

Administrators' Handbook Revision

ADMINISTRATOR SCHOLARSHIPS

In an effort to foster the continuing education and leadership development of the management team and build capacity for the future, the District provides the following to all members of the management team:

Individual administrators may be eligible for reimbursement of up to \$1,000 annually for expenses related to the pursuit of advanced degrees, or specialized training. An aggregate pool of \$10,000 will be allocated annually for all employees seeking reimbursement under this provision.

Applications for consideration must be made on the appropriate District form prior to the class/expenditure. Cabinet will review all applications and their determination will be final.

Documentation must be submitted for reimbursement prior to the end of the fiscal year of the expenditure.

It is the expectation of the District that any employee taking advantage of the benefit offered under this provision intends to render service to the district for the foreseeable future and in no event less than one year from the receipt of the reimbursement.

SAUGUS UNION SCHOOL DISTRICT
ADMINISTRATOR SCHOLARSHIP APPLICATION

Employee: _____ Position: _____

University/Institution: _____

Course/Description: _____

Dates of Attendance: _____

Total Cost of Course: _____

Purpose/ What Do You Hope To Gain? _____

Employee's Signature

Date Submitted to Personnel

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Cabinet Review Date: _____

Approved: _____

Denied (Reason): _____

SAUGUS UNION SCHOOL DISTRICT

ADMINISTRATOR SCHOLARSHIP REIMBURSEMENT FORM

(Form must be completed prior to end of fiscal year)

NOTE TO EMPLOYEE:

Please attach the following documents and submit to the Assistant Superintendent,
Personnel Services:

- 1) Approved Administrator Scholarship Application
- 2) Official Transcript or Certificate of Completion
- 3) Receipt from course/class indicating amount paid

Employee's Signature

Date Submitted to Personnel

Assistant Superintendent, Personnel Services

Date