

Procedure to Obtain Professional Development Funds

A Professional Development Funding application must be completed prior to attending a professional development activity (Appendix P). An evaluation form must be completed after attending the activity. (Appendix Q).

The following steps are to be taken to apply for professional development funding of your activity:

1. Fill out a PDC funding application (Available on-line at school's website under PDC) **Do not** include membership fees. Late registration fees are approved on an individual basis by the committee.
2. Submit application and registration form to the principal for approval and prioritization.
3. If approved by principal, send the approved application along with a copy of the activity's registration form to a PDC member in your building. Your application will be returned after approval or denial.
4. Teacher is responsible for registering for the workshop and making hotel accommodations. A Purchase Order may be obtained from the building secretary.
5. After attending the workshop, complete the evaluation form and, if necessary, a recapitulation form (available from your building secretary). Gasoline expenditures are not reimbursed. Mileage is reimbursed based on the mileage chart at \$.50 cents per mile. (Appendix R) Maximum amount of \$35.00 per day for meal reimbursement.
6. Submit your original application, evaluation form, and recapitulation form with **original** meal receipts attached, to your principal.
7. Principal signs off on recapitulation form and sends recapitulation form with receipts to administrative office for payment. The evaluation form is given to PDC building representative.

Tuition Reimbursement Procedure and Requirements

Employee must earn a grade of “A” or “B” in the course.

Employee must be a full-time certified staff member.

Must complete a request for reimbursement form, attach an up-to-date transcript and submit to the superintendent’s office by September 30. (Appendix S)

Employee must remain employed at the Central R-III School District for one (1) academic school year.

Eligibility commences during the first year of employment under the contract. Does not apply to credit received prior to employment. Employment is defined as actually providing teaching services for the district, not merely signing a contract.

Funding from other sources (grants, fellowships, etc.) will replace the District Tuition Reimbursement Program.

Courses taken must be at the graduate level.

Reimbursement will be paid at a rate of \$90 per credit hour up to nine hours per academic year. Hours earned beyond nine hours will not be ‘rolled over’ for the following year.

Reimbursement will be paid once per year following the October Board meeting.

Coursework must be at an accredited college or university.

No more than three hours of correspondence coursework will be reimbursed.

Coursework not leading to a Masters Degree

Graduate coursework to improve teaching skills are eligible for reimbursement up to a total of six hours.

Graduate hours earned beyond the six hours will not qualify for reimbursement, however, the hours earned will qualify for incremental movement on the salary schedule.

Coursework leading to a Masters Degree

Individuals submitting request for reimbursement for more than six (6) hours must be enrolled in a Master’s level program. To establish validity of entrance into a graduate degree program, the employee must submit a letter of acceptance into the program or verification from a major advisor or department head.

The employee must complete the degree coursework within six years from taking the initial class. If the degree is not completed within this time period, the employee will reimburse the district all dollars which he or she received for coursework beyond six hours.

Graduate degrees must be a Master’s in teaching or in the area of study in which the employee is currently employed.

Individuals who wish to seek a degree in a field which does not meet the criteria listed above (i.e., administrator, librarian, and counselor) will need to submit this request in writing to their building principal prior to enrolling in the program. The request will be brought before an administrative review team and final approval will be from the Board of Education. If the administrative team denies the request, the employee may appeal to the Board of Education.

Once a Master's degree is earned, employees may request reimbursement for up to eight additional graduate hours.

Hours earned beyond the eight hours will not be eligible for reimbursement and will not qualify for incremental movement on the salary schedule.

Coursework leading to a Specialist or Doctorate

Employee will submit a request in writing to the building principal prior to enrolling in the degree program.

The request will be submitted to an administrative review panel for consideration. If the panel accepts the request, the Board of Education will be asked to approve the proposal. If the administrative team rejects the request, the employee may appeal to the Board of Education.

The degree must be completed within six years of taking the first course. If the degree is not completed within this time frame, the employee will be required to reimburse the district the dollar amount received beyond eight hours.

Certification Coursework

Coursework taken to meet certification guidelines is not eligible for reimbursement or incremental movement on the salary schedule. The only exception is when the superintendent requests, in writing, that an individual enroll in undergraduate coursework. Graduate coursework taken for certification will not be reimbursed unless the courses are part of a degree program or meet the minimum standards listed above.