

# UNIQUE NEED TUITION REIMBURSEMENT FORM

Please use this form for requests for tuition beyond the WCEA entitlement as specified in the negotiated contract between the Warren County Education Association and Warren County School District: "Reimbursement of tuition costs shall be paid for approved courses taken for obtaining the twenty-four (24) credits required for permanent certification for teaching, and for an additional twelve (12) credits if the courses are needed to complete a masters degree program."-WCEA and WCSD Negotiations Agreement

Name: Susan Gizzie Date: 3/6/06

Assignment/Grade Level: School Counselor 8-12

School: Youngville High School Years Service in Warren County School District as Teacher: 2+

Please describe the unique need of the Warren County School District that would be met by this request: \_\_\_\_\_

A would be principal certified K-12 and be able to fill any district opening temporarily or permanently should they arise

Certification/Degree that will be earned: Principal Certification

College/University: Gannon University

Advisor/Dean's Signature: X Telephone Number: 814-871-5486

List all courses for which tuition reimbursement is being requested:

Course	Course Number	No. of Credits	Date of Course	Cost of Tuition
<u>See Attachments</u>				

Date that Certification/Degree will be awarded: \_\_\_\_\_

I agree to all the conditions of tuition reimbursement as stated in the WCEA /Board Agreement or Act 93/Board Agreement and understand that I have no entitlement to a position transfer by completion of these courses.

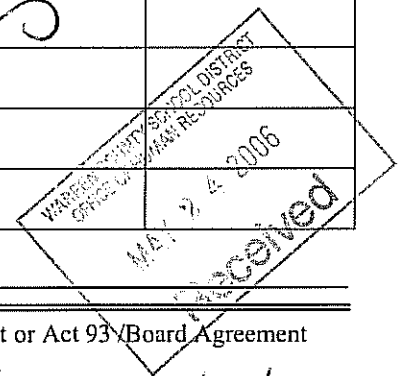
Requestor's Signature: Susan I. Gizzie Date: 3/6/06

I have read the above information and agree that it is correct:

University Advisor's Signature: X Date: X

Advisor's Telephone Number: 814-871-5486

See attached page with signatures



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Name: Susan Gizzie Date: 3/6/06  
 Assignment/Grade Level: School Counselor 8-12  
 School: Youngsville High School Years Service in Warren County School District as Teacher: 2+  
 Please describe the unique need of the Warren County School District that would be met by this request: \_\_\_\_\_

I would be principal certified K-12 and be able to fill any district opening temporarily or permanently should they arise

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Requestor's Signature: Susan I. Gizzie Date: 3/6/06

I have read the above information and agree that it is correct:

University Advisor's Signature: Deborah C. Kulman Date: May 16, 2006

Advisor's Telephone Number: 814-871-5486

**Warren County School District**  
**Office Of Human Resources**  
**\*\*\*\*\*Course Approval Form\*\*\*\*\***

This form must be completed and sent to the Human Resource Office prior to taking a class. All course approval will abide by the negotiated agreement between the Warren County School District and the Warren County Education Association. Reimbursement of tuition costs shall be paid for approved courses taken for obtaining the 24 credits required for permanent certification for teaching, and for an additional 12 credits if the courses are required to complete a masters degree program. (A letter from the university verifying acceptance into a masters program must be sent to the Human Resource Office.) Reimbursement will also be made for courses required to maintain a permanent certificate if continued certification cannot be met by District provided in-service courses and for courses taken to meet a new or unique need of the District as determined by the Personnel Committee of the Board.

Once you have completed a class, an official grade report and an itemized tuition bill must be submitted along with this form and a copy of your course approval letter to the Human Resource Office before your reimbursement can be processed.

Course Name	Credits	Tuition Costs	Institution	Start Date	Length of Term
<i>See Attachment</i>					

Reimbursement is contingent on the employee providing 2 years of actual teaching service to the District after completion of any course. If an employee is reimbursed and fails to remain teaching in the District for 2 full years, he/she shall be obligated to repay the full amount of the reimbursement. The District may withhold such amount from any payment due the employee. Please reference your negotiated contract book, Page 25, Section 6.06, Item K.

By your signature below, you are acknowledging that you are aware of the above provisions and agree to their implementation:

*[Signature]*  
 Signature Date 3/6/06

Please return to:

Mark Eberl, Executive Director of Support Services  
 Warren County School District  
 185 Hospital Drive  
 Warren, PA 16365  
 Fax: (814) 723-8403

*[Signature]*  
 Print Name Susan Gizzie  
218 Devore Dr. Mdrle PA  
 Address 16335

Youngville High School  
 Assigned Building  
School Counselor 8-12  
 Grade/Subject Area 3/6/06  
 Date of Request

Central Office Approval \_\_\_\_\_

Date \_\_\_\_\_



# Academic Programs

*Post-Graduate Level*

## Principal Certification Fact Sheet

**Program Director:** Donald Beckman, Ed.D.

**Phone:** (814) 871-5486

**Email:** [beckman002@gannon.edu](mailto:beckman002@gannon.edu)

### Overview

The principal is the most professional staff member of the school in the most strategic position to encourage, initiate and guide changes needed to improve the learning environments available to students. The Principal Certification program at Gannon University has been developed on the premise that the building principal can be an effective visionary leader of change. A principal possesses and utilizes skills such as an in-depth knowledge of school organizations and structures within a social, psychological and political environment, and an understanding of the fiscal operation of the school. A good principal also takes a proactive role in both school and community relations.

Those interested in the program must have completed a Master's degree in Education or a related field. The Pennsylvania Department of Education requires a minimum of five years of professional school experience and completion of an approved program of study to be certified as a principal. Candidates for principal certification must also successfully pass the PRAXIS exam.

We also offer this program off campus. [Find the Cohort nearest you!](#)

### Admission Requirements

Applicants must:

- Complete an application for admission and submit three letters of recommendation, including one from the current principal and one from the current superintendent or assistant superintendent
- Have a Master's degree in Education or a related field from a regionally accredited program
- Submit final, official transcripts from graduate degree-granting institution
- Present a copy of educational certification

### Course Work

A minimum of 18-21 credits (Must take courses noted with \*\*)

GEDU 621 School Curriculum (3)\*\*

GEDU 720 Supervision and Evaluation of Instruction (3)\*\*

GEDU 721 The Principal as Instructional Leader (3)\*\*

GEDU 722 School Financial Management (3)\*\*

GEDU 723 Legal Aspects of Educational Administration (3)\*\*

GEDU 724 Computer Applications for Administrators (3)

GEDU 725 Principal Practicum I (1)\*\*

GEDU 726 Principal Practicum II (1)\*\*

GEDU 727 Principal Practicum III (1)\*\*

GEDU 728 Principal Internship (3)\*\*

GEDU 729 Independent Study (1-3)

### Course Descriptions

**GEDU 720 Supervision and Evaluation of Instruction (3 credits)****GEDU 725 Principal Practicum I (1 credit)**

This course provides an introduction to the nature of instructional supervision, including the organizational behavior systems and the evolution of instructional supervision. It provides competencies in the appraisal of teaching, the measurement of teacher performance procedures, and a familiarity with techniques related to the evaluation of teaching. It includes systematic analysis and evaluation reporting and integrates the current concepts, planning, measuring instruments, and validity of appraisal systems into the framework of the course.

**GEDU 721 The Principal as Instructional Leader (3 credits)** This course examines the activities of the elementary, middle and high school administrator in depth. It includes topics on general administration, the staff, student, curriculum, finances, services, equipment and supplies, school plant, and public and professional relationships.

**GEDU 722 School Financial Management (3 credits)****GEDU 726 Principal Practicum II (1 credit)**

This course will study the legal and other factors governing financial policies and practices in public schools, sources of revenue, budgeting, disbursement of funds, school plant, records and insurance. It emphasizes knowledge and understanding of the major tasks and methods involved in meeting financial responsibilities in the school and the educational system.

**GEDU 723 Legal Aspects of Educational Administration (3 credits)****GEDU 727 Principal Practicum III (1 credit)**

This course will study the major areas of school law with particular emphasis on the school code of Pennsylvania. Topics include tort liability of school officials and teachers, the legal structure of public education, control of pupil conduct, desegregation, church-school relations and teachers' rights and responsibilities, pupils' rights, professional negotiations, the courts and the curriculum, the use of school property, the Individuals with Disabilities Education Act, and the Family Educational Rights and Privacy Act in addition to issues in the area of special education.

**GEDU 724 Computer Applications for Administrators (3 credits)**

This course provides a review of different levels of computer literacy and the administrator's role in integrating technology into the educational setting. Possible topics include scheduling, curriculum management systems, online educational programs, management information systems, databases, data analysis, and personnel screening.

**GEDU 728 Principal Internship (3 credits)**

This course is designed to be the capstone experience of the Principal Certification program. The course will provide experiences designed to develop and enhance the overall effectiveness of the administrative candidate's competencies. The internship is designed as an integrating experience and an opportunity for the student to "practice" those skills and competencies learned in the classroom setting and to learn certain skills best taught in a school environment. It consists of planned experiences and emphasizes direct involvement in school administration at sites mutually acceptable to the student and the program director.

109 University Square • Erie, Pennsylvania 16541-0001

1-800 GANNON-U (1-800-426-6668)

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## About Gannon

# Graduate Tuition & Fees

2006-2007

<b>All Graduate Programs</b> (except those listed below) (per credit)	\$635
<b>On-Campus Education courses</b> (per credit)	\$425
<b>MBA Outreach</b> (per credit)	\$480
<b>Weekend College</b> (Education, RN/MSN courses) (per credit)	\$425
<b>Occupational Therapy, Physician Assistant</b> (per credit)	\$730
<b>Doctor of Physical Therapy</b> (full-time per semester, 10+ crds.)	\$10,635
<b>Doctor of Physical Therapy</b> (part-time per semester, less than 10 crds.)	\$5,915
<b>Transitional Doctor of Physical Therapy</b> (MPT to DPT) (per credit)	Gannon Grad \$510 Non-Gannon Grad \$635
<b>Ph.D. in Counseling Psychology</b> (full-time per semester (Fall & Spring), 9+ crds.)	\$8,760
<b>Ph.D. in Counseling Psychology</b> (part-time per credit (Fall & Spring), less than 9 crds.)	\$770
<b>Ph.D. in Counseling Psychology</b> (full-time per semester (Summer), 6+ crds.)	\$5,005
<b>Ph.D. in Counseling Psychology</b> (part-time per credit (Summer), less than 6 crds.)	\$770
<b>University Fee</b> (1-8 credits)	\$16/credit
<b>University Fee</b> (over 8 credits)	\$195/semester

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