

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 SPED 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 SPED 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 SPED 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, SPED preschool teachers shall be provided with fifteen (15) full days of release time on scheduled Wednesdays shall be allocated as follows:


SPED 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), IEP assessment and completion, report card preparation, co-teach team planning, 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 SPED 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 SPED Preschool Leadership Team which shall include both administrators and SPED preschool teachers.

Due to the unique schedule and SPED Preschool 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 SPED Preschool Leadership Team shall determine the assignment of the SPED Preschool Resident Substitute focusing on ensuring each teacher has an equitable number of days and the time is used for SPED preschool teachers to assess students for IEPs, complete IEPs, 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.

 5/21/2024
Pamela Zinnel Date
Negotiations Chairperson
FETA

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