

Clinton Township Board of Education

"Where Children Come First"



Dr. Melissa Stager
Superintendent of Schools

Dr. Gretchen Dempsey
School Business Administrator/Board Secretary

Workshop/Conference Approval Process

Staff members must follow this process in the following circumstances:

- The workshop is offsite during contract hours, and/or
- The school must hire a substitute, and/or
- There is a cost for registration and/or mileage

BEFORE THE WORKSHOP	Completed by:
Staff member completes a Request for Workshop Form by the submission deadline .	Staff member
Staff member shares the completed workshop form with <i>editing rights</i> with their supervisor/principal, Carl Blanchard and Kelsey Casperson.	Staff member
Within 5 days of submission, the request will be reviewed by administration.	Supervisor/Principal, Director of Curriculum, Superintendent
The staff member will be contacted directly if the request is denied or the form needs revision.	Supervisor/Principal
If approved by administration, the workshop request will be added to the upcoming board agenda for initial Board review.	Office of Curriculum
If approved by administration, and board approval is not required , the staff member will receive notification that they may attend.	Office of Curriculum
AUTHORIZATION TO ATTEND WORKSHOP/TRAVEL	Completed by:
Within 5 days of Board approval, a purchase order (PO) for registration cost and/or travel will be generated.	Office of Curriculum/Business Office
Once the PO is generated, the staff member will receive a confirmation letter that they may register for the workshop.	Office of Curriculum

This letter will include the PO number that may be necessary for registration. (Two POs may be generated if there is a registration cost and mileage reimbursement)	
A staff member may attend the workshop or travel only upon receipt of the confirmation letter and PO number from the Office of Curriculum. If the workshop/travel occurs before a PO is produced, the staff member will not be reimbursed for the workshop/travel.	Staff Member
Enter your absence into Frontline and request a substitute (if applicable) at least one week before the workshop date.	Staff Member
In the event of virtual workshop attendance , staff must attend virtual workshops from within the district unless the superintendent authorizes an alternative location.	
AFTER THE WORKSHOP	Completed by:
Within 5 business days of attending the workshop, the staff member submits a signed paper copy of the Post Travel Report to Kelsey Casperson.	Staff member
If requesting mileage reimbursement , submit paper copies of your Post Travel Report as well as your signed District Mileage Expense Voucher within 5 days of the workshop to Kelsey Casperson.	Staff member
The staff member promptly submits any invoice received from the workshop vendor to Kelsey Casperson.	Staff member
The Business Office processes requests for travel reimbursement.	Business Office
Once all documentation has been received, payment for travel will be authorized at the next BOE meeting according to Business Office timelines.	BOE
The staff member receives a check for travel expenses.	Business Office

Note: The timing of your reimbursement depends on several factors, including the accuracy and prompt submission of your forms, the schedule of board meetings, and internal review and processing timelines. Our team is committed to ensuring that your workshop approval and reimbursement are handled as quickly as possible.

Questions? Please contact Kelsey Casperson at the Office of Curriculum - 908.236.6341 ex. 590