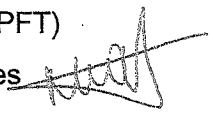


Memorandum
Human Resources

Date: December 1, 2020
To: Bargaining Unit Members – Petaluma Federation of Teachers (PFT)
From: Matthew W. Harris, Assistant Superintendent, Human Resources 
Subject: **Advancement on the Salary Schedule (PFT Contract)**

Petaluma City Schools encourages all employees in their pursuit of lifelong learning. Upon completion of additional units, attainment of an advanced degree or achieving National Board Certification, PFT members are eligible to advance on the salary schedule. Please read the attached PFT Contract, Article V, Sections H and J, for the guidelines on advancing on the salary schedule. Please remember it is the member's responsibility to complete the paperwork and meet the deadlines outlined below.

February 1, 2021 Last day to submit Petition to Advance on Salary Schedule to HR
September 1, 2021 Last day to complete required units and/or the advance degree awarded
October 1, 2021 Last day for official transcripts to be submitted to HR

Please be sure to read the attached language carefully to ensure the advancement for the 2021-2022 school year and to complete all the required documentation by the dates outlined above.

If you have any questions regarding the petitioning process or if you would like to know the number of units you currently have on file, please contact our office at 707-778-4607.

Thank you & good luck!

MWH/hc

Attachments:

Contract Language
Petition to Advance on Salary Schedule
Application for Approval of Lower Division Coursework
Application for Approval of Non-Traditional Coursework or Travel Credit
Application for Coursework Approval
2019-2020 PFT Salary Schedules

PFT Contract, Article V, Sections H and J

H. National Board Certification

Unit members who achieve National Board Certification, based on requirements set out by the National Board for Professional Teaching Standards, will be justly compensated by a stipend of \$1,098 annually.

Further, any unit member who wishes to commit to this task will be eligible for up to a total of ten days of school business leave for the purpose of preparing the required portfolio. Unit Members renewing their certification will be eligible for five days of school business leave to prepare the required portfolio.

If the unit member does not renew their certification, the stipend for this will be eliminated effective the first of the month following the expiration of the certification.

J. Change in Classification and Advancement on the Salary Schedule

1. Unit members who intend to meet the semester unit requirement (or quarter unit equivalent) of a higher column on the salary schedule, or who intend to earn an advanced degree, must submit to Human Resources on or before February 1 a "Petition to Advance on Salary Schedule" form. The required units must be completed, and/or the advanced degree awarded, on or before September 1 of the ensuing school year. The official transcripts must be submitted to Human Resources on or before October 1 of the ensuing school year. Advanced salary placement will be made subject to the receipt of official transcripts by the October 1 deadline. "Petition to Advance on Salary Schedule" forms are available in Human Resources.
2. Units earned and applied toward advancement from one column to another must be upper division units, graduate units, or continuing education units and hours from an accredited institution.

The following pro-ration will be applied:

Quarter unit x .667 = prorated semester unit
Continuing Education Unit x .667 = prorated semester unit
Continuing Education Hours / 15 = prorated semester unit

In special circumstances, lower division units may count toward progressing from one class to another on the salary schedule; any employee taking a

lower division course for this purpose shall have the written approval of the Superintendent or his/her designee prior to enrolling in the course.

3. All academic work to be undertaken by a unit member in order to advance on the salary schedule (EXHIBIT "B") and/or to fulfill District requirements shall be planned and agreed upon by the unit member and his/her immediate supervisor prior to taking the class.
4. The following standards are to be adhered to in fulfilling the above requirements for column advancement on the salary schedule:
 - a. Units shall not be awarded for training or coursework provided by the District unless approved in advance by the Committee on Special Assignments.
 - b. Units shall be in upper division or graduate course work and from an accredited university or college except as in (c) below.
 - c. Lower division units may be substituted if prior approval is received from the Superintendent or his/her designee in writing.
 - d. Credit may be given for non-traditional courses or travel. Unit members should apply to the joint District-PFT committee, on forms supplied by Human Resources. Prior approval is required in order to obtain this credit.

If the credit is for travel, all documents as listed on the application form, including the sample lesson plans, are due to the Human Resources Office on or before October 1 following the completion of the travel for credit to be granted. Salary placement will advance to the higher column subject to the receipt of the specified travel documentation.
 - e. Course work shall be within the present teaching assignment; OR
 - f. Course work shall be directly related to the improvement of the teacher's present assignment; OR
 - g. Course work shall be preparing the unit member for a proposed shift in job assignments (prior written approval from the Superintendent or his/her designee is required); OR
 - h. Course work shall be to enhance the communication and/or psychological skills used in teaching.
5. It shall be the responsibility of unit members to notify Human Resources

promptly of courses completed, degrees and credentials earned. The information shall be used as part of the determination of "credential and competency" in unit members placement decisions including reduction in force.

6. A unit member, for advancement on the salary schedule, shall be limited to one column advancement per year.
7. Under most circumstances a step increase for satisfactory service to the District will be given July 1 of each fiscal year.

In order to receive a step increase the employee shall have been in a certificated contract position with the District and must have provided service to the District for at least 50% of the school year according to their workdays contracted.

In order to receive a step increase a unit member on an approved leave of absence for part of a school year must have provided service to the District for at least 50% of the school year according to their workdays contracted.



PETALUMA CITY SCHOOLS

Petition to Advance on Salary Schedule

(PFT Contract, Article V)

Deadline for Filing is February 1, 2021

Printed Name: _____ Site: _____

Effective with the 2021/22 school year, I request advancement on the salary schedule as follows:

From: Column _____ To: Column _____ (can only advance 1 column per year)

Teachers & Counselors

(Column I = BA Column II = BA + 30 Column III = BA + 45 Column IV = BA + 60)

Nurse, Psychologist & Speech Pathologist Salary Schedule

(Column A = BA Column B = BA + 75)

Effective with the 2021/22 school year, I request an additional annual stipend for:

Masters Degree _____ Doctorate Degree _____ National Board Certification _____

Please remember that these units must be upper division, graduate, or pre-approved lower division semester units. Credit may be awarded for pre-approved non-traditional courses or travel.

Quarter units and Continuing Education units (CEU) will be converted to semester unit equivalents (quarter units/CEU X .667 = semester units).

Courses must be completed by September 1, 2021 and official transcripts must be submitted to Human Resources by October 1, 2021. Advanced degrees must be awarded by September 1, 2021 and official transcripts must be submitted by October 1, 2021. National Board Certification must be awarded by September 1, 2021 and official documentation must be submitted by October 1, 2021.

Employee Signature Date

For District Use Only: Verification of Receipt of Petition

This is to acknowledge receipt of your petition to advance on the salary schedule. According to our records, you currently have _____ semester units on file.

You will need _____ semester units to complete your advancement on the salary schedule.

Verification must be submitted - an original transcript verifying your additional units and/or advanced degree or official documentation that National Board Certification has been awarded.

Human Resources Signature Date

For District Use Only: Verification of Completion of Units

Verified by: _____
Human Resources Signature Date



PETALUMA CITY SCHOOLS

Application for Approval of Lower Division Coursework

PFT Contract, Article V, Section J

Lower division units may be substituted for graduate or upper division units if prior approval in writing is received from the Superintendent or his/her designee.

Printed Name: _____ Date: _____

Site: _____ Grade/Subject: _____

Institution Offering Course: _____

Course Title: _____ Course Number: _____

Date Course Begins: _____ Date Course Ends: _____ Semester Units: _____

Brief description of course, indicating why you are requesting this course over upper division or graduate level courses:

Employee Signature Date

For District Use Only	
Approved _____	Denied _____
_____ Superintendent or Human Resources Designee	_____ Date



PETALUMA CITY SCHOOLS

Application for Approval of Non-Traditional Coursework or Travel Credit

PFT Contract, Article V, Section J

Printed Name: _____ Date: _____

Credit requested:

- Continuing Education Units (CEU) earned: _____
- Contact hours granted: _____
- Semester units requested: _____

Conversion rates: CEU = .667 Semester Unit; 10 Contact Hours = 1 CEU; 15 Contact Hours = 1 Semester Unit

Attach documentation that addresses the following points:

- ✓ Non-traditional course title, workshop name or travel destination/itinerary
- ✓ Institution offering course, workshop or travel
- ✓ Detailed description of course, workshop or travel

Attach a statement that answers the following questions:


1. The course, workshop or travel relates to my teaching assignment in the following ways:
2. I plan to incorporate knowledge from my travel, in my teaching, in the following ways:
3. I have prepared myself for relating my travel to the course I teach in the following ways:
4. I have attached a sample lesson plan based on information that I will gather during my travel.
5. The content of the course or workshop is equivalent to an upper-division course in the following ways:
6. The course, workshop or travel will enhance my classroom skills in the following ways:
7. To receive continuing education units or contact hours for the course or workshop I was required to complete the following work:

For Panel Use Only

Date reviewed by panel: _____ Approved Denied

Semester units approved: _____

_____ District Panel Member Signature _____ PFT Panel Member Signature


PETALUMA CITY SCHOOLS
Application for Coursework Approval
PFT Contract, Article V, Section J

After completion of coursework, submit this form with official transcripts or grade cards to Human Resources. Transcripts will not be returned.

All academic work to be undertaken by a teacher in order to advance on the salary schedule shall be planned and agreed upon by the teacher and his/her immediate supervisor (signature required) prior to taking the class.

List below only the new units you are adding.

Employee Name: _____ Site: _____ Date: _____

I certify that this coursework is:

- _____ Within my present teaching assignment _____ Directly related to the improvement of my present assignment
- _____ Preparing me for a proposed shift in job assignment _____ To enhance the communication or psychological skills used in teaching

<u>Course Number</u>	<u>Course Dates</u>	<u>Title of Course</u>	<u>Institution</u>	<u>Semester Units</u>

Signature of Administrator: _____ Date: _____

PETALUMA CITY SCHOOLS

CERTIFICATED SALARY SCHEDULE

2019-20 (Effective 7/1/19)

	I	II	III	IV
	BA	BA + 30	BA + 45	BA + 60
	Teacher	Teacher	Teacher	Teacher
	186 Days	186 Days	186 Days	186 Days
Step 1	46,170	47,267	48,746	52,613
2	46,446	47,822	49,582	54,521
3	46,994	48,375	50,694	56,497
4	47,542	49,211	52,210	58,547
5	48,364	50,443	53,775	60,671
6	49,187	51,954	55,386	62,872
7	49,970	53,511	57,047	65,153
8	51,272	55,117	58,759	67,513
9	52,607	56,770	60,523	69,962
10	53,974	58,474	62,338	72,502
11	53,974	60,229	64,210	75,038
12	53,974	62,037	66,135	77,663
13	53,974	63,896	66,135	78,519
14	53,974	65,813	66,135	79,387
15	53,974	67,786	68,368	80,262
16	53,974	67,786	68,368	81,145
17	53,974	67,786	68,368	82,040
18	53,974	67,786	68,368	82,943
19	53,974	67,786	68,368	83,858
20	53,974	69,852	70,597	84,782
21	53,974	69,852	70,597	85,718
22	53,974	69,852	70,597	86,661
23	53,974	69,852	70,597	87,617
24	53,974	69,852	70,597	88,581
25	53,974	69,852	70,597	89,556
An employee holding a Master's degree shall receive an additional \$1,400 annually.				
An employee holding a Doctorate degree shall receive an additional \$2,400 annually				
No employee shall receive a Master's stipend and a Doctorate stipend concurrently.				
An employee holding National Board Certification shall receive an additional \$1,098 annually.				
1.5% Increase on Salary Schedule effective 7/1/17				
2.75% Increase on Salary Schedule effective 7/1/18				
3.8% Increase on Salary Schedule effective 7/1/19				

PETALUMA CITY SCHOOLS

CERTIFICATED SALARY SCHEDULE (PFT) NURSE, PSYCHOLOGISTS & SPEECH PATHOLOGIST

2019-20
193 days

	BA A	BA + 75 B
STEP 1	\$86,635	\$87,821
STEP 2	\$88,416	\$89,602
STEP 3	\$90,224	\$91,411
STEP 4	\$92,064	\$93,250
STEP 5	\$93,931	\$95,117
STEP 6	\$94,955	\$96,142
STEP 7	\$95,986	\$97,171
STEP 8	\$97,033	\$98,220
STEP 9	\$98,088	\$99,275
STEP 10	\$99,154	\$100,339

An employee holding a Master's degree shall receive an additional \$1,400 annually.
 An employee holding a Doctorate degree shall receive an additional \$2,400 annually.
 No employee shall receive a Master's stipend and a Doctorate stipend concurrently.
 An employee holding National Board Certification shall receive an additional \$1,098 annually.

Effective July 1, 2019

Board Approval Date _____

PETALUMA CITY SCHOOLS				
CERTIFICATED SALARY SCHEDULE				
2019-20 (Effective 7/1/19)				
	I	II	III	IV
	BA	BA + 30	BA + 45	BA + 60
	EYT Teacher	EYT Teacher	EYT Teacher	EYT Teacher
	223 Days	223 Days	223 Days	223 Days
Step 1	55,354	56,670	58,443	63,079
2	55,685	57,335	59,445	65,366
3	56,342	57,998	60,778	67,736
4	57,000	59,001	62,595	70,193
5	57,984	60,478	64,472	72,741
6	58,971	62,288	66,403	75,379
7	59,910	64,155	68,395	78,114
8	61,471	66,081	70,448	80,943
9	63,072	68,063	72,563	83,879
10	64,710	70,106	74,739	86,924
11	64,710	72,210	76,983	89,965
12	64,710	74,377	79,291	93,112
13	64,710	76,606	79,291	94,138
14	64,710	78,905	79,291	95,179
15	64,710	81,271	81,968	96,228
16	64,710	81,271	81,968	97,287
17	64,710	81,271	81,968	98,359
18	64,710	81,271	81,968	99,442
19	64,710	81,271	81,968	100,540
20	64,710	83,748	84,640	101,647
21	64,710	83,748	84,640	102,770
22	64,710	83,748	84,640	103,900
23	64,710	83,748	84,640	105,046
24	64,710	83,748	84,640	106,202
25	64,710	83,748	84,640	107,370
An employee holding a Master's degree shall receive an additional \$1,400 annually.				
An employee holding a Doctorate degree shall receive an additional \$2,400 annually				
No employee shall receive a Master's stipend and a Doctorate stipend concurrently.				
An employee holding National Board Certification shall receive an additional \$1,098 annually.				
1.5% Increase on Salary Schedule effective 7/1/17				
2.75% Increase on Salary Schedule effective 7/1/18				
3.8% Increase on Salary Schedule effective 7/1/19				

PETALUMA CITY SCHOOLS				
CERTIFICATED SALARY SCHEDULE				
2019-20 (Effective 7/1/19)				
	I	II	III	IV
	BA	BA + 30	BA + 45	BA + 60
	Counselor	Counselor	Counselor	Counselor
	196 Days	196 Days	196 Days	196 Days
Step 1	48,652	49,808	51,367	55,441
2	48,943	50,393	52,247	57,452
3	49,521	50,976	53,419	59,534
4	50,098	51,857	55,016	61,695
5	50,964	53,155	56,666	63,933
6	51,831	54,747	58,363	66,252
7	52,656	56,388	60,114	68,656
8	54,029	58,080	61,918	71,143
9	55,436	59,822	63,777	73,724
10	56,875	61,618	65,690	76,400
11	56,875	63,467	67,662	79,072
12	56,875	65,372	69,691	81,838
13	56,875	67,331	69,691	82,740
14	56,875	69,352	69,691	83,655
15	56,875	71,431	72,043	84,577
16	56,875	71,431	72,043	85,508
17	56,875	71,431	72,043	86,450
18	56,875	71,431	72,043	87,402
19	56,875	71,431	72,043	88,367
20	56,875	73,608	74,392	89,340
21	56,875	73,608	74,392	90,327
22	56,875	73,608	74,392	91,320
23	56,875	73,608	74,392	92,327
24	56,875	73,608	74,392	93,343
25	56,875	73,608	74,392	94,370
An employee holding a Master's degree shall receive an additional \$1,400 annually.				
An employee holding a Doctorate degree shall receive an additional \$2,400 annually				
No employee shall receive a Master's stipend and a Doctorate stipend concurrently.				
An employee holding National Board Certification shall receive an additional \$1,098 annually.				
1.5% Increase on Salary Schedule effective 7/1/17				
2.75% Increase on Salary Schedule effective 7/1/18				
3.8% Increase on Salary Schedule effective 7/1/19				

PETALUMA CITY SCHOOLS							
CERTIFICATED SALARY SCHEDULE							
2019-20 (Effective 7/1/19)							
	I	II	III	IV			
	BA	BA + 30	BA + 45	BA + 60			
	Lead Counselor	Lead Counselor	Lead Counselor	Lead Counselor			
	212 Days	212 Days	212 Days	212 Days			
Step 1	52,623	53,874	55,560	59,967			
2	52,938	54,507	56,512	62,142			
3	53,563	55,137	57,780	64,394			
4	54,188	56,090	59,508	66,731			
5	55,124	57,495	61,292	69,152			
6	56,063	59,216	63,128	71,660			
7	56,955	60,991	65,022	74,261			
8	58,439	62,821	66,973	76,951			
9	59,961	64,706	68,983	79,742			
10	61,518	66,648	71,052	82,636			
11	61,518	68,648	73,186	85,527			
12	61,518	70,708	75,380	88,519			
13	61,518	72,827	75,380	89,495			
14	61,518	75,013	75,380	90,484			
15	61,518	77,262	77,924	91,481			
16	61,518	77,262	77,924	92,488			
17	61,518	77,262	77,924	93,508			
18	61,518	77,262	77,924	94,537			
19	61,518	77,262	77,924	95,580			
20	61,518	79,617	80,465	96,633			
21	61,518	79,617	80,465	97,700			
22	61,518	79,617	80,465	98,775			
23	61,518	79,617	80,465	99,864			
24	61,518	79,617	80,465	100,963			
25	61,518	79,617	80,465	102,074			
An employee holding a Master's degree shall receive an additional \$1,400 annually.							
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