

**MEMORANDUM OF UNDERSTANDING (2526.01) 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 **Stipend for the High School Special Education Department Chair**.

Purpose:

To acknowledge the significant responsibilities assigned to the High School Special Education Department Chair, and to provide flexibility in compensation aligned with educator needs and site scheduling structures, the parties agree to the following:

Agreement:

1. The High School Special Education Department Chair shall continue to have the duties and responsibilities outlined in the current job description, including but not limited to:
 - General Education Department Chair duties (as defined in the DEPT CHAIR DESCRIPTION & SELECTION PROCESS MOU),
 - Additional responsibilities unique to Special Education, including but not limited to: maintaining caseload lists, coordinating with multiple departments and district offices, coordinating scheduling and completion of yearly transition meetings for incoming 9th graders with other Special Education Department members, and managing instructional aide scheduling.
2. For the duration of this agreement, the High School Special Education Department Chair may elect **one** of the following compensation options:
 - **Option A:** Receive the **stipend amount** as defined in **Exhibit D** of the Collective Bargaining Agreement;
 - OR**
 - **Option B:** Decline the stipend and instead receive **one additional preparation period**, subject to scheduling feasibility as determined by site administration.
3. The choice between stipend and prep period must be made before the first contracted day and indicated in writing to site administration and the Human Resources department.

4. Assignment of the additional prep period under Option B shall not result in any reduction of the individual's total salary, FTE, or benefits.
5. If, due to master schedule constraints, Option B cannot be implemented, the Department Chair shall receive the stipend under Option A.
6. This agreement applies only to the High School Special Education Department Chair role.

This MOU is non-precedent setting and expires on June 30, 2026 unless extended by mutual agreement of the Parties.

For Petaluma School District



Jason Sutter, Assistant Superintendent,
Human Resources

8/11/25

Date



Amanda Bonivert, Chief Business Official

8/11/25

Date

For Petaluma Federation of Teachers



Sandra Larsen, President

8/11/25

Date



Todd Siders, Chief Negotiator

8/11/25

Date