

Superintendent's Incentive Courses for the 2018-19 School Year Last Updated: 7/18/18

All Salem Teacher Union members are eligible to apply for a \$500 incentive (in addition to the standard, \$600 reimbursement) for taking courses in areas identified by the Superintendent as high-need priorities of the district. For the 2018-19 school year, the Superintendent has identified the following areas as high need priorities. STU members who successfully obtain pre-approval to take graduate-level courses from an accredited university that are aligned with the following priority areas will be eligible to apply for the reimbursement (\$600) and additional incentive (\$500).

The priority areas for courses taken and completed between July 1, 2018 and June 30, 2019 include:

1. **Early Literacy and Foundations of Reading.** Courses may focus on topics such as vocabulary development, teaching writing, and other effective methods of developing early literacy skills for our youngest students.
2. **Effective Instruction for Special Education.** Courses may focus on effective inclusion methods and strategies, co-teaching models, classroom and behavior management, IEP writing, and/or strategies to support students with specific disabilities such as autism studies.
3. **Effective Instruction for English Language Learners.** Courses may focus on reading and writing for English Language Learners, methods for teaching ELL students (such as TESOL methods K-12), and other ELL-focused topics that go beyond the minimum requirement for the initial DESE SEI endorsement. Courses that focus on issues of race and cultural competency in order to better equip teachers to equitably meet the diverse needs of all learners are also considered a priority.
4. **Inquiry-Based Science Instruction.** Courses may focus on effective methods for teaching inquiry-based science, content instruction for the sciences (within an educational program), and other topics that develop teachers' capacity to teach science effectively.
5. **Spanish as a Language Development.** Courses that increase a teacher's ability to learn Spanish as a second language to facilitate improved communications with Salem's Spanish-speaking students and families.

Application Procedures and Eligibility Requirements

Teachers are eligible for a maximum of two (2) courses within a single school year for this incentive. Teachers must remain employed in the district at the time of reimbursement in order to be eligible for this benefit.¹ In addition, teachers must follow the process articulated below, including meeting any and all deadlines in order to be eligible for this incentive.

Step 1: Submit a Request for Course Approval

Teachers must submit a request for course approval form (available through the Human Capital office – an online form may be developed this summer) that includes the name of the course, instructor, higher educational institution (must be an accredited institution of higher education), priority area to which the course is aligned, a complete course description, and links to any online materials available related to the course. Approval must be given prior to the start of the course, in order to be eligible for the incentive.

Step 2: Take and Successfully Complete the Course

Teachers must successfully complete the course and obtain at least a B (3.0) or better to be eligible for the incentive.

Step 3: Submit Required Documentation for Reimbursement and Incentive

Once the course has been completed, teachers may submit the required documentation for the reimbursement. Required documentation includes:

- Completed W9 form -- See <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- Official Transcript from the institution demonstrating that the course has been completed as well as the teacher's grade received for the course (Note: unofficial transcripts will not be accepted).
- Proof of Payment -- must include a receipt from the higher education institution.

For approved courses completed during the 2018-2019 School Year, the above documentation must be submitted prior to July 1, 2019 (to be paid out by September 2019) and February 1, 2020 (to be paid out in Spring 2020).

Step 4: Prioritization of Reimbursement/Incentive Requests

Pending funding availability, Human Capital processes reimbursements according to the following criteria:

- In the order of date received as noted/stamped on the course approval form
- First time requests for an individual are prioritized over second/additional requests for individuals already receiving reimbursement during that School Year cycle

¹ If the teacher resigns from the district within the first three (3) years after having received compensation for a course, the teacher shall return to the district payment equivalent to the total of the tuition reimbursement and incentive payments received during the three years prior to taking the last course.

- If the required documentation is not received by a reimbursement cycle deadline, the reimbursement will not be processed
- There is no retroactive reimbursement for past years available