

**SOUTH BURLINGTON SCHOOL DISTRICT
SUPERINTENDENT'S OFFICE
TEACHER'S ONLY
INSTRUCTIONS FOR
CONFERENCE/WORKSHOP FORM & COURSE FORM**

If you have any questions with regard to the processing of these new forms, please do not hesitate to contact the Superintendent's Office at 652-7390. Thank you!

Course Approval Form (Please print hard to penetrate all layers of the form)

Step 1:

Complete the form and indicate your wish for salary credit on this form. Return it to the Superintendent's Office for approval.

Step 2:

You will receive the yellow copy once approved.

Step 3:

When asking for reimbursement, return your yellow copy to the Superintendent's Office along with your grade report/transcript and proof of payment (cancelled check, accounting print-out, etc.) for the course.

Conference/Workshop Request Form

Requests for **conferences that occur between July 1 and December 31** may be submitted starting May 1st with a completed registration form.

Requests for **conferences that occur between January 1 and June 30** may be submitted starting November 1st.

***Please see 2011-2013 SBEA Agreement Side Letter at end of these instructions.**

Step 1:

Complete the form and, if appropriate, have your CAS approve it first, then your Principal.

Step 2:

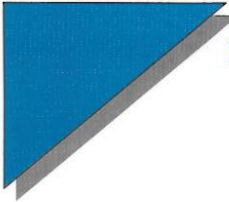
Submit to the Superintendent's Office for final approval. **If asking the District to register you, please include a completed registration form with all necessary information.**

Upon completion of the activity, submit an agenda and certificate of attendance to the Superintendent's Office.

- Tuition benefit can only be used for registration, course fee.
- All other related expenses, i.e. books, travel, accommodations, must come out of conference/workshop funding. If funds are not available, these expenses will not be reimbursed unless an administrator requires employee to attend, therefore a conference/workshop form must be submitted.

Payment or reimbursement process for conferences and workshops:

- Registration can be paid directly by the school district through the purchase order process. Please be aware that this sometimes takes up to 2 weeks.
- Staff can be reimbursed for registration fees if they choose to pay through credit card or check. Proof of payment must accompany a request for reimbursement.
- Staff can submit an on-line registration confirmation as proof of payment as long as there is indication that a credit card was used. Staff can also pay registration with a personal check and submit a copy of the cancelled check for reimbursement.
- Hotels do not accept purchase orders so Staff will need to be reimbursement for accommodations and food by submitting receipts. Please submit **detailed** receipts for all purchases.
- **All receipts should be submitted for reimbursement within 60 days of the expense.**



SOUTH BURLINGTON SCHOOL DISTRICT

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2011-2013 SBEA Agreement Side Letter

To resolve concerns about Article 13.1 (3) and to create a fair and meaningful protocol for distributing Teacher Conference/Workshop funds and to insure that the way these funds are distributed is transparent and equitable within the terms of the existing contract.

1. As per the current contract, all Teacher Conference/Workshop funds are distributed on a first-come first-served basis in any fiscal year July 1 - June 30.
2. Dates for submitting requests for Teacher Conference/Workshop Funding will move from March 1 to May 1, for conferences that occur between July 1-December 31, and from September 1 to November 1, for conferences that occur between January 1-June 30.
3. Effective May 1, 2012, a teacher may use the maximum reimbursement per this article once over a two-year period. Any teacher who uses the entire amount to attend a conference or other professional development would need to wait two years from the approval date to again have access to these funds. However, if the teacher uses only a portion of the maximum reimbursement they will still have access, first-come first-served, to the remainder of the funds up to the individual maximum in the next fiscal year.
4. The Office of Instruction will provide the SBEA and the principals a list of how the conference funds were reserved 15 school days after the starting dates for each of the two designated conference semesters. A second list, if necessary, will be provided after all the funds for the semester have been expended.

The Board and the SBEA agree that all other parts of Article 13.1 are still in effect and that the intent of this agreement is to allow more teachers to access the funds for Teacher Conference/Workshops in order to increase professional knowledge.

SBEA Representative

Superintendent

2-15-12

Date