

To: District Personnel

The following procedures and timelines will be implemented to ensure compliance to Article 31 Professional Development and Educational Improvement of the collective bargaining agreement (2006-2009).

A.1.a defines the following:

- Summer courses which are completed during the period of July 1st through August 31st.
- Fall courses which are completed during the period of September 1 through December 31st.
- Spring courses which are completed during the period of January 1st through June 30th.

C. States that a request for reimbursement must be submitted, along with the original grade report, within 120 days from the date of completion of course to receive reimbursement.

The following table will provide the scheduled final deadlines for dates of reimbursement. Course reimbursements will only be made three times a year.

Semester	Course Completion Dates	Last day for submission of grades to receive reimbursement.	Latest Board meeting for approval of reimbursements.
Summer	July 1 through August 31	December 29th	January
Fall	September 1 through December 31	April 30th	May
Spring	January 1 through June 30	October 28th	November

Reimbursements will be made sooner only if grades are received from all members listed for that specific semester one week prior to the regularly scheduled board meeting of that month. In other words, you would be reimbursed for the summer semester in December if all grades and proof of payment is submitted one week prior to the December Board of Education meeting.

These procedures will ensure compliance to contract language and ensure equity to your membership in the following manner:

- Provides for accurate determination of per credit allocation;
- Consistent timelines for all involved; and
- Provides membership has adequate time to receive and submit paperwork as per contract language.

Contact your building representatives with any questions.

Thank you for your cooperation,

Joseph Kraemer
Assistant Superintendent