

RECEIVED AUG 18 2009

To: Amanda Hetrick
From: Kathleen Johnson
Date: August 17, 2009
Re: Unique Tuition Reimbursement

Attached you will find my Unique Reimbursement Request Form for the Vocational Director classes that I will need to take with IUP in order to obtain my Vocational Director Certification. I was accepted into the program on August 13th, 2009, with Don Gamble and Burney Knorr's approval. I will only need to take three classes, as IUP accepted all of my other previous coursework with Drexel. I will start the classes in September 2009 and finish by December 2010, with a certification by December 2010 or January 2011 if I stay on track with these courses. I would greatly appreciate the opportunity to take these classes with the assistance of tuition reimbursement from the WCSD. I want to thank you for your time and consideration in this matter.

Kathleen Johnson

UNIQUE NEED TUITION REIMBURSEMENT FORM

Please complete 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 will be made for courses taken to meet a new or unique need of the District as determined by the Personnel Committee of the Board." - WCEA and WCSD Negotiations Agreement

Name: Kathleen R. Johnson Date: 8-15-09

Assignment/Grade Level: Voc. Education - Protective Services, Grades 11+12

School: WCCC Years Service in Warren County School District as Teacher: 6 As Teacher & 9 w/tn District

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

The WCSD will be in need of a Vocational Education Director once Ms. Delores Berry retires from her position with the WCSD in three years. There are very few vocational directors in the state of PA, and there is a need for this certification throughout the state - It is a High Priority

Certification/Degree that will be earned: Vocational Education Director Certification Position at this time.

College/University: DUP

Advisor/Dean's Signature: Don Gamble + Barney Knorr Telephone Number: 724-357-6947

List all courses for which tuition reimbursement is being requested:

Course	Course Number	No. of Credits	Date of Course	Cost of Tuition
BTED/VOED Curriculum in Voc. Educ.	600	3	Sept. 2009	1071.00
BTED/VOED Curriculum in Instructional Leadership	601	3	Jan 2010	1071.00
BTED/VOED Leadership + Communication Methods	602	3	Sept. 2010	1071.00

Date that Certification/Degree will be awarded: December 2010 or January 2011

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

University Advisor's Signature: Don Gamble Date: 8-13-09

Advisor's Telephone Number: 724-357-6947

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: Kathleen Johnson Date: 8/15/09

I have reviewed the above information for unique need tuition reimbursement. As the requestor's supervisor, I recognize this request as meeting a unique need of the Warren County School District and approve the requestor's participation in this program by my signature below.

Supervisor's Signature: Amanda Hetrick Date: 8-26-09
Amanda Hetrick

As superintendent of the Warren County School District, I recognize this request as meeting a unique need of the Warren County School District and approve the request for tuition reimbursement and the requestor's participation in this program by my signature below.

Superintendent's Signature: Robert E. Ferrell Date: 8-26-09
Dr. Ferrell
