

CONNECTICUT DEPARTMENT OF EDUCATION
BUREAU OF HUMAN RESOURCES
25 Industrial Park Road
Middletown, CT 06457

TO: All CTHSS Full-time Teachers

FROM: Carla Kielbasinski, Human Resources Associate

DATE: September 24, 2015

SUBJECT: Advanced Degree Stipend Payment for Status as of **June 30, 2015**

We are preparing to make the Advanced Degree Stipend payment to full-time instructors **for employment and educational status as of June 30, 2015**. We expect to make payment in the pay period that ends December 10, 2015, which is for the paycheck dated December 24, 2015. You must be a full-time instructor bargaining unit member as of December 10, 2015 in addition to meeting the employment and educational criteria as of June 30, 2015.

In years past, an alphabetical list of eligible employees and the stipend level currently on file was sent out, but with respect for privacy this will no longer occur. **If you are a full-time teacher who was employed in a full-time status prior to June 30, 2015, and had not previously received a stipend, or your education level has changed, please fill out the attached application form, and either fax it to 860-807-2167 or scan and e-mail it back. Additionally, you will need to have official transcripts sent to the following address:**

Connecticut Technical High School System
Attn: Human Resources, Carla Kielbasinski
25 Industrial Park Road
Middletown, CT 06457

Official certified transcripts documenting the educational level applied for must be received not later than **November 13, 2015**. Official transcripts are those sent to me directly from the college or university, or forwarded to me by the employee in an envelope sealed by the college or university and have not been tampered with.

If you have received the stipend in past years and have previously submitted official transcripts, and your education level has not changed, you will be paid automatically at the same stipend level as you were previously. Please do not email HR confirming you have received the stipend payment in the past.

The stipend application form must be received by **November 3, 2015**.

Because the stipends are based on the number of applicants and the degree levels they have, we will not know the stipend payment amount for each level until just before we make the payment. If you have any questions, contact me at 860-807-2161.

cc: Dr. Nivea L. Torres, Superintendent
Karen Zuboff, Human Resources Administrator
Colleen Clancy, Education Labor Relations Specialist
Vincent Carbone, Education Labor Relations Specialist
CTHSS Principals and Assistant Principals
Edward Leavy, SVFT Executive Building Representative

Connecticut Technical High School System

25 Industrial Park Road
Middletown, Connecticut 06457

APPLICATION FOR DEGREE SCALE PAYMENT FOR 2015-2016

NAME (Print): _____ SCHOOL: _____

As of June 30, 2015, I had attained the education/degree level checked below. (Check the **highest level only**.)

I am enrolled in a degree program and approval of course work by the superintendent of schools is not required.

EMPLOYEE

EDUCATIONAL LEVEL

1. Trade technology instructors and department heads only:

Bachelor's degree

Master's degree _____

2. All instructors and department heads:

Master's Degree plus 15 graduate credits completed after the Master's Degree was awarded. The credits must be completed as part of a 6th Year, CAGS, or a second Master's Degree program. _____

3. Instructors and department heads who:

a. Have completed graduate level course work after the Master's degree and who were not enrolled in a planned program of study as described above should complete both pages. _____

b. 6th year degree, Certificate of Advanced Graduate Studies (CAGS), or two master's degrees. _____

c. Doctorate degree _____

I affirm that this information is true and accurate and agree to provide official transcripts to verify the degree(s) attained/completed course work, no later than November 13, 2015. Please email a signed copy of this form to Carla Kielbasinski in Central Office by November 3, 2015 and have official transcripts sent to her at 25 Industrial Park Road, Middletown, CT 06457.

Signature

Date

***Any member who selected item 3a., above, needs to complete this page as well.**

Connecticut Technical
High School System
25 Industrial Park Road
Middletown, Connecticut 06457

APPLICATION FOR DEGREE SCALE PAYMENT FOR 2015-2016

NAME (Print): _____ SCHOOL: _____

Approval by the superintendent of schools is required for instructors who have completed a Master's degree and 15 graduate credits after the Master's degree was conferred that are not part of a sixth year, CAGS, or second Master's degree program.

In the space below, please explain how your individual program or course work will increase your ability to improve student learning. Include any other appropriate explanation or comments concerning completion of 15 credits after the Master's degree that are not leading to an additional graduate degree:

I affirm that this information is true and accurate and agree to provide official transcripts to verify the completed course work, no later than November 13, 2015. Please email this form to Carla Kielbasinski in Central Office by November 3, 2015 and have official transcripts sent to her at 25 Industrial Park Road, Middletown, CT 06457.

Signature

Date

Approved _____
Not Approved _____

Superintendent of School’s Signature

Date