 1:15 p.m.)
  - b. If K-2 teacher's prep time will be missed during the first three (3) weeks, K- 2 teachers will not schedule assessments or collaboration for up to two (2) 30-minute time blocks to accommodate missed preps during these first three (3) weeks.
  - c. The full-day schedule will begin on August 28, 2023.
  - d. Teachers will conduct beginning-of-the-year assessments with their students, have time to build relationships with students, and have collaboration time with grade level members.
5. All components of the Parties' current CBA not in conflict with this MOU shall remain in full effect.
6. This MOU shall remain in full force and effect through June 30, 2024.



Donald Ogden  
FOLSOM CORDOVA  
UNIFIED SCHOOL DISTRICT

4-21-23

Date



Debra Krikourian  
FOLSOM CORDOVA  
EDUCATION ASSOCIATION

4/22/23

Date