

GILMER COUNTY BOARD OF EDUCATION
Glennville, West Virginia

Board Policy #3561:

**USE OF FEDERAL FUNDS FOR TUITION ASSISTANCE AND
EMPLOYMENT OF HIGHLY QUALIFIED TEACHERS**

1. PURPOSE.

In an effort to ensure that the children of Gilmer County are taught by highly qualified and effective teachers, Gilmer County Schools utilizes federal funds, when appropriate, to recruit and retain fully certified and highly qualified teachers. This policy identifies the manner in which Gilmer County Schools will use federal funding to increase its employment of highly qualified teachers.

**2. USE OF FEDERAL FUNDING FOR RECRUITMENT AND RETENTION OF
HIGHLY QUALIFIED TEACHERS.**

2.1. Gilmer County Schools, based upon the availability of federal funds, may assist in the payment of college/university tuition for instructional personnel, regular employees who currently possess a professional teaching certificate, who qualify to receive benefits under federal guidelines.

2.2. Use of Title I Funds.

2.2.1. Teachers working within a Title I school-wide program are eligible for tuition reimbursement through Title I funds.

2.2.2. In order to receive tuition reimbursement through Title I, eligible teachers must be seeking reimbursement for coursework leading to highly qualified status in either a core subject area or completing coursework for a Reading Specialist specialization. Core subject areas include civics and government, economics, English, foreign language, geography, history, mathematics, reading/language arts, science, and the arts.

2.2.3. Title I funds may not be used for reimbursements provided to teachers in schools not eligible for Title I funding.

2.2.4. Financial assistance for tuition may be provided only for those areas that are identified as critical areas of need in Gilmer County. Dependent upon available funding, reimbursement will be granted to the individual for a total of six (6) semester hours per calendar year; for up to a total of 15 hours toward an advanced degree, provided the individual continues to be employed by Gilmer County Schools.

2.3. Use of Title II Funds.

2.3.1. Title II funds may be utilized to target the county's need for highly qualified teachers.

2.3.2. Title II funds may be utilized to reimburse teachers for coursework leading to highly qualified status in a core subject area. Core subject areas include civics and government, economics, English, foreign language, geography, history, mathematics, reading/language arts, science, and the arts. Title II funds may also be utilized to reimburse teachers for obtaining special education certification and for seeking advanced certificates (i.e., National Board for Professional Teaching Standards) and advanced degrees (i.e., master's and doctoral degrees).

2.3.3. Upon recommendation of the county superintendent and based on a need for highly qualified teachers, the Gilmer County Board of Education may approve the utilization of Title II funds to provide a stipend to individuals willing to fill a position of high need in a core subject area and/or special education. Such stipends may be identified at the school or county level and per identified subject area.

2.3.4. Financial assistance for tuition may be provided only for those areas that are identified as critical areas of need in Gilmer County. Dependent upon available funding, reimbursement will be granted to the individual for a total of six (6) semester hours per calendar year; for up to a total of 15 hours toward an advanced degree, provided the individual continues to be employed by Gilmer County Schools.

2.4. Gilmer County Schools may enter into agreements with institutions of higher learning to offer courses at a reduced tuition.

3. APPLICATION FOR REIMBURSEMENT OF TUITION THROUGH FEDERAL PROGRAMS.

3.1. In order to receive reimbursement for courses through Gilmer County Schools' federal funds, the individual must:

- (a) First apply for reimbursement through the West Virginia Department of Education (WVDE) and receive an "Out of Funds" letter. (Tuition reimbursement forms may be downloaded from the WVDE website <http://wvde.state.wv.us/certification/forms/Form26.pdf> or may be requested from the Gilmer County Schools Personnel Department.)
- (b) Request an Application Packet for Tuition Reimbursement from the Gilmer County Schools Federal Programs Director
- (c) Complete and return all of the following to the Gilmer County Schools Federal

Programs Director:

- (i) Application form for tuition reimbursement
- (ii) W9 Form
- (iii) Certified Transcript of applicable course(s) with a minimum grade point average of 3.00 for the applicable course(s)
- (iv) Receipt for tuition paid that shows no balance owed
- (v) Copy of the applicant's "Out of Funds" letter received from the WVDE

3.2. Incomplete applications will not be processed.

Placed on 30 Review for Revisions: February 12, 2008

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