


Memorandum  
Human Resources

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Date: December 9, 2025  
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.

March 1, 2026            Last day to submit Petition to Advance on Salary Schedule to HR  
September 1, 2026    Last day to complete required units and/or the advance degree awarded  
October 1, 2026        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 2026-2027 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 Kristin Ross at 707-778-4820 or [kross@petk12.org](mailto:kross@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  
2025-2026 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 \$1,400 annually. Upon proof of certification to the Human Resources department, the annual stipend will be divided on a monthly basis and shall be paid by month during the work year.

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.

To be eligible for school business leave as provided above, the unit member must submit written proof of program enrollment and a portfolio development plan and deadline. In the event that a unit member is enrolled in such program prior to employment by the District, entitlement to days will be prorated based on the time remaining in the program.

If school business leave is used by a unit member under this section, but the unit member does not complete and receive certification within one full year after the above specified deadline, then any school business leave days will be replaced by the unit member's personal necessity leave.

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 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-ratio 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.



# PETALUMA CITY SCHOOLS

## Petition to Advance on Salary Schedule

(PFT Contract, Article V)

**Deadline for Filing is March 1, 2026**

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

Effective with the 2026/27 school year, I request advancement on the salary schedule as follows:

From: Column \_\_\_\_\_ To: Column \_\_\_\_\_

### 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 2026/27 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, 2026 and official transcripts must be submitted to Human Resources by October 1, 2026. Advanced degrees must be awarded by September 1, 2026 and official transcripts must be submitted by October 1, 2026. National Board Certification must be awarded by September 1, 2026 and official documentation must be submitted by October 1, 2026.**

\_\_\_\_\_  
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:

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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 (Teacher) Salary Schedule  
2025-26 (Effective July 1, 2025)  
187 Workdays**

	<b>Column I BA</b>	<b>Column II BA + 30</b>	<b>Column III BA + 45</b>	<b>Column IV BA + 60</b>
<b>Step 1</b>	\$65,116	\$66,456	\$68,116	\$73,821
<b>Step 2</b>	\$66,093	\$67,785	\$69,648	\$76,501
<b>Step 3</b>	\$67,083	\$69,141	\$71,214	\$79,274
<b>Step 4</b>	\$68,089	\$70,523	\$72,818	\$82,152
<b>Step 5</b>	\$69,110	\$71,933	\$74,637	\$85,128
<b>Step 6</b>	\$70,493	\$73,732	\$76,504	\$88,215
<b>Step 7</b>	\$71,903	\$75,575	\$78,417	\$91,418
<b>Step 8</b>	\$73,341	\$77,465	\$80,377	\$94,615
<b>Step 9</b>	\$74,808	\$79,402	\$81,984	\$97,925
<b>Step 10</b>	\$76,304	\$81,386	\$83,625	\$100,928
<b>Step 11</b>	\$76,304	\$83,422	\$85,296	\$103,987
<b>Step 12</b>	\$76,304	\$85,507	\$87,002	\$105,132
<b>Step 13</b>	\$76,304	\$87,645	\$88,742	\$106,290
<b>Step 14</b>	\$76,304	\$89,835	\$90,517	\$107,460
<b>Step 15</b>	\$76,304	\$92,081	\$92,327	\$108,645
<b>Step 16</b>	\$76,304	\$92,081	\$92,327	\$109,844
<b>Step 17</b>	\$76,304	\$92,081	\$92,327	\$111,054
<b>Step 18</b>	\$76,304	\$92,081	\$92,327	\$113,853
<b>Step 19</b>	\$76,304	\$92,081	\$92,327	\$116,911
<b>Step 20</b>	\$76,304	\$92,081	\$95,098	\$121,691

**Annual Stipends**

Master's Degree: \$1,700

Doctorate Degree: \$3,000

BCLAD Certification: \$1,400

National Board Certification: \$1,700

Salary and Stipends are prorated based on FTE

Prob 0 (Interns) remain on Column I of the Salary Schedule

Per the PFT Contract, no new employee shall be placed above step 11