

**ADMINISTRATOR  
CONFERENCE/WORKSHOP/COURSE/TECHNOLOGY FUNDING  
South Burlington School District**

Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_

School: \_\_\_\_\_

**Check Appropriate Fund:**

\_\_\_ Admin SBAA Master Agreement (\$3,500.00)

\_\_\_ Grant Funds

\_\_\_ District Funds as approved by Superintendent

**Amount Approved: \$** \_\_\_\_\_

**Article XI: Professional Development**

11.2 Consistent with the rights negotiated under this Agreement and **with prior approval from the Superintendent**, the Board agrees to provide up to \$3,500 per employee for one of the following:

- a. College tuition for approved coursework, or,
- b. Registration fees associated with: courses, workshops, seminars, conferences, in-service training session, or other training consistent with the employee's job duties and responsibilities and is aligned with district goals and priorities, or;
- c. The purchase of technology (hardware or software) in direct support of the employee's work provided that said hardware/software expenditures do not exceed \$3,500 in any four year period.
- d. Exceptions may be made by the Superintendent.

11.3 Employees, covered by this Agreement, shall be reimbursed 100% of the tuition cost for a three-credit college course at an amount not to exceed the current winter rate assessed for a three-credit college course at UVM provided that:

- a. A written request to take a course and for tuition reimbursement has been submitted and it has been approved by the Superintendent prior to the beginning of the semester, and
- b. The employee successfully completed the course with a grade of "B" or better and an official transcript has been submitted to the Superintendent, and
- c. Documentation has been provided that indicated an actual payment to the college or university has been made, and
- e. Only one request for a course, per semester, has been made and approved.

**a. College Course:**

College/University \_\_\_\_\_

Course Title \_\_\_\_\_

Date of Course: \_\_\_\_\_ Tuition Fee: \_\_\_\_\_

(Continued on Other Side)

**ADMINISTRATOR CONFERENCE/WORKSHOP FUNDING (Continued)**

**b. Conference/Workshop:**

Vendor Name: \_\_\_\_\_

Conference/Workshop Title: \_\_\_\_\_

Date of Workshop/Conference: \_\_\_\_\_ Registration Fee: \_\_\_\_\_

Estimated Travel Expenses (travel, parking, meals, accommodations) \_\_\_\_\_

**c. Technology Purchase:**

Description of technology purchased  
\_\_\_\_\_

Date of Purchase: \_\_\_\_\_ Cost: \_\_\_\_\_

Please Check One:

\_\_\_\_\_ Registration to be sent in by Central Office  
**(include completed registration form with all necessary information)**

\_\_\_\_\_ Administrator will register and submit purchase order. **(Provide copy of registration confirmation and purchase order number)**

\_\_\_\_\_ Reimbursement for a registration fee already paid  
**(include a copy of your receipt showing type of payment received (cash, check, or credit card). If type of payment not on receipt, include copy of canceled check or credit card receipt - be sure your name is visible on the receipt)**

\_\_\_\_\_ For technology purchase, **include a copy of your canceled check or credit card receipt along with proof of purchase (ex. packing slip if item purchased not listed on receipt).**

**Signatures:**

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

**District Approval:**

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date