

EVERETT V. OLSEN, Jr., M.B.A.
Superintendent of Schools

CHRISTINE M. FRANCIS, Ed.D.
Assistant Superintendent



COURTNEY MULLER
Director of Pupil Services

KATHLEEN AUTH
Director of School Finance

Westford Public Schools

Administrative Offices

23 Depot St. • Westford, Massachusetts 01886
westfordk12.us • (978) 692-5560 • FAX (978) 392-4497

Name: _____ School _____

Workshop/Conference: _____

*Reimbursement: \$100.00

***WEA Contract Unit A – 9/1/08 – 8/31/11**

ARTICLE X PROFESSIONAL DEVELOPMENT

Section 3 Course Approval Process, Subsection d. (page 18)

“Teachers, with approval of the Superintendent or his/her designee, may be able to attend one workshop or one conference a year and receive up to \$100.00 reimbursement in lieu of courses taken for credit or audit that are reimbursed.”

For reimbursement processing, please submit proof of payment for the workshop or conference and proof of attendance.

Date: _____

Approved ()

Disapproved ()

Reason _____

Assistant Superintendent

Assistant Superintendent

CC: Principal and Teacher

Shaping the future one child at a time.