

MEMORANDUM OF UNDERSTANDING #25-26-05
between the
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
and the
FOLSOM CORDOVA EDUCATION ASSOCIATION

General Education Intern Teacher Mentors
November 5, 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 and agreement that will provide mentor teachers to support general education teachers participating in the SCOE, Yolo/Solano, and other accredited Intern Programs.

The District needs certificated bargaining unit members to work as general education intern teacher mentors (Mentor) per program requirements. This language will be applied to current general education mentors and retroactively for 2024-2025 general education intern mentors who will receive the stipend in Appendix D4, Tier 5 less any mentor stipend paid by the intern program or the District.

I. DEFINITION:

- a. Upon hire of an intern teacher the hiring administrator will work with the intern program and Human Resources to identify a district-employed site Mentor for the intern teacher who possesses a valid, corresponding life or clear teaching credential, and a minimum of three (3) years of exemplary content-area K-12 teaching experience. The Mentor will be from the same site whenever possible and have a corresponding credential.
- b. The job of the Mentor is to mentor general education intern teachers during intern pre-service and during the intern credential program.
- c. This is a one-year (1) position and must be reapplied for annually (positions hired will maintain the position for the 2025-2026 school year). Site administrators will send site based postings to all eligible certificated staff onsite by email. If more than one eligible staff member responds as directed, district screening and interviewing processes will be followed to choose the best candidate. If the site administrator is unable to find a qualified mentor at the site, they can expand the search to other school sites with an Edjoin posting.

II. QUALIFICATIONS:

- a. Valid, corresponding life or clear California Teaching Credential and CLAD or equivalent.

III. TYPICAL DUTIES AND RESPONSIBILITIES:

- a. Follow and implement the intern support requirements and Mentor training outlined in this MOU and any additional requirements outlined in the intern program MOU with the District.

- b. Support intern at the school site including:
 - i. Schedule a minimum of one (1) hour every week of regular contact for updates and ongoing mentoring.
 - ii. Establish ongoing contact to offer support and information regarding the support role.
 - iii. Assist with course planning and problem-solving regarding students, curriculum, and effective teaching methodologies.
 - c. Provide consultation and advice regarding school culture, climate, stakeholders, established procedures and/or expectations, and especially essential practices that are specific to the school site.
 - d. Complete the hours of support and mentoring required by the Intern's program and review timelines for projects required by the Intern Program.
 - e. Exchange information with your intern's coach and collaborate by email, in person, or phone each semester and meet with the intern and Intern Credential Program coach 1-2 times per year, if possible.
- f. Provide professional assistance/encouragement regarding classroom instructional best practices. Mentoring support may include, but is not limited to the following:
 - i. Suggest site/district resources that are available.
 - ii. Identify expert school site peers that the intern might connect with and/or observe.
 - iii. Provide guidance to the intern through the initial stages of "first-year" challenges.
 - iv. Reinforce any of the intern's accomplishments, and/or effective classroom instruction.
 - v. Observe interns and provide feedback at least two (2) times annually.
 - vi. Model instruction, lesson planning, and assessment.
- g. Possess current knowledge of the content, including knowledge of the current context of public schooling including California, adopted TK-12 content standards, frameworks, and accountability systems as well as knowledge of diversity in society, including diverse abilities, culture, language, ethnicity, and gender orientation.
- h. Participate in the FCUSD New Teacher Support and Development feedback and evaluation process. Provide feedback on the effectiveness of the program through surveys throughout the year.

IV. Compensation

- a. General Education Intern Teachers and Mentors will receive additional coaching and mentoring and will share a total of up to four (4) release days to receive and provide training. Should a mentor support more than one (1) mentee, another four (4) release days will be available. Release times may be agreed upon by Intern and Mentor. A portion of these days may be used to support the Intern in their classroom to set-up the classroom, model lessons, and model assessments.
- b. General Education Intern Teacher Mentors will be paid per Appendix D-4, Tier 5 Annual Stipend for each school year in the position, less any mentor stipend paid by the intern program or the District. Mentors shall receive an additional stipend per Appendix D-4, Tier 5 for a second participating Intern. The stipend may also end


when the Intern completes course work and/or receives their preliminary credential when verified by District personnel. Stipends will be prorated based on the percentage of the prorated year served.

Cost estimated at \$30,431 by the General Fund.

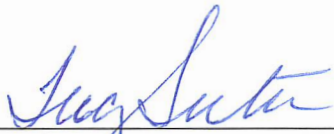
All provisions of this Agreement are subject to the negotiated grievance procedure in the Parties' CBA. This is a one-time agreement and is not precedent setting. By mutual consent, the Parties' agree to add this MOU to the CBA in Appendix D-4, Tier 5. This MOU shall sunset on June 30, 2026.

FOR THE FOLSOM CORDOVA
UNIFIED SCHOOL DISTRICT

FOR THE FOLSOM CORDOVA
EDUCATION ASSOCIATION

By: 

David Byrd, Executive Director
Human Resources

By: 

Tracy Suter, Bargaining Chair

Date: 11/6/25

Date: 11-6-25

Board Approved: 11/20/2025