

Eatontown Public Schools
Eatontown, New Jersey

OFFICE OF THE SUPERINTENDENT

To: Certificated Staff Members

From: Scott T. McCue

Date: March 2, 2022

Re: Course Reimbursement

The Eatontown Board of Education provides a sum of \$25,000 per school year for course reimbursement for qualified members of the Eatontown Education Association. There are 3 semesters during the year: summer (beginning July 1), fall, and spring.

In order to divide the “pot” fairly, \$8,333 will be set aside for each semester. If any money is left over from the summer semester, it will be added to the fall; if any is left over from the fall, it will be added to the spring semester. No left over money will be forwarded to the next school year.

To give as many EEA qualified staff members as possible a chance for course reimbursement in each semester, the following procedures have been established:

1. Summer Semester Applications must be sent to the Superintendent by April 29th. One application from the same individual in the same semester will be approved if it meets the requirements as stated in the Board of Education/EEA contract.
2. If there is money remaining in the “pot” for that semester, a second course will be considered for reimbursement for the same individuals.
3. Fall Semester Applications will be due July 15th. Same procedure as summer semester.
4. Spring Semester applications will be due October 14th. Same procedure as summer semester.

Any applications received after these dates will be considered if they meet contractual agreement and there are remaining funds.

In order to apply for Course Reimbursement, you must complete the “Course Reimbursement Request for Approval” application found in your Employee Portal and attach a course description from the college or university you are attending, as well as a Bursar’s receipt or cancelled check.

When you have completed the course and received your final grade, you must complete the “Course Reimbursement Certification” form in your Employee Portal and attach the completed signed Purchase Order and final grade report from your college or university in order to receive your reimbursement.

Thank you for your attention and cooperation.

STM:jlq