

**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 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. Before the official start of the 2021-22 traditional calendar school year, all certificated staff members will receive and be expected to adhere to the [PCS: COVID Handbook - 2021-2022](#) 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. Before the start of school, site administrators will review a district-wide presentation on reopening guidelines with staff. The district will generate an FAQ document based on questions raised from the presentations.
2. The District shall continue to provide the following PPE to all certificated employees based on the CPP guidelines. The District will notify all site employees of the cleaning and sanitizing protocols for each site.
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. The District shall provide an amplification system for each general education (larger) or SDC classroom setting, upon request and as available.

5. 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 Independent Study will not be used for unplanned absences. 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.
6. 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).
7. The District will provide a bank of 10 days to cover COVID-related absences due to illness and/or quarantine for staff that have been fully vaccinated AND reported their vaccinated status to the District. This bank will end after the last day of school. These days will be used while staff are waiting for test results or are quarantined. Employees are responsible for reporting to the District testing site for testing on the first day of absence. If a negative testing result occurs, employees are responsible for covering subsequent absent days using their sick days. The District will establish an additional District Catastrophic COVID-19 bank of 50 days. When a PFT member that has been fully vaccinated AND reported their vaccinated status to the District, 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.
8. When filling positions in the Virtual Learning Academy (Independent Study), all PFT bargaining members working less than 1.0 FTE will be notified in writing of any positions they are credentialed to teach, and may apply by submitting a letter of intent. If more than one person is interested in the position, contractual procedures will then be followed.
9. The use of essential volunteers at school will be clearly defined by the [PCS: COVID Handbook - 2021-2022](#) and the [Model COVID-19 Prevention Program \(CPP\)](#)
10. 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 expires on June 30, 2022, unless extended by mutual written agreement of the Parties.

For Petaluma School District

  
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Jason Sutter, Assistant Superintendent,  
Human Resources

9-8-21  
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Date

  
\_\_\_\_\_  
Chris Thomas, Chief Business Official

9/10/2021  
\_\_\_\_\_  
Date

For Petaluma Federation of Teachers

  
\_\_\_\_\_  
Sandra Larsen, President

9-8-21  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Doug Cox, Chief Negotiator

9-8-21  
\_\_\_\_\_  
Date