

**COVID-19 RETURN TO SCHOOL 2020-2021**  
**MEMORANDUM OF UNDERSTANDING 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 issues related to the COVID-19 pandemic and the changes needed to reopen school safely for our students and staff.

The parties recognize that we are in uncharted times for our educational system. The parties have a mutual interest in preventing the further spread of COVID-19. Furthermore, the parties recognize that schools are critical to daily life and that collaboration between local public health officials, education officials, and educators is the best means to balance the competing concerns between health and safety and reopening decisions.

1. The District will follow the California Department of Public Health and Sonoma County Department of Public Health orders and/or recommendations, based on existing conditions and the needs of Petaluma City Schools. The District shall adhere to the most restrictive of these guidelines and/or orders in order to minimize potential health and safety risks for all unit members, students, and their families.

2. Certificated staff members who have health concerns related to COVID-19 will report their concerns to Human Resources as soon as possible in order to prevent the further spread of COVID-19. The District will work with and follow protocols set up by the Sonoma County Department of Public Health in order to stop the spread of COVID-19. The District will notify the president of the Federation as soon as possible of any positive COVID-19 case that may impact members (notification will be in accordance with HIPAA laws).

3. Certificated staff members who are directed by the District to self-quarantine will continue to receive their contractual compensation and benefits. If employees are asymptomatic, they will be expected to continue to work from home during the self-quarantine. If employees are symptomatic and not healthy enough to work from home, they will be placed on an administrative paid COVID-19 leave.

4. The District shall ensure all students and visitors are checked for symptoms, prior to entering any school site. Employees must submit their self-assessment form or SoCo app screenshot to their supervisor each day they are physically at work.

5. During Distance Learning, meetings shall be held virtually, and shall be scheduled during non-instructional time whenever possible.

6. The parties agree to support the following goals for the duration of Distance Learning, as developed through the shared-decision making process:

- A. Students have access to uninterrupted instructional blocks.
- B. Students are provided with verifiable instructional minutes.
- C. Interventions for struggling learners are documented.

- D. Site certificated staff are provided with the time necessary for collaboration and planning for the eventuality of in-person learning for students.
- E. Adhere to “Guaranteed Best Practices for Distance Learning” norms developed by secondary and elementary committees. (See Attached)

7. During Distance Learning, certificated staff are expected to document daily student participation, in accordance with SB 98.

8. Certificated staff members shall use the adopted Distance Learning platform - Seesaw (TK-3) or Google Classroom (4-12). Certificated staff members will communicate with families about Distance Learning expectations.

9. For all positions that perform one-on-one student interaction, a room or office will be equipped with an adequate supply of PPE, including plexiglass as necessary, masks, gloves, and cleaning supplies. Seating will be spaced at least 6 feet apart to ensure physical distancing can be maintained when meeting with students.

10. The District Distance Learning Committee will continue to develop protocols and/or best practices throughout the year. Once determined that students will be permitted on campus in accordance with State and County guidance and orders, the following will occur:

- A. Special Education: The District will follow current State and County guidelines and safety precautions so that in-person, formalized assessments may be completed. The District shall provide a space for student assessment in accordance with current State and County guidelines.
- B. General Education: The Shared Decision-Making process will be used to decide next steps district-wide for authentic assessments, and small group check-ins.

11. Certificated staff members are expected to work and be available during their site’s typical, pre-COVID-19 school hours. Members working less than full time will agree on a schedule with their site administrator.

12. The Evaluation Committee will meet to recommend modifications to the PCS Framework for Teaching to reflect changes in teaching demands due to Distance Learning and the COVID-19 pandemic. Recommended modifications will be brought back to Negotiations on or before October 1, 2020. The parties agree that the Professional Development Plan for all certificated members will be to prepare for and implement Distance Learning and Hybrid Instruction. Accordingly, individual Professional Development Plans will not be required for the 2020-21 school year.

13. Administrative Covid-19 Initiated Transfers: The District and the Federation agree that no such transfer will take place without prior consultation and communication with the Federation, site administrators, and the unit member(s) impacted by such decisions. Unit members transferred under this provision will be returned to their original site and/or position at the end of the 2020-21 academic year, if we have returned to 100%, on-site, classroom-based instruction.

14. The District and the Federation agree to continue to negotiate health and working conditions and safety protocols as conditions change. The District will provide the Federation with two (2) calendar weeks lead time prior to returning to in-person instruction.

15. 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 shall expire in full without precedent on June 30, 2021 unless extended by mutual written agreement of the Parties. All provisions of this MOU are subject to the negotiated grievance procedure in the CBA.

For Petaluma School District



Matthew Harris, Assistant Superintendent of Human Resources



Chris Thomas, Chief Business Official

August 7, 2020

Date

For Petaluma Federation of Teachers



Sandra Larsen, President



Doug Cox, Chief Negotiator

8/10/2020

Date