

APPENDIX 1

**AGREEMENT BETWEEN
PETALUMA CITY (ELEMENTARY) AND JOINT UNION HIGH SCHOOL DISTRICTS
AND PETALUMA FEDERATION OF TEACHERS**

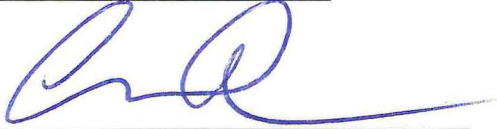
The Petaluma City Schools District ("District") and The Petaluma Federation of Teachers ("PFT"), hereinafter referred to as "the parties," agree to the following:

It is agreed that the following modifications and changes to the 2022-2025 collective bargaining agreement contained in this appendix (Appendix 1) will amend the current contract. These modifications will be for the following sections:

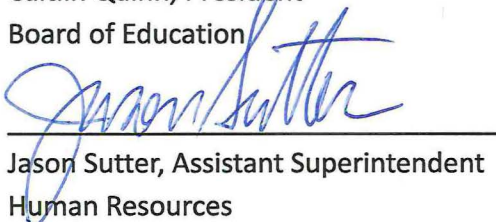
- Article V
- Article VI
- Article IX
- Article X
- Exhibit C
- Exhibit D

These newly negotiated sections are included in this appendix.

For Petaluma School District



Caitlin Quinn, President
Board of Education



Jason Sutter, Assistant Superintendent
Human Resources

3.12.2024

Date

For Petaluma Federation of Teachers



Sandra Larsen, President



Todd Siders, Chief Negotiator

3-12-24

Date

ARTICLE V: WAGES

A. Salary Schedule

Effective July 1, 2023:

1. PFT Bargaining Unit salary schedules will increase by an equivalent of 9.5%.
2. All PFT Bargaining Unit members who have both a master's degree and a doctorate shall receive both stipends.

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 March 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. 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.

ARTICLE VI: HOURS OF EMPLOYMENT

Reference MOU #21 effective July 1, 2023 through June 30, 2024

A. Work Year

The work year shall be 189 days for unit members other than Counselors, Lead Counselors, Extended Year Teachers, Psychologists, Nurses, and Speech Therapists.

The 189 day work year shall consist of 180 regular classroom teaching days.

Of the remaining nine days, the equivalent of three days shall be scheduled unit member work days. Two days shall be scheduled at the beginning of the school year for elementary unit members. For secondary unit members, the equivalent of one workday shall be scheduled at the beginning of the school year and one workday shall be scheduled during the school year. The additional, task-free workday shall be added to the end of the school year.

There will be an equivalent of six days for professional development and/or staff meetings. The exact placement of these days will be determined by the District Calendar Committee. The professional development days will be designed by the Professional Growth and Learning Committee. Both placement and design will use the Shared Decision-Making model.

1. The work year for psychologists, nurses, and speech therapists shall consist of 193 working days. The additional work days will be scheduled by the supervisor in consultation with the individual unit member.
2. Unit members who are new to the Petaluma School District(s) shall have one additional orientation day at the beginning of the school year. The activities planned for orientation days and inservice days shall be at the discretion of the District and in compliance with AB 119.
3. Unit members who work less than full-time are an integral part of the school staff and need to participate in staff meetings and other professional responsibilities, consistent with the FTE that they are contracted for, by mutual agreement with their site administrator.
4. Full time Independent Study Unit Members have an eight (8) hour work day.

5. Members of the bargaining unit, other than classroom unit members, may have a lengthened work year as indicated in Article V.
6. Unit members whose attendance is expected at District meetings shall be given a minimum of two workdays written notice of the meeting time and day, as well as notification of any subsequent changes.

B. Professional Responsibilities

A joint committee will be formed to discuss and develop recommendations regarding professional responsibilities of unit members outside of their regular workday such as bus duty, student supervision at dances and clubs. The Federation and District shall each have five members, in addition to the PFT President or designee and the Assistant Superintendent of Human Resources or designee, that are representative of the following grade spans: TK-3, 4-6, 7-8, 9- 12, Continuation/Alternative schools (Small Necessary Schools).

C. Secondary Extra-Curricular Supervision

As part of professional obligations, secondary certificated employees shall attend or sponsor extra-curricular activities. After participating in a site-based shared decision-making process, the employee shall select the activities the employee will take part in for the year, from the following list:

1. Sponsorship of an ongoing class; OR
2. Participation/chaperone at graduation ceremonies, honor award assemblies, plays, concerts, dances, or athletic events, or sponsorship of an ongoing club (the unit member and a site administrator will agree on the number of required activities that the club supervision will represent). No certificated employee shall be expected to attend more than three such activities per year. As attendees, unit members shall not be required to perform security tasks, but will in a professional manner respond to situations involving the health and safety of those in attendance. The number of secondary certificated employees needed at any particular event will be determined by the site administration.
3. Site administrators will list the various events where unit members' professional attendance is required and the number of unit members required at each. Certificated employees shall participate in a process where they can sign up, in an equitable fashion, for their required number of supervision activities.

4. If there are requirements for supervision or attendance at events that exceed the total number of remaining attendance activities, these positions can be offered as paid positions at the negotiated rates.

D. Elementary Extra-Curricular Responsibilities

As part of professional obligations, elementary teachers will serve in site and district capacities. After participating in a site-based decision-making process, the teachers shall volunteer to serve in committees/tasks/opportunities in an equitable fashion. The site administrator may assign a teacher to serve in a site and/or district capacity if their volunteer assignments do not represent an equitable share of professional responsibility.

E. Calendar Committee

The District will work with the Federation, through a consensus model of shared decision-making on the calendar beginning in September of each year, through the Calendar Committee.

The Calendar Committee consists of one Federation representative from each elementary, junior high, and high school, as well as two representatives from CSEA, one from Confidential, one from PLA, one small feeder district representative, and a representative from the District Office appointed by the Superintendent.

If consensus is not reached by February 1st the District will change to a consultation shared decision-making model and will publish the calendar as a business necessity.

F. Elementary Scheduling Methods

A PFT and District sub-committee will utilize the data gathered from the elementary sites regarding scheduling methods used in regards to assigning staff duties for general school functions and will recommend agreed upon policies.

G. Secondary

1. Teaching Load

The bi-weekly (every two weeks) teaching load in the junior and senior high schools for classroom unit members shall be twenty-five (25) teaching periods or equivalent (such as modular or alternative schedule) and five (5) preparation periods. Assignment to a supervised study period shall be considered a teaching period. Unit members who only supervise in an In- House Suspension class shall not be entitled to a preparation period.

2. Secondary Preparation Time

A preparation period is defined as an unassigned class period without students. Upon teacher request and mutual agreement with the Site Administrator, a student may be assigned. Preparation periods are times built into a teacher's workday to better serve students' educational needs. Teachers are expected to be on campus during this time except when necessary for professional responsibilities. In situations which require the teacher to leave campus during the preparation period for school related purposes, notification must be given to the site administrator/designee.

Preparation time, where assigned, shall be used on-site for instructional planning, lesson preparation, assessment, and conferences with parents and/or pupils.

3. Article XX, Shared Decision-Making, will be utilized at each site, with the goal of limiting unit members' subjects taught to three (3), unless, due to unusual circumstances, a unit member requests a waiver. This includes teaching different courses within a single content area. Elective teachers asked to teach more than three (3) subjects will consult with the District and PFT before the assignment is finalized. The District will strive to assign unit members to a single site whenever possible.

4. Teaching more than 1.0 FTE

In the event that a full-time unit member voluntarily agrees to an instructional load in excess of five (5) periods, either by teaching during their preparation period or by teaching a 6th period, the unit member shall be paid one-fifth (1/5) of the unit member's regular salary in addition to their regular rate of pay, based on a six (6) period student day.

The District will advertise the position and seek to employ either part-time employees or outside applicants.

Once the Human Resources Administrator and the Federation President or designee have reached consensus concerning the need to seek a full-time unit member to voluntarily teach the additional period, the Human Resources Administrator will seek volunteers for the extra-duty assignment internally. Once an individual is selected for the extra duty assignment, the Federation President or designee will be notified and the Federation President/designee will confirm the voluntary nature of the extra duty employment.

It is understood that such additional pay shall be subject to STRS contributions on the supplemental side but shall not count on the defined benefit side of compensation for STRS retirement purposes.

The above provisions shall not apply to K-8 charter schools operated by the District.

The District will maintain an up-to-date spreadsheet that shows teachers who accept an assignment of more than 1.0 FTE.

5. Teaching Zero Hour

Unit members who choose to teach zero hour are expected to fulfill professional responsibilities of attending staff meetings, department meetings, and other meetings required of all unit members, such as IEPs and parent conferences by mutual agreement with their site administrator.

H. Every member of the bargaining unit shall be entitled to no less than a 30-minute duty-free lunch period every workday. A unit member may choose to waive this entitlement.

I. Elementary Preparation Time

1. The viable options for providing preparation time should be developed at each school site through a shared decision-making process and within existing financial parameters. The District will share the appropriate sections of each elementary school's budget with the other elementary schools, to assist them in determining the best use of their available resources.
2. When a credentialed resource unit member is instructing students, the classroom unit member may utilize the time for preparation and planning of curriculum materials except in cases in which the classroom unit member and the resource unit member are integrating their instruction.

J. Job Sharing in Elementary Schools

1. The Federation and District Administration agree that job flexibility should be an option for Federation members. Therefore, the opportunity for elementary unit members to share a job assignment should be available at every site.
2. The Federation and District Administration further agree to the setting of criteria and the standard job-share agreement checklist as listed below that will be used by the principal to determine the viability of a job-share team. In any case, the

final decision as to whether or not a job-share will be allowed, based on the district-wide criteria, will remain with the principal.

3. The principal will also have the right and responsibility to determine, based on the district-wide criteria, if a job-share team should continue each successive year.

Elementary Job-Sharing Criteria:

1. Job-share participants must be compatible in terms of instructional strategies, classroom management, and educational philosophy. This must be clearly stated in a detailed, written proposal that will be presented to the principal.
2. Anyone wishing to propose a job-share must make their written proposal no later than April 1st.
3. Job-share eligibility will be based on each partner having Permanent contract status or having passed through the Hiring Protocol and completed at least one year of service in the district.
4. A job-share commitment must be for at least 40%.
5. The staff(s) involved will be informed before the job-share has been approved.
6. Should one participant choose not to continue the partnership, the partnership is dissolved and both partners revert to their previous status. Should this occur, the partner(s) will inform each other and the principal no later than April 1st.

The partner who was originally assigned to the school where the partnership has occurred would retain the position at that school; the other partner would be assigned to a position for which they are credentialed and qualified.

7. Each job-share proposal/agreement will be evaluated by the partners and the principal prior to May 1st.
8. Subject to annual satisfactory evaluation of the job-share proposal/agreement and written requests from unit members to continue the job-share for the ensuing year, the partnership may continue. A non- Reduced Workload Program job-share may continue up to a maximum of five years.
9. While the Federation and District Administration agree that no unit member will be required to work more than the percentage of days required by their contract, the following responsibilities must be addressed in the proposal/agreement:

- a. Weekly staff meetings
- b. Shortened Wednesdays for staff development
- c. Parent conferences (fall and spring)
- d. Staff development days
- e. Back to School
- f. Open House
- g. Two unit member work days in the fall

10. The Federation and District Administration will assist the parties to reach an agreement that is both educationally sound and equitable.

Job-Share Agreement Checklist:

1. Written statement that covers educational philosophy, instructional strategies and classroom management.
2. Purpose of the job-share and a description of how it would work.
3. A plan to address attendance at staff meetings, staff development activities, parent conferences, Back to School Night, Open House and two unit member work days.
4. The strengths that each partner brings to the partnership.
5. A plan to assess the effectiveness of the job-share.

K. Unit Member Facilities

The assignment of room usage (within departments at the secondary level) shall be determined equitably by the site principal. The sharing of rooms should be equitable and rotational. The recommended process is consensus, however, if consensus cannot be reached, the consultation model will be used (as per page 3 of the Decision-Making Resource Guide).

When two or more unit members share the same workspace, the site administrator will convene a meeting before school starts to ensure fair and equitable use of the existing storage facilities and workspace. Unit members have a right to:

1. Storage facilities that can be locked in each room they are assigned.

2. A desk or table, chair, and one filing cabinet for unit member use in each classroom or office area.
 3. A work area containing equipment and supplies to aid in the preparation of instructional materials.
 4. A room furnished for use of employees as a lounge and/or dining area.
 5. Restrooms reserved for use by the employees.
- L. It is the intent of the District and the Federation that other details regarding hours of employment continue to be handled in the professional manner currently governed by District policy. The District states that it has no intent to alter policies regarding hours of employment. The Federation, in turn, states that these policies are in no sense incorporated as part of this Agreement. However, if at any time during the life of this Agreement, the District should find it necessary to alter or amend policies respecting hours of employment, the Federation will be given thirty (30) days prior notice for the purpose of consultation.

Should the Federation consider the consultation process to have been unsuccessful in respecting the proposed change in District policy, the Federation may request reopened negotiations on this single matter within thirty (30) days of the effective date of the altered District policy.

These negotiations shall take place during the next scheduled reopener period or within ninety (90) calendar days, whichever is sooner.

M. Teacher Grade Book

All secondary teachers will use the Teacher Grade Book on the Aeries.net Portal. Specifically, teachers will enter student assignments into the grade book as soon as possible so that parents and students can stay better informed and take ownership of their learning. Specific assignment grades will be posted within a reasonable time frame. Grade books are to be updated at a minimum every three weeks. Each teacher's policies will be shared with students and parents.

ARTICLE IX: TRANSFER

In an effort to encourage renewal and the challenge for potential growth, the Federation and the District Administration agree that the opportunity to transfer to a new work site should be made available to those wishing to do so. The Federation and the District Administration also agree that site staffs have the right to develop criteria for choosing a new staff member and to interview applicants with those criteria in mind. Since these two concepts can sometimes be in conflict, the Federation and the District Administration agree that, while every member of the Federation wishing a particular transfer has the right to an interview for positions, the interviewing staffs will have the right to recommend selection according to their developed criteria.

A. General Provisions

1. Unit members covered by this Agreement are employees of the Petaluma City (Elementary) District or Petaluma Joint Union High School District and not of a particular school or department.
2. A transfer is a move from one school to another, from a special education position to another special education position, from a special education position to a regular classroom position, from a regular classroom position to a special education position, or from special education or regular classroom position to any other classification (i.e., librarian, counselor, etc.).

A voluntary transfer is a transfer which has been initiated by a unit member.

An involuntary transfer is a transfer which has not been initiated by a unit member.

3. Transfers within the District shall be consistent with the Board of Education policy which actively and affirmatively ensures equality of opportunity to all persons.
4. A vacancy is defined as an unfilled position, or portion of such position, which is authorized consistent with provisions of this Agreement found in Article XI, Class Size, or which has been the subject of specific agreement between the parties.

Vacancies will be identified in the staffing meetings involving site administrators. The Federation president and his/her designee shall be invited to attend such staffing meetings with the understanding that all parties must observe confidentiality concerning all staffing discussions.

The process for developing transfers will be in the following order:

- a. Retirees are identified.
 - b. Leaves are granted for the following year.
 - c. Unit members returning from leave are identified and placed in a position at the first staffing meeting.
 - d. Administrative transfers are made at the first staffing meeting.
 - e. Vacancies are identified at the first staffing meeting.
 - f. Vacancy notice is developed and posted.
 - g. Interviews for transfer applicants and applicants from outside the district will be held.
5. When a unit member with continuing employment or re-employment rights is displaced by an assignment of another bargaining unit member, he/she will not be obliged to go through more than three (3) interviews; rather he/she will be placed by District Administration, with communication and consultation with Federation representatives and the individual involved.
 6. If unit members in excess of that number needed for regular classroom assignments have been employed for a given school year, classroom and/or other educational positions will be assigned. These assignments may include, but are not limited to, positions such as resource unit members at the elementary level, departmental resource positions at the secondary level, or team teaching positions at all levels. Nothing in this section excludes other suitable and necessary professional assignments.

B. Individually-Initiated Transfers

1. The District Administration will post all vacancies at the school sites as soon as they are identified. Unit members who are interested in the listed vacancies shall submit a letter of interest for the position to Human Resources in lieu of applying via an online application process. Additional documentation may be submitted at the applicant's discretion such as current resume and letters of recommendation. Unit members who apply for a vacancy for which they are qualified shall be offered an interview. Interviews will follow a competitive screening process conducted in accordance with the "District Hiring Protocol."

2. The vacancy notice will specify available particulars concerning the assignment, e.g., particular skills, specialty areas, or competencies desired. Since all job interviews are competitive in nature, it will be the responsibility of unit members applying for vacancies within the District to communicate the manner and degree in which their particular experiences/skill areas match the needs cited in the vacancy notice. Unit members may attach supporting documents to their application form filed in response to the vacancy notice, e.g., an updated resume, a personal letter, a recent evaluation summary (s), or letters of reference.
3. Unit members who wish to be transferred to another site shall submit requests for transfer via email to the Human Resources Office. By mutual agreement with PFT, the Superintendent or designee may approve an individually-initiated transfer at their discretion in lieu of the interview process.
4. Requests for a transfer shall include information as to the school, position, subject, and grade level desired by the applicant. Transfer requests will be considered for any vacancies identified during the school year in which the request is filed and/or for the beginning of the school year immediately following.
5. A unit member will be notified in writing by the Human Resources Office that his/her request for transfer has been received.
6. The Federation and the District Administration shall notify a unit member who has not been transferred to a specifically requested position as soon as the position has been filled.

C. Administratively-Initiated Transfers

1. The District Administration may initiate transfers when school or departmental enrollments make such transfers necessary, or when it is deemed in the best interests of the schools and/or District provided such decisions will not be discriminatory or capricious. The District and the Federation agree that no such move will take place without prior consultation and communication with the Federation, site administrators, and the unit member impacted by such decisions. All personnel affected will be notified by letter from the Superintendent, or his/her designee, through the Human Resources Office. Unit members transferred under this provision shall be given first consideration to apply for return to the original assignment should an appropriate vacancy occur.

This application will be considered consistent with the criteria normally used in the District Hiring Protocol.

2. In the case of declining enrollment at an elementary school, when a school must reduce its staff, the following criteria will be used to identify the staff member to be transferred:
 - a. Volunteers
 - b. Least amount of total district seniority
 - c. Least amount of seniority at that school site (not to include staff members who were transferred to the school within the last two school years from another school using this section)
 - d. Grade level experience.
3. Any unit member who is to be involuntarily transferred or reassigned shall be informally notified in advance of the formal notice and be given the opportunity to apply on a voluntary basis for another available position within the school district. It shall be the intent of the District Administration to give this informal notification before June 1 of a given school year. However, due to shifting patterns of enrollment, unexpected personnel needs, etc., this may not always be possible. When the unit member who has received such notification makes application for another available position in the school district, the application will be considered consistent with the criteria normally used in the District Hiring Protocol in all hiring decisions.
4. Notification of involuntary transfer or reassignment shall be given to the unit member in writing as soon as the determination has been made. Written notification will include reason(s) for transfer. A unit member who has been transferred shall have the right to confer with the Superintendent, or his/her designee, to discuss the reason for the transfer.
5. A reassigned unit member shall be informed, if possible, of his/her assignment at least one month prior to the first day of classroom instruction. If one month lead time is not possible, one day of release time or compensation shall be provided.
6. When a decision regarding involuntary transfer is made by the District Administration, the unit member shall be compensated for time required to move from one school to another. Such compensation shall be at the substitute unit member rate and may not exceed the equivalent of three days' payment. In

addition, the District Administration will provide physical assistance in moving the unit member's materials from one site to another.

7. When a room or grade level change is made by the District Administration, the unit member shall be compensated for time required to move. Such compensation shall be at the substitute unit member rate and may not exceed the equivalent of one and one-half day's payment. In addition, the District Administration will provide physical assistance in moving the unit member's materials from one room to another.
8. Notwithstanding the criteria normally used in the District Hiring Protocol, the District Administration and the Federation agree that a member of the bargaining unit should not be subject to an excessive number of transfers.

When a unit member has been transferred two times or more within the past four years, weight shall be given to the unit member's seniority in any transfer decision considered by the District Administration.

ARTICLE X: SAFETY CONDITIONS OF EMPLOYMENT

- A. The District Administration shall make provisions to ensure that any unit member will not work under conditions which are determined to be unsafe or hazardous. Unit members shall report conditions which they believe to be unsafe or hazardous to the principal. The principal shall inform the unit member as soon as possible what action, if any, will be taken and keep the employee informed of any changes.
- B. The District Administration will ensure staff is provided an updated list that informs unit members regarding assigned students who have a specific history of violence toward staff and/or other students and/or students who have a history of behaviors and/or conditions that could constitute a health or safety hazard to staff and/or other students.
- C. A unit member who believes they are threatened or students are endangered shall contact the principal immediately. The principal or administrative designee will take whatever action is necessary (such as notification of law enforcement, parent and/or District Administration) to ensure the unit member's safety. The unit member will be notified as to how the incident has been handled as soon as practicable.
- D. Any unit member who experiences physical or psychological traumatic harm inflicted by an individual or group while fulfilling assigned duties shall promptly make a report to their supervisor who shall inform the designated law enforcement agency, PFT, and Human Resources. Any unit member experiencing a traumatic event who is unable to continue their duties that day will inform their administrator of the need to leave work. The administrator will arrange for coverage of the class for the rest of the day. The unit member will call the district insurance advice nurse within eight (8) hours or as soon as practicable. The District will support the unit member in applying for workers' compensation for the leave.
- E. The District will maintain functioning phone systems at every site to ensure that staff are able to communicate safely in the event of an emergency.
- F. The Federation and the District Administration agree that the practices outlined in the General Safe Practices Handbook (updated 2024) are to be implemented at every unit member's site. Unit members will participate in mandated safety training on an annual basis.

- G. A unit member may use reasonable force to protect himself/herself from attack, to protect another person, to protect property, or to quell a disturbance threatening physical injury to others.
- H. **Damage to Personal Property:** The District Administration will reimburse unit members for clothing, eyeglasses, or personal property that is appropriate to the instructional environment and which is damaged or destroyed during the conduct of a unit member's duties, aside from normal wear and tear and personal negligence. The unit member shall place on file a written notice with the principal in advance when any item of value in excess of \$150 is brought to campus for use in class(es). The notice shall indicate the value and the time frame the item will be on campus. The Personal Property Inventory form is located on the Human Resources webpage to be downloaded, completed, and submitted to the principal by September 30 of each school year.

I. **Safe Work Environment**

- 1. The parties agree to the implementation of the Provisions for a Safe Classroom pamphlet outlining student and unit member rights based on Education Code language. The parties will plan a collaborative workshop on the pamphlet that will be presented in the first quarter of each school year in a faculty meeting.
- 2. By the 2024-2025 school year, all staff shall have a radio (walkie-talkie), and facility doors shall have a lock block. All certificated staff will follow district-established guidelines and protocols for proper maintenance and use of the radios. Classroom windows shall be tinted as soon as practicable.

J. **Lost, Stolen, Damaged, and/or Destroyed Equipment**

In the event that District-purchased, standardized equipment provided to a unit member by the District is lost, stolen, damaged, and/or destroyed, the District will work in a timely manner with the unit member to determine how necessary equipment will be made available. The District will acknowledge receipt of information regarding such equipment within two workdays of receiving such notice. The District will have a plan in place regarding the repair/replacement of equipment within three workdays of the acknowledgment and communicate such plan to the unit member.

Any feedback regarding the application or implementation of this shall be raised in the EERC meetings.

EXHIBIT C: ATHLETIC SPECIAL ASSIGNMENTS

Special assignments are defined as services which are necessary and desirable in the function of the schools, and which require time and assumption of responsibilities by members of the bargaining unit beyond their normal duties.

It shall be policy to consider both normal duties and special assignments of the school as part of the teaching load of the school. The immediate supervisor, under the supervision of the Superintendent or his/her designees, shall endeavor to effect equitable distribution of the workload among members of the unit. In instances where it is impractical or impossible to make an adjustment in the normal duties, extra compensation shall be paid. The following constitutes the total list of approved Athletic Special Assignments.

Actual decisions regarding the number of Special Assignments should be in accordance with Administrative Regulation 4127.1, Staffing Guidelines for Athletic Special Assignments.

Athletic Coaches must provide written proof of expertise in the following areas:

- Theory and techniques
- Rules and regulations in the athletic activity being coached
- Child or adolescent psychology as it relates to sports participation.

Athletic Coaches are required to maintain current First Aid and CPR certifications and the Activity Supervisor Clearance Certificate (ASCC).

SPECIAL ASSIGNMENT EXPERIENCE FACTOR SCHEDULE

The actual compensation paid for a given special assignment shall be determined by multiplying the base compensation times the appropriate experience factor obtained below.

Years	Factor
1	1.0
2	1.1
3	1.2
4	1.3
5	1.4

6	1.5
7	1.6
8	1.7
9	1.8
10	1.9

If a coach leaves a position in a sport for another position in the same sport, his/her experience factor continues because the sport is the same. For purposes of experience factor, baseball and softball shall be considered the same sport; cross country and track and field shall be considered the same sport. Same school year, dual coaching (softball and baseball or cross country and track) earns one total year of experience.

- If a coach leaves a sport for another sport, he/she will start the new sport at experience level 1.
- If a coach adds another sport, he/she will start the new sport at experience level 1.
- If a coach leaves a sport, then comes back to it, he/she will pick up the experience level where he/she left off.
- If a coach has experience from another district or organization, he/she will be placed on the Special Assignments Experience Factor Schedule according to his/her years of comparable experience.
- When another sport is added to the Athletic Special Assignments, compensation will be negotiated by the District and the Federation.

The following special assignments shall be expressed in terms of a special assignments percentage multiplier applied to 50% of Step 1, Column 1 (base compensation), effective July 1, 2019.

High School	Percentage
Athletic Director (serving both Boys and Girls) Plus one period off (see MOU 12/13/2018)	20.0
Badminton Coach, Varsity	6.0
Baseball Coach, Varsity	9.0
Baseball Coach, J. V. (or Assistant)	6.5
Baseball Coach, Frosh	5.0

Basketball Coach, Varsity	11.0
Basketball Coach, J. V. (or Assistant)	7.0
Basketball Coach, Frosh	5.0
Cheerleader Advisor	10.0
Cheerleader Coach, Varsity	9.0
Cheerleader Coach, J. V.	6.5
Cross Country Coach, Varsity	7.0
Cross Country Coach, Assistant	5.5
E-Sports Coach, Varsity	6.0
Flag Football Coach, Varsity	6.0
Football Coach, Varsity	12.0
Football Coach, Assistant Varsity	7.0
Football Coach, J. V.	7.5
Football Coach, Assistant J. V.	6.5
Football Coach, Frosh	6.0
Football Coach, Assistant Frosh	5.5
Golf Coach, Varsity	6.0
Lacrosse Coach, Varsity	9.0
Lacrosse Coach, J. V. (or Assistant)	6.5
Softball Coach, Varsity	9.0
Softball Coach, J. V. (or Assistant)	6.5
Soccer Coach, Varsity	9.0
Soccer Coach, J. V. (or Assistant)	6.5
Swimming Coach, Varsity	8.0

Swimming Coach, Assistant	6.0
Tennis Coach, Varsity	6.0
Track Coach, Varsity	9.0
Track Coach, Assistant	6.5
Volleyball Coach, Varsity	9.0
Volleyball Coach, J. V. (or Assistant)	6.5
Volleyball Coach, Frosh	5.0
Water Polo Coach, Varsity	9.0
Water Polo Coach, J. V. (or Assistant)	6.5
Wrestling Coach, Varsity	9.0
Wrestling Coach, Assistant	6.5

Junior High School	Percentage
Athletic Director	6.5
Basketball Coach Assistant	5.0
Basketball Coach	4.0
Cross Country Coach	5.0
Track Coach	5.0
Assistant Track Coach	4.0
Volleyball Coach	5.0
Assistant Volleyball Coach	4.0
Wrestling Coach	5.0
Assistant Wrestling Coach	4.0

EXHIBIT D: NON-ATHLETIC SPECIAL ASSIGNMENTS

Special assignments are defined as services that are necessary and desirable in the function of the schools and which require time and assumption of responsibilities by members of the bargaining unit beyond their normal duties.

It shall be policy to consider both normal duties and special assignments of the school as part of the teaching load of the school. The immediate supervisor, under the supervision of the Superintendent or his/her designee, shall endeavor to effect equitable distribution of the workload among members of the unit. In instances where it is impractical or impossible to make an adjustment in the normal duties, extra compensation shall be paid. The following constitutes the total list of approved Special Assignments.

Special Assignment Experience Factor Schedule

The actual compensation paid for a given special assignment shall be determined by multiplying the base compensation times the appropriate experience factor obtained below.

Years	Factor
1	1.0
2	1.1
3	1.2
4	1.3
5	1.4
6	1.5
7	1.6
8	1.7
9	1.8
10	1.9

- Years means years of experience in the specific special assignment with Petaluma City Schools.
- An employee who is moved to a special assignment in the same field having a higher base compensation range shall be allowed up to five years of experience credit for service rendered to the District in a special assignment in the same field having a lower base compensation (Example: Junior High Band to High School Band).
- An employee who is moved to a special assignment in the same field that has a lower base compensation shall be given full experience credit for services rendered to the District in a special assignment in the same field having a higher base compensation.

Compensation not specifically listed at either the elementary or secondary level for other extra assignments that are deemed necessary by the District or a specific site shall be paid the extra assignment pay unless otherwise negotiated by the District and the Federation, including per diem pay.

The following special assignments shall be expressed in terms of a special assignments percentage multiplier applied to 50% of Step 1, Column 1 (base compensation), effective July 1, 2019. For the 2019-2020 school year, the base compensation is 46,170.

Example Situation based on the 2019 - 20 salary schedule:

Step 1, Column 1: \$ 46,170

Base Compensation (50% of Step 1, Column 1): \$23,085.

Academic Decathlon Coach Percentage is $6.5 \times \$23,085 = \$1,500.53$, Multiply the \$1,500.53 by the factor (years in position): Member is in 2nd year of Academic Decathlon Coach position: $1.1 \times \$1,500.53 = \$1,650.58$ (for that school year). Note: maximum step factor is 1.9

High School

Percentage

<u>Academic Decathlon Coach</u>	6.5
<u>Activities Director</u>	18.0 plus release period
<u>Administrative Designee High School</u>	extra assignment rate
<u>Administrative Designee (Alt Ed)</u>	10.0
<u>Agriculture Director</u>	6.0
<u>Band Director</u>	8.0
<u>Broadcasting Director</u> without National Competition	7.5
<u>Broadcasting Director</u> with National Competition (bi-annually)	10.0
<u>Choral Director</u>	4.5
<u>Culinary Director</u>	4.5
<u>Department Chair</u>	See Job Description
<u>District Theatrical Production</u>	See Job Description
<u>Drama Coach</u>	6.5
<u>English Learner Resource Teacher (ELRT)</u>	Release period
<u>Future Farmers of America (FFA)</u>	6.5
<u>Health Occupation Students of America (HOSA)</u>	6.5

Jazz Ensemble Director	3.0
Journalism Advisor	6.5
National Honor Society Coordinator	2.0
Orchestra Director	4.5
Outdoor Learning Garden Coordinator	6.0
PSAT Proctor	extra assignment rate
School Site Council Representative	10.0
Site Technology Leader	10.0
Skills USA	6.5
Small Learning Community Facilitators SLC	6.5
Speech Association Coach JSA	4.5
Student Peer Counseling Advisor Link Crew	6.5
WASC Coordinator - Full Cycle	1.0 plus release period
WASC Coordinator - Mid Cycle	4.5
Yearbook Director	5.5

Junior High School

Percentage

Activities Director (if no Leadership class)	11.0
Activities Director (with Leadership class)	7.5
Administrative Designee	extra assignment rate
Band & Instrumental Director	6.5
Choral Director	3.0
Department Chair (Special Ed)	See Job Description
Detention Coordinator	7.0
District Theatrical Production	See Job Description
English Learner Resource Teacher (ELRT)	release period
Intramural (semester)	5.0
Jazz Ensemble Director	2.0
Site Technology Leader	4.5
Yearbook Director (if no Yearbook class)	5.5
Yearbook Director (with Yearbook class)	3.0

Secondary Department Chair

Percentage

One Subject

10 - 19 Sections

6.0

20 - 39 Sections	6.25
40 + Sections	6.5

Two Subjects

10 - 19 Sections	6.5
20 - 39 Sections	6.75
40 + Sections	7.0

Special Service Chairs (Nurses, Speech and Language Specialists, Psychologists, Full Inclusion Specialists) 6.5

Secondary District Theatrical Production Percentage

Accompanist	0.5
Choreography	0.5
Chorus	1.0
Costumes	0.5
Drama/makeup	1.0
Lighting	0.5
Orchestra	1.0
Publicity	0.5
Sets	1.0
Sound	0.5

Elementary (K-8) School Percentage

Administrative Designee Elementary	10.0
Elementary Librarian of Record	16.0
Elementary Music Coordinator	8.0
English Learner Resource Teacher (ELRT) (for sites with no on-site Bilingual Resource Teacher [BRT])	extra assignment rate
GATE Coordinator	3.0
Intramural Activities	6.0
Mentor Reading Advisor - MCCV	\$1,000

All Schools

[California State Standardized Test Coordinator](#) (must be certificated)

PHS and Casa Grande	6.0
CD, SM, SA, VO	1.5
PJHS and KJHS	6.0
Elementary Schools (K-6 and K-8)	6.0

The following are not subject to the Special Assignment Experience Factor Schedule:

Extra Assignment Rate	\$55/hour
Construction-related Moving Stipend (not a transfer)	\$750/move

Independent Study Coordinator

Reference MOU #27 effective July 1, 2023 through June 30, 2024

Reference MOU 2324.09, effective July 1, 2024, through June 30, 2025.

Contract Days:

- 100 days or less \$ 500 (per year)
- 101-149 days \$1,000
- 150-199 days \$1,500
- 200-249 days \$2,000
- 250-299 days \$2,500
- 300 days and up \$3,000

Outdoor Education Instructors and Instructors on overnight field trips in District-approved programs in addition to their regular salary. \$228/night

Peer Assistance and Peer Review (PAPR)

PAPR Coach	extra assignment rate maximum 28 hours/semester
PAPR Coordinator	3.0

Teacher Induction Program (TIP)

New Teacher Mentor	9.5
Mentor to an Early Completion Option (ECO)	3.0