

Date: October 2, 2008

To: All Teachers

From: Richard Langlois

Re: Tuition Reimbursement

Please adhere to the following regulations according to the SEA Contract when applying for Column/Step move:

Article XX

Section 5 Explanation of Salary Classifications

A. The Salary Schedule shall include the following classifications:

1. Bachelor's Degree
2. 15 Credits toward Master's Degree
3. Master's Degree
4. 15 Credits beyond Master's Degree
5. 30 Credits beyond Master's Degree
Double Masters' Degree(s)
6. 45 Credits beyond Master's Degree
Certificate of Advanced Graduate Specialization
15 Credits beyond Double Masters' Degree
7. 60 Credits beyond Master's Degree
8. Doctorate (Ph.D., Ed.D)
75 Credits beyond Masters' Degree

Column (8) shall be implemented effective September 1, 2003.

- B. In order for a teacher to apply a course toward a classification beyond the Bachelor's Degree the course must be approved in writing by the Superintendent prior to the commencement of the course.
- C. Courses which were commenced prior to the effective date of this Agreement and which were completed on or after June 30, 1986 shall not be credited toward Classification VIII (other than Doctor's Degree) unless it was approved for such credit in advance.
- D. Teachers who successfully complete in-service programs authorized by the Committee for credit shall be eligible to apply such credit for salary schedule advancement.