

**MEMORANDUM OF UNDERSTANDING (2526.10) 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 **Hours of Employment: Scheduling and Notification**. The parties have met and agreed to the following, effective March 1, 2026.

ARTICLE VI: HOURS OF EMPLOYMENT; N. Scheduling and Notification

1. Using site-based shared decision-making, prior to the first day with students, all sites will develop a draft school-wide calendar of all site-wide meetings, events, assemblies, thematic days, or spirit days. In developing the calendar, staff and site administration will consider impacts to academic instructional time when making these decisions. Staff will be notified before the first day of school where this calendar can be accessed. Any changes or additions to the calendar shall be made through shared decision-making. This process shall be initiated at least five (5) workdays prior to the proposed change to allow an in-person accordion procedure. This requirement does not apply to unanticipated, time-sensitive optional events or command decisions.

2. All teachers, including specialists, shall receive notice of ten (10) work days before having their teaching and assigned workspace change, except in the case of emergency situations or through shared decision-making.

This MOU is non-precedent setting and expires on June 30, 2028, unless extended by mutual agreement of the Parties.

For Petaluma School District



Jason Sutter, Assistant Superintendent
Human Resources



Amanda Bonivert, CBO

2/24/26

Date

For Petaluma Federation of Teachers



Sandra Larsen, President



Todd Siders, Chief Negotiator

2/24/26

Date