

# Windsor Southeast Supervisory Union

## Course/Workshop Approval Procedures and Form

July 1, 2021

The following procedure is designed to support the master agreement benefit when applying for courses and/or workshops for which payment of tuition/fees will be requested. Please complete the following steps as soon as possible in order to ensure timely processing of this request.

### STEP 1: (TO BE COMPLETED BY THE STAFF/FACULTY MEMBER)

- A. Complete the professional development Course/Workshop Approval Form (see below) to include the required supporting documentation:
  - a. Complete registration information (required for prepayment).
  - b. Course description-please note, if this is a web page, please **print** the pertinent information (do not submit a website address).
  - c. Do not register until the course has been approved.
  - d. If the payment will be invoiced, it should be sent to WSESU Accounts Payable, 105 Main St, Suite 200, Windsor, VT0 05089.
  - e. Incomplete information may result in a delay in processing
- B. Submit course approval form to their building secretary/admin assistant. *Albert Bridge School = April Sykes; Windsor School = Terri Hage; Hartland Elementary School = Linda Johnston; Weathersfield School = BJ Esty*

### STEP 2: (TO BE COMPLETED BY THE BUILDING SECRETARY/ADMINISTRATIVE ASSISTANT)

- A. Assure that **all** supporting documentation has been provided by the staff/faculty member
- B. Obtain the principal's signature
- C. Submit the entire packet in **electronic/pdf form** to the superintendent's administrative assistant, Laurie Brown ([lbrown@wsesu.net](mailto:lbrown@wsesu.net))
  - a. If this is a special education staff member - please send it to Betsy Howard ([bhoward@wsesu.net](mailto:bhoward@wsesu.net)) for Director of Student Service's signature who will forward it to Laurie after signature.
- D. Track employee Professional Development funds in local records.
- E. File original course/workshop approval forms on site for future reference (Do not send originals to Central Office).

### STEP 3: (TO BE COMPLETED BY SUPERINTENDENT'S ADMINISTRATIVE ASSISTANT)

- A. Submit the pdf version of the course/workshop approval form to Superintendent David Baker for his signature.
- B. Once signed by Superintendent, send the entire packet to the WSESU purchasing agent for processing.
- C. Send pdf copy of signed PD request to employee and secretary/admin assistant indicating that course was approved/not approved
  - a. **FOR EMPLOYEES REQUESTING REIMBURSEMENT FOR ADVANCED PAYMENT:** The employee must submit an electronic copy of the receipt of payment to Laurie Brown **after** confirmation of course approval via email. Put 'course reimbursement request' in the subject line.

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STEP 4: (TO BE COMPLETED BY THE WSESU PURCHASING AGENT)

- A. Kylee Taft generates a purchase order for the workshop/course payment
- B. If a PO is requested for registration, Kylee emails the staff person/faculty with the PO.
- C. The PO will remain in our system until a reimbursement or payment is made.

STEP 5: (AFTER THE COURSE/WORKSHOP HAS BEEN COMPLETED)

- A. Staff member will submit a transcript or attendance certificate to the building secretary/admin assistant for inclusion in the on-site record.
- B. Secretary/Admin assistant sends electronic version to HR for the employee file: Teena Canfield, [teena.canfield@wsesu.net](mailto:teena.canfield@wsesu.net)

**\*NOTE:** During the summer months, please allow up to 30 days for processing time (administrative review and signature).

If you have any questions on this process, please contact your building secretary/administrative assistant.

## Windsor Southeast Supervisory Union Course/Workshop Approval Procedures and Form

The following is a request for course/workshop approval:

<b>Your School:</b>	
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<b>YOUR NAME HERE:</b>	
<b>STAFF SCHOOL EMAIL:</b>	

If this course/workshop is part of a degree program please indicate program and institution here:

<b>COURSE OR WORKSHOP TITLE:</b>		
<b>INCLUSIVE DATES</b>	<b>HOURS/CREDIT</b>	<b>TUITION COST/WORKSHOP FEE</b>

Is prepayment being requested? The purchasing agent will generate a PO and register the staff/faculty member. The PO will be sent to the WSESU Accounts Payable clerk for processing who will make payment upon receipt of the invoice.	<b>Yes or No</b>
Is a PO number requested for registration?	<b>Yes or No</b>
I will register myself upon approval. Send proof of payment upon registration to Laurie Brown, <a href="mailto:lbrown@wsesu.net">lbrown@wsesu.net</a> .	<b>Yes or No</b>

**Note: If prepayment is granted and the employee withdraws from or fails the course/workshop, the district will deduct the amount of the tuition aid from the employee's pay.**

**Signature of the administrator indicates approval of payment for the course/workshop.**

Employee Signature:		Date:	
Principal Signature:		Date:	
Special Ed. Director Signature: (if special ed staff)		Date:	
Superintendent Signature:		Date:	