

MEMORANDUM OF UNDERSTANDING #10
between the
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
and the
FOLSOM CORDOVA EDUCATION ASSOCIATION

Comprehensive High School Supervision
May 8, 2024

The Folsom Cordova Unified School District ("District") and Folsom Cordova Education Association ("Association") enter this Memorandum of Understanding ("MOU") to pilot updated language regarding Secondary Supervision at the comprehensive high schools from 8.13 of the current collective bargaining agreement.

The purpose of this MOU is to pilot a process for the comprehensive high schools to foster transparency at each site and allow for greater equity between the comprehensive high schools regarding supervisory duties.

Current Language:

8.13 Secondary Supervision (6-12)

8.16.1 At the secondary level (grades 6-12), paid, non-adjunctive student supervision beyond the normal workday shall be on a volunteer basis provided that if sufficient volunteers are not forthcoming at a particular school, the principal or designee may assign such supervision. Such assigned supervision shall be made in an equitable manner at each location. Teachers may trade supervision assignments with each other if both parties agree to the exchange. The responsibility to communicate the change and to ensure coverage remains with the assigned teacher.

Proposed additional language to eventually become 8.16.2

Definition of Supervision: Supervision is defined as a duty outside the school day where a certificated staff member is expected to provide supervision support of students and families to the site administration team. Duties include supervision at sports events including playoffs, school dances, and other school performances or events as mutually agreed upon at the site.

Definition of Adjunct Duties (from 8.8.2 of CBA): An adjunctive duty is an unpaid assignment related to the school site that occurs outside the instructional day (by way of illustration, and not limitation, this includes CAC, FCEA rep, PTA, etc.).

Adjunct duties that receive credit as supervision duties: FCEA rep = 2 unpaid supervision credits; Membership in School Site Council = 2 unpaid supervision credits; Member of school site community schools committee = 2 unpaid supervision credits; Spring Back to School Night = 1 unpaid supervision credit. These duties merely apply to a member's number of supervision requirements and do not receive supervision pay.

Process: Recognizing that each of the comprehensive high schools' needs are determined by the size of the school, requirements of each respective athletic conference, and other unique site circumstances, each school will use the following process to provide transparency and improve equity between sites.

- In the spring, site principal or designee will meet with the lead site rep or designee to create the list of supervision duties for the following school year and identify which events will need to split into separate shifts or require additional support for safety reasons.
- In the fall, each school will have an electronic sign-up system that rotates by year/term by birthdays so no one group of staff gets first choice repeatedly.
- Staff who do not sign up for their supervision duties or proactively identify their adjunct credited duties will be assigned by the administrator as needed after a specified and publicized deadline at the site.
- Should additional duties be needed after bullet #3 above, duties will be assigned equitably by the site Principal in consultation with an FCEA representative.
- A timecard with event name and date will be placed in the staff member's mailbox to sign and add district ID number and then return to the proper site support personnel within a week of the event.
- Reasonable efforts will be made, not to exceed supervisory duties in excess of four (4) hours and five (5) supervisory duties per year. See list of adjunct duties that receive credit as supervision duties listed above. To receive supervision credit, a minimum of five (5) committee meetings must be attended by staff members.

This MOU shall represent a pilot of this process for the comprehensive high schools for the 2024-25 school year. By March 1, 2025, administrators and site reps from these sites will meet to determine the success of the pilot and whether additional edits or piloting are needed. Absent mutual agreement, this MOU shall sunset on June 30, 2025.

There are no costs associated with implementing this MOU.

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: 5-20-2024

Date: 5-20-24

Board Approved: 6.6.24