

MEMORANDUM OF UNDERSTANDING #21
between the
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
and the
FOLSOM CORDOVA EDUCATION ASSOCIATION

Collaboration Time at the Elementary Schools
May 7, 2025

The Folsom Cordova Unified School District (“District”) and the Folsom Cordova Education Association (“FCEA”), collectively referred to as “the Parties,” enter into this Memorandum of Understanding (“MOU”) regarding Elementary School Collaboration Time.

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 day (early release for students) will not exceed the number of minutes in a regular school day.
 - i. Elementary schools will continue to have early release day on Thursdays at 1:15 p.m.
 - ii. 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 by the end of the second (2nd) week of May, elementary site administrators shall 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, and three (3) meetings.
 - i. 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. Grades K-2 will have minimum days for the first three (3) full weeks of the school year.

1. The full-day schedule will begin after three (3) full weeks of school.
 - i. Kindergarten teachers will have an additional week of Minimum days on the week of October 20th through October 24th.

2. Minimum days (8:15 a.m. – 1:21 p.m. with Thursday release time remaining at 1:15 p.m.).
3. Teachers may conduct beginning-of-the-year assessments with their students and collaborate with colleagues.
4. If a K-2 teacher's prep time will be missed during the month of August:
 - i. that K-2 will not schedule assessments or collaboration for one 30-minute time block per missed prep, maximum time per week would be sixty (60) minutes, if both preps are past 1:15 p.m.
 - ii. These time blocks replace the missed preps. Itinerant teachers will not reschedule the missed prep time.
 - iii. An assessment schedule will be created by K-2 and will be given to the administrator of the site.
 - iv. Intervention teachers will direct their support to grades 3 – 5 first. If all students have been served, then intervention can aid grades K-2.

C. General

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

D. Duration

1. This MOU will be piloted during the 2025-2026 school year and revisited the spring of 2026. This MOU will sunset on July 1, 2026 absent mutual agreement unless both parties agree in writing to move it into the existing Article 8 contract.

There are no costs associated with implementing this MOU.

FOR THE FOLSOM CORDOVA
UNIFIED SCHOOL DISTRICT

By: 
Donald Ogden, Ed.D.,
Associate Superintendent HR

Date: 5-15-2025

FOR THE FOLSOM CORDOVA
EDUCATION ASSOCIATION

By: 
Tracy Suter, FCEA
Executive Officer/Bargaining Chair

Date: 5-15-25

Board Approved: 06/05/2025