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TO: Board of Education
Dr. Mary Pfeiffer, District Administrator

FROM: Steve Dregor, ^{ASD} Assistant District Administrator
Mark Duerwaechter, Assistant District Administrator *MPD*

RE: Professional Learning Reimbursement Policy

DATE: May 30, 2012

Based on discussion at the May 22, 2012 Board of Education meeting, administration is recommending one change to the Professional Learning Reimbursement Policy, which is indicated in bold below. Essentially, the addition sets the standard for grade attainment necessary for course reimbursement. Additional discussion at the May 22, 2012 Board meeting related to the extent to which employees other than certified staff would be able to participate in professional learning opportunities. Each employee handbook allows administration to approve professional learning for the respective employee groups.

Professional Learning Reimbursement Policy

If the employee will be requesting reimbursement, administrative approval is required prior to the beginning of a course.

For a course to be approved it must be directly and substantively related to one or more of the licenses held and/or enhance professional competence (e.g. adding another license area). The course must be taken at the undergraduate or graduate level, and it must be earned at a baccalaureate or graduate degree-granting college or university that is accredited by an agency recognized by the U.S. Dept. of Education. Credits completed at two-year UW System campuses are also acceptable. Credits earned in courses offered by Wisconsin Technical College System schools are acceptable for reimbursement only if acceptable for transfer to a four-year accredited institution.

If an employee pays the tuition of an approved course the Board will reimburse the employee at the rate of one-hundred and fifty dollars (\$150) for each semester hour of graduate or undergraduate credit or the cost per credit, whichever is less.

No employee may receive reimbursement for more than a total of twelve (12) graduate or undergraduate credits in any calendar year.

Reimbursement for graduate or undergraduate credits will be made upon completion of the approved courses **with a grade of B (or equivalent) or higher** and submission of the proper documentation to the Human Resources Office. The completed reimbursement form approved by Administration will be submitted to the Human Resources Office for record keeping purposes.