

MEMORANDUM OF UNDERSTANDING #24
between the
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
and the
FOLSOM CORDOVA EDUCATION ASSOCIATION

Teacher Evaluation Pilot Contract Language
May 16, 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 pilot language for updating Article 12.

For the 2024-2025 school year, this language shall only apply to the teachers at the pilot schools participating in the pilot evaluation program. Changes in language are anticipated for the 2026-2027 school year.

12.1 Guiding Principles

FCUSD and FCEA are jointly committed to creating a culture where both the supervisor/evaluator and the supervised/evaluated work collaboratively in an atmosphere that values coaching, innovation, and professional growth. We start with an assumption that teachers are proficient and effective, and the role of the evaluator is to coach and support staff by providing clear feedback. The scope of Article 12 is employee performance not compliance.

12.2 Definitions

12.1.1 Evaluation Domains

Four domains have been identified for evaluation: Feedback, Content, Context, and Professionalism. The domains contain the CA Standards for the Teaching Profession [CSTPs] and are summarized in a one-page document also referred to as the “placemat” (Appendix A).

12.1.2 Rubrics/Performance Scales

Each of the four (4) domains has a rubric, also called a performance scale, to describe proficient characteristics for elements of the domain. The rubric provides descriptors for Developing, Applying, and Amplifying.

12.1.3 Tiers of Support

Teachers will be assigned support based on a tiered system. Tier 3 being the level that identifies a teacher needing the most support. Movement between tiers is initiated by the supervisor/peer advisor and may be appealed by the employee to the Evaluation Counsel [EC]. Typically, the recommendation to move between tiers will occur midway through the school year or after the final evaluation.

12.1.3.1 Tier 1

Tenured unit members will begin each year in Tier 1, unless on an improvement plan from the previous year. Support may be

provided by grade level or subject area Professional Learning Team (PLT), site administrator, or site instructional coaches.

12.1.3.2

Tier 2

Staff new to FCUSD will begin in Tier 2. In addition to support provided in Tier 1, Tier 2 staff may receive coaching and support from the New Teacher Support and Development staff as well as additional Professional Development scheduled outside of the work year (i.e., New Teacher Professional Development Days scheduled in August). Coaching will be assigned for up to a maximum of two (2) hours per week.

12.1.3.3

Tier 3

In addition to the support described in Tier 1 and 2 above, additional coaching may be provided as specified in an Improvement Plan. Coaching will be assigned for up to a maximum of three (3) hours a week for three (3), 6-week sessions.

12.1.4 Roles

12.1.4.1

Evaluation Councils [EC]

Two standing councils will be established annually to collaborate on improving processes and procedures, overseeing the evaluation program, and recommending changes to contract language. Findings made by these committees will be included in employee personnel files along with original evaluation and employee appeal.

12.1.4.1.1 The Evaluation Council will be made up of equal numbers of FCEA members and FCUSD administrators for a total of six (6) members. The co-chairs are the FCEA President and the Associate Superintendent of Human Resources or designee. The EC shall establish its own standing rules and meeting schedule. FCEA appointees shall be released from their regular duties to attend EC Meetings. The EC will be responsible for:

- i. Oversight of evaluation program for Tier 1 and Tier 2 teachers.
- ii. Planning annual training of evaluators.
- iii. Selecting and evaluating Peer Advisors.
- iv. Assigning requested teachers to Peer Advisors.
- v. Providing oversight and an appeal process for moving teachers between Tiers 1 or 2.
- vi. Provide a written report of findings from the appeal process.

12.1.4.1.2 Evaluation Council - Tier 3 [T3EC] will be made up of equal numbers of FCEA members and FCUSD administrators for a total of six (6) members, different from those on the original [EC]. The co-chairs are the FCEA President and the Associate

Superintendent of Human Resources, or designee. The T3EC shall establish its own standing rules and meeting schedule. FCEA appointees shall be released from their regular duties to attend T3EC meetings. T3EC will be responsible for:

- i. Review and evaluate any recommendation to Tier 3 without bias.
- ii. Assigning a new coach to a teacher entering Tier 3.
- iii. Reviewing reports about teacher progress to either return teacher to Tier 2 status, or T3EC can determine that the referred teacher is unwilling or unable to meet applying status in the four (4) domains.
- iv. T3EC may recommend to the Associate Superintendent or designee an issuance of a notice of unsatisfactory performance per Ed Code Section 44938. The role of T3EC is to review the rationale for placing staff on Tier 3 and to ensure it is consistent with Ed Code and provide input on an improvement plan.

12.1.4.2

Peer Advisor (not implemented in 2025-2026)

A Peer Advisor operates in lieu of an administrator for the evaluation process if assignment is approved by the EC. Peer Advisors can only be used for tenured teachers in good standing/Tier 1. Good standing includes no disciplinary letters within the last three (3) years. Peer Advisor duties may include coaching for unit members in Tier 2 or 3. An Administrator will be the advisor for all temporary and probationary teachers. The EC shall assign peer Advisor case load, not to exceed thirty-five (35).

12.1.4.2.1 A teacher can request a Peer Advisor in writing including a justification for why the request is being made. The EC will review all requests and assign a Peer Advisor if available and deemed warranted.

12.1.4.3

Teacher

Any temporary, probationary, or tenured member with rostered students, part-time or full-time, covered by the collective bargaining agreement of FCEA (Appendix B will include a list of unit members and sites included in this pilot).

12.3 Evaluation Process and Timelines

Prior to the start of the school year, the District will establish and provide FCEA with a calendar listing the specific dates that correspond to this language (Appendix C includes a draft timeline).

By the last Friday in April the following must be completed;

- Request for a Peer Advisor from any tenured teacher in Tier 1.

- Applications to be a Peer Advisor.
- Application to be an EC or T3EC member.

12.3.1 By the end of the first full week of school, site administrators will provide copies of the domains, rubrics (Appendix D), and evaluation process overview to teachers being evaluated.

12.3.2 By the last Friday in August, evaluatees will complete a self-evaluation using the rubric provided in TalentEd, and the Supervisor/Peer Advisor will meet with teachers to review the rubric and discuss goals for the year. Two goals will be added into TalentEd ideally in collaboration, if not, one goal per person.

12.3.3 By the end of the last school week of December, the Supervisor/Peer Advisor will have completed a minimum of four (4), 10-minute observations.

12.3.3.1 Within five (5) days [ideally within two (2) days] of each of the four (4) observations, teacher and Supervisor/Peer Advisor will meet and discuss the observation and provide context. The Supervisor/Peer Advisor will write a brief summary on the appropriate observation form in TalentEd.

12.3.3.2 Additionally, after each observation, the teacher will verify on the form that the one-to-one interaction took place and will have the opportunity to write a response and add additional documents to the Supervisor/Peer Advisor's observations.

12.3.3.3 Tentative schedule of observations: (HR Report Dates)

- Observation 1 by end of September. (October 1st)
- Observation 2 by end of October. (November 1st)
- Observation 3 by end of November. (December 1st)
- Observation 4 by end of December. (January 2nd)

12.3.4 By the end of December, advisor and teacher will meet and complete in Talent Ed a mid-year formative review for each of the four (4) domains. The advisor will provide feedback for each of the four (4) domains. Teachers will have the opportunity to respond to descriptions, upload documents (such as video classroom clips, student work samples, PDFs of assignments or other material) to support their achievements within the performance scale. Teachers may be referred for additional tier support. At this time, teachers will describe progress towards reaching goals.

12.3.4.1 If a teacher is categorized as applying in all domains, they will remain in Tier 1 or may be recommended to move from Tier 2 to Tier 1 or from Tier 3 to Tier 2.

12.3.4.2 If a teacher in Tier 1 is categorized as developing in two (2) or more domains or is categorized as developing in Context or Content, they may be referred for this recommendation to the E.C. on the midyear formative review.

12.3.4.3 If a teacher in Tier 2 is categorized as developing in two (2) or more domains or is categorized as developing in Context or Content, then they may be referred to the EC for Tier 3 coaching support. All mid-year Tier 3 referrals will be reviewed by T3EC.

12.3.5 By the end of the second week in March, at least two (2) additional 10-minute observations by the Advisor will be completed as described in 12.3.3 above.

12.3.6 By the last Friday in April, a final evaluation will be completed in Talent Ed. The Supervisor/Peer Advisor will identify rubric placement with narrative to justify the placement in each of the four (4) domains. Teachers may be referred for additional tier support. Teachers will have the opportunity to respond to each, and appeal recommendations to move between tiers and send them to the EC for review. At this meeting, teachers will report on progress toward meeting goals.

12.3.6.1 If a teacher appeals being moved into Tier 2 support at the final summary review, then the EC will automatically review the evaluation and recommend if the teacher shall continue in Tier 2 for an additional semester or return to Tier 1 status.

12.3.6.2 If a teacher after completing the Tier 2 coaching support cycle is categorized as developing in two (2) or more domains or is categorized as developing in Context or Content, then they will automatically be referred to the T3EC for Tier 3 coaching support and will continue the evaluation process the following year.

12.3.7 Evaluation Cycles for Tenured Employees

12.7.7.1 Tenured teachers in Tier 1

- i. Will complete the process every other year, i.e., years: 4,6,8,10
- ii. Then every third year: 13, 16
- iii. Then every fifth year: 21, 26, 31

12.7.7.2 Tenured teachers on Tier 2 or 3 will be evaluated annually.

12.4 Temporary or Probationary Teachers

12.4.1 Temporary or probationary teachers will be evaluated annually.

12.4.2 Temporary or probationary teachers may be released with or without cause regardless of placement on Tier 1, 2, or 3.

12.5 Non-student rostered certificated staff

12.5.1 The evaluator for these positions will be an administrator certified in the evaluation procedure.

- a. Counselors
- b. Psychologists
- c. SLPs
- d. Nurses
- e. Elementary Teaching Assistant Principal (AP) with or w/o Admin Credential
- f. Elementary Department Chairs/Secondary Division Leaders
- g. C & I Specialists

- h. Teachers on Special Assignment
- i. Instructional Coaches/MTSS Support/Intervention
- j. Athletic Director/Coaches
- k. Elementary Resource Teacher

12.5.2 By the end of the third full week of school, evaluatees will complete a self evaluation using the rubric provided in TalentEd. Supervisor/Peer Advisors will meet with the evaluatee to review the rubric and discuss goals for the year.

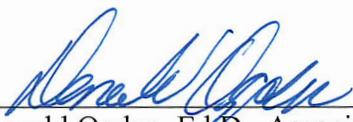
12.6 No hearsay, complaints, or input from outside sources will be included in these complaint evaluations. All complaints will be handled at the lowest possible level, using the teacher complaint language.

This MOU shall be updated in the Spring 2026.

There are no costs associated with implementing this MOU.

FOR THE FOLSOM CORDOVA
UNIFIED SCHOOL DISTRICT

FOR THE FOLSOM CORDOVA
EDUCATION ASSOCIATION

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By: 
Tracy Suter, FCEA Executive Officer/
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Date: 5-20-2025

Date: 5-20-25

Board Approved: _____