

# Important Dates for BHPEA members

**Thinking of retiring this year??** *In order to receive reimbursement for unused sick leave, a teacher must be employed continuously by the Board, including periods of approved leave of absence, for a period of 15 complete years or more. The teacher must notify the Board, via JoAnne Fisher, [jfisher@bhprsd.org](mailto:jfisher@bhprsd.org), by November 1 of the year **prior** to the fiscal year in which retirement will take place, of the intent to retire, if they intend to retire within the next twelve (12) months.*

**Thinking of going back to school and want to apply for tuition reimbursement?** *Applications shall be filed through Angela Dugan, [adugan@bhprsd.org](mailto:adugan@bhprsd.org), between July 1 and December 1 of the school year in which you are taking classes. **Please note:** no applications received after December 1 will be considered for tuition reimbursement. Please refer to teacher contract regarding eligible coursework.*

**Will you be attaining an additional 15 or 30 graduate credits that will make you eligible for a higher salary scale?** *If it is anticipated that graduate credits will be earned during the school year which will make a teacher eligible for a high salary scale, indication of same must be presented in writing to the superintendent, through JoAnne Fisher, [jfisher@bhprsd.org](mailto:jfisher@bhprsd.org), on or before November 1 of the preceding school year, in order to provide budgetary provisions for such needs. Evidence of satisfactory completion of such graduate credits must be submitted to the superintendent, via Mrs. Fisher, by official transcript. The deadline for submitting evidence of satisfactory completion of graduate credits shall be September 1st.*

**Need to make changes to your health or dental coverage?** *Open Enrollment occurs in the spring of each school year. An email from Jessica Micolucci will be sent to all staff during the open enrollment period instructing you on the necessary paperwork for your changes. Please note, when an employee or his/her spouse gives birth to child, the child is automatically covered under the parents for 30 days. As soon as feasible after the birth, the parent must complete an enrollment form to Jessica Micolucci, [jmicolucci@bhprsd.org](mailto:jmicolucci@bhprsd.org). The birth certificate and social security number must be also submitted to Mrs. Micolucci once it is received.*