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# Representative Information

Cumberland Local NSTU



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2023-2024



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## 01. Representative Duties

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### **Article V NSTU Representative**

*The role of the NSTU Representative is to disseminate information and direct member requests.*

- [1] An NSTU Representative is an Active Member of the NSTU assigned to an educational site within the geographical or educational site boundaries of the Local.
- [2] The number of NSTU Representatives per educational site is based on a formula outlined in the NSTU Operational Procedures.
- [3] NSTU Representatives shall be elected according to election procedures outlined in NSTU Operational Procedures.
- [4] The NSTU Representative shall be responsible for such duties as outlined in NSTU Operational Procedures and the Cumberland Local Operational Procedures.

**\*From page 4 Cumberland Local Constitution (Approved September 29, 2020)**

### **2.00 DUTIES OF THE NSTU REPRESENTATIVE**

The duties of the NSTU Representative shall include, but are not limited to the following:

1. The *NSTU Representative* shall request time on staff meeting agendas for NSTU updates, which may include:
  - a) Obtaining member thinking on professional and economic matters;
  - b) Disseminating information to members concerning Local and Provincial matters.
2. The *NSTU Representative* shall communicate educational site member concerns to the General Council.
3. The *NSTU Representative* shall be knowledgeable about the policies and procedures of the Local and the NSTU
4. The *NSTU Representative* shall direct member requests to the appropriate Local, Regional, or Provincial authority.
5. The *NSTU Representative* shall encourage new member involvement with Local activities.
6. The *NSTU Representative* shall attend General and Special Meetings of the Local.
7. The *NSTU Representative* shall distribute material received from the Local, Regional or Provincial NSTU to members on site.
8. The *NSTU Representative* shall conduct educational site votes as directed by the Local, Regional, or Provincial NSTU.
9. The *NSTU Representative* shall aide the Local President in the collection of information for the Membership Registry.
10. The *NSTU Representative* shall promote a united teaching profession.

**\*From page 6/7 Cumberland Local Operational Procedures (Approved September 29, 2020)**

## 02. NSTU Structure

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### **SITE**

*Each location where members work should have an NSTU representative.*



### **REGIONAL**

*There are 7 regions across the province.*

- *The Regional Representative Council (RRC) represents teachers within the geographical regions serviced by the Regional Centre for Education (RCE).*
- *The Regional Economic Welfare Committee (REWC) prepares the asking package during regional negotiations.*
- *The NSTU also has committees with RCE staff including: Grievance, Teacher-Management, Professional Development (Article 60), Marking & Prep*

### **LOCAL**

*There are 22 locals across the province, which each have a local executive and local standing committees.*



### **PROVINCIAL**

- *The Provincial Executive is composed of an elected president, first vice president, and 21 members from locals*
- *The NSTU has a hired executive director, assistant executive director, and staff*
- *There are many provincial standing committees, committees of annual council, external committees, boards, foundations, trusts, and professional associations members can join*
- *The Provincial Economic Welfare Committee (PEWC) prepares the asking package during provincial negotiations (TPA)*

*NSTU President: Ryan Lutes*

*NSTU 1<sup>st</sup> VP: Jo-Leigh McPhee*

*NSTU Executive Director: Steve Brooks*

*Acting NSTU Assistant Executive Director: Simon Wilkin*

**NSTU Staff Officer for CCRCE:**

**Tim MacLeod**

[\(tmacleod@staff.nstu.ca\)](mailto:tmacleod@staff.nstu.ca)



### 03. Dates & Information



### 2023-2024

<b>Meetings:</b>		
<b>General Meetings:</b> <ul style="list-style-type: none"> <li>Tues, Sep 26, 2023</li> <li>Tues, Oct 24, 2023</li> <li>Tues, Nov 28, 2023</li> <li>Tues, Jan 30, 2024</li> <li>Tues, Feb 27, 2024</li> <li>Tues Mar 26, 2024</li> <li>Tues, April 30, 2024</li> <li>Tues, May 28, 2024 (AGM)</li> </ul> <p><i>*Meetings are scheduled for a 4:15 pm dinner with meeting at 4:30 pm - all are welcome!</i></p>	<b>Local Executive Meetings:</b> <ul style="list-style-type: none"> <li>Tues, Sept 5, 2023</li> <li>Tues, Oct 3, 2023</li> <li>Tues, Nov 7, 2023</li> <li>Tues, Dec 5, 2023</li> <li>Tues, Jan 2, 2024</li> <li>Tues, Feb 6, 2024</li> <li>Tues, Mar 5, 2024</li> <li>Tues, April 2, 2024</li> <li>Tues, May 7, 2024</li> <li>Tues, June 4, 2024</li> </ul> <p><i>*Local Executive and Provincial Executive Member attend</i></p>	<b>Regional Representative Council (RRC) Meetings:</b> <ul style="list-style-type: none"> <li>Tues, Sep 19, 2023</li> <li>Tues, Oct 17, 2023</li> <li>Tues, Nov 21, 2023</li> <li>Tues, Dec 19, 2023</li> <li>Tues, Jan 16, 2024</li> <li>Tues, Feb 20, 2024</li> <li>Tues, Mar 19, 2024</li> <li>Tues, April 16, 2024</li> <li>Tues, May 21, 2024</li> <li>Tues, June 18, 2024</li> </ul> <p><i>*Local President, Local First VP, Provincial Executive Member, and CRRC Member-at-Large (Allie Coulter) attend</i></p>

<b>Local Executive Members:</b>		
President	Lee-Anne McKoy	<a href="mailto:cumbpresident@nstu.ca">cumbpresident@nstu.ca</a>
First Vice President	Lindsay Crossman Wheaton	<a href="mailto:cumbfirstvp@nstu.ca">cumbfirstvp@nstu.ca</a>
Treasurer	Stephen Bradford	<a href="mailto:cumbtreasurer@nstu.ca">cumbtreasurer@nstu.ca</a>
Secretary	Jennifer Dwyer	<a href="mailto:cumbsecretary@nstu.ca">cumbsecretary@nstu.ca</a>
VP of Communications/PAPR	Kate Cole	<a href="mailto:cumbcommunications@nstu.ca">cumbcommunications@nstu.ca</a>
VP of Professional Development	Stacia Findlay	<a href="mailto:cumberlandpd@nstu.ca">cumberlandpd@nstu.ca</a>
Member-at-Large	Misty Ripley	<a href="mailto:ripleym@nstu.ca">ripleym@nstu.ca</a>

**Provincial Executive Member:**  
 Sharon Midwinter ([swmidwinter@nstu.ca](mailto:swmidwinter@nstu.ca) )

**Committees:**  
 The following local standing committees will meet as needed, and be chaired by a member of the local executive or designate:

- Finance, Nominating, Communications/PA/PR, PD, Resolutions, New Member, Retirement Event

Regional PD (Article 60): Kate Cole ([colekp@nstu.ca](mailto:colekp@nstu.ca))  
Regional Grievance: Lee-Anne McKoy ([firstvp@nstu.ca](mailto:firstvp@nstu.ca))  
Regional Teacher/Management: President ([cumbpresident@nstu.ca](mailto:cumbpresident@nstu.ca))

**Important Dates:**  
Leadership Institute: August 16 - 18, 2023  
Local Executive Planning: August 22 - 23, 2023  
Member Engagement Day: October 5, 2023  
Regional Rep. Retreat: October 13 - 14, 2023  
Professional Associations Conference Day: October 27, 2023  
Annual Council: May 3 - 5, 2024

## 04. Cumberland Local Forms

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The most up-to-date version of the forms can be accessed through the [FORMS](#) section of the Cumberland Local NSTU website.



Form	Description	Date Due
Cash for Classrooms	Available for Cumberland Local members who are looking to purchase items for their classroom not covered by the employer (up to \$100).	Approved at Exec Meetings (first Tuesday of the month)
Conference Fund	Available, after making application to Article 60 PD Fund, to attend conference (up to \$1500). One conference per person per fiscal year.	Approved at Exec Meetings (first Tuesday of the month)
Student Funding	Available for students of Cumberland Local members who wish to attend a conference or seminar (e.g. Youth Forum, Encounters with Canada) (up to \$100).	Approved at Exec Meetings (first Tuesday of the month)
Professional Resource Fund	Available for the purchase of material to be used by teachers to support their professional goals (up to \$100).	Approved at Exec Meetings (first Tuesday of the month)
Special Projects Fund	Available for innovative teacher-led or co-curricular activities (up to \$500). One project per person per fiscal year.	Submitted prior to February 7, 2023
Student Bursary	Available to graduating dependents of currently employed (permanent, probationary, term) Cumberland Local members (up to \$499).	TBD
Retirement Gift	Available for Cumberland Local members who are retiring (up to \$200). Claim cannot be submitted by retirees.	When occurring (latest date June 30th)



## 05. Professional Development (Article 60) Meeting Dates

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Article 60 (Professional Development Fund) of the Teachers' Provincial Agreement allocates funds to each RCE for the purpose of teacher professional development. A six person committee, with half of the representatives appointed by the Regional Executive Director and half appointed by the Union, oversee the management of the fund in each region.

The 2023-2024 committee members are:

- TBA, CCRCE ( )
- Stéphane Duguay, CCRCE (Programs Coordinator)
- Ali Rose, CCRCE (Human Resources Coordinator)
- Wendy Gould, NSTU (Colchester-East Hants Local)
- Kate Cole, NSTU (Cumberland Local)
- Stephanie Deagle, NSTU (Pictou Local)

The 2023-2024 committee meeting dates are:


Thurs September 28, 2023	Thurs January 25, 2024	Thurs March 28, 2024
Thurs October 26, 2023	Thurs February 29, 2024	Thurs April 25, 2024
Thurs November 30, 2023	Thurs March 6, 2024*	Thurs May 30, 2024
Thurs December 14, 2023	Thurs March 7, 2024**	Thurs June 20, 2024

\*Full Year Educational Leave Presentations

\*\*Full Year Educational Leave Presentations – storm date

The following items are covered under Article 60 and applications can be submitted through [INTEGRATED SERVICES](#) 

- Educational Leaves of One Year
- Educational Leaves of Less Than One Year
- Professional Development Grants (university claims, October conference, online conferences, summer PD)
- Teacher or School Initiated In-service Education
- Special Circumstances

In addition to the above Regional PD funding and Local NSTU funding (previous page) there are various PD grants available through the provincial body of the [NSTU](#) 



## 06. Cumberland Local Constitution

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The constitution of the Cumberland Local of the NSTU sets out the basic principles of how the local is governed. It is available from the [HOME](#) page of the Cumberland Local NSTU website.







## 07. Cumberland Local Operational Procedures

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The Operational Procedures of the Cumberland Local of the NSTU provide directions and instructions on how to carry out the tasks of the local. They are available from the [HOME](#) page of the Cumberland Local NSTU website.



## 08. Agreements

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Teachers in Nova Scotia are governed by two collective agreements, one negotiated with the Minister of Education and one with the Regional Centre of Education.

### TEACHERS' PROVINCIAL AGREEMENT (term ending July 31, 2023)



- Duties of Teachers
- Evaluation of Teaching Staff
- School Year
- School Day
- Class Climate
- Teacher Certification
- Contracts
- Salary
- Marking and Preparation Time

### REGIONAL COLLECTIVE AGREEMENT (term ending July 31, 2023)



- Sick Leave
- Seniority and Term Service
- Teacher Assignment
- Teacher Staffing Procedures

## 09. CCRCE Absence Codes

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Code	Descriptor	Number of Days
1	Short Term Illness	20 per year [bank up to 195]
102 2	Serious Illness in Family Care and Comfort	10 per year Up to 5 per year (contained within the 10)
3	Death in Immediate Family	5 per family member
6	Paternity Leave	2 per child
38	Special Leave <u>Incl:</u> 47 – graduation of dependent 48 – recovery from fire/food/natural disaster 66 – executor of an estate 67 – presence requested by the Emergency Measures Organization (EMO) 68 – pallbearer at funeral	Up to 5 per year
<b>Other Codes You May Need to Use</b>		
10	Jury Duty	
11	Local NSTU Business	
13	Department of Education (DOE) Lieu Days	
14	Advanced Reporting Credit	
22	Pre-retirement Seminar [2 days within 5 years of retirement]	
35	Professional Development (PD) Conference	
40	Educational Event (provincial competition only)	
46	Graduation of teacher [1 day per graduation]	
75	Provincial Executive Meetings	
79	Provincial Allotted Days (provincial union business)	
749	Article 46 – Individual Program Plans (IPPs)	
782	Student Success Planning (SSP)	

\*RTBAs submitted through [INTEGRATED SERVICES](#)

