

Memorandum  
Human Resources

Date: December 8, 2023  
To: Bargaining Unit Members – Petaluma Federation of Teachers (PFT)  
From: Jason Sutter, 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, 2024      Last day to submit Petition to Advance on Salary Schedule to HR  
September 1, 2024    Last day to complete required units and/or the advance degree awarded  
October 1, 2024      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 2024-2025 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](mailto: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  
2022-2023 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, 2024**

Printed Name: \_\_\_\_\_ Site: \_\_\_\_\_

Effective with the 2024/25 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 2024/25 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, 2024 and official transcripts must be submitted to Human Resources by October 1, 2024. Advanced degrees must be awarded by September 1, 2024 and official transcripts must be submitted by October 1, 2024. National Board Certification must be awarded by September 1, 2024 and official documentation must be submitted by October 1, 2024.**

\_\_\_\_\_

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

<b>For District Use Only</b>	
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

Course Number	Course Dates	Title of Course	Institution	Semester Units

Signature of Administrator: \_\_\_\_\_ Date: \_\_\_\_\_



PETALUMA CITY SCHOOLS				
CERTIFICATED SALARY SCHEDULE				
2022-23 (Effective July 1, 2022)				
	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	58,300	59,500	60,986	66,095
2	59,175	60,690	62,358	68,494
3	60,062	61,904	63,761	70,977
4	60,963	63,142	65,196	73,553
5	61,877	64,405	66,826	76,218
6	63,115	66,015	68,497	78,982
7	64,377	67,665	70,209	81,849
8	65,665	69,357	71,964	84,712
9	66,978	71,091	73,403	87,676
10	68,318	72,868	74,872	90,364
11	68,318	74,690	76,369	93,103
12	68,318	76,557	77,896	94,129
13	68,318	78,471	79,454	95,165
14	68,318	80,433	81,043	96,213
15	68,318	82,443	82,664	97,274
16	68,318	82,443	82,664	98,347
17	68,318	82,443	82,664	99,430
18	68,318	82,443	82,664	101,937
19	68,318	82,443	82,664	104,675
20	68,318	82,443	85,144	108,954
NOTE: Prob 0 (Interns) remain on Column I of the salary schedule				
An employee holding a Master's degree shall receive an additional \$1,700 annually.				
An employee holding a Doctorate degree shall receive an additional \$3,000 annually				
No employee shall receive a Master's stipend and a Doctorate stipend concurrently.				
An employee holding National Board Certification shall receive an additional \$1,700 annually.				
An employee holding BCLAD 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% across Salary Sch + Add 1.5% increase on Columns I, II, & III on Salary Schedule effective 7/1/20				
5.75% Increase on Salary Schedule effective 7/1/21 + ADD 3 DAYS (189)				
Restructure Salary Schedule 07/01/2022 (189) equivalent to 11.87% Incr.				