

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: Richard M. Gignac Date: 10/20/05

Assignment/Grade Level: Social Studies Gr. 8 / Building Athletic Coordinator

School: Beatty-Warren M.S. Years Service in Warren County School District as Teacher: 13 years

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

please see attachment

Certification/Degree that will be earned: MEd Educational Leadership and Post Master's K-12 Principal Certification

College/University: Edinboro University

Advisor/Dean's Signature: Dr. Andrea Ruschell Telephone Number: 814.732.1548

List all courses for which tuition reimbursement is being requested:

Course	Course Number	No. of Credits	Date of Course	Cost of Tuition
<u>please see attachment</u>				<u>per course</u>
				<u>cost is</u>
				<u>\$1096.45</u>

Date that Certification/Degree will be awarded: MEd Educational Leadership Summer 2007 K-12 Principal Cert. Fall 2008

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: Richard M. Gignac Date: 10/20/05

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

University Advisor's Signature: Dr. Andrea J. Ruschell Date: 10/21/05

Advisor's Telephone Number: 814.732.1548

UNIQUE NEED STATEMENT
by Richard M. Gignac

The Warren County School District faces many challenges and the decisions made today will effect the education of students for many years to come. I believe that the strength and success of a school district relates directly to the educational leadership within. As a highly qualified educator, I have been committed to fulfilling the mission statement of this district for 13 years. Now, I would like to contribute to the educational leadership within the Warren County School District by becoming a school administrator and working with school board members and other administrators toward providing students with the best possible education.

My goal is to obtain a Master's Degree in Educational Leadership with K-12 Principal Certification. Upon completion of my degree, I believe that I will have the qualities necessary to be an effective leader. It is my hope that I will be able to use my abilities and motivation to positively impact the youth in our community.

While I am committed to achieving this goal, paying for the necessary coursework would certainly prove to be a hardship for my family at this time. I am well-established in my position as Middle Level Social Studies Instructor and Athletic Coordinator at Beaty -Warren Middle School. My family and I have lived in this community for 13 years. I look forward to continuing my career in Warren County for many years to come.



EDINBORO UNIVERSITY

OF PENNSYLVANIA

October 19, 2005

Office of Graduate Studies and Research
Edinboro, PA 16444
(814) 732-2856 Toll Free: 888-845-2890
Fax: (814) 732-2611
www.edinboro.edu

Mr. Richard Gignac
25 Hillview Drive
Warren, PA 16365

Student ID Number: @03072319

Dear Mr. Gignac:

I am pleased to offer you admission to the graduate program at Edinboro University of Pennsylvania. We look forward to the contributions you will make and to supporting you as you grow professionally and personally during your enrollment.

A statistical fact sheet pertaining to your acceptance is attached. Please review all data presented on this sheet, and return the enclosed response form. If you have any questions about the fact sheet, or any other aspects of graduate school, please contact us.

Prior to or during your first semester, schedule a meeting with your advisor to review your program requirements and complete a formal plan of study. Be certain to retain a copy for your records.

Approximately one week after the close of the semester, in which you have been enrolled, you may access your grades electronically by using your SCOTS (Student Centered On-line Transaction System) account. Instructions for using SCOTS are shown in the tutorial at the following link: <http://www.edinboro.edu/cwis/studaff/scheduling/tutorial.htm>. Several forms used for grades, scheduling, billing address changes, etc. are provided at this website for your use. When scheduling online, your alternate pin number will always be 999999. Scheduling questions may be directed to the Scheduling Office at 814-732-5555 ext. 476.

We look forward to hearing from you and welcome you to the Edinboro Family.

Sincerely,

Mary M. Bevevino, Ph.D.
Dean of Graduate Studies and Research

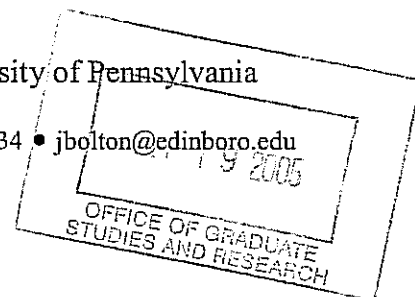
MMB/lac
Enclosure: Graduate Acceptance Packet

cc: Dr. James Bolton, Graduate Program Head
Dr. Andrew Pushchak, Faculty Advisor
File

Educational Leadership

Professional Studies • School of Education • Edinboro University of Pennsylvania

James W. Bolton, Ph.D. • Program Head • 314 Centennial Hall • 814.732.1734 • jbolton@edinboro.edu



Master of Education Plan of Study

Name: **Richard Gignac**

ID #: **@03072319**

Advisor: **Dr. Andrew Pushchak**

Delivery: **On-Line**

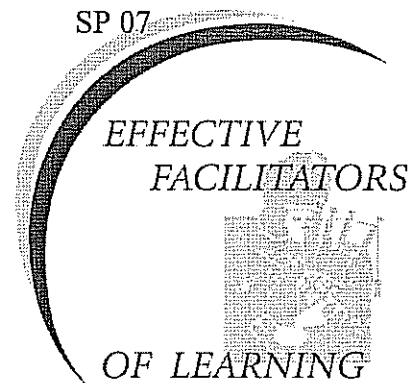
<i>Number</i>	<i>Course</i>	<i>Credits</i>	<i>Offered</i>	<i>Taken</i>	<i>Grade</i>
SCHA 700	Introduction to Educational Administration	3	SP 06		
SCHA 795	Computer Literacy for School Administrators	3	SP 06		
SCHA 775	Management Concepts and Principles	3	SU 06		
SCHA 715	Contemporary Issues in Education	3	SU 06		
SCHA 731	School and Community Relations	3	FA 06		
SCHA 710	Education and Society	3	FA 06		
SCHA 741	Admin/Org Elem, Mid, and Sec Curriculum	3	SP 07		
SCHA 745	Instructional Processes and Learning Environment	3	SP 07		
SCHA 720	Dynamics and Processes of Change	3	SU 07		
EDUC 788	Research in Education	3	SU 07		
EDUC 579	Urban School Community (option for SCHA 710 or 715)	3	SP 07		

TOTAL: 30

Candidacy Review

Graduation Card

Application for Post Master's Certification



Richard Gignac - Student Signature

Date

Date

Date

Dr. Andrew Pushchak - Advisor Signature

Date

Date

Date

James W Bolton, Ph.D. - Program Head

Date

Date

Date

Fall 2004

10.17.05



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Post Master's K-12 Principal Certification Program

(cohort limit 25 Students)

Apply Online!

Office of Graduate Studies & Research

Edinboro University of Pennsylvania
Reeder Hall, 3rd Floor
Edinboro, PA 16444
Phone 814-732-2856
Toll Free 888-845-2890

gradstudies@edinboro.edu

[Request an Information Packet!](#)

The Program: The Department of Professional Studies offers a program leading to Pennsylvania K-12 Principal Certification. Successful completion of the program and achievement of the cut-off score on the School Leadership Assessment (SLA) will lead to the K-12 Principal Certification.

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Cohort Course Sequence

Fall	SCHA700	Introduction to Educational Administration (Dual delivery method – Online class with face meetings)
Winter	SCHA775	Management Concepts and Principles
Spring	SCHA741	Administration and Organization of Schools One face-to-face meeting mid-semester
	SCHA721	Teacher Evaluation Theory and Practice
Summer	SCHA760	Legal Aspects of School Administration
	SCHA765	Public School Finance Internship
Fall		Internship

Students must also complete or demonstrate evidence of previously EDUC788 Research in Education. A request for transfer of credit must be submitted at the time of application – [this form is available online](#)

Admission Requirements:

- Pennsylvania resident
- Completion of a Master's of Education Degree Program