

# ELEMENTARY GROUP 30 STPDL FUNDING GUIDELINES (2024-2025)

*It is the member's responsibility to ensure STPDL funding **BEFORE** registering for, or attending a conference or workshop if funding or OT coverage is required.*

Members may apply **annually** for funding toward the cost of a:

- **CONFERENCE/WORKSHOP up to \$500** for Registration, Transportation, Accommodation and up to **three (3) Occasional Teacher (OT) days** to attend the activity may be requested.

## ELIGIBILITY

- Funding is available to PETL Members only, i.e., teachers who are under permanent contract or are probationary teachers.
  - *PETL Funding is **not available** to short or long-term occasional teachers as OTs, STOs and LTO as these workers are part of PEOT and can find funding information on their ETFO local website – [www.peot.ca](http://www.peot.ca).*
- Members on leave **are NOT eligible** for STPDL Funding.

## GENERAL INFORMATION

1. All approvals are contingent on the availability of funding, member eligibility, and adherence to these guidelines. The Board's funding year runs from September 1 through August 31, and funding "resets" September 1<sup>st</sup>.
2. *There is a surplus of funds due to the pandemic years.*
3. Members must apply for STPDL funding approval before they register for a conference or workshop. The activity must be open for registration or openly advertised to the public (e.g., "Save the date" on the organizer's website). Please review the provider's withdrawal and refund policies. You must include specific dates (month, day, year) on your application.
4. **Members must ensure that their application form is received by the STPDL Chair by no later than 4:00 PM the day BEFORE the meeting date which comes prior to the conference or workshop dates.** Applications received after this timeframe will be processed at the following meeting date. It is a member's responsibility to ensure their application arrives according to the timelines and is received by the correct STPDL Chair for their school's superintendency.
5. Approximately 40% of STPDL funds will be assigned to *activities* occurring during the period between October 1<sup>st</sup> and December 31<sup>st</sup>. The remaining 60% will be reserved for *activities* occurring during the period between January 1<sup>st</sup>, August 31<sup>st</sup>.
6. **All STPDL Chairs will have their first meeting for 2024-2025 Funding on Friday, September 27<sup>th</sup>, 2024, after which time the Meeting Date chart will be finalized and posted.**

7. All STPDL Chairs will have their final Meeting Date on Monday, June 23<sup>rd</sup>, 2025, (if funding remains in their superintendency) to process any applications for any summer Conferences or Workshops happening in July 2025 or August 2025.
8. Members can expect a response from their STPDL Chair in ten (15) school/work days. Members should refrain from sending follow up emails to inquire about the status of their application within this timeframe.
9. 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 STPDL Chair by 4:00 PM on the meeting date which precedes the conference or workshop in order to be considered for funding.***
10. STPDL Committee meeting dates and Chairs are posted at [www.etfopeel.com](http://www.etfopeel.com) under PL Funding → STPDL Funding
11. The STPDL Chair is only responsible for the initial approval. Reimbursement information will be sent with the approval and members should keep copies of their approval and this information for after their activity to ensure they follow the process outlined in these guidelines.
12. Applications should be sent as one (1) PDF file with all required documentation to support their application. If you are sending your application to your STPDL Chair in the courier, it is recommended that you follow up with an email to advise it was sent. STPDL Chairs are not responsible for delays in the courier or if applications go missing.
13. Members may be funded for **one activity per school year** that meets their 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.
14. Applications for Additional Qualification or university courses **are NOT eligible for STPDL funding**. Applications for funding for AQ courses can be made to PETL through the PETL Course Funding Application.
15. PETL members must use the **Professional Development Request Form** with the 2024-2025 date and the PETL logo in the top right-hand corner. STPDL Chairs will not process outdated or generic forms.

## ELIGIBLE EXPENSES

1. Registration Expenses
2. Transportation Expenses
  - a. Transit, Parking and Mileage expenses
  - b. 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 Google Map to support any mileage requests.
3. Accommodation Expenses
4. Occasional Teacher Coverage
  - a. Up to three (3) days (Occasional Teacher Rate as of June 26, 2024, is \$283.50/day)
  - b. Principal's signature is required

## STPDL FUNDING APPLICATION PROCESS

To Apply for STPDL Funding (providing funding is still available):

1. **Read** and **Follow** these full Guidelines
2. **Complete** the green fields under Sections A and B of the Professional Development Request Form with the PDSB & PETL logos at the top and the 2024-2025 date in the top right-hand corner.
3. **Include** all anticipated eligible expenses on the Professional Development Request Form.
4. **Ensure** you and your Principal have signed the form (as well as the AD – see note below if our of country).
5. **Include** official conference information (e.g., registration form, **one** (1) page flyer or link to website showing save the date or open registration, etc.).
6. **Send** your Professional Development Request Form to the STPDL Chair by 4:00 PM on the meeting date which precedes the conference or workshop in order to be considered for funding.

## NOTE – OUT OF COUNTRY ACTIVITIES

- A. Applications for ALL out of country activities must be approved by a PDSB Associate Director.
- B. Once your Professional Development Request Form (and any other PETL Funding Application Forms) are signed by your Principal/Supervisor, forward your Applications to the Associate Director (See chart below, contacts correct as of June 1, 2023).
- C. The Associate Director will review and sign, then then return your application to you. Please allow enough time for the approval from the Associate Director.
- D. Continue with Process Step 6 above.

Harjit Aujla Assistant Pamela Khan	Paul da Silva Assistant Cynthia Gaston	Camile Logan Assistant Deanna Harris
<b>A. Grant</b>	<b>Au</b>	<b>Battick</b>
Chebaro (CBO)	<b>Caslick</b>	<b>Ford</b>
<b>Dey</b>	<b>L. Grant</b>	<b>Gill</b>
Leoni (CBO)	<b>Mahoney</b>	Hoppie (CBO)
<b>Punjabi</b>	Scuccato (CBO)	Hart (CBO)
Stubbings (CBO)	Smith (CBO)	<b>Masood</b>
<b>White</b>	<b>Zammit</b>	June 12, 2024

## IF APPROVED FOR STPDL FUNDING

Please review your approved application form and letter.

- *Approvals are not transferable to a different activity, different time period, or to another member.*
- **Inform your STPDL Chair immediately** if you are unable to attend the activity for which you were approved. Your approval will be cancelled, leaving you open to make a new application during the funding year, following all guidelines and timelines for new applications, while funds are available.
- Book an occasional teacher, if approved and required; this can be done as soon as the leave is approved.
  - a. Use any STPDL approved and granted occasional teacher days first using CODE 67.
  - b. Use of Codes without approval could result in it being converted to an unpaid day.
- Keep receipts for all *approved and eligible* expenses as they are required for reimbursement.
- If a member has paid for the conference registration in full and has a receipt totalling over the maximum amount reimbursable by STPDL, they may submit receipt prior to attending the conference.
- Keep your approved STPDL form and letter for easy reference later (members should keep a copy of all documentation for their own records and if needed for additional PETL reimbursement claims).

## TO BE REIMBURSED BY STPDL AFTER YOUR APPROVED ACTIVITY

IMPORTANT - STPDL is considered the first payer for the calculation of eligible PETL member reimbursements. This means members are expected to submit their receipts to STPDL first and understand that if their expenses are under the maximum reimbursable by both PETL and STPDL combined, the maximum reimbursable amount from STPDL will be subtracted from their PETL reimbursement. Please ensure you send \$500 worth of receipts to STPDL following these STPDL Guidelines and send any remaining receipts for PETL *approved and eligible* expenses to PETL with a calculation of your anticipated reimbursement which will be subject to receipt verification and adherence to the funding specific Guidelines.

- Payment will be by direct deposit. Members will receive an email from “*Accounts\_Payable*” when their STPDL reimbursement has been processed.
- **DO NOT SEND YOUR STPDL REIMBURSEMENT REQUESTS TO THE PETL OFFICE OR YOUR STPDL CHAIR.**

Send the following in the **COURIER** to **CBO – ACCOUNTING DEPARTMENT STPDL GROUP 30**:

- i. If mileage is necessary to receive the full or partial amount of \$500.00, the member must fill out a [Mileage Request Form \(SharePoint Link\)](#). Members must complete the online form and submit it to their Principal/supervisor for approval and mileage reimbursement. **Complete the mileage request form and wait to receive payment BEFORE sending your STPDL reimbursement claim to Accounting. Once you receive the email indicating you have been reimbursed for mileage, please print it and send that email along with the rest of your receipts to CBO-Accounting Department-STPDL Group 30.**
- ii. A copy of your approved *Professional Development Request Form* & approval letter from your STPDL Chair.
- iii. Original receipts for approved and eligible expenses (see ELIGIBLE EXPENSES above) from the conference (keep copies for yourself – Accounting does not provide copies of claims once submitted).