

2011-2012 ELEMENTARY STPDL FUND INFORMATION

“Elementary STPDL Chairs and Meeting Dates 2011-12”
can be found at www.etfopeel.com under PD Funding → STPDL Funding
(<http://www.etfopeel.com/en/pdfunding/STPDLfunding.cfm>).

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
 - e) Meals
 - While Registration/Transportation/Accommodation/Meals total can be approved for up to \$400 maximum, please apply for the **full amount** of expected eligible expenses.
 - Occasional Teacher Rate for 2011-12 is approximately \$245.00/day.
 - Please submit a copy of the registration form or conference brochure with any new application.
 - Mileage is 45 cents per km, payable from the member's school/work location to the conference and back to the school/work location.
2. Teachers may be funded for only **one activity per school year**. 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.
3. Reimbursements will be paid upon submission of *original receipts* and *original, approved application form* to the **Accounting Department at the Central Board Office**. Applicants do this after the STPDL Committee approves and returns and application and only after the applicant has attended and paid for the professional development activity.
4. 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.
5. The STPDL committee will meet once a month to determine if applications will be approved. All applications are processed by the Chair 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. If requesting advanced funding, please allow for a minimum of two months notice. This time is necessary because the committee meets only once a month and time must be allotted to courier applications to the committee, back to the applicant, and finally to accounting.
7. 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). Only the original application will be accepted by STPDL committees and by Accounting at the Board offices for final reimbursement. Faxed or unsigned/incomplete forms will be returned to the applicant and may result in funding being delayed or denied.
8. STPDL forms can be obtained on-line. Simply access the Peel Board Intranet and mouse over the General Data tab, located near the top right corner of the screen, then click on Forms in the pop-up menu. Next, scroll down to Conference Forms and choose the form designated for Teaching Staff (Excel format). Forms can also be accessed on the PETL website, www.etfopeel.com, under PD Funding-->STPDL Funding (PDF format).
9. When booking an STPDL funded leave, use the following codes:
 - Employee Group Name (top right corner of application) – **30**
 - PAM Reason Code – **67**
10. Approximately 40% of STPDL funds will be assigned to activities occurring during the period beginning September 1, 2011 and ending December 31, 2011. The remaining 60% will be reserved for activities occurring during the period beginning January 1, 2012 and ending August 31, 2012.
11. STPDL Committee meeting dates and Chairs are posted at www.etfopeel.com under PD Funding → STPDL Funding.

**SHORT TERM PROFESSIONAL DEVELOPMENT LEAVE (STPDL)
ELEMENTARY APPLICATION PROCEDURES**

1. **TEACHER**

- completes STPDL form
- submits to Principal / Supervisor
- forwards completed application package to the Superintendentcy STPDL Committee c/o the chair of the committee

2. **PRINCIPAL / SUPERVISOR**

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

3. **STPDL COMMITTEE**

- reviews and approves/denies application at monthly meeting

4. **CHAIRPERSON STPDL**

- confirms Earnings Code (67 in PAM) on application
- forwards approved/denied STPDL form to applicant

5. **TEACHER (if approved)**

- pays for and attends conference
- may submit the original application to Accounting prior to the activity if advance payment has been requested and approved. A copy of the application will then need to be included with final receipts for reimbursement.
- informs principal that STPDL has been approved
- reports absence on PAM - PAM 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 c/o CBO and retains one copy for own records

6. **ACCOUNTING DEPARTMENT (CBO)**

- reimburses teacher – payment is made via direct deposit

REMEMBER: If you have been ***approved for STPDL funding but do not attend*** (e.g. conference is cancelled or you are unable to attend) or do not require the full allocation of funds or supply teacher coverage (e.g. decided not to stay overnight), ***please contact your STPDL chair so that the funds can be reallocated to another member.***

ELEMENTARY CHAIRPERSONS - S.T.P.D.L. 2011/12

SUPERINTENDENT	FAMILY OF SCHOOLS	CHAIRPERSON
Wendy Dowling South F.O.	<ul style="list-style-type: none"> • Clarkson • Lorne Park • Port Credit • T.L. Kennedy (Camilla) 	Jane Krisko – Fairview P.S. <i>Meeting Date – First Tuesday of each month.</i>
Ina Fournier South F.O.	<ul style="list-style-type: none"> • Applewood • Cawthra Park • Glenforest • Gordon Graydon • Rick Hansen (Fairwind) • T.L. Kennedy (The Valleys) 	Mark Gelinas - Fairwind Sr. P.S. <i>Meeting Date – First Monday of each month.</i>
Pertia Bent Mississauga West F.O.	<ul style="list-style-type: none"> • Erindale • John Fraser • Stephen Lewis • Woodlands 	Ginny (Virginia) Megan - Sheridan Park P.S. <i>Meeting Date – First Monday of each month.</i>
Joy Uniac Mississauga West F.O.	<ul style="list-style-type: none"> • Meadowvale • Rick Hansen (Fallingbrook) • Streetsville 	Karen Ott - Mississauga West F.O. <i>Meeting Date – First Monday of each month.</i>
Hazel Mason North F.O.	<ul style="list-style-type: none"> • Bramalea (Balmoral) • Central Peel (Gordon Graydon) • Harold M. Brathwaite • Louise Arbour (Lougheed) • North Park • Turner Fenton (Wm G. Davis) 	Jane Pekar - Carberry P.S. <i>Meeting Date – First Monday of each month.</i>
Mark Haarmann North F.O.	<ul style="list-style-type: none"> • Central Peel (Sir John A. Macdonald) • David Suzuki (Royal Orchard) • Fletcher's Meadow • Heart Lake 	Debbie White - Worthington P.S. <i>Meeting Date – First Monday of each month</i>
Penny Gingell North F.O.	<ul style="list-style-type: none"> • Harold M. Brathwaite (Larkspur) • Humberview • Louise Arbour (Sunny View) • Mayfield • Sandalwood 	Jennifer Kerr - Sir Wilfrid Laurier P.S. <i>Meeting Date – First Monday of each month.</i>
Patrika Daws North F.O.	<ul style="list-style-type: none"> • Bramalea (Earnscliffe) • Chinguacousy • Lincoln Alexander 	Satwinder Osahan - Lancaster P.S. <i>Meeting Date – First Monday of each month.</i>
Jeff deFreitas North F.O.	<ul style="list-style-type: none"> • Brampton Centennial • David Suzuki (Beatty-Fleming) • Mississauga • Turner Fenton (Fletcher's Creek) 	Amandeep Mehta - Roberta Bondar P.S. <i>Meeting Date – First Monday of each month.</i>
Lynn Hiebert Human Resources	<ul style="list-style-type: none"> • C.B.O. (Teachers not attached to schools) 	Cindy Perras - CISESS, CBO <i>Meeting Date – First Friday of each month.</i>