

**MEMORANDUM OF UNDERSTANDING #8**  
**between the**  
**FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT**  
**and the**  
**FOLSOM CORDOVA EDUCATION ASSOCIATION**

**Collaboration Time at the Elementary Schools**  
**March 13, 2024**

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, 2025.

**A. Collaboration Time**

1. The goal of Collaboration Time (CT) is to improve teaching effectiveness and increase learner achievement. Through Collaborative Teams [e.g. grade level teams and Professional Learning Teams, 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.
2. The length of a collaboration (early release for students) day will not exceed the number of minutes in a regular school day.
  - a. Elementary schools will continue to have early release days on Thursdays at 1:15 p.m. beginning on August 10, 2024.
  - b. With the exception of August, every effort will be made to schedule staff meetings on the first Thursday of each month during the school year.
3. It is the expectation that by the end of May 2024, elementary site administrators shall make every effort to collaboratively create a schedule with their certificated staff delineating how the site will use collaborative days for the following school year. If consensus cannot be reached, then schools will use the following to organize a month of collaborative days: One (1) Staff meeting, three (3) CT meetings.

- a. Consensus does not mean everyone gets exactly what they want. It does mean that the will of the group emerges and everyone can live with the decision and support it outside of the team.

B. TK and TK-K combo collaboration time

1. All TK will have two (2) days of collaboration time per month.
  - a. Collaboration 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, they may schedule 30-minute time blocks to accommodate missed preps that may be made up during CT release time. These time blocks replace the missed prep. Itinerant teachers will not reschedule the missed prep time.
    - ii. TK Collaboration days for the 2024-2025 school year will be (in order to align with faculty meetings):
      - a) August 14 - 15
      - b) September 4 - 5
      - c) October 2 - 3
      - d) November 6 - 7
      - e) December 4 - 5
      - f) January 8 - 9
      - g) February 5 - 6
      - h) March 5 - 6
      - i) April 2 - 3
      - j) April 30 - May 1
  - c. Where a class is a TK/K combo, a substitute will be utilized to facilitate Collaboration release time on Fridays.

C. Grades K-2 will have minimum days August 8, 2024 to August 23, 2024.

1. Minimum days (8:15 a.m. - 1:21 p.m. with Thursday release time remaining at 1:15 p.m.)

2. Teachers may conduct beginning-of-the-year assessments with their students, build relationships with students, and collaborate with colleagues.
3. If a K-2 teacher's prep time will be missed during the first three (3) weeks:
  - a. that K- 2 teacher will not schedule assessments or collaboration for one 30-minute time block per missed prep.
  - b. These time blocks replace the missed preps. Itinerant teachers will not reschedule the missed prep time.
  - c. An assessment schedule will be created by K-2 teachers.
  - d. When practicable, the intervention teachers will direct their support to grades 3-5.
  - e. The full-day schedule will begin on August 26, 2024.

D. General

1. All components of the Parties' current CBA not in conflict with this MOU shall remain in full effect.

Estimated cost for this MOU is the cost of 10, ½ -days of sub pay per TK/K combination class.

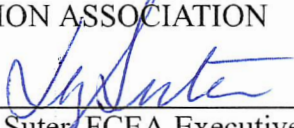
2. This MOU shall remain in full force and effect through June 30, 2025.

Survey(s) will be conducted by February to measure the success of these adjustments to elementary collaboration time.

Cost estimated at \$4,700.00 by the General Fund.

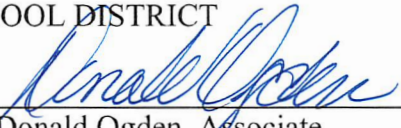
Sunsetting MOU # 18 4/22/23  
MOU # 8? FCEA Proposal Elem CPT 02/07/2024  
Session drafting 020724 10:30am  
DO 3/12/2024 1:07pm  
DO 3/15/2024

FOR THE FOLSOM CORDOVA  
EDUCATION ASSOCIATION

By:   
Tracy Suter, FCEA Executive Officer/  
Bargaining Chair

Date: 3-15-24

FOR THE FOLSOM CORDOVA UNIFIED  
SCHOOL DISTRICT

By:   
Donald Ogden, Associate  
Superintendent Human Resources

Date: March 15, 2024

Board Approved: \_\_\_\_\_