

# Administrator Credential/Education Reimbursement Policy

BP 4100

Adopted: 01/19/23

## Clarksville Charter School

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The Governing Board of Clarksville Charter School (CCS) is committed to providing high-quality Administrative Professionals to guide and support the operation of the Charter School. To support the continued development and growth of its administrators, Clarksville Charter School will reimburse a CCS Administrator up to \$2000 per fiscal year for costs directly associated with the following:

- Administrator Credentialing Program tuition reimbursement (University or County Office)
- Administrator Credentialing tests (CPACE) reimbursement with proof of a passing score
- Administrator Credential Induction (Clearing) Program tuition reimbursement (University, County Office, or ACSA)
- Educational courses directly related to the staff members administrative position that support and enhance the staff members current knowledge base to more effectively perform their administrative job duties (with prior ED approval)
  - Must be Graduate level or higher courses through an accredited and pre-approved University/ Program of Study

### Reimbursement Criteria:

- Must hold a current Administrative Position with Clarksville Charter School
- Must gain pre-approved by the Executive Director
- Must submit a reimbursement request with the following
  - Proof of pre-approval from the Executive Director
  - Must show current enrollment in the credential or college course
  - Invoice from program or University
  - Receipt showing payment
  - Canceled check, bank statement showing payment, credit card receipt, etc
    - The document must show proof that the staff member submitting for reimbursement made the payment
- Maximum amount of reimbursement is \$2000 a year.
- All reimbursements for the year must be submitted together in the spring
- All reimbursements must be submitted no later than May 31st of each fiscal year