

**MEMORANDUM OF UNDERSTANDING #12
PILOT PROGRAM between the
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
and the
FOLSOM CORDOVA EDUCATION ASSOCIATION**

**Collaboration Time for Special Education Preschool
March 13, 2024**

The Folsom Cordova Unified School District (“District”) and Folsom Cordova Education Association (“Association”) enter this Memorandum of Understanding (“MOU”)

A. BACKGROUND

Special education preschool teachers communicated a desire to participate in collaboration time as well as monthly staff meetings at their elementary campuses. The goal of collaboration time is to improve teaching effectiveness and increase learner achievement. Through collaborative teams [e.g. grade level teams and Professional Learning Teams (PLT), pre-school job alike within and across elementary school triads], educators will have the opportunity during the workday to engage in activities such as reviewing assessment data, planning units, collaborating on projects and common assessments.

Cordova Lane Center, as a preschool only site, arranges staff meetings between AM and PM preschool sessions, and is not subject to the terms of this MOU. The goals of this MOU are to: 1) enable the District's preschool bargaining unit members to have the necessary time to engage in collaborative teams; and 2) enable participation in school staff meetings.

B. AGREEMENT

1. This Agreement applies to special education preschool programs with AM/PM schedules on comprehensive elementary campuses ("sites") for the 2024 - 2025 school year only.
2. School sites will have one day per month of student non-attendance for each AM class and each PM class as follows:
 - August 15
 - September 5
 - October 3
 - November 7
 - December 5
 - January 9
 - February 6
 - March 6
 - April 3
 - May 1

3. 2024/2025 Bell Schedule

- a. Currently, preschoolers attend school: 150 min x 180 days = 27,000 min/year. One session per month (10 months) for Collaboration Time /Staff meetings, this is a reduction of 1,500 min per year. To compensate for those minutes, 27,000 min/170 days = 159 min/day. This is an increase of 9 min/day per session, each regular school day.
- b. The Pilot bell schedule shall be:
 - **AM: 8:15-10:54**
 - **PM: 12:06-2:45**
- c. The 72 minutes between the two sessions are used for lunches and prep time.

SAMPLE SCHEDULE FOR COLLABORATION TIME

Schedule	Sample Activity
8:15-9:30	Team planning (sites) and PLC Prep
9:45-11:30	PLC Cycles of Inquiry with student data for preschool practices
11:30-12:00	Lunch
12:00-1:15	Travel and data planning
1:15- 2:45	Site Staff Meeting

- 4. Site Principals and District Leadership will work with their preschool teachers to organize, structure, and facilitate Collaboration Time to meet the needs of school site students.
 - a. Collaboration Time in preschool will be used to support planing curriculum, planning to meet the social and emotional needs of students, assessment, planning for intervention strategies, data analysis, and professional learning.
 - b. Site Principals with only one preschool program will foster online or in-person partnerships with other site preschool programs to participate in PLCs during their common planning time.
 - c. On August 15th, 2024 a collaboration planning meeting will be held at the ESC to coordinate Collaboration Time.
- 5. Site Principals will make every reasonable effort to hold a monthly faculty meeting on the days set forth in B.2. above.


- a. Should a faculty meeting occur on a date not set forth in B.2., the preschool teacher shall receive a substitute in order to attend the faculty meeting.
- b. Should the preschool teacher not be able to attend, the teacher will receive a summary of what occurred at the faculty meeting.
- 6. This agreement shall not impact programs at Cordova Lane Center (CLC).
- 7. All provisions of this Pilot Program are subject to the negotiated grievance procedure in the CBA.
- 8. All components of the Parties' current CBA not in conflict with this MOU shall remain in full effect.
- 9. This MOU shall remain in full force and effective through June 30, 2025. Absent mutual agreement, this MOU will sunset on June 30, 2025.

Cost estimated at \$ (TBD) by the General Fund (Based on the increase in Paraprofessional Hours).

FOR THE FOLSOM CORDOVA
UNIFIED SCHOOL DISTRICT

FOR THE FOLSOM CORDOVA
EDUCATION ASSOCIATION

By: 
Donald Ogden, Associate
Superintendent Human Resources

By: 
Tracy Suter, FCEA Executive Officer/
Bargaining Chair

Date: March 15, 2024

Date: 3-15-24

Board Approved: _____