

**MEMORANDUM OF UNDERSTANDING (2526.05) 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 **Counselor Workload at Casa Grande High School**.

The Parties agree that due to challenges with High School Counselors taking leave, the District has been unable to find a suitable substitute at Casa Grande High School. To address the impact of this additional workload, the parties agree to provide a stipend to the Casa Grande High School Counselors for the duration of the leave or until a substitute can be found.

The counselor's workload will be divided into quarters, with each counselor assuming responsibility for 25% of that workload. Each counselor assuming this workload will be paid \$500 per week. This stipend would end if and when a suitable substitute is hired to complete the work.

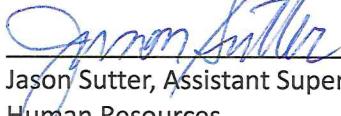
Counselors will make every effort to provide the services listed below. Since it will not be possible to provide all these services completely, the lead counselor will collaborate with site administration to prioritize the team's workload and determine what items to focus on completing.

Additionally, to accommodate the 25% increase in workload, school counselors shall be relieved of certain duties to enable them to handle the overflow of students. These duties, suspended for the duration of the leave or until a suitable substitute be found are:

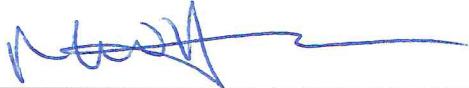
- IEP attendance, unless attendance is requested specifically by a case manager
- Attending SARB meetings
- Preparing SARB packets

This MOU is non-precedent setting and expires on June 30, 2026, unless the parties mutually agree to extend in writing.

For Petaluma School District

  
\_\_\_\_\_  
Jason Sutter, Assistant Superintendent,  
Human Resources

9/22/25  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Matthew Harris, Superintendent

9/23/25  
\_\_\_\_\_  
Date

For Petaluma Federation of Teachers

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

9/23/25  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Todd Siders, Chief Negotiator

9/23/25  
\_\_\_\_\_  
Date