

**MEMORANDUM OF UNDERSTANDING**  
**Between the**  
**FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT**  
**And the**  
**THE FOLSOM CORDOVA EDUCATION ASSOCIATION**

**SPECIAL EDUCATION RELEASE DAYS**

**4-29-2020**

This Memorandum of Understanding shall be in effect for the 2020/2021 School Year. Teachers in a Preschool-12 assignment based upon an Education Specialist (Mild/Mod and Mod/Severe) credential (Impacted Teachers) have expressed an interest in “time” allocated for the purpose of IEP writing, the completion of other duties specifically related to the special education job description (except for conducting IEPs), and transition meetings.

In an attempt to meet this interest, the Parties agree that:

1. Each Impacted Teacher will be provided with up to four (4) release days in the 2020/2021 school year. This is the equivalent of 1 day per quarter or 1.33 day per trimester.
2. Transition meetings are defined as meetings to facilitate the transition of students between segments (specifically Preschool to Kindergarten, Elementary School to Middle School, or Middle School to High School), and can also include exit IEP meetings.
3. A part-time teacher shall have his/her allocation of release days prorated based upon his/her FTE.
4. Release days shall be scheduled on dates which are mutually agreed upon between the teacher and the administrator.
  - a. Release days may be utilized in either full or half-day increments.
  - b. The teacher and administrator shall collaboratively identify an adequate workspace (District or remote) with a computer as needed to work uninterrupted.
  - c. Subs must be secured and in place in order for a release to occur.
  - d. If a sub was secured prior to the release day, the sub will not be assigned to another classroom unless the site administration deems it reasonably necessary. A teacher will not be called back to the classroom more than one time each school year.
5. All District policies governing “release days” shall apply to this MOU.

Absent mutual agreement, this MOU shall sunset on June 30, 2021.

*Donald Ogden*

District Representative

*Debra Krikourian*

FCEA Representative

4-29-20

Date

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