

**MEMORANDUM OF UNDERSTANDING
BETWEEN PETALUMA CITY SCHOOLS DISTRICT
AND PETALUMA FEDERATION OF TEACHERS**

Certificated Employees Assigned to a Year-Round Site Without Adequate Notice

This Memorandum of Understanding ("MOU") is entered into between Petaluma City Schools District ("District") and the Petaluma Federation of Teachers ("PFT") regarding certificated employees assigned to a year-round school site without adequate notice prior to the start of the 2026–2027 school year.

The District and PFT agree as follows:

1. Applicability

This MOU applies only to certificated employees who were assigned to a year-round school site without adequate notice prior to the start of the 2026–2027 school year.

2. Workdays and Compensation

Each affected employee shall be credited with and compensated for 187 workdays for the 2026–2027 school year, consisting of 180 instructional days and seven workdays or professional development days.

3. Individualized Work Calendar

Each affected employee shall work with the Assistant Superintendent of Educational Services, or designee, to establish an individualized work calendar. The calendar shall identify how any instructional days or other workdays missed because of the late assignment will be completed.

All make-up assignments must be completed no later than December 17, 2026.

4. Make-Up of Instructional Days

Missed instructional days may be completed through one or more of the following activities, as approved by the District:

- a. Serving as a substitute teacher at an elementary school, including providing coverage during IEP release days;
- b. Serving as a substitute for a Music or Visual and Performing Arts ("VAPA") teacher;
- c. Observing instruction at a traditional-calendar school and participating in a debrief with the classroom teacher, site administrator, or designee;
- d. Co-teaching with a Music or VAPA teacher at a traditional-calendar school site; or
- e. Completing another comparable instructional assignment mutually agreed upon by the District and the employee.

5. Make-Up of Workdays or Professional Development Days

Missed workdays or professional development days may be completed through one or more of the following activities, as approved by the District:

- a. Planning and organizing instructional materials at the employee's assigned site;
- b. Curriculum planning and lesson preparation;
- c. Organizing Music or VAPA instructional materials and resources; or
- d. Completing other professional duties assigned by the District.

6. Failure to Complete Required Workdays

An employee who does not complete the required 187 workdays by December 17, 2026, in accordance with the employee's approved work calendar, shall have compensation and service credit adjusted for any days not worked, consistent with the collective

bargaining agreement and applicable law.

Any necessary payroll adjustments shall begin with the January 2027 payroll.

7. **Duration**

This MOU shall become effective upon approval by both parties and shall expire on December 30, 2026.

8. **Non-Precedent and No Waiver**

This MOU addresses the unique circumstances described above and shall not establish a precedent or past practice for any other employee, assignment, school year, or circumstance.

Except as expressly provided in this MOU, neither party waives any right under the collective bargaining agreement or applicable law. All other provisions of the collective bargaining agreement shall remain in full force and effect.

9. **Entire Agreement**

This MOU represents the complete agreement of the parties regarding the subject matter addressed herein. Any amendment must be in writing and signed by authorized representatives of both parties.

FOR PETALUMA CITY SCHOOLS DISTRICT

Davina Goldwasser, Superintendent

Davina Goldwasser 2026-07-27

Jennifer Hansen, Assistant Superintendent of Human Resources

Jennifer Hansen 2026-07-27

FOR PETALUMA FEDERATION OF TEACHERS

Sandra Larsen, President of Petaluma Federation of Teachers

Sandra Larsen 2026-07-29

Todd Siders, Chief Negotiator for Petaluma Federation of Teachers

Todd Siders 2026-07-29

Audit trail

Details

FILE NAME	2026.07.27 PFT MOU Year Round Site Without Adequate Notice 2026-2027 - 7/27/26, 1:10 PM
STATUS	 Signed
STATUS TIMESTAMP	2026/07/29 23:01:20 UTC

Activity

 SENT	jenhansen@petk12.org sent a signature request to: • Davina Goldwasser (dgoldwasser@petk12.org) • Todd Siders (tsiders@petk12.org) • Jennifer Hansen (jenhansen@petk12.org) • Sandra Larsen (slarsen@petk12.org)	2026/07/27 20:10:40 UTC
 SIGNED	Signed by Davina Goldwasser (dgoldwasser@petk12.org)	2026/07/28 03:51:11 UTC
 SIGNED	Signed by Sandra Larsen (slarsen@petk12.org)	2026/07/29 23:01:20 UTC
 SIGNED	Signed by Todd Siders (tsiders@petk12.org)	2026/07/29 21:45:39 UTC
 SIGNED	Signed by Jennifer Hansen (jenhansen@petk12.org)	2026/07/27 20:11:39 UTC
 COMPLETED	This document has been signed by all signers and is complete	2026/07/29 23:01:20 UTC

The email address indicated above for each signer may be associated with a Google account, and may either be the primary email address or secondary email address associated with that account.