

Contact Information

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Proposed Budget 2023-24 *subject to change*

Category	Budget
Educational Leave of up to and including one year (salary, benefits & substitute costs) (replacement costs)	\$ 100 000.00
Conference Grants Within & Outside the Maritimes & October Day (conference expenses & substitute costs)	\$ 295 000.00
Professional Development Grants	\$ 100 000.00
Teacher and/or School Initiated In-Service Education	\$ 4 800.00
Authorized administrative expenses pursuant to Article 60.13	\$ 10 200.00
Total Amount Allocated	\$ 510 000.00

2023-2024 Committee Members

Member Name	Role
Denise Burgess	Lunenburg County Local NSTU
Laura Fryday	Queens County Local NSTU
Sarah Baldwin-Penny	Queens County Local NSTU
Mai-Ling Storm	Committee Co-Chair - Lunenburg County Local NSTU
Connie Bird	SSRCE
Shawn Feener	SSRCE
Jen McMullen	SSRCE
Beth Woodford-Collins	Committee Co-Chair - SSRCE

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. Please use current forms on the website to ensure current allowable expenses. Expenses claims are based on the [SSRCE Staff Travel and Expense, Policy 520](#).

NSTU/SSRCE
Professional Development Fund Guidelines
2023 - 2024 School Year

It is the responsibility of the applicant to ensure the most up-to-date guidelines are followed.

Applicants are responsible for ensuring their application and expense claims, with supporting documentation in their name, are properly submitted to Regional Office prior to the deadline noted on the website. All applications received at the Regional Centre are date stamped on the day received. Late applications will not be given consideration.

Applicants are reminded to drop off at Regional Office or email applications to nstupdcomm@SSRCE.ca. Interoffice mail is not recommended to submit time sensitive documents. All expense claims and receipts must be **original** documents. Expense claims, with approval letter and receipts attached, are to be dropped off at or mailed to Regional Office.

Applicants must use a work-related email address for all communications.

Current Guidelines, Deadlines and Application Forms are available on the SSRCE webpage (<http://www.ssrce.ca>). Navigation: At the SSRCE webpage, click on For Staff and then click on [NSTU Professional Development](#). The most up-to-date forms and guidelines are found at [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 (April 1st to March 31st) 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 & Student 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.

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Meeting Dates 2023-2024

The meeting dates and application deadlines for the 2023-2024 year are as follows:

2023

APPLICATION DEADLINES	Documents Due	Meeting Date
Tuesday, Aug 1, 2023 @ 4:00 PM	Eligible conferences, leaves less than 1 year, teacher initiated PD	Tuesday, August 8, 2023
Thursday, September 7, 2023 @ 4:30 PM	Eligible conferences, leaves less than 1 year, teacher initiated PD	Thursday, September 14, 2023
Thursday, September 14, 2023 @ 4:30 PM	Course Grant Applications	Thursday, October 12, 2023
Thursday, October 5, 2023 @ 4:30 PM	Eligible conferences, leaves less than 1 year, teacher initiated PD	Thursday, October 12, 2023
Monday, November 6, 2023 @ 4:30 PM	NSTU Conference Grant Deadline	Thursday, November 16, 2023
Thursday, November 9, 2023 @ 4:30 PM	Eligible conferences, leaves less than 1 year, teacher initiated PD	Thursday, November 16, 2023
PLEASE NOTE: THE PD COMMITTEE WILL NOT BE MEETING IN DECEMBER		

2024

APPLICATION DEADLINES	Documents Due	Meeting Date
Thursday, January 11, 2024 @ 4:30 PM	Eligible conferences, leaves less than 1 year, teacher initiated PD	Thursday, January 18, 2024 (Storm date: January 25, 2024)
Thursday, February 1st, 2024 @ 4:30 PM	Course Grant Applications	Thursday, February 15, 2024 (Storm date: February 22, 2024)
Thursday, February 8, 2024 @ 4:30 PM	Eligible conferences, leaves less than 1 year, teacher initiated PD	Thursday, February 16, 2024 (Storm date: February 22, 2024)
Thursday, February 8, 2024 @ 4:30 PM	Applications for educational leave of one year	Thursday, February 16, 2024 (Storm date: February 22, 2024)
Thursday, March 7, 2024 @ 4:30 PM	Eligible conferences, leaves less than 1 year, teacher initiated PD	Tuesday, March 21, 2024 (Storm date: March 28, 2024)
Thursday, April 11, 2024 @ 4:30 PM	Eligible conferences, leaves less than 1 year, teacher initiated PD	Thursday, April 18, 2024
Thursday, April 11, 2024 @ 4:30 PM	Applications for Educational Leave of 60-77 Days	Thursday, April 18, 2024
PLEASE NOTE: THE PD COMMITTEE WILL NOT BE MEETING IN MAY		
Thursday, May 30, 2024 @ 4:00 PM	Eligible conferences, leaves less than 1 year, teacher initiated PD	Thursday, June 6, 2024
Thursday, August 1, 2024 @ 4:00 PM	Eligible conferences, leaves less than 1 year, teacher initiated PD	August 2024 meeting date TBA

Conference Grants (Within the Maritime Provinces AND Online Learning)

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 for or may reasonably be expected to be responsible for in the future.
- All proposed PD shall be related to and aligned with the Inclusive Education Policy and Public School Programs.
- Candidates who are awarded Conference Grants may be asked by the RCE to share course content and key learning in a leadership capacity within the RCE.

Application Procedure

- Submit completed [Conference Grant \(Within the Maritime Provinces\) Application Form](#) available on the Regional Centre's website.
- Include a clear and detailed outline of the proposal with the application form, which include the following:
 - proposed dates of the conference,
 - outlining how it relates to current or anticipated teaching assignment, and
 - connection to RCE priorities and goals.

Expenses (Maximum allowance of \$1500.00 per school year)

(Conference Grant Expense Claim for Within the Maritimes & Online Learning)

- Conference registration (excluding membership fee)
- Travel by car at the current rate paid by the RCE. If travel occurs on a work day mileage claimed is the difference from work to conference location. If travel occurs on a non-work day, mileage can be claimed from home to conference location
- Transportation tolls
- Meals at the current rate paid by the RCE, 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 maximum allowance)
- Receipts are required for all expenses other than meals and kms
- All receipts **must** be in the name of the participating teacher
- Maximum allowance of six (6) school days under this grant per school year
- Expenses must be submitted within 60 days of completion of the conference
- A copy of the approval letter is to be included with the expense claim

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 for or may reasonably be expected to be responsible for in the future.
- All proposed PD shall be related to and aligned with the Inclusive Education Policy and Public School Programs.
- Candidates who are awarded Conference Grants may be asked by the RCE to share course content and key learning in a leadership capacity within the RCE.

Application Procedure

- Submit completed [Conference Grant \(Outside the Maritime Provinces\) Application Form](#) available on the Regional Centre's website.
 - Include a clear and detailed outline of the proposal with the application form, which include the following:
 - proposed dates of the conference,
 - outlining how it relates to current or anticipated teaching assignment, and
 - connection to RCE priorities and goals.

Expenses (Maximum allowance of one conference with an allowance of \$2000.00 CDN every 2 years) (Conference Grant Expense Claim for Outside the Maritimes)

- Conference registration (excluding membership fee)
- Travel by car at the current rate paid by the RCE
- Airfare and ground transportation
- Baggage fees for the **first bag** charged by carrier
- 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 **must** be in the name of the participating teacher
- Maximum allowance of six (6) school days under this grant
- Expenses must be submitted within 60 days of completion of the conference
- A copy of the approval letter is to be included with the expense claim

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/PSAANS sanctioned 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
- PSAANS and NSTU sanctioned professional association conferences only

Application Procedure

- No advance application (pre-approval) required to attend a sanctioned NSTU/PSAANS Conference Day.
- Any other conferences attended on this conference day must have prior approval under the NSTU Conference Grants Application and Guidelines.
- If the NSTU/PSSANS professional conference extends past Conference Day, pre-approval must be granted

Expenses (Expense Claim for NSTU/PSSANS Professional Association Conferences)

- Conference registration only the official receipt issued by the professional association obtained at the conference is acceptable
- Please note this expense claim form is for NSTU/PSAANS sanctioned conferences only.
- 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 RCE, if not included in the registration fee or included with hotel booking (no receipt required).
 - You can claim breakfast if:
 - You travel prior to 6:30 a.m. from your residence to the conference location
 - You have hotel accommodation and breakfast is not included.
 - You can claim lunch if not included in the registration fee.
 - You can claim dinner if:
 - You travelled to a hotel the night prior to the conference
 - You are eligible for a hotel for more than one night.
 - If your conference end time plus travel time extends beyond 5:30 p.m.
- Lodging, to a maximum of \$150 per night for the night prior to conference start.
 - 1 night's lodging when the conference is more than 75 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 (receipts required)
 - Receipts for the conference **must** be in the name of the participating teacher.

Completed expense claims must be received at Regional Office by 4:30 p.m. on the date posted on the Regional Centre's website under NSTU PD.

● LATE CLAIMS WILL NOT BE ACCEPTED.

Note: In case of illness, please contact your school administrator and the professional association for reimbursement.

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

- **Teacher Initiated In-services must take place/be held during school hours.**
- Complete the [In-Service Grant Application Form](#) available on the Regional Centre's website.
 - Include a clear and detailed outline of the proposal with the application form, which include the following:
 - proposed date(s) of the in-service
 - financial breakdown of proposed in-service
 - list of participants
 - connection to RCE priorities and goals

Expenses

- Maximum funding of \$1500 per in-service.
- Expenses for the external presenter (honorarium, travel, lodging, meals). Please note that SSRCE employees would not be eligible to receive presenter costs.
- Nutrition breaks
- Cost of substitute teacher(s) for the initiator(s) to organize/attend the in-service. Please note NSTU/PSAANS employees must apply through Article 60 Educational leave of less than one year to attend.
- Substitute teachers who have been classified as regular teachers pursuant to Article 32.03 of the Teachers' Provincial Agreement are eligible to attend with pre-approval from the Article 60 PD committee by applying using the [Educational Leave of Less Than One Year application form](#)
- Facilities expenses (within the boundaries of the SSRCE)
- Lunch, dinner, and travel are not covered for participants
- A copy of the approval letter is to be included with the expense claim

Expenses must be submitted within 60 days of completion of the in-service with pre-approval letter attached.

Educational Leaves

Educational Leaves of One Year (Article 60.14 TPA)

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

Eligibility for One Year Leave

- **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 of 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.
- Where a teacher is unable to continue to fulfill the approved educational leave, the teacher must inform the Committee as soon as possible and provide the reasons to the Committee pursuant to Article 60.23A of the TPA.

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 Deadlines

Leaves of One Year – Please see the updated application deadlines on the SSRCE website.

Application Procedure

- Applicants must include a detailed outline of the proposal that includes:
 - Purpose of the leave.
 - Description of the program of study.
 - Relationship to the 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.

Approval / Denial of Application Consideration by RCE

- Denial of the application for committee consideration by RCE will be given with the reasons in writing before March 15th.

Review Process

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

Notification

- All applicants shall be notified of the decision by the committee before March 31st.
- Upon completion of the leave the successful candidate must provide proof of completion.

Educational Leaves of 60-77 days

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

institution for a semester. An educational leave does not cover the regular duties of a teacher, such as lesson preparation or resource management.

Eligibility for 60-77 days

- **A teacher is eligible for an Educational Leave of 60-77 days once every five (5) years.**
- Any teacher with a permanent contract.
- Minimum of three (3) years of teaching experience with the SSRCE.
- Return to the SSRCE following the leave and remain in the employ of the SSRCE for a period of time equal to twice the time of the paid leave and shall be subject to the provisions of article 60.22 and 60.23 of the TPA.
- Candidates who are awarded Educational Leave may be asked by the RCE to share course content and key learning in a leadership capacity within the RCE

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 Deadlines

Leaves of 60-77 days – Please see the updated application deadlines on the SSRCE website.

Application Procedure

- Applicants must include a detailed outline of the proposal that includes:
 - Purpose of the leave.
 - Description of the program of study.
 - Relationship to the 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

- Upon completion of the leave the successful candidate must provide proof of completion.

Educational Leaves of 1-59 days

To allow a teacher to pursue a short-term professional development such as mentoring, peer-coaching, teacher initiated collaborative projects.

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 for or may reasonably be expected to be responsible for in the future.
- All proposed PD shall be related to and aligned with the Inclusive Education Policy and Public School Programs.

- Candidates who are awarded Educational Leave may be asked by the RCE to share course content and key learning in a leadership capacity within the RCE.

Expenses

- Cost of the replacement teacher, including salary and benefits.

Application Deadlines

Application deadline can be found on the SSRCE website.

Application Procedure

- Applicants must include, if applicable 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.

Approval / Denial of Application

- Applications will be reviewed at regularly scheduled meetings.

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, NSELC programs (i.e. NSILA)
- 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.

Deadlines for Course Grant Reimbursements – Please check the PD Calendar on the SSRCE website for Meeting Dates and Expense Claim Deadlines for submission.

- **Deadline 1 - The third Thursday each September** (Courses **completed** between Jan. 1, 2023 and Aug. 31, 2023.)
- **Deadline 2 – The first Thursday in February** - (Courses **completed** between Sept. 1, 2023 and Dec. 31, 2023.)

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

Aspiring Leaders Program (ALP) Participants Only

Eligibility

- Permanent, probationary, or term contract with the SSRCE at the time of application and the beginning and ending dates of the program
- A teacher on an Educational Leave shall not be eligible for the ALP

Application Procedure

- Application is required for this program and is communicated by the SSRCE
- Application Form is available from the Regional Centre

Expenses Claim Procedure

Seminars

- NSTU Article 60 PD Committee covers the cost of the seminars up to \$2000 using the Out of the Maritimes Province Grant
- Pre-approval is not needed for seminars
- After each seminar participants submit their receipt of payment along with the ALP Seminar Expense claim.
- Any other expenses would be out-of-pocket to the members, unless covered by the South Shore Regional Centre for Education

Summer Institutes

- To cover travel, meal(s), and possible accommodations for the two August Summer Institutes, members would make application for PRE-APPROVAL (based on meetings dates posted on the SSRCE website) using the Application for Within-The-Maritime Provinces Conference Grant
- Upon completion of the Institutes, the members would submit a Within-The-Maritime Provinces Conference Grant Expense Claim, along with original receipts

Mentoring Days

- During the school year; members would need to apply to have PRE-APPROVAL of their eight (8) mentoring days (dates can be tentative initially if needed), using the Educational Leaves of Less Than One Year application.
- The PD Committee will cover the cost of the substitute teacher for the Mentor Days, as there are no other expenses covered