

Contact Information

Committee Administrative Assistant
nstupdcomm@SSRCE.ca
Fax: (902) 541-3049

Amounts allocated for 2019-2020 Fiscal year:

Educational Leaves of up to and including one year (salary, benefits and substitute costs.....	\$130,000.00
Conference Grants within and outside the Maritimes; and October Conference Day (conference expenses & substitute costs).....	\$290,000.00
Professional Development Grants.....	\$65,000.00
Teacher and/or School Initiated in-service	\$4,470.00
Authorized administrative expenses pursuant to Article 60.13.....	\$9,990.00

2018-2019 Committee Members

Ken Fells, SSRCE (Co-Chair)
David White - Queens County Local (Co-Chair)
Jim Dexter, SSRCE
Shelley Britten, SSRCE
Connie Bird, SSRCE
Barb Chapman – Lunenburg County Local NSTU
Mai-Ling Storm – Lunenburg County Local NSTU
Tyler Dorey – Queens County Local NSTU

The committee meets on a monthly basis throughout the school year (with the exception of December and May) and on an “as-needed” basis during the summer months.

Note: Members of the PD fund committee only see application forms and expense claims on the day of the meeting. All inquiries regarding the status of an application or expense claim should be directly sent to nstupdcomm@SSRCE.ca.

NSTU/SSRCE Professional Development Fund Guidelines 2019- 2020 School Year



It is the responsibility of the applicant to ensure the most up-to-date guidelines are followed. Applicants are responsible for ensuring all applications and claims, with supporting documentation in their name, are properly submitted. Applicants must use a work-related email address for all communications.

Guidelines, Deadlines and Application Forms are available on the SSRCE webpage (<http://www.ssrce.ca>). At the SSRCE webpage, click on For Staff and then click on **NSTU Professional Development** . For forms and guidelines, click on **NSTU Article 60 Forms and Guidelines**; and to see deadlines and meeting dates, simply scroll down the page.

These professional development opportunities are guided by Article 60 of the Teachers’ Provincial Agreement. Expenses are normally funded from the fiscal year (01 April to 31 March) in which the event occurs. As per the agreement, all leaves must be approved by the Regional Executive Director, Director of Human Resources, or Director of Programs & Services prior to being considered by the PD Committee for funding.

Reimbursement through the PD Fund for tuition is **NOT** included on the T4 issued by the SSRCE. Teachers are responsible for tracking and claiming amounts for income tax purposes.

Conference Grants (Within the Maritime Provinces)

Includes conferences, workshops, seminars/webinars, institutes, NSELC or similar modules, or clinics.

Eligibility

- Permanent, probationary, or term contract teacher with the SSRCE at the time of application and the beginning and ending dates of the event.
- The PD shall be related to the work the teacher is responsible or may be reasonably be expected to be responsible for in the future.

Application Procedure

- Submit completed Conference Grant (Within the Maritime Provinces) Application Form available on the Regional Centre's website.

Expenses (Maximum allowance of \$800.00 per school year)

(Conference Grant Expense Claim for Within & Outside the Maritimes)

- Conference registration (excluding membership fee)
- Travel by car at the current rate paid by the SSRCE
- Transportation tolls
- Meals at the current rate paid by the SSRCE, if not included in the registration fee
- Lodging, to a maximum of \$150.00 per night when the conference is more than 50 km from the teacher's residence
- Parking fees to a maximum of \$30.00 per day
- Substitute costs, if necessary (not included in the \$800.00 maximum allowance)
- Receipts are required for all expenses other than meals and kms
- Receipts for conference registration / attendance **must** be in the name of the participating teacher.
- Maximum of six (6) days of replacement teacher coverage under this grant per school year.

PD Fund Committee Info & Deadlines 19-20

2020

APPLICATION DEADLINES	Documents Due	Meeting Date
Thursday, January 9, 2020 @ 4:30 PM	Eligible conferences, leaves less than 1 year, teacher initiated PD	Thursday, January 16, 2020
Friday, February 7, 2020 @ 4:30 PM	Course Grant Applications	Thursday, February 20, 2020
Friday, February 14, 2020 @ 4:30 PM	Eligible conferences, leaves less than 1 year, teacher initiated PD	Thursday, February 20, 2020
Friday, February 14, 2020 @ 4:30 PM	Applications for educational leave of one year	Thursday, February 20, 2020
Thursday, March 12, 2020 @ 4:30 PM	Eligible conferences, leaves less than 1 year, teacher initiated PD	Thursday, March 24, 2020
Thursday, April 16, 2020 @ 4:30 PM	Eligible conferences, leaves less than 1 year, teacher initiated PD	Thursday, April 23, 2020
PLEASE NOTE: THE PD COMMITTEE WILL NOT BE MEETING IN MAY		
Thursday, June 4, 2020 @ 4:00 PM	Eligible conferences, leaves less than 1 year, teacher initiated PD	Thursday, June 11, 2020
Thursday, July 31, 2020 @ 4:00 PM	Eligible conferences, leaves less than 1 year, teacher initiated PD	August 2020 meeting date TBA

The meeting dates and application deadlines for the 2019-2020 year are as follows:

2019

APPLICATION DEADLINES	Documents Due	Meeting Date
Tuesday, August 6, 2019 @4:00 PM	Eligible conferences, leaves less than 1 year, teacher initiated PD	Tuesday, August 13, 2019
Thursday, September 12, 2019 @ 4:30 PM	Eligible conferences, leaves less than 1 year, teacher initiated PD	Thursday, September 17, 2019
Thursday, September 19, 2019 @ 4:30 PM	Course Grant Applications	Thursday, October 15, 2019
Tuesday, October 8, 2019 @ 4:30 PM	Eligible conferences, leaves less than 1 year, teacher initiated PD	Thursday, October 15, 2019
Tuesday, November 5, 2019 @ 4:30 PM	NSTU Conference Grant Deadline	Thursday, November 21, 2019
Thursday, November 14, 2019 @ 4:30 PM	Eligible conferences, leaves less than 1 year, teacher initiated PD	Thursday, November 21, 2019
PLEASE NOTE: THE PD COMMITTEE WILL NOT BE MEETING IN DECEMBER		

Conference Grants (Outside the Maritime Provinces)

Includes conferences, workshops, seminars, institutes, or clinics.

Eligibility

- Permanent, probationary, or term contract teacher with the SSRCE at the time of application and the beginning and ending dates of the event.
- The PD shall be related to the work the teacher is responsible or may be reasonably be expected to be responsible for in the future.

Application Procedure

- Submit completed Conference Grant (Outside the Maritime Provinces) Application Form available on the Regional Centre's website.

Expenses (Maximum allowance of \$2000.00 CDN* one conference with an allowance of \$2000.00 CND every 2 years)

(Conference Grant Expense Claim for Within & Outside the Maritimes)

- Conference registration (excluding membership fee)
- Travel by car at the current rate paid by the SSRCE
- Airfare and ground transportation
- Baggage fees for the **first bag** charged by carrier
- Trip cancellation insurance
- Transportation tolls
- Meals at the current rate paid by the SSRCE, if not included in the registration fee
- Lodging, to a maximum of \$225.00 CDN per night*
- Parking fees to a maximum of \$40.00 CDN per day*
- Substitute costs, if necessary (not included in the \$2000.00 CDN* maximum allowance)
- Receipts are required for all expenses other than meals and kms
- Receipts for conference registration / attendance **must** be in the name of the participating teacher.
- Maximum of six (6) days of replacement teacher coverage under this grant every consecutive school year.

* Any expenses in international currency will be calculated using the Bank of Canada rate on the date incurred.

Conference Grants (NSTU Professional Association Conferences)

To allow a teacher to attend an NSTU Professional Association Conference on NSTU Conference Day.

Eligibility

- Permanent, probationary, or term contract teacher with the SSRCE.
- Substitute teachers classified as regular teachers pursuant to Article 32.03 of the Teachers' Provincial Agreement.
- This day is NOT for in-school organizational and housekeeping purposes.

Application Procedure

- No advance application required to attend NSTU Conference Day.

Expenses (Expense Claim for NSTU Professional Association Conferences)

- Conference registration **only the official receipt issued by the professional association obtained at the conference is acceptable**
- Travel by car limited to kilometres in excess of the round trip distance between the teacher's residence and the teacher's home school (no receipt required)
- Transportation tolls (no receipt required)
- Meals at the current rate paid by the SSRCE, if not included in the registration fee (no receipt required)
- Lodging, to a maximum of \$150 per night
 - 1 night's lodging when the conference is more than 50 km from the teacher's residence
 - 2 night's lodging when the conference is more than 300 km from the teacher's residence
- Parking fees to a maximum of \$30 per day

Completed expense claims must be received at Regional Office by 4:30 p.m. of the 2nd Tuesday following the October Conference Day.

- **LATE CLAIMS WILL NOT BE ACCEPTED.**

Note: In case of illness, please contact your school administrator.

Professional Development Course Grants Deadlines and Reimbursements

- **Deadline 1 - September 19, 2019** - Final pro-rated reimbursement. (Courses **completed** between Jan. 1, 2019 and Aug. 31, 2019.)
- **Deadline 2 – February 7, 2020** - Interim 25% reimbursement. (Courses **completed** between Sept. 1, 2019 and Dec. 31, 2019.)

The maximum number of course credits that may be claimed is 2 full credits (four half-credits), beginning September 1st of each year.

Professional Development Course Grants

To allow a teacher to take a course for professional development

Eligibility

- Permanent, probationary, or term contract with the SSRCE at the time of application and the beginning and ending dates of the course.
- A teacher on an Educational Leave to pursue course work shall not be eligible for a Professional Development Grant.

Application Procedure

- No advance application is required for credit courses.
- Non-credit courses must be pre-approved by the committee before the start of the course. Application Form is available on the Regional Centre's website.

Expenses (pro-rated on an annual basis)

- Tuition fees for university and college credit courses (Maximum of \$1000 for half credit courses and \$2000 for full credit courses).
- Yoga Teacher Training (200 hours) is recognized as 1 full credit.
- Registration fees for the Summer French Immersion, NSEL programs (i.e. NSILA, Aspiring Leadership).
- Course materials (not including shipping fees).
- Fees charged by the institution (not including late fees).

Expense Claim Procedure

- Complete the PD Course Grant Expense Claim Form for each course after the course has been successfully completed.
- Application must contain confirmation of registration, payment and successful course completion.

Teacher Initiated In-service Education

For a teacher or group of teachers to plan and initiate PD to address common areas of need for teachers within the SSRCE.

Eligibility

- Permanent, probationary, or term contract teachers; PSAANS members with the SSRCE.

Application Procedure

- Complete the In-Service Grant Application Form available on the Regional Centre's website.
- Include a detailed outline of the in-service with the application form.

Expenses

- Cost of the guest speakers (honorarium, travel, lodging, meals).
- Nutrition breaks of \$3 per NSTU/PSAANS member per day when more than 1 school is participating in an in-service.
- Cost of substitute teacher(s) for the initiator(s) to organize /attend the in-service
- Facilities expenses (within the boundaries of the SSRCE).
- Lunch and dinner are not covered for participants.

Expense Limits

- Baseline funding of \$1000 per in-service.
- Additional funding of \$25/teacher in excess of 20 attending the in-service.
- Permanent, probationary, and term teachers; and PSAANS members will be included in this count.
- Substitute teachers who have been classified as regular teachers pursuant to Article 32.03 of the Teachers' Provincial Agreement will be included in this count.

Expense claims will be reviewed monthly at the PD Fund Committee's regular meeting.

Educational Leaves of Less Than One Year

To allow a teacher to pursue a long-term professional development such as attending a post-secondary institution for a semester; or a short-term professional development such as, mentoring, peer-coaching, teacher initiated collaborative projects. An educational leave does not cover the regular duties of a teacher, such as lesson preparation or resource management.

Eligibility

- Permanent, probationary, or term teacher employed by the SSRCE. Required to remain in the employ of the SSRCE for a period of time equal to twice the length of the paid leave.
- Not for in-school organizational and housekeeping purposes.

Expenses

- The Fund will pay for the cost of the replacement teacher.
- Days must be used within ninety (90) days of approval or by the end of the current school year, whichever is earliest.
- **Note:** A teacher on Educational Leave is not eligible for Professional Development Course Grants

Application Procedure

- Submit completed Educational Leave of Less Than One Year. Application Form is available on the Regional Centre's website.
- Include a clear and detailed outline of the proposal with the application form, including proposed dates of the leave.

Approval / Denial of Application

- Applications are approved/denied at regular monthly meetings.
- The Regional Executive Director may deny an application for reasons related to personnel or operational matters. If the Regional Executive Director declines to forward an application to the Committee for consideration, the applicant will be given the reasons in writing.

Educational Leaves of One Year

To allow a teacher to pursue a long-term professional development such as attending a post-secondary institution for a year.

Eligibility

- **A teacher is eligible for an Educational Leave of One Year once every five (5) years.**
- Any teacher with a permanent contract
- Minimum of three (3) years teaching experience with the SSRCE
- Return to the SSRCE following the leave and remain in the employ of the SSRCE for at least two school years

Expenses

- Cost of the replacement teacher, including salary and benefits.
- **Note:** A teacher on Educational Leave is not eligible for Professional Development Course Grants

Application Deadline

Approval / Denial of Application

- Second Friday in February of the year prior to the leave
- Applicants must include the following with the application form:
 - A detailed outline of the proposal that includes:
 - Purpose of the leave
 - Description of the program of study
 - Relationship to teaching position
 - Impact on the learning community
 - Link to SSRCE priority found in the FAQ document
 - Relevant professional contributions and experience
 - Deadlines/timelines, registration, acceptance

Review Process

- Interviews with shortlisted applicants (assessed using the *Educational Leave Scoring Scale* found on the Regional Centre's website)

Notification

- On or before March 31st