

A. Anticipated Column Movement – Budget Planning

1. Anticipated Column Movement letters are sent by the staff member to the Superintendent before November 30th of the preceding budget year that you anticipate making a column movement. They are kept there for budget planning purposes. Once the list is finalized on or after November 30th, Kathy McWilliams/Business Manager and Kate Shepard/Payroll receive a copy of the list. It is requested that the staff member confirms with Business Manager/Kathy McWilliams and Payroll/Kate Shepard, once they have received approval for their final course from the Assistant Superintendent/Bill Hart, that they have completed their coursework which makes them eligible for salary column movement.

B. Course/Tuition Reimbursement Approval Process

1. Course approval forms are sent by the staff member to Assistant Superintendent, Bill Hart, before a course is taken. He makes the decision on:

- a. reimbursement amount \$500 (\$750 Masters)
- b. college/university graduate credit

and returns the form to the staff member with a copy to Central Service/Susan Dunbar, to encumber the tuition reimbursement account. Course approval forms are maintained in a three ring binder according to semesters given below by Assistant Superintendent/Bill Hart, and Susan Dunbar.

2. Upon completion of graduate course, transcripts and proof of payment is sent by the staff member to Assistant Superintendent/Bill Hart, by:

- Summer Semester – October 15th
- Fall Semester – January 30th
- Winter Intersession – February 27th
- Spring Semester – May 30th
- Spring Intersession – June 30th (A letter from Professor indicating grade will be accepted)

As a professional courtesy to your fellow staff members, please submit your transcripts by the dates above to be processed so we can maintain an accurate balance of the funds available for other requests for tuition reimbursement. Encumbrances not completed by fifteen (15) days beyond these dates could be closed to make dollars available for other staff tuition reimbursement requests.

3. The Assistant Superintendent/Bill Hart, matches the transcript with the course approval form and forwards a copy to:

- Tuition Reimbursement** - Accounts Payable/Tricia Dickerson
- College/University Graduate Credit Transcript** - Human Resources/Dianne Ferrara (Addition to BudgetSense In-service Credit Report and transcript to personnel file)
- Column Movement** – If this course completion moves the staff member to the next column of the salary schedule and a column movement anticipation letter was sent by November 30th of the previous school year, this approval will also be sent to Payroll/Kate Shepard and Business Manager/Kathy McWilliams.

C. In-district Credit, In-district Reimbursement, District Awarded PDPs

1. Any district workshops or other courses involving in-district credit, in-district reimbursement, and/or district awarded PDPs will be approved by the Assistant Superintendent/Bill Hart and awarded by the person as indicated below based on the attendance sign-in sheets. Upon signing up for the workshop or course, an attendance roster will be created indicating the staff members' election of in-district credit, in-district reimbursement, and/or district awarded PDPs and will be maintained by the facilitator of the workshop or course and returned to the Assistant Superintendent's Office for processing at the completion of the workshop or course.

- **In-District Tuition Reimbursement** - Accounts Payable/Tricia Dickerson
- **In-District Credit** - Human Resources/Dianne Ferrara (Addition to BudgetSense In-service Credit Report.)
- **District Awarded PDPs** – Administrative Assistant Susan Dunbar

PLEASE BE REMINDED THAT THE DISTRICT DOES NOT KEEP TRACK OF TEACHERS' PDP'S,

**July 1, 2007 through June 30, 2010
Tuition Reimbursement Language***

- All teachers who are employed by the Pentucket School District during the period **July 1, 2007 through June 30, 2010** are eligible for up to \$500.00 tuition reimbursement funds on a first-come, first-serve basis for courses ending between the dates listed above. A teacher may be reimbursed for more than one course. However, the sum of a teacher's reimbursement will not exceed \$500.00. Teachers who are employed less than full time will be eligible for an amount consistent with their FTE (full time equivalent).

- The sub-committee will schedule a meeting in January to review the unexpended balance of the tuition reimbursement account. Use of remaining funds will be made available as determined by the tuition reimbursement sub-committee.

- Teachers who are in an "approved" master's degree program (in their content area) are eligible for up to \$750.00. According to the **2007-2010** Negotiated Agreement, Article XXII, Section B, **evidence of admission to the approved** master's degree program must be on file in the Assistant Superintendent's Office. Approval shall be obtained in the form of a recommendation from your building Principal.** The high school principal should consult with the teacher's department head prior to making the recommendation.

*This language will govern the disbursement of the collectively bargained amount of **\$45,000** (July 1, 2007 through June 30, 2010).

An "approved" program is, for the purposes of Pentucket's tuition reimbursement benefit, defined as a master's program that will result in a degree in the teacher's area of primary instructional responsibility. It is **not to be confused with the Massachusetts DOE's licensure requirements. Compliance with the DOE's regulations is the responsibility of each educator.

Checklist for Master's Degree candidates only:

- Attach a copy of your Masters' Degree Program Approval Form with your Principal's signature. This form is available in your school's office.

- Attach a copy of your letter of acceptance to the Master's Degree Program.

- Attach a copy of the list of your required Master's Degree Program courses.