

**MEMORANDUM OF UNDERSTANDING (2627.01) BETWEEN
PETALUMA CITY (ELEMENTARY) AND JOINT UNION HIGH SCHOOL DISTRICTS AND
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS PETALUMA CHAPTER NO. 212**

This memorandum is agreed between the California School Employees Association and its Petaluma Chapter No. 212 (together "CSEA") and the Petaluma City Elementary and Joint Union High School Districts ("District") regarding a **stipend for Instructional Assistants supporting Transitional Kindergarten (TK) students with toileting needs.**

The Parties recognize the additional responsibility and sensitivity required of Instructional Assistants who are assigned to TK classrooms and provide direct toileting assistance to young students.

The Parties agree to the following:

- Instructional Assistants assigned to Transitional Kindergarten (TK) classrooms who are required to assist students with toileting will receive a 5% stipend in addition to their regular pay.
- The stipend will apply when toileting support is a consistent, assigned responsibility of the position.
- Any TK Instructional Assistant may be assigned to provide toileting support based on student needs. If an employee is unable to fulfill this assignment, the District will explore reassignment to another available Instructional Assistant position as appropriate.
- The need for toileting support will be determined by the Assistant Superintendent of Student Services, in consultation with the school nurse, the classroom teacher, and the assigned TK Instructional Assistant.
- Concerns regarding the assignment or stipend eligibility will be reviewed by the Assistant Superintendent of Student Services, the Assistant Superintendent of Human Resources, and the CSEA President in consultation with the site administrator.

This MOU is non-precedent setting. This Agreement shall become effective July 1, 2026 and expires on June 30, 2027, unless extended by mutual agreement of the Parties.

For Petaluma School District:

For CSEA:

Amanda Bonivert 2026-08-12

Patricia Pacheco 2026-08-12

Amanda Bonivert, Chief Business Official

Patty Pacheco, President

Jennifer Hansen 2026-08-11

Calum Weeks 2026-08-12

Jennifer Hansen, Assistant Sup of HR

Calum Weeks, Labor Relations Rep.

Audit trail

Details

FILE NAME	CSEA MOU 2627.01 - Stipend for TK Instructional Assistant for Toileting Support - 8/11/26, 9:01 PM
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Activity

 SENT	jenhansen@petk12.org sent a signature request to: • Patricia Pacheco (pattycsea212@gmail.com) • Calum Weeks (cweeks@csea.com) • Jennifer Hansen (jenhansen@petk12.org) • Amanda Bonivert (abonivert@petk12.org)	2026/08/12 04:01:58 UTC
 SIGNED	Signed by Jennifer Hansen (jenhansen@petk12.org)	2026/08/12 04:03:34 UTC
 SIGNED	Signed by Calum Weeks (cweeks@csea.com)	2026/08/12 14:38:54 UTC
 SIGNED	Signed by Amanda Bonivert (abonivert@petk12.org)	2026/08/12 18:35:04 UTC
 SIGNED	Signed by Patricia Pacheco (pattycsea212@gmail.com)	2026/08/13 01:36:07 UTC
 COMPLETED	This document has been signed by all signers and is complete	2026/08/13 01:36:07 UTC

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