

### Contact Information

Committee Administrative Assistant  
[nstupdcomm@SSRCE.ca](mailto:nstupdcomm@SSRCE.ca)

### Proposed Budget 2024-2025

Category	Budget
Educational Leave of up to and including one year (salary, benefits & substitute costs) (replacement costs)	\$104 085
Conference Grants Within & Outside the Maritimes & October Day (conference expenses & substitute costs)	\$300 000
Professional Development Grants	\$150 000
Teacher and/or School Initiated In-Service Education	\$5000
Authorized administrative expenses pursuant to Article 60.13	\$11 410
<b>Total Amount Allocated</b>	<b>\$570 495</b>

### 2024-2025 Committee Members

Member Name	Role
Mai-Ling Storm	Lunenburg County Local NSTU
To Be Determined	Lunenburg County Local NSTU
Laura Fryday	Queens County Local NSTU
Sarah Baldwin-Penny	Queens County Local NSTU
Connie Bird	SSRCE
Shawn Feener	SSRCE
Jennifer 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](mailto: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  
2024 - 2025 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 the 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](mailto: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 (fax and email are not accepted for expense claims).

**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 1<sup>st</sup> to March 31<sup>st</sup>) 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 2024-2025

The meeting dates and application deadlines for the 2024-2025 year are as follows:

### 2024

APPLICATION DEADLINES	Documents Due	Meeting Date
Thursday August 1st, 2024	Eligible conferences, leaves less than 1 year, teacher initiated PD	Tuesday August 6th, 2024
Thursday September 5th, 2024	Eligible conferences, leaves less than 1 year, teacher initiated PD	Thursday, September 12, 2024
Thursday September 19th, 2024	<b>Course Grant Applications</b>	Thursday October 10, 2024
Thursday October 3rd, 2024	Eligible conferences, leaves less than 1 year, teacher initiated PD	Thursday October 10, 2024
Monday November 4th, 2024	<b>NSTU Conference Grant Deadline</b>	Thursday November 14th, 2024
Thursday November 7th, 2024	Eligible conferences, leaves less than 1 year, teacher initiated PD	Thursday November 14th, 2024
<b>PLEASE NOTE: THE PD COMMITTEE WILL NOT BE MEETING IN DECEMBER</b>		

### 2025

APPLICATION DEADLINES	Documents Due	Meeting Date
Thursday January 9th, 2025	Eligible conferences, leaves less than 1 year, teacher initiated PD	Friday January 17th, 2025 Storm Date: January 23rd, 2025
Thursday February 6th, 2025	Eligible conferences, leaves less than 1 year, teacher initiated PD	Thursday, February 13th, 2025 Storm Date: February 20th, 2025
Thursday February 6th, 2025	<b>Applications for educational leave of one year</b>	February 13th, 2025 Storm Date: February 20th, 2025
Thursday March 6th, 2025	Eligible conferences, leaves less than 1 year, teacher initiated PD	Tuesday March 18th, 2025 Storm Date: March 25, 2024
Thursday April 10th, 2025	Eligible conferences, leaves less than 1 year, teacher initiated PD	Thursday April 17th, 2025
Thursday April 10th, 2025	<b>Applications for Educational Leave of 60-77 Days</b>	Thursday April 17th, 2025
<b>PLEASE NOTE: THE PD COMMITTEE WILL NOT BE MEETING IN MAY</b>		
Thursday May 29th, 2025	Eligible conferences, leaves less than 1 year, teacher initiated PD	Thursday June 5th, 2025
Thursday July 31, 2025	Eligible conferences, leaves less than 1 year, teacher initiated PD	To Be Determined

## Conference Grants (Within, Online, and Outside 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 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 Application Form](#) available on the Regional Centre's website.
- Include a clear and detailed Letter of Intent with the application form, which includes the following:
  - proposed dates of the conference,
  - outlining relation to current or anticipated teaching assignment, and
  - connection to [RCE priorities and goals](#).

### Expenses (Maximum allowance of \$3500.00 CDN every two school years)

#### [Conference Grant Expense Claim Form](#)

- Conference registration (excluding membership fee)
- Travel by own 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/airport. If travel occurs on a non-work day, mileage can be claimed from home to conference location/airport.
- Transportation tolls (if above \$15 CDN, provide receipt)
- Airfare and other transportation (i.e. taxi, uber, etc)
- Baggage fees for the **first bag** charged by carrier
- Lodging, to a maximum of \$250.00 CDN per night when the conference is more than 75 km from the teacher's residence
- If attending a conference venue within the SSRCE region, members are not eligible for overnight accommodations unless under exceptional circumstances that must be pre approved by the PD Committee
- Parking fees to a maximum of \$40.00 CDN per day
- Meals at the current rate paid by the RCE, if not included in the registration fee
- Receipts are required for all expenses, other than meals and kms
- All receipts **must** be in the name of the participating teacher
- A copy of the approval letter **must** be included with the expense claim
- Expenses must be submitted within 60 days of completion of the conference

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

- Maximum allowance of ten (10) school days (every two years), under this grant
- Substitute cost is not included in the \$3500 CDN maximum allowance

Reimbursement is subject to prorating.

## 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/PSAANS professional conference extends past Conference Day, pre-approval must be granted

### Expenses (Expense Claim for NSTU/PSAANS 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 kilometers 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 traveled 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
  - 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.

Reimbursement is subject to prorating.

## 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:
    - o proposed date(s) of the in-service
    - o financial breakdown of proposed in-service
    - o list of participants
    - o 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.

Reimbursement is subject to prorating.

## Educational Leaves

### Educational Leaves of One Year (Article 60.14 TPA)

*To provide teachers the opportunity for a paid leave of absence for one year for study purposes that are in accordance with the regional centre's program priorities. This may include long-term professional development, research, and study.*

#### 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.
- Preference will be given to applicants who
  - have not previously received a study grant from the committee
  - are required to be 'on site' for study or can not complete the study on a part time basis
  - are enrolled in a full time course load, if attending a postsecondary institution

#### 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 (if applicable)

#### Approval / Denial of Application Consideration by RCE

- Denial of an application for consideration is completed by the RED, or designate, and reasons will be provided to the member in writing before March 15<sup>th</sup>.

#### 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 31<sup>st</sup>.
- Upon completion of the leave the successful candidate must provide proof, within 30 days, of completion.



## Educational Leaves of Less Than One Year

*To provide teachers the opportunity for a paid leave of absence for less than one year for study purposes that are in accordance with the Regional Centre's program priorities. An educational leave does not cover the regular duties of a teacher, such as lesson preparation or resource management.*

### Eligibility for Leave of Less Than One Year

- Any teacher with a permanent contract.
- 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
- If your requested leave is more than 60 days
  - you can only receive one leave every five years
  - preference will be given to applicants who
    - have not previously received a study grant from the committee
    - are required to be 'on site' for study or can not complete the study on a part time basis
    - are enrolled in a full time course load, if attending a postsecondary institution
  - Additional requirements may be requested by the committee

### Expenses

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

### Application Deadlines

Leaves of Less Than 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.

### Note

- Upon completion of the leave over 60 days, the successful candidate must provide proof, within 30 days, of completion.
- The committee reserves the right to limit the number of study leaves and number of days granted to an individual.

### 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) & ALP Seminars (7) 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 - The third Thursday each September** (Courses **completed** between Jan. 1, 2024 and Aug. 31, 2024.)

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