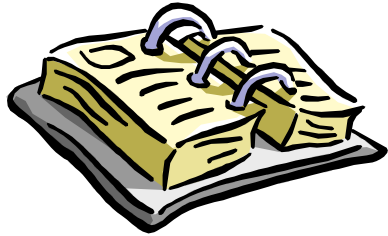


Important 2007/08 Dates



- **August 1, 2007:**
 - First date that applications will be accepted by the LPDC.
- **June 16, 2007 through June 16, 2008:**
 - Only a workshop and/or course(s) **COMPLETED** between these dates will be considered for reimbursement.
- **June 30, 2008:**
 - Official transcript **and** proof of personal payment must be submitted to the LPDC mailbox at Central Office by this date.
- **August 15, 2008:**
 - Date by which reimbursement checks will be issued.

LPDC Committee

High School: *Michelle Kovacs*
Jennifer Cornell
Melissa Gonet

Morton: *Diana Craig*
Cindy Dukes

Smith: *Dawn Schuh*
Bill Innes

Demmitt: *Melinda Wissel*

Helke: *Toni Williams*

Murlin: *Patty Huber*

Admin: *Kathy Dunn*
Jeff Cassell



The following statement is taken from Section 6.03 of the current contract that relates to Tuition Reimbursement:

“The Board will set aside the sum of \$15,000 for each year of this agreement to be used to reimburse employees for college or approved coursework that relates to the employees’ profession and work assignment. Any unused balance will carry over into the following year, with the fund not to exceed \$60,000.

Decisions regarding reimbursement shall be made by the LPDC and are not subject to the grievance procedure, nor are they subject to the LPDC appeals process. Guidelines for determining the procedures to be followed will be established by the LPDC.”

Vandalia-Butler City Schools

Tuition Reimbursement Program



2007-2008 School Year

The district has allocated funds for tuition reimbursement for the 2007/2008 school year for district employees. Due to the cap, the application process doesn't guarantee reimbursement for all applicants.

For 2007/2008, a Vandalia-Butler employee may receive reimbursement of \$100.00 per credit hour, up to a total of six credit hours for college coursework, or up to \$100.00 towards the registration fee of one workshop per year. The total amount an employee is eligible for in one calendar year is \$600.00. To be eligible for this reimbursement, an employee must complete an application form for courses or a workshop that will be **COMPLETED** between June 16, 2007 and June 16, 2008. Newly hired employees are eligible for tuition reimbursement for any class started after their hire date. The application forms are available in all school offices or on-line at the Vandalia-Butler City

Schools website. The completed form should be sent to **Central Office c/o LPDC.**

Employees will be notified that the LPDC has received their application and whether it meets the eligibility criteria within thirty (30) working days of receipt. **An indicator number will be assigned to each application in the order that it is received. Then all future communications to the LPDC concerning tuition reimbursement must include this indicator number.**

Applications will be processed in order received, and funds will be encumbered on behalf of the employee.

The submission of all required paperwork with assigned indicator number must be received by the LPDC on or before June 30, 2008.

The reimbursement check will be issued August 15, 2008.

Coursework must be completed at any accredited college or university

approved by the ODE. To be eligible, the graduate level coursework or workshop for certificated/licensed staff must relate to district, building and/or individual classroom goals. If undergraduate courses are necessary to meet graduate course work requirements, one must obtain prior approval from the LPDC in order to qualify for tuition reimbursement. For classified staff, the college coursework or workshop must relate to the employee's area of employment or the field of education. Applicants for course work reimbursement must obtain a grade of "A", "B", or "P" in a non-audited class.

FMLA (Family Medical Leave Act) employees may participate in the tuition reimbursement program whether they start their class work prior to their leave or during their leave. An LOA (Leave of Absence) employee may only participate if they start their class work prior to the leave.