

**MEMORANDUM OF UNDERSTANDING (#15) BETWEEN  
PETALUMA CITY (ELEMENTARY) AND JOINT UNION HIGH SCHOOL DISTRICTS  
AND  
PETALUMA FEDERATION OF TEACHERS**

The Petaluma City Schools District ("District") and The Petaluma Federation of Teachers ("PFT"), hereinafter referred to as "the parties," agree to the following Memorandum of Understanding ("MOU") regarding the impact to working conditions due to returning to traditional instruction in a COVID-19 environment.

The parties recognize that schools are critical to daily life and that collaboration between local public health, education officials, and educators is the best means to determine and balance competing concerns surrounding school reopening decisions.

The District shall continue to adhere to the most recent COVID-19 guidelines issued by the Sonoma County Public Health department. The parties agree to meet as soon as possible to negotiate the impact and effects of any revisions or updates to these guidelines.

1. All certificated staff members will receive and be expected to adhere to the PCS: COVID Handbook - 2022-2023 and the Model COVID-19 Prevention Program (CPP) outlining safety protocols for staff, students, and families. The District shall adhere to the COVID-19 health and safety guidelines issued by the Sonoma County Public Health Department and the California Department of Education.
2. The District shall continue to provide PPE to all certificated employees based on the CPP guidelines.
3. The District shall continue to monitor and ensure that HVAC systems are functioning properly and that filters are changed at least twice per year. In addition, the District shall continue to provide an AIRrow Light 2000 UV-C Air Treatment System or comparable system, with extension cord for each standard-sized classroom. Additional units are available on request.
4. Teachers will continue to use the District-adopted Learning Management System (LMS) (TK-3: Seesaw, 4-12: Google Classroom) for classroom schedules and assignments. All staff will continue to use the adopted communication tool (ParentSquare) in order to facilitate two-way communication with students and families. Short-term and Long-term Independent Study will be dictated by Education Code and past practice. In cases of absences due to COVID or any other short-term illness, students will refer to the LMS for assigned work; teachers will not deliver instruction remotely for them.
5. The District will notify the president of the Federation as soon as possible of any positive COVID-19 case of staff or students that may impact members (notification will be in accordance with HIPAA laws).
6. The District will provide a bank of 10 days beginning October 1, 2022 to cover COVID-related absences due to illness and/or quarantine for staff. This bank will end

after the last day of school or on confirmation of a State required COVID leave bank. These days will be used when a staff member tests positive and must isolate during the contagious period. Employees are responsible for completing the District COVID-19 Staff Tracking form and submit evidence of a positive result within 30 days of the absence in order to access the bank. These leave days are for use by unit members testing positive and are not intended to be used in caring for family members affected by COVID. The District will establish an additional District Catastrophic COVID-19 bank of 50 days. When a PFT member has exhausted all of their State and District COVID-19 leave banks and additional time-off is necessary due to the direct impacts of COVID-19, they may request a withdrawal from the District Catastrophic COVID-19 leave bank. There shall be a panel of two District administrators and two PFT members appointed by the PFT Executive Council who will approve or deny applications for the additional district COVID days. When half of the days in the bank have been used, the District and PFT agree to meet and determine the need for additional days to cover expected needs.

7. The District and the Federation agree to continue to negotiate health and working conditions and safety protocols as conditions change. The parties have a joint interest in keeping open our lines of communication and working collaboratively for the benefit of students, staff, parents, and the District community as events continue to unfold during the pandemic.

This MOU is non-precedent setting and shall sunset June 30, 2023 unless the parties mutually agree to extend in writing.

For Petaluma School District



Jason Sutter, Assistant Superintendent,  
Human Resources

8/12/22

Date



Chris Thomas, CBO

8/12/2022

Date

For Petaluma Federation of Teachers



Sandra Larsen, President

8-12-22

Date



Todd Siders, Chief Negotiator

8/12/22

Date