

Skills Enhancement Fund – Reimbursement of Expenses

Please complete the following declaration and Summary of Costs Form and submit to BCPSEA attention Stephanie Mascoe at stephaniem@bcpsea.bc.ca).

99 (Spring Valley)

School District No.

CUPE Local 1234

Union Local

Costs Associated with Training

Please complete the attached summary form and please retain any receipts or supporting documentation should any questions arise.

The parties have agreed that the Committee will reimburse direct training costs (ie. cost of trainer, materials, etc...) and any additional incremental wage and wage sensitive benefit costs associated with the training initiative. Any wage or other costs the district is already required to pay either for contractual or other reasons will not be approved.

The SSEAC money is intended to supplement, not replace, existing professional development funds.

Signed Confirmation

Both parties agree that this training and the use of funds was for skills development and/or training of support staff bargaining unit members:

Union Local Representative: ____Signature_____

School District Representative: _____Signature_____

Summary of Costs Form: Skills Enhancement Reimbursement of Expenses:

| Date | Amount | Participants | Brief Description of Expense |
|-------------------------|---------------|----------------------------|---|
| Sept 13 2010 | \$856.98 | Office Support - 2 | Database Design Fundamentals |
| Sept 20, 2010 | \$5,212 | 12 – school Secretaries | Microsoft Office –Advanced Excel; course, food and replacement costs |
| Aug 31, 2010 | \$1,145.51 | 8 Education Assistants | Tuition and Food for POPARD training |
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| Total Amount | | | |