

**MEMORANDUM OF UNDERSTANDING**  
**between the**  
**Fullerton School District (FSD)**  
**and the**  
**Fullerton Elementary Teachers Association (FETA)**

**May 20, 2024**

This Memorandum of Understanding (MOU) between FSD and FETA is to clarify and define the Wednesday Planning release schedule for preschool teachers. Article 8 Section G-2 & 3 of the FETA/FSD Collective Bargaining Agreement describes the structure and use for the 38 Early Release Wednesdays for Elementary and Junior High Certificated staff. Although the needs and schedule requirements for Preschool certificated staff are different, there needs to be consistency in the Wednesday Early Release time provided for all FETA members. This consistency ensures that disruptions to student learning are minimized and that the certificated preschool teachers are present when their students are at school.

“The use of restructured Wednesdays should be reviewed by staff at school sites and calendared in advance to assist all school staff in their planning. The use of the restructured Wednesdays shall be utilized in accordance with Section “A” above, and examples of activities that may be done for each type of Wednesday will be provided by a joint memo between FETA and the District to be distributed no later than March 30, 2018.”

“All Wednesday Early Release Day schedules will be collaboratively developed and calendared in conjunction with the student attendance calendar by the District and the Negotiations Team. Wednesday Early Release Days will continue to be designated for District, Principals, Grade Levels, and Teachers. Principal Wednesday staff development agendas will be collaboratively developed by each site principal and staff will include time for practical planning and implementation of new material” (reference FSD/FETA Collective Bargaining Agreement Article 8, Section G - G.1).

Beginning with the 2024-2025 school year, Certificated preschool teachers shall be provided with fifteen (15) full days of release time on scheduled Wednesdays shall be allocated as follows:

Preschool teachers shall be provided with fifteen (15) full-day release Wednesdays as follows:

- Four (4) Wednesdays shall be allocated for Parent/teacher conferences.
- Eleven (11) Wednesdays shall be allocated for: professional development, Professional Learning Communities (PLCs), DRDP completion, report card preparation, co-teach team planning, collaboration/consulting with SPED preschool teachers, and teacher planning. Professional Development shall generally be limited to no more than two (2) hours on the eleven (11) full-day release Wednesdays and will only exceed two (2) hours with the agreement of the Preschool Leadership Team.
- The specific dates of the Wednesday Substitute Release Days and the allocation of specific professional responsibilities for each Wednesday shall be determined by the Preschool Leadership Team which shall include both administrators and preschool teachers.

Due to the unique schedule and California State Preschool Program (CSPP) requirements, early release/minimum day scheduling and PE release time is not possible. One (1) resident substitute will be assigned to work the full 180 day school year in order to provide coverage for teachers for the 165 days that they are working with students. The Preschool Leadership Team shall determine the assignment of the CSPP Resident Substitute focusing on ensuring each teacher has an equitable number of days and the time is used for preschool teachers to complete DRDPs, attend required meetings, and complete required planning and paperwork.

Nothing in the MOU is intended to be precedent setting or to establish a past practice.

Pamela Zinnel      5/21/2024  
Pamela Zinnel                      Date  
Negotiations Chairperson  
FETA

Chad Hammitt      5/21/2024  
Chad Hammitt, Ed.D.                      Date  
Assistant Superintendent,  
Personnel Services