

MEMORANDUM OF UNDERSTANDING #2
between the
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
and the
FOLSOM CORDOVA EDUCATION ASSOCIATION

Clarification of Elementary Prep Curriculum
September 10, 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”).

The Collective Bargaining Agreement (CBA) contains the following language regarding prep time.

8.11 Elementary Prep (TK-6)

8.11.1 A minimum of sixty (60) minutes per week of preparation time will be provided for self-contained classroom teachers in grades TK through 3. Self-contained classroom teachers in grades 4-6 shall receive 100 minutes per week. This assumes a five (5) day work week.

8.11.2 Guidelines for Elementary Prep Time

8.11.2.1 Definition:

8.11.2.1.1 Prep time is a professional time to prepare for teaching, communicating with parents, collaboration, etc.

8.11.2.1.2 Prep time is not for personal business. Should a teacher need to leave the campus, he/she must notify the site administrator/designee.

8.11.2.2 Curriculum: (see 2024-2025 MOU #15)

8.11.2.2.1 Physical education (sixty [60] minutes) will be offered during the primary prep for grades TK-3. Physical education (thirty [30] minutes) and music (seventy [70] minutes) will be offered during the intermediate prep for grades 4-6.

For the duration of this MOU, the following language shall supersede the language in the collective bargaining agreement in order to clarify the curriculum provided during prep time.

8.11 Elementary Prep (TK-6)

8.11.1 A minimum of sixty (60) minutes per week of preparation time will be provided for self-contained classroom teachers in grades TK through 3. Self-contained classroom teachers in grades 4-6 shall receive 100 minutes per week. This assumes a five (5) day work week.

8.11.2 Guidelines for Elementary Prep Time

8.11.2.1 Definition:

8.11.2.1.1 Prep time is a professional time to prepare for teaching, communicating with parents, collaboration, etc.

8.11.2.1.2 Prep time is not for personal business. Should a teacher need to leave the campus, he/she must notify the site administrator/designee.

8.11.2.2 Curriculum: (see 2024-2025 MOU #15)

8.11.2.2.1 Prep time for TK will be provided as follows:

- Stand alone TK – Provided one thirty [30] minute physical education session. A second [30] minute prep will be self-provided during the portion of the day that students are not present.
- AM/PM model TK – Each session is provided one thirty [30] minute physical education session. During the 2025-2026 pilot, when possible, both teachers take a prep together during these two sessions. A classroom aide provides the required ratio for physical education during these preps. When schedules prohibit concurrent preps, the AM TK teacher and the PM TK teacher each will receive two thirty [30] minute preps.
- All TK/K classes will follow the same prep allocation as Kindergarten.

8.11.2.2.2 Prep time for K-3 will be provided as follows:

- Physical education (sixty [60] minutes) will be offered during the primary prep for grades K-3.

8.11.2.2.3 Prep time for 4-6 will be provided as follows:

- Physical education (thirty [30] minutes) and music (seventy [70] minutes) will be offered during the intermediate prep for grades 4-6.

8.11.2.2.4 Prep time for self-contained special education 1-5 classrooms provided as follows:

- Physical education (seventy [70] minutes) and music (thirty [30] minutes).

Absent mutual agreement, this MOU shall expire on June 30, 2026. Costs may be incurred with aide coverage for TK AM/PM model.

FOR THE FOLSOM CORDOVA
UNIFIED SCHOOL DISTRICT

By: 
Sean Martin, Assistant Superintendent
Administrative Services

FOR THE FOLSOM CORDOVA
EDUCATION ASSOCIATION

By: 
Tracy Suter, Executive Officer

Date: 9/18/25

Date: 9/18/25

Board Approved: 10/02/2025