



Professional Growth @ CUSD for Teachers

What this presentation covers:

- The salary schedule
- Stipends
- In-District courses
- University and workshops outside of CUSD

Cupertino Union School District
TEACHER
2024-2025 SALARY SCHEDULE (July 1, 2024 - December 31, 2024)
(July 1, 2024 - December 31, 2024)

Salary Schedule

The current salary schedule can be found in the CEA contract and in the “Employment” section on the CUSD homepage.

Note: this salary schedule applies to certificated staff on the 186 day work year, i.e. teachers. (SLPs, Psychologists, Nurses, Program Specialists follow a separate salary schedule)

CLASS B Emergency Permit or Waivers or Intern Credentials	CLASS C* Regular Credential, B.A.	CLASS D ** Regular Credential B.A. +45 Semester Units or M.A.	CLASS E** Regular Credential B.A. +60 Semester Units or M.A. +15 Semester Units***	STEPS
\$77,780	\$78,897	\$79,110	\$79,966	1
	\$79,110	\$79,323	\$81,032	2
	\$79,323	\$81,530	\$84,014	3
	\$79,536	\$85,362	\$91,317	4
	\$82,979	\$88,739	\$94,910	5
	\$86,452	\$92,527	\$98,650	6
	\$89,993	\$96,277	\$102,645	7
	\$93,172	\$99,786	\$106,390	8
	\$96,635	\$103,618	\$110,223	9
		\$107,356	\$114,332	10
*To be eligible for placement on this column, a unit member must hold a valid California Teaching Credential, not including an emergency permit, intern permit, or waiver. See Education Code section 45023.4(a)(1).			\$120,650	11
			\$124,880	15
			\$129,157	19
** To be eligible for placement on these columns, in addition to the semester units required, a unit member must hold a valid California Teaching Credential, not including an emergency permit, intern permit, or waiver. See Education Code section 45023.4(a)(1).			\$133,345	23
			\$147,491	27
***Units to apply must have been earned after receipt of Master's Degree.				
The annual stipend (A.S.) for National Board Certification is \$2,247 payable in monthly installments.				
The A.S. for each Advanced Degree is \$2,247 up to a maximum of two (2) Advanced Degrees, payable in monthly installments.				
The A.S. for Instructional Coach is \$5,000, payable in monthly installments. Any future changes to this fixed amount must be negotiated.				
The A.S. for a BCLAD is \$2,247, payable in monthly installments. Unit members actively teaching Mandarin in CLIP and have a current BCLAD.				
The adjunct duty rate is \$56.				
The overnight stipend is \$250.				

Career Increments: The Teacher Salary Schedule provides for four (4) career increments in column E at Steps 15, 19, 23 and 27.
There is a service requirement at each career increment.

Credit for Service and Additional Units: Vertical progression on the salary schedule is one (1) step for each year of service.
Horizontal progression in the salary schedule requires additional semester units with no time limit.
Counselors are placed on the Teacher Salary Schedule according to their years of experience and units.
Counselors shall work twenty (20) days beyond the contract duty days.

This schedule is for a 186 day work year.

The column headers are key!

CLASS B	CLASS C*	CLASS D **	CLASS E**	STEPS
Emergency Permit or Waivers or Intern Credentials	Regular Credential, B.A.	Regular Credential B.A. +45 Semester Units or M.A.	Regular Credential B.A. +60 Semester Units or M.A. +15 Semester Units***	

- Class **D** and **E** have an either/or situation
- To move to **CLASS D** you must have:
 - either a Bachelor's degree + 45 semester units* post BA/BS
 - OR a Bachelor's and a Master's degree
- To move to **CLASS E** you must have:
 - either a Bachelor's degree + 60 semester units* post BA/BS
 - OR a Bachelor's and a Master's degree + 15 semester units* **after** the conferment date of the MA/MS
- Step placement is based upon years of service

Advanced Degree Stipends

- All certificated employees who have a Master's Degree and are paid on Appendix A salary schedule (i.e teachers) shall have the master's stipend bonus, as listed on Appendix A, added to their annual salary.
- May earn a maximum of two (2) stipends, i.e., two (2) master's or one (1) master's and one (1) doctorate stipend.
- The stipend is distributed monthly throughout the fiscal year, not paid in a lump sum.
- The stipend can be added at any time during the year and is prorated based on conferred date and day official confirmation is received.
- You must provide an official transcript that has your degree posted.
- You will not receive transcripts back: they become a permanent part of your file.

National Board Certification

- All certificated employees who are National Board Certified shall receive a stipend equal to the Master's Degree stipend added to their annual salary.
- Official verifications of the certification must be provided to Human Resources by November 30 in order that credit may be given for that school year.
 - This is a signed letter from NBPTS and a print-out of your test passage confirmation.
 - When the verification of the National Board Certification is provided to Human Resources after the November 30 deadline, the stipend for that school year will be prorated from the time the certification was received in Human Resources.
- For information on becoming a National Board Certified teacher visit:
<http://www.nbpts.org/>
- CUSD pays up to \$1000 of the initial application fee. You must provide proof of portfolio completion, assessment center participation and receipts for reimbursement.

So, how do I earn semester units?

In-District Courses

- These are courses offered by Educational Services.
- These are NOT: observation hours or adjunct duty
- Since they are offered by the District, they do not require pre-approval
- At the end of the course you will receive a "Professional Development Request Option Form" which has three options.


University and workshops outside of CUSD

- These are University and College Classes, Professional Development workshops, extended or continuing education courses.
- PRE-APPROVAL IS REQUIRED.
- You must obtain pre-approval for any courses that are out of District (including those suggested by your principal/ administrator.)
- Pre-approval is obtained by submitting the "Request for Approval of Goal Directed Coursework"

More on In-District PDs

Professional Development Request Option Form

- This form is provided by the instructor of the course. **Choose wisely**, as you are not allowed to change options once they are logged by HR.
- This form is not to be used for out-of-district coursework.
- There are 3 options:
 - **Option A - Stays in District.** For every 15 hours you accumulate, you received 1 semester unit of credit.
 - **Option B - Take it with you.** Pay to get SJSU CEUs. 10 hours of professional development is 1 CEU. CEU's are equivalent to quarter units and it takes 1.5 CEU's to equal a single semester unit of credit (e.g. 15 hours = 1 semester unit of credit)
 - **Option C -** This option may appeal to teachers who have reached Class E.



CUPERTINO UNION SCHOOL DISTRICT
PROFESSIONAL DEVELOPMENT REQUEST OPTION FORM
 ONLY FOR IN-DISTRICT STAFF DEVELOPMENT CATALOG COURSES

Course Title: _____ No.: _____

Participant's Name: _____ Position: _____

School/Department: _____

Date(s): From _____ To _____ School Year: _____

I have completed all requirements of the course and have earned _____ hours credit for district sponsored options. ☐ CEA ☐ CSEA ☐ SEIU

Participant's option selection – you may select one of the following:

Options for Certificated Staff	
<input type="checkbox"/> A.	Stays in district. Apply towards inservice units for salary advancement, 15 hours for one semester unit. No partial credit. You may accumulate your hours.
<input type="checkbox"/> B.	Apply towards university credit. Ten hours equals 1 CEU or 2/3 of a semester unit. You may accumulate your hours. Participant must pay university fee and file registration form. Registration forms will be emailed out towards the end of the school year. Original transcripts must be submitted to HR for credit. If you choose to not purchase, you will not be contacted again for University credit until you accumulate more Option B credit in a subsequent year.
<input type="checkbox"/> C.	Apply towards Option "C". Please submit an Option C Option Redemption form to "cash in". The redemption form can be found on the Intranet. Please follow the directions on the form and submit to HR. Note that Option C hours must be "cashed in" within a two-year period. You may choose from one of the following: 1. Apply towards the order of instructional materials and/or supplies. (5 hours = \$15.00) 2. Apply towards a day of release time for professional activity. (25 hours) 3. Apply towards conference registration/expense fees. (5 hours = \$15.00) 4. Apply towards the purchase of instructional materials and/or supplies, less California sales tax if it is not already included in the receipt. (5 hours = \$15.00)
Options for Classified Staff	
<input type="checkbox"/> D.	Apply hours toward professional growth award: _____ CSEA _____ SEIU

Date: _____ Participant's Signature: _____

Instructor's Signature: _____

FOR INSTRUCTIONAL SERVICES DEPARTMENT USE ONLY:

Received on Date: _____ Approved by: _____

FOR HUMAN RESOURCES USE ONLY: ☐ APPROVED Date logged: _____

Comments: _____

Send the Original Signed Copy of the Form to the INSTRUCTIONAL SERVICES department.

9/26/15 HR/bjk

Let's break down the 3 options:



**CUPERTINO UNION SCHOOL DISTRICT
PROFESSIONAL DEVELOPMENT REQUEST OPTION FORM
ONLY FOR IN-DISTRICT STAFF DEVELOPMENT CATALOG COURSES**

Course Title: _____ No.: _____

Participant's Name: _____ Position: _____

School/Department: _____

Date(s): From _____ To _____ School Year: _____

I have completed all requirements of the course and have earned _____ hours credit for district sponsored options. ☐ CEA ☐ CSEA ☐ SEIU

Participant's option selection – you may select one of the following:

Options for Certificated Staff	
<input type="checkbox"/> A.	Stays in district. Apply towards inservice units for salary advancement, 15 hours for one semester unit. No partial credit. You may accumulate your hours.
<input type="checkbox"/> B.	Apply towards university credit. Ten hours equals 1 CEU or 2/3 of a semester unit. You may accumulate your hours. Participant must pay university fee and file registration form. Registration forms will be emailed out towards the end of the school year. Original transcripts must be submitted to HR for credit. If you choose to not purchase, you will not be contacted again for University credit until you accumulate more Option B credit in a subsequent year.
<input type="checkbox"/> C.	Apply towards Option "C". Please submit an Option C Option Redemption form to "cash in". The redemption form can be found on the Intranet. Please follow the directions on the form and submit to HR. Note that Option C hours must be "cashed in" within a two-year period. You may choose from one of the following: 1. Apply towards the order of instructional materials and/or supplies. (5 hours = \$15.00) 2. Apply towards a day of release time for professional activity. (2.5 hours) 3. Apply towards conference registration/expense fees. (5 hours = \$15.00) 4. Apply towards the purchase of instructional materials and/or supplies, less California sales tax if it is not already included in the receipt. (5 hours = \$15.00)
Options for Classified Staff	
<input type="checkbox"/> D.	Apply hours toward professional growth award: _____ CSEA _____ SEIU

Date: _____ Participant's Signature: _____

Instructor's Signature: _____



FOR INSTRUCTIONAL SERVICES DEPARTMENT USE ONLY:

Received on Date: _____ Approved by: _____

FOR HUMAN RESOURCES USE ONLY: ☐ APPROVED Date logged: _____

Comments: _____

Send the Original Signed Copy of the Form to the INSTRUCTIONAL SERVICES department.

9/26/13 HR/bjk

- **Option A – Stays in District.** For every 15 hours you accumulate, you received 1 semester unit of credit for the CUSD Salary Schedule.
- **Option B – Take it with you.** You can pay to have your hours placed on a San Jose State Continuing Education transcript (different from their standard unit transcript). Hours must be redeemed in 1.0 CEU increments. 10 hours of PD = 1 CEU. CEU's are equivalent to quarter units and it takes 1.5 CEU's to equal a single semester unit of credit (e.g. 15 hours = 1 semester unit of credit) Teachers who choose this option are contacted by HR via email in late summer. The email will contain a memo with SJSU cost and contact information and a SJSU form to apply for and pay for CEU's. Transcripts are handled by SJSU and are not under the authority of CUSD.
- **Option C – Already on Class E?** This allows teachers to use your hours for professional activity release time, conference registration or Professional Growth Award. Please note: these hours expire within 2 years. Please review the redemption forms on the CUSD Staff Portal for more information.

More on Out-of-District Courses

CUPERTINO UNION SCHOOL DISTRICT

REQUEST FOR APPROVAL OF GOAL DIRECTED COURSE WORK

Note: Approval for course work is required prior to enrollment. Upon completion, grade card, transcript or verification of workshop is required by Human Resources for credit.

NAME: _____ LOCATION: _____

POSITION: _____ DATE: _____

☐ **Certificated** ☐ **Classified** Request for _____ units to be applied toward an award.

Date(s)	Course # and Title	College	Quarter Units	Semester Units	CEU

ATTACH A COPY OF THE COURSE DESCRIPTION TO THIS FORM

Reason for taking the above course(s) _____

Requestor's Signature _____

Date _____

The above course(s) are directly related to the individual's professional growth objectives, current assignment, and/or plans. ☐ **Yes** ☐ **No** ☐

Other _____

Site Administrator/Program Manager Signature _____

Date _____

FOR HUMAN RESOURCES USE ONLY

☐ **Approved** ☐ **Denied** ☐ **More information needed**

Human Resources _____

Date _____

Comments _____

Provide a copy to: Human Resources & Site Administrator & Keep a Copy for Your Records.

HR 7/07 prg

- **PRE-APPROVAL IS REQUIRED**
- You must obtain pre-approval for any courses that are out of District (including those suggested by your principal/administrator.)
- Out of District courses are: University and College Classes. Professional development workshops. Extended education courses.
- Pre-approval is obtained by submitting the "Request for Approval of Goal Directed Coursework"
- This form is available on the CUSD Staff Portal.
- You may list up to two classes on each form.
- A course description which includes the hours or units earned must be attached.
- Your principal/administrator must sign this form
- Keep a copy for yourself

More on Out-of-District Courses

- Once you obtain pre-approval via the Goal Directed Course Work Form, and complete the course, you must turn in an **original transcript for University/College courses** or **certificate of completion for Workshops** to obtain credit. Electronic transcripts must be sent to Galina directly at melamed_galina@cusdk8.org. You cannot forward electronic transcripts you have sent to your own email account.
- If you are completing hours in a workshop, you will earn 1 semester unit credit for every 15 hours. No partial credit will be given.
- Out-of-district and in-district hours may not be combined.

Salary Moves

- There are two salary moves.
- **The Fall salary move** requires teachers to submit original transcripts by October 15 for credit to be given for the year.
- **Mid-year salary move** requires that courses be completed by December 31 and original transcripts be received by January 31st for a February salary move.
- CUSD requires original transcripts. Have transcripts sent to yourself, open them to make sure your grade and credit is posted. Submit the original transcript to HR either via mail or electronically sent directly to melamed_galina@cusdk8.org

Please note, Universities have transcript deadlines, **it is your responsibility** to make sure you understand when grades are posted by the registrar's office and to turn in transcripts with grades and credit posted. HR will not accept unofficial transcripts, letters from faculty, copies of original transcripts or other unofficial materials in lieu of an original transcript.

Where do I stand?

- You are welcome to set up an appointment to obtain a tally of where you are on the salary schedule, what hours you have earned and clarification about the Professional Growth process.
- Call Galina at 408.252.3000 ext. 61219 or email her to schedule an appointment at melamed_galina@cusdk8.org. Please note, June to September is a critical processing period and there may be a delay in your request being processed.
- All transcripts turned in belong to CUSD. Electronic transcripts must be sent to Galina's email directly as they require an authentication process.

Thanks for reading!