

MEMORANDUM

TO: All Teachers
FROM: David Young, Superintendent
Stuart Weiss, Director of Learning
PC: All Principals
DATE: April 26, 2016
SUBJECT: Professional Development **Salary Credit**

1. **DEADLINE** for **submitting Request for Course Approval forms** that will apply to the 2016-17 salaries is **Tuesday, June 14, 2016 at 4:00 pm**. These must be sent to the Superintendent's Office. Requests received after June 14, 2016 will be applied to 2017-18 salaries.
2. **DEADLINE** for **submitting proof of completion for summer course work** resulting in contract amendment, which will apply to the 2016-17 salaries, is **Thursday, September 1, 2016 at 4:00 pm**. Transcripts should be submitted to the Superintendent's Office.
3. All teachers will be limited to one horizontal and one vertical move in any one year (Article 6.9).
4. License regulations for Vermont educators are outlined in the Vermont Agency of Education document entitled "Licensing: Vermont Relicensure Process."
5. Please review the **Local Guidelines for Salary Credit** on the next page.

Important Points

1. The Superintendent or designee must approve all courses or activities taken for salary credit **before** they are taken. **Salary credit requires the completion of a Request for Course Approval form**. These forms are available in the main office of your building and at the Superintendent's Office.
2. Staff members **must** discuss enrollment in a graduate program with the Superintendent or designee if they expect reimbursement from the District.
3. Except for approved Masters level programs, the District expects its employees to balance their professional growth experiences with the Core Teaching Standards and current job responsibilities. All salary credit should promote professional growth consistent with the goals of the School Action Plans and the School Board Ends Policy, and must be approved prior to enrollment. (RE: SBEA Agreement, Article 13.)
4. In establishing initial placements, salary credits are evaluated at the time of hire and shall not be retroactive or reviewed at a later time.
5. The Local Standards Board, with a majority of teacher members, approves relicensure credit. Guidelines for relicensing are identified in a document entitled, **Licensing: Vermont Relicensure Process**. Relicensure credit requires the completion of a Professional Development Re-Licensing Activity **on-line submission**. The Relicensing Process for Vermont Educators is located on the District Website, found by clicking on the **Forms** button on the Curriculum, Instruction and Assessment page.
6. In order to receive credit for relicensure and salary after the completion of the course/activity, teachers must forward their transcript/evidence to **both** the Superintendent's Office and to the Chairperson of the Local Standards Board by way of the on-line licensing site.

GUIDELINES FOR SALARY CREDIT

A **new teacher** to the district shall be placed on the salary schedule at the discretion of the superintendent or designee. The following guidelines shall apply:

Graduate Coursework

1. Completed within the last five (5) years at an accredited college or university.
2. Attain a grade of "B" or better or "P" for a course taken on a pass/fail basis.
3. Relevant to area of license, endorsement, or subject area taught within the District or is considered by the Superintendent or designee as advantageous to the District.

For teachers **already employed** by the South Burlington School District, the following guidelines shall apply:

Graduate Coursework

1. Completed within the last seven (7) years at an accredited college or university.
2. Attain a grade of "B" or better or "P" for a course taken on a pass/fail basis.
3. Relevant to area of license, endorsement, or subject area taught within the District or is considered by the Superintendent or designee as advantageous to the District.

Salary Credit

South Burlington School District's standard is 45 hours per three credits.

Limitations

1. Salary credit is granted at the discretion of the Superintendent or designee. *
2. Teachers participating in the Master Teacher/Pay for Performance programs may not receive an additional salary credit benefit or pay for the same project, coursework, or initiative as their Master Teacher/Pay for Performance goals.

***Appeal of Salary Credit**

See Article 13.2 of the SBEA Agreement.