

PEEL DISTRICT SCHOOL BOARD

2019-2020 ELEMENTARY STPDL FUND GUIDELINES/CRITERIA

“Elementary STPDL Chairs and Meeting Dates 2019 - 2020”
can be found at www.etfopeel.com under PL Funding → STPDL Funding

STPDL FUNDING IS BASED ON THE GUIDELINES FOUND HERE AND ON AVAILABILITY OF FUNDS – It is the Teacher’s responsibility to ensure STPDL funding BEFORE registering for, or attending a conference or workshop, if funding or OT coverage is required.

Approvals are not transferable to a different activity, different time period, or to another member.

Guidelines/Procedures:

1. Priorities for funding are as follows:
 - a) Allowance for Occasional Teachers (2 days max.)
 - b) Registration Fees
 - c) Transportation (mileage and/or parking and/or transportation tickets)
 - d) Accommodation
 - While Registration/Transportation/Accommodation total can be approved for **up to \$350** maximum, please apply for the **full amount** of expected eligible expenses, however, reimbursement will be based on actual receipts submitted.
 - Occasional Teacher Rate for 2018-2019 is approximately \$260.00/day.
 - Please submit a copy of the registration form or conference brochure with any new application.
 - Mileage is calculated in accordance with Board policy, payable from the member’s school/work location to the conference and back to the school/work location. Please provide the results from a mapping website to support any mileage requests. **If mileage is necessary to receive the full or partial amount of \$350.00, there is a Mileage Request Form to fill out on-line. Members must complete the form and submit to your school Administrator for the mileage reimbursement.**
 - **Please visit the link below to access the mileage form. There is a video on the next page with detailed instructions on how to submit the form. Click “New Mileage Reimbursement Form” when you are ready to fill and submit the form to your administrator.**

<https://portal.peelschools.org/My%20Department/0014/Mileage/Pages/My-Mileage.aspx>
2. Teachers may be funded for **one activity per school year** that meets his/her individual professional development needs. Applications are not to be inconsistent with the teacher’s Annual Learning Plan. If funds remain toward the end of the year, consideration will be given to those teachers who wish to apply for subsequent professional development opportunities. All teachers granted a

Short Term Professional Development Leave may be called upon to make a report to their staff on the activity in which they participated.

3. Applications for Additional Qualification or university courses **will not be supported under the STPDL program**. Applications for funding for AQ courses can be made to PETL.
4. Approximately 40% of STPDL funds will be assigned to *activities* occurring during the period between October 2019 and December 31, 2019. The remaining 60% will be reserved for *activities* occurring during the period between January 1, 2020 and August 31, 2020.
5. The STPDL committee will meet once a month to determine if applications will be approved. All applications are processed by the committee in the order in which they are received. Upon receipt, applications are dated and numbered by the Chair. **Applications must be received by the committee by the meeting date which precedes the conference in order to be considered for funding.**
6. STPDL Committee meeting dates and Chairs are posted at www.etfopeel.com under PL Funding → STPDL Funding.
7. STPDL forms can be obtained on-line through the PETL website, www.etfopeel.com, under PL Funding → STPDL Funding (PDF and Excel format) or Peel Board Intranet (Forms → STPDL Request Form → Elementary Staff (Excel format)).
8. In order to expedite the process, please ensure that applications are properly completed and submitted with appropriate supporting documentation (e.g., a copy of registration form/conference brochure, administrator's signature, mileage verification). Activities must be open for registration at the time of application or openly advertised to the public. **Only the original application will be accepted by STPDL committees for consideration and by Accounting at the Board offices for final reimbursement.** Faxed, emailed, or unsigned/incomplete forms will be returned to the applicant and may result in funding being delayed or denied.
9. **OUT OF COUNTRY Activities:** Applications for ALL out of country activities must be approved by the PDSB Associate Director, Poleen Grewal. Once your STPDL application is approved by your Principal/Supervisor, please then forward your application form to the Associate Director (courier: Poleen Grewal, Director's Office, CBO). The Associate Director will process and then return your application to you. If approved by the Associate Director, please then forward to STPDL for consideration. Please allow a sufficient amount of time for approval from the Associate Director. **All applications must still be received by STPDL prior to the start of the activity.**
10. When booking an Occasional Teacher under an approved STPDL funded leave, please use **Easy Connect Reason Code 67**.

- Reimbursements will be paid upon submission of *original receipts* and *original, approved application form* to the **Accounting Department at the Central Board Office**. Applicants submit for reimbursement after the STPDL Committee approves and returns an application. If a member has paid for the conference registration in full and has a receipt, they may submit receipt to Accounting prior to attending the conference (members should keep a copy of receipt for own records)

<p align="center">SHORT TERM PROFESSIONAL DEVELOPMENT LEAVE (STPDL) ELEMENTARY APPLICATION PROCEDURES</p>
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1. TEACHER

- completes STPDL form
- submits to Principal / Supervisor for signature
- If requesting **Out of Country conference funding**; it must be approved by Associate Director Poleen Grewal before sending to STPDL Chair
- forwards completed application package (application form, activity brochure/registration form/web page, mileage verification) **via Board courier** directly to the Chair of the Superintendency STPDL Committee

2. PRINCIPAL / SUPERVISOR

- completes occasional teacher request (if applicable)
- signs form

3. STPDL COMMITTEE

- reviews and approves/denies application at monthly meeting
- returns approved/denied STPDL form to applicant

4. TEACHER (if approved)

- pays for and attends conference
- If a member has paid for the conference registration in full and has a receipt, they may submit receipt to Accounting prior to attending the conference (members should keep a copy of receipt for own records)
- A copy of the application will then need to be included with final receipts for reimbursement.
- informs principal that STPDL has been approved
- report absence on Easy Connect system using absence reason code 67 (This can be done as soon as leave is approved.)
- for reimbursement after the conference, submits original application with receipts to the **Accounting Department - STPDL, CBO** and retains one copy for own records

5. ACCOUNTING DEPARTMENT (CBO)

- reimburses teacher – payment is made via direct deposit

REMINDERS:

If you have been ***approved for STPDL funding but do not attend*** or do not require the full allocation of funds or supply teacher coverage,
please contact your STPDL chair.