

SOLANCO SCHOOL DISTRICT

Professional Improvement Form

Section I – Request for Course Approval

Course

Title and Number _____

(Please attach course description including costs for course from the university brochure.)

College or

University _____

Number

of Credits _____

Dates of

Course _____

Cost per

Credit _____

How many total credits do you currently have beyond Bachelor's or Master's _____

Date

Printed Employee Name

Signature of Employee

Section II – Course Approval

_____ I recommend the above course be approved for reimbursement.
Principal's Initials

_____ The above course is approved for reimbursement, as per the Agreement.

_____ The above course is not approved for reimbursement for the following reason.

Date

Signature of Superintendent

Section III – Application for Course Reimbursement

I certify that I have completed the above course. I hereby request reimbursement for the above course in the amount of \$_____. I have attached a transcript or grade report and proof of payment.

Date

Signature of Employee

Section IV – Application for Salary Advancement

The above course should effect a change in my salary to _____

The official transcript will be sent from my university or college.

Date

Signature of Employee

Procedure for Submitting Professional Improvement Form

1. When requesting course approval, complete Section I, attach the course description taken from the university/college brochure and submit to the superintendent's office for processing.
2. Section II will be processed by the superintendent and returned to you.
3. To request reimbursement, complete Section III, attach the proper documents and forward to the superintendent's office for processing.
4. Based on the completion of course work related to salary advancement, complete Section IV, if applicable and forward to the superintendent's office.

Tuition Reimbursement

Agreement – Page 12 Section T

1. The Board will reimburse each member of the bargaining unit the actual tuition costs incurred by such member, provided however, that the credits for which reimbursement is sought shall have been earned in an accredited college or university, or are acceptable by the Pennsylvania Department of Education as credits leading to permanent certification, that the individual seeking reimbursement shall have completed a minimum of one (1) year of teaching in the Solanco School District, that the teacher shall have returned to Solanco School District for the year following the year in which the credits were taken and remain on staff for the entire school year, and the courses taken shall have received the prior written approval of the Superintendent.
2. A teacher who completes one year of teaching in the Solanco School District shall be eligible for tuition reimbursement for summer courses following the first year of teaching. Long-term substitute teachers will be eligible for tuition reimbursement after completing a minimum of one (1) year of service with the District provided they return to the District for the school year following the semester in which the credits were taken and remain on staff for the entire school year or until the District releases them from duty. If a teacher receives payment for credits and fails to complete the school year of the receipt of payment, the amount of the payment will be held from the teacher's final check. Reimbursement shall be paid promptly following the Board meeting after submission of proof (transcripts or grade reports) of successful completion of the course, providing such proof is submitted no later than the first business day of the month of the Board meeting.
3. Payment under this article shall be limited to a maximum of twelve (12) semester hours per year. The maximum tuition reimbursement available shall be limited to the average cost of twelve (12) graduate credits at Millersville University, Penn State University, and Temple University in effect on September 1 of the school year during which the course began. No payment of tuition will be made if the request for reimbursement is not made within one year of completion of the course.

Change in Salary Category

Agreement – Page 9, Section O

Educational increments will be granted, provided:

- a. Employees intending to secure an educational increment give notice, in writing, to the Superintendent of such intention no later than June 1 in the school year preceding the year in which the employee expects to receive the educational increment.
- b. All work required to qualify for the educational increment has been completed by the teacher on or before September 1 of the year in which the increment is to be received and earned from a regionally accredited institution of higher learning.
- c. An official transcript, or other evidence of satisfactory completion of work, satisfactory to the superintendent, is on file in the office of the Superintendent no later than October 1 for work completed on or before September 1 and no later than March 1 for work completed on or before February 1. In the event such evidence is not timely filed, the educational increment will take effect at the next available time period.
- d. Salary adjustments to reflect the educational increment will be made no later than:
 - (1) the second paycheck in November, for work completed before September 1, retroactive to the beginning of the school year; or
 - (2) the second paycheck in April, for work completed before February 1, prorated for one half year, retroactive to the first paycheck in March.
- e. Credits earned prior to completion of the requirements for a degree will not be considered in determining the qualification of the teacher for an educational increment.