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#WeAreSachem

Sachem Central School District

Personnel Office and Human Resources

PLAN OF STUDY FOR MOVEMENT FROM MA+60 TO MA+75

According to the teacher contract, Article X(6), in order to move to the MA+75 column a teacher must obtain written prior approval from the district of a “plan of study” for said movement. The fifteen credits shall be directly related to “the content of the teacher’s area of instruction or teaching methodology relevant to the teacher’s are of instruction.”

Please resubmit this form when requesting additional courses and use one line per course request.

NAME	DATE	TEACHING ASSIGNMENT – SCHOOL
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GRADUATE COURSES

COLLEGE/UNIVERSITY	Course #	Course Title	Course Date	Credits	Approval*
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IN-SERVICE COURSES (limited to nine credits)

Provider	Course #	Course Title	Course Date	Credits	Approval*
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*Approval is granted for ONLY the course(s) indicated above. The actual credit hours will be determined upon receipt of official transcripts or certifications of completion for in-service courses. (15 hours are equivalent to one in-service credit for out-of-district courses and 10 hours are equivalent to one in-service credit for in-district courses.)

Upon the completion of all coursework required for a salary increase, please submit a **“Request for Salary Change”** form.

Please return this form to the Assistant Superintendent for Personnel at District Office.



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LIMITATIONS:

- A. Lateral Column Movement Beyond the Master's Column – no more than three (3) column moves every two (2) years.** The receipt of a Request for Salary Change form from the teacher will alert the Personnel Office that a salary change is due. If additional credits (beyond the 3-column limitation within two years) are completed, they will be “held” and applied to the following two-year period. Please note that the limit of nine (9) in-service credits per academic year still applies.
- B.** Only nine (9) in-service credits may be taken in any academic year (July 1 – June 30), and only nine (9) in-service credit hours may be used in moving from one salary column to another. All in-service credits beyond a Master's must be taken subsequent to a Master's degree to receive credit.
- C.** If more than the maximum nine (9) in-service credits are taken in an academic year (July 1 – June 30), **the excess credits will be dropped.**
- D. On-line courses** must meet the protocol established by the Standards for On-Line Learning per the SCTA agreement.
- E.** NYSUT “Effective Teacher” workshops sponsored by the District or the Association will be credited as one (1) in-service credit for every ten (10) hours of “seat time.”
- F.** No credit shall be granted for graduate correspondence courses.
- G.** No credit shall be granted for video courses.
- H.** Credit will be given up to a maximum of four (4) credit hours of fifteen needed for salary advancement for graduate courses based substantially on travel.
- I.** The responsibility for avoiding duplication of the same course rests with the individual teacher.

ELIGIBILITY FOR SALARY INCREASE

- A.** September – Salary increase will be effective as of 9/1 of a school year if all the coursework involved was completed prior to that 9/1 date.
- B.** February – Salary increase will be effective as of 2/1 of a school year if all the coursework involved was completed prior to that 2/1 date.
- C.** The personnel Office must receive official transcripts and in-service certificates **prior to June 30th** of the year for which the request for salary change is being made.