

**PILOT PROGRAM**  
**Between the**  
**FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT**  
**And the**  
**FOLSOM CORDOVA EDUCATION ASSOCIATION**  
**Common Planning Time for Special Education Preschool**

**A. BACKGROUND**

Special education preschool teachers communicated a desire to participate in common planning time (CPT) as well as monthly staff meetings at their elementary campuses. Feedback indicated that this is a concern primarily at comprehensive elementary sites. Cordova Lane Center, as a preschool-only site, arranges CPT and staff meetings between AM and PM preschool sessions. The goals of this MOU are to: 1) enable the District's preschool bargaining unit members to have the necessary time to engage in recurring cycles of collective inquiry and action research to improve student outcomes; 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 2023/2024 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 10
  - September 9
  - October 5
  - November 2
  - December 7
  - January 4
  - February 1
  - March 7
  - April 4
  - May 2
3. 2023/2024 Bell Schedule
  - a. Currently, preschoolers attend school: 150 min x 180 days = 27,000 min/year. One session per month (10 months) for CPT/Staff meetings, this is a reduction of: 1500 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.
- d. Exemplar

Program	Date of preschool non-attendance	
	August 10	September 9
AM Session	No school; Common Planning Time	School as Normal
PM Session	School as Normal	No school; Staff Meeting

- 4. Site Principals will work with their preschool teachers to organize, structure, and facilitate CPT to meet the needs of school site students.
  - a. CPT in preschool will support curriculum planning, planning to meet the social 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.
- 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 preschool 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, 2024. The Parties agree to meet no later than April 15, 2024, to evaluate the effectiveness of this MOU and to determine whether the pilot will continue.

Debra Krikorian  
 FOR THE FOLSOM CORDOVA  
 EDUCATION ASSOCIATION  
 5/24/23  
 Date

Donald Lopez  
 FOR THE FOLSOM CORDOVA  
 UNIFIED SCHOOL DISTRICT  
 5-24-23  
 Date