

**MEMORANDUM OF UNDERSTANDING #25-26-28**  
**between the**  
**FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT**  
**and the**  
**FOLSOM CORDOVA EDUCATION ASSOCIATION**

**Collaboration Time for TK and TK-K Combo**  
**June 11, 2026**

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 the Transitional Kindergarten (TK) work day and the Transitional Kindergarten/Kindergarten (TK/K) Combination Classes Collaboration Time.

**A. Transitional Kindergarten Work Days/Hours of Employment**

1. To streamline the TK AM/PM schedule and ensure compliance with the student-to-teacher ratios required by Ed Code 48000, all TK teachers in AM/PM settings (both morning and afternoon) will follow a work schedule of 8:00 a.m. to 2:45 p.m.
  - a. Lunch time for TK teachers will be extended by 15 minutes of allotted time given to the rest of the certificated staff at their site.
2. TK teachers in standalone classrooms (not AM/PM) will continue to follow the language in section 8.2 and observe the same schedule as K-5 teachers on regular school days.
3. A 15 minute break will be provided duty free each day. Time to be determined by the daily schedule.

**B. 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 (early release for students) day will not exceed the number of minutes in a regular school day.
  - i. TK and TK/K classes will have early release days 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. TK and TK/K teachers will be required to attend the monthly staff meeting.

## B. Thursday TK and TK/K Collaboration Time Schedule

1. All TK and TK/K shall run a slip schedule.
  - i. AM TK student hours: 8:00 a.m. – 11:21 p.m.
    1. AM TK teacher's meal break will begin after students are dismissed.
  - ii. PM TK student hours: 9:54 a.m. – 1:15 p.m.
    1. PM TK teacher's meal break will be prior to student arrival.
  - iii. TK/K student hours
    1. TK student hours: 8:15 – 11:36 a.m.
    2. K student hours: 8:15 a.m. – 1:15 p.m.
      - a. Teacher's lunch shall mirror the student's lunch time.
2. AM TK teachers with no PM classes shall continue supporting primary grades on Monday, Tuesday, Wednesday, and Friday. K-2 until 2:45 p.m. in collaboration with the administration.
  - i. Teachers will not be asked to sub unless it is an emergency.
  - ii. TK teachers will be given required materials for the direct intervention given, no required prep should be required.
3. A 1:10 ratio for classes during the slip session shall be maintained at all times in accordance with Ed Code 48000.
  - i. AM & PM classes shall be together from 9:54 – 11:21 a.m. for one hour and twenty-seven minutes (87 minutes).
    1. Two (2) paraeducators, instructional assistants, or non-rostered teachers and two (2) teachers will be maintained to cover lunches and recesses.
4. PM teacher break (recess) will be before 9:00 AM teacher lunch. AM teacher and para to break PM teacher. AM teacher break (recess) will be after PM teacher lunch. PM teacher and para to break AM teacher according to the daily master schedule.
5. PE will not be scheduled on Thursdays for AM/PM TK classes or TK/K combo classes.

## C. Minimum Days

### *Current Language*

*8.15.2 TK teachers will be allowed up to five (5) 108 minute minimum days each school year. These minimum days will be used to prepare for Parent-Teacher conferences and prepare report cards. Since TK conferences do not coincide with the end of each school calendar trimester, TK teachers will be allowed to use these days based upon individual school needs for TK conferences and report cards. Scheduling of parent conferences (either in March or April) will be determined and coordinated by the site administrators based upon consultation and input from teachers to meet individual school TK program needs.*

Proposed Language for 8.15.2 TK Schedule change for TK and TK/K

TK and TK/K teachers will be allowed up to ten (10) 201 minute Slip Session days each school year. The slip schedule will be followed on these days. Four of the ten days will be used for Parent Conferences (Thursday of that week will already be an early release day for students) during the Fall or Spring. Scheduling of parent conferences will be determined and coordinated by the site administrators based upon consultation and input from teachers to meet individual school TK and TK/K program needs. The other six (6) days will mirror the minimum days of the site. In case of special events provided by the school. The dates must be given to families thirty (30) days prior to the change of schedules (per BP 6111) The dates scheduled will be in collaboration with the site administrator. Afternoons to be collaboration time for TK staff.

Proposed Language for 8.15.3 TK Schedule Change Days aligned to Super Minimum Days for K - 5

1. Super Minimum Day for grades K - 5 - Three (3) days per year, at the end of the 1st, 2nd, and 3rd trimesters. These Schedule change days will be aligned with the FCUSD Super Minimum Days provided for all Elementary Schools.
  - a. This time will be used for collaboration, parent conferences, progress monitoring, and progress reports.
  - b. The schedule for these days would require all TK students to attend school from 8:00 - 11:21 am (201 minutes required by the California Education Code).

D. General

1. All Special Education TK/K will follow this model.
2. All components of the Parties' current CBA not in conflict with this MOU shall remain in full effect.

E. Duration

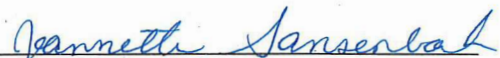
1. This MOU will be piloted during the 2026 - 2027 school year and revisited the spring of 2027. All TK and TK/K teachers will be surveyed by January 15, 2027 for input on the pilot. The MOU will sunset on July 1, 2027 and with mutual consent move into the contract.

Costs are dependent upon the increase in aide coverage coming from the General Fund.

FOR THE FOLSOM CORDOVA  
UNIFIED SCHOOL DISTRICT

By:   
David Byrd, Executive Director  
Human Resources

FOR THE FOLSOM CORDOVA  
EDUCATION ASSOCIATION

By:   
Jeannette Sansenbach, President

Date: June 11, 2026

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Board Approved: 06/18/2026