



Sandusky City Schools

407 Decatur Street ♦ Sandusky, Ohio ♦ 44870-2442 ♦ 419-626-6940

PROFESSIONAL IMPROVEMENT FUND APPLICATION

NAME: _____

BUILDING: _____

ASSIGNMENT: _____

Date Received in Office

NOTE: All Professional Improvement Fund Applications must be submitted to the Business Office by August 31, following completion of coursework. The deadline for the filing of transcripts under this grant program is November 1, of each year. For specific contract information see the back of this form.

COURSE WORK FOR WHICH GRANT IS REQUESTED:

EXACT TITLE AND EXACT COURSE NUMBER OF CLASS TO BE COMPLETED:

COURSE TITLE _____ Course # _____ HOURS CREDIT _____ FEE: _____

Accrediting Institution _____ Dates of Attendance _____

COURSE TITLE _____ Course # _____ HOURS CREDIT _____ FEE: _____

Accrediting Institution _____ Dates of Attendance _____

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Accrediting Institution _____ Dates of Attendance _____

I have read and understand the regulations printed on the reverse side of this form for the Professional Improvement Fund.

Applicant's Signature _____

RETURN COMPLETED FORM TO: Business Office, Administration Building

(For office use only)

SEA/Administrative Reimbursement Chart*

1 semester hour = \$450.00	2 semester hours = \$900.00
3 semester hours = \$1,350.00	4 semester hours = \$1,800.00
5 semester hours = \$2,250.00	6 semester hours = \$2,500.00

SNTEA Reimbursement Chart*

1 quarter hour = \$150.00	2 quarter hours = \$300.00
3 quarter hours = \$450.00	4 quarter hours = \$600.00
5 quarter hours = \$750.00	6 quarter hours = \$900.00
7 quarter hours = \$1050.00	8 quarter hours = \$1200.00

*Rates are subject to change with negotiated agreements, see back of this form.

Reimbursement for Professional Improvement *Certificated Personnel*

SEA Contract

September 1, 2021 - August 31, 2024

Article 13, Section 13.06

Professional Improvement Fund

The Board shall appropriate One Hundred Thousand Dollars (\$100,000) for each year of the Agreement towards a Professional Improvement Fund which shall be used for the partial reimbursement of tuition costs incurred by members of the bargaining unit who engage in advanced study which will be of benefit to the school system. Awards from the fund shall be granted in accordance with rules and regulations approved by the Board at the rate of Four Hundred Fifty Dollars (\$450.00) per semester hour or the actual cost, whichever is less, not to exceed six (6) semester hours or Two Thousand Five Hundred Dollars (\$2,500.00), whichever is less. Any laid off employee shall maintain reimbursement eligibility for coursework approved and completed prior to being laid off.

Reimbursement for Professional Improvement Certificated Personnel

The following regulations shall apply to grants from the Professional Improvement Fund:

1. Consideration will be given to members of the bargaining unit of the Sandusky City Schools who hold at least a bachelor's degree or its recognized equivalent in the case of Vocational teachers.
2. Payment will be made only for course work or accredited workshops satisfactorily completed and only for course work for which other compensation is not provided. Payment will also be limited to that course work for which an official transcript has been filed in the superintendent's office. **The deadline for the filing of transcripts under this grant program will be November 1, of each year.**
3. Application forms are available in each building office, on the district intra-net site, or may be obtained by contacting the Treasurer's office. **All applications must be submitted to the Business Office, Administration Building, by August 31, following completion of coursework.**
4. In the event applications for grants from qualified applicants exceed the negotiated amount appropriated annually for this program, the appropriation may be prorated among the qualified applicants.
5. All applications for grants will be reviewed each year for a twelve-month period covering September through August. Reimbursement for approved courses will be made in December to those applicants who have been selected as recipients of grants under the above guidelines if official transcripts are on file in the superintendent's office and if they are then employed as a certificated/administrative employee of the Sandusky City Schools.

Reimbursement of Professional Improvement *Classified Personnel*

SNTEA Contract

July 1, 2022 – June 30, 2025

Article 15, Section 3

Professional Improvement Fund

The Board shall annually appropriate \$12,000 towards a Professional Improvement Fund which shall be used for the partial reimbursement of tuition costs incurred by members of the bargaining unit who engage in advanced study which will be of benefit to the school system. Awards from the fund shall be granted in accordance with rules and regulations approved by the Board, at the rate of one hundred fifty dollars (\$150.00) per quarter hour or the actual cost, whichever is less, not to exceed eight (8) quarter hours or twelve hundred dollars (\$1,200.00), whichever is less.

Reimbursement of Professional Improvement Classified Personnel

As an educational institution, we believe that learning should be a life-long experience. To further this philosophy, the following regulations have been designed to aid in the educational advancement and personal growth of our Classified Personnel:

1. Reimbursement consideration will be given to members of the current classified staff of the Sandusky City Schools who have completed their sixty (60) day probation period.
2. Reimbursement will be considered for courses that improve either the employee's job skills or expands his knowledge in areas of interest that have the potential of resulting in promotion and/or advancement within the Sandusky City Schools. The following are examples of appropriate avenues of education:
 - Adult Education Classes
 - College Level Courses
 - Seminars
 - Workshops
3. Payment will be made only for course work or workshops satisfactorily completed and only for course work or workshops for which other compensation is not provided. Reimbursement will be given only when evidence of satisfactory completion of said class is filed in the Treasurer's office. Evidence may be any of the following: a grade slip from the instructor or a note stating that you have met the requirements of the class, a college transcript, or receipts showing payment of fees for a workshop or seminar.
4. Application forms are available in each building office, on the district intra-net site or may be obtained by contacting the Treasurer's Office. **All applications must be submitted to the Business Office, Administration Building, by August 31, following completion of coursework.**
5. In the event applications for reimbursement from qualified applicants exceed the amount allocated for this program, the appropriation will be prorated among the qualified applicants.
6. All applications for reimbursement will be reviewed each year for a twelve-month period covering September through August. Reimbursement will be made in December to those applicants who qualify under the above guidelines and if they are then employed as an employee of the Sandusky City Schools.