

March 28, 2006

Dear Dr. Jackson,

This letter is to inform you that I would like to apply for a **“Professional Development Leave” for the 2006-2007 school year (September 2006 to June 2007)**. The purpose of this leave is to take additional graduate courses in pursuit of a Masters degree in Nursing at Gannon University. Upon the completion of my leave I will however still have a number of theory classes to take before I can complete my nursing rotations.

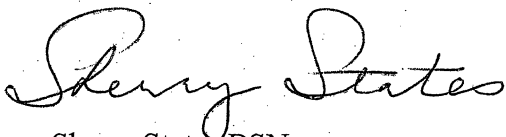
The benefit to the Erie County Technical School, for my students, would be having me be able to introduce them to the latest nursing practices and techniques. The benefit to the Erie County Technical School, for myself, would be in the area of professional growth by having me return to graduate school and for me to eventually earn my Masters degree in Nursing.

I met with Mr. Paul Fritz on March 24th, who outlined my compensation package. This package consists of full benefits and a compensation of one-half of my annual yearly salary with the understanding that I am committed to returning to ECTS for one full school year. According to the ECTS policy manual, I have met the ten year satisfactory service requirement.

My detailed plan would be for me to take nine graduate credits each term at Gannon University starting in September 2006 and continuing into the spring term (January 2007).

Enclosed is a letter of acceptance from an accredited institution (Gannon University). My Nursing Advisor will be Dr. Carolynn Masters who is head of the Nursing Department at Gannon University. At this time I can not provide you with my schedule because I have not met with my advisor due to the fall schedule just coming out this week.

Thank you,

A handwritten signature in cursive script that reads "Sherry States".

Sherry States BSN
Health Assistant Instructor

PROFESSIONAL DEVELOPMENT LEAVE MEMORANDUM OF
UNDERSTANDING

Employee Name: Sherry Stares
Date: 4/6/06

The following summarizes the requirements for a professional development leave.

Eligibility

- (55) A Completed 10 years of satisfactory service in the public schools of the Commonwealth. (at least 5 at Erie County Technical School) (15 yrs)
- (5) A Half or full school term or 2 half school terms during the period of 2 years.
- (55) A To retain a professional certification or commission, further preparation and improvement in his/her area of certification, additional certification, attaining other appropriate and identifiable educational positions within the school.

Pre-leave Documentation

- (5) A Detailed plan submitted. (PENDING MINOR REVISIONS)
- _____ Additional information requested.
- _____
- _____
- _____
- _____

Course requirements for leave (choose one)

- _____ *Half of school term*
9 graduate credits per semester
12 undergraduate credits per semester
180 hours of professional development activities per semester
- (55) A Full school term
18 graduate credits per year
24 undergraduate credits per year
360 hours of professional development activities
- (55) A Submission of notification of acceptance and enrollment from an accredited institution of higher learning. (SEE GANNON LTR)

Post-leave Documentation

10/30/2007

Underlined items require submission within one month subsequent to the employee's return to work.

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Submission of official transcript showing passing grades due, "10/12/07" (failure to receive passing grades or submit required transcripts on time shall result in forfeiture of monies paid by the district)

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Submission of a formal report, due "10/12/07" describing educational activities pursued and their benefits and relevancy. (failure to submit the required reports on time shall result in forfeiture of monies paid by the district)

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Return to active duty to Erie County Technical School for one school year unless prevented by illness or physical disability.

Certification of Compensation and Benefits

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Employee shall be compensated at one-half the salary to which he/she would have been entitled to if the employee was still working.

\$24,012

53

Employee shall continue to receive rights as stated in the current contract and school code.

53

X COMPENSABLE EMPLOYMENT MAY NOT

Sherry States
Signature-Faculty

4/6/06
Date

BE

Signature-Director

4/6/06
Date

ENGAGED

IN.

* PERS EMPLOYEE CONTRIBUTION RATE
WILL DOUBLE DURING TIME OF LEAVE.

GANNON

U N I V E R S I T Y

109 University Square • Erie, Pennsylvania • 16541-0001 • Toll Free 1-800-GANNON-U • Fax (814) 871-5827

January 22, 2004

Sherry States
117 West Bond Street
Corry, PA 16407

Dear Sherry,

We are writing to confirm that the Graduate Admissions Committee has reviewed your application and has recommended your acceptance for the Spring 2004 semester with a provisional administrative status for the Family Nurse Practitioner option of the graduate Nursing program. This status will be re-evaluated with the Committee when the following administrative information is provided:

GRE scores and 2 letters of recommendation.

Please submit the additional paperwork to the Office of Admissions by April 1, 2004.

You will be able to begin course work applicable to the Nursing program. We encourage you to direct questions relating to your program requirements and scheduling to your program director:

Dr. Carolynn Masters
Gannon University
109 University Square
Erie, PA 16541 Telephone: (814) 871-5463

You may also seek assistance with the registration process from the staff of the Center for Adult Learning. In addition, there are a variety of other resources and services available to graduate students through our office. Please call us at (814) 871-7474 or 871-7458, if we can assist you in any way.

On behalf of all of us at Gannon University—congratulations on your acceptance.

Sincerely,



William T. Eilola
Dean of Enrollment Services

CC: Dr. Masters

CENTER FOR ADULT LEARNING AND OFFICE OF GRADUATE STUDIES

Mailing Address: 109 University Square, Erie, PA 16541-0001

Office Location: 120 West 9th Street

(814) 871-7474 or (814) 871-7458