

Memorandum

Human Resources, Petaluma City School District

DATE: December 9, 2022
TO: Bargaining Unit Members - Petaluma Federation of Teachers (PFT)
FROM: Jason Sutter, Assistant Superintendent, Human Resources
RE: 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, 2023 Last day to submit Petition to Advance on Salary Schedule to HR

September 1, 2023 Last day to complete required units and/or the advance degree awarded

October 1, 2023 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 2023-2024 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 Paula Verke at 707-778-4820 or pverke@petk12.org.

Thank you!

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

2021-2022 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, 2023

Printed Name: _____ Site: _____

Effective with the 2022/23 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 2022/23 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, 2023 and official transcripts must be submitted to Human Resources by October 1, 2023. Advanced degrees must be awarded by September 1, 2023 and official transcripts must be submitted by October 1, 2023. National Board Certification must be awarded by September 1, 2023 and official documentation must be submitted by October 1, 2023.

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



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



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

2021-22 (Effective 7/1/21)

	I	II	III	IV
	BA	BA + 30	BA + 45	BA + 60
	Teacher	Teacher	Teacher	Teacher
	189 Days	189 Days	189 Days	189 Days
Step 1	51,363	52,584	54,230	57,666
2	51,671	53,201	55,159	59,757
3	52,280	53,817	56,396	61,923
4	52,890	54,747	58,082	64,170
5	53,804	56,118	59,824	66,499
6	54,720	57,798	61,616	68,910
7	55,591	59,530	63,465	71,411
8	57,040	61,317	65,369	73,998
9	58,525	63,156	67,331	76,682
10	60,045	65,052	69,351	79,465
11	60,045	67,004	71,433	82,245
12	60,045	69,015	73,575	85,122
13	60,045	71,083	73,575	86,061
14	60,045	73,217	73,575	87,012
15	60,045	75,412	76,058	87,971
16	60,045	75,412	76,058	88,939
17	60,045	75,412	76,058	89,919
18	60,045	75,412	76,058	90,910
19	60,045	75,412	76,058	91,913
20	60,045	77,710	78,538	92,925
21	60,045	77,710	78,538	93,951
22	60,045	77,710	78,538	94,985
23	60,045	77,710	78,538	96,032
24	60,045	77,710	78,538	97,089
25	60,045	77,710	78,538	98,157
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 \$1,400 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				
2% Increase on Salary Schedule effective 7/1/20				
1.5% Increase on Columns I, II, III Salary Schedule effective 7/1/20				
Add three Instructional Days for 2021-22 school year only - ELO Funds				
5.75% Increase on Salary Schedule effective 7/1/21				