

2021-2022 ELEMENTARY STPDL FUND GUIDELINES/CRITERIA

“Elementary STPDL Chairs and Meeting Dates 2021 - 2022”
can be found at www.etfopeel.com under PL Funding → STPDL Funding or on page 5 of this document

STPDL Funding is available for permanent teachers only (LTO or Occasional Teachers are not eligible and can seek funding opportunities through their individual federations)

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 2020-2021 is approximately \$270.13/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 are required to fill in all the green sections of the application.
3. Be sure to sign and date the application prior to submission.
4. A principal's signature is required if the activity requires occasional teacher coverage.
5. Activities must be open for registration at the time of application or openly advertised to the public.
6. **Email your application** no later than 4:00pm on the meeting dates outlined at the end of this document. Members can scan and email the application or take a clear photo of the application and send it to the chair. Application received after this point will be processed at the following meeting date.
7. 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.
8. 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.
9. Approximately 40% of STPDL funds will be assigned to *activities* occurring during the period between October 2021 and December 31, 2021. The remaining 60% will be reserved for *activities* occurring during the period between January 1, 2022 and August 31, 2022.
10. 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.**
11. STPDL Committee meeting dates and Chairs are posted at www.etfopeel.com under PL Funding → STPDL Funding or at the end of this document.
12. STPDL forms can be obtained on-line through the PETL website, www.etfopeel.com, under PL Funding → STPDL Funding (PDF)
13. **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.**

14. When booking an Occasional Teacher under an approved STPDL funded leave, please use **Easy Connect Reason Code 67**.

15. Reimbursements will be paid upon submission of *original receipts* and the email approval that they have received from the chair to the **Accounting Department at the Central Board Office**. Applicants submit for reimbursement after the STPDL Committee approves and returns an application. Members should keep a copy of the approved form and a copy of receipts for own records. Accounting does not provide copies of claims once submitted to Accounting.

16. Members who are on any personal leave of absence **are not eligible** to apply for STPDL Funding.

SHORT TERM PROFESSIONAL DEVELOPMENT LEAVE (STPDL) ELEMENTARY APPLICATION PROCEDURES

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 EMAIL** 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.***

Please Note: The first meeting date for ALL STPDL committees will be Tuesday, October 5th, 2021. Regularly scheduled monthly meetings (below) will begin in November, while funds remain.

SUPERINTENDENT	FAMILY OF SCHOOLS	CHAIRPERSON
Mississauga Field Office		ALL MEETINGS BEGIN IN NOVEMBER
Soni Gill	Meadowvale & Stephen Lewis	Anissa Soochit (Nelson Mandela PS) – anissa.soochit@peelsb.com Meeting Date – 1 st Tuesday of each month Courier Service – Tuesdays and Thursdays
Harjit Auja	Bramlea & Lincoln Alexander	Taranjit Sandhu (Marvin Heights PS) – taranjit.sandhu@peelsb.com Meeting Date – 1 st Monday of each month Courier Service – Tuesdays and Thursday
Pat Noble	Port Credit, T.L. Kennedy & Woodlands	Kristina Gyetvan (David Leeder Middle) – kristina.gyetvan@peelsb.com Meeting Date – 1 st Tuesday of each month Courier Service - Everyday
Jamie Robertson	Applewood Heights, Cawthra Park and Glenforest	David Tran (Roberta Bondar PS) – david.tran@peelsb.com Meeting Date – 1 st Wednesday of each month Courier Service – Tuesdays and Thursdays
Leslie Grant	Mississauga, Rick Hansen & Streetsville	Taranjit Sandhu (Marvin Heights PS) – taranjit.sandhu@peelsb.com Meeting Date – 1 st Monday of each month Courier Service – Tuesdays and Thursday
Yonette Dey - ACTING	Clarkson, Erindale, John Fraser & Lorne Park	Deborah Weston (Dixie PS) – deborah.weston@peelsb.com Meeting Date – 1 st Tuesday of each month Courier Service – Tuesdays and Thursdays
North Field Office		ALL MEETINGS BEGIN IN NOVEMBER
Dana Sheahan	Heart Lake & David Suzuki	Michael Colin Persad (Centennial Senior PS) - michael.persad@peelsb.com Meeting Date – 1 st Tuesday of each month Courier Service – Tuesdays and Thursdays
Michael Logue	Humberview & Mayfield	Pete Luu (Dolson PS) – peter.luu@peelsb.com Meeting Date – 1 st Tuesday of each month Courier Service - Everyday
Patrika Daws	Castlebrooke & Sandlewood	Choitali Bera (David Leeder Middle) – choitali.bera@peelsb.com Meeting Date – 1 st Tuesday of each month Courier Service - Everyday
Rasulan Hoppie	Fletcher's Meadow & Jean Augustine	Kathryn Folorunsho (Burnt Elm PS) – kathryn.folorunsho@peelsb.com Meeting Date – 1 st Monday of each month Courier Service – Tuesdays and Thursdays
Michelle Stubbings	Centennial & Turner Fenton	Sawraj Boparai (North Field Office) – sawraj.boparai@peelsb.com Meeting Date – 1 st Friday of each month Courier Service – Monday, Wednesdays and Fridays

Neerja Punjabi - ACTING	Louise Arbour & Harold Brathwaite	Anastasia Georgas (Glendale PS) – anastasia.georgas@peelsb.com Meeting Date – 1 st Tuesday of each month Courier Service – Tuesdays and Thursdays
Ozma Masood	Central Peel, Chinguacousy & North Park	Kevin Hryhurchuk (Earnscliffe Senior PS) – kevin.hryhurchuk@peelsb.com Meeting Date – 1 st Tuesday of each month Courier Service - Everyday
CBO	Teachers not attached to schools	Christina Schuermer (CBO) – christina.schuermer@peelsb.com Meeting Date – 1 st Tuesday of each month EMAIL SUBMISSIONS ONLY