

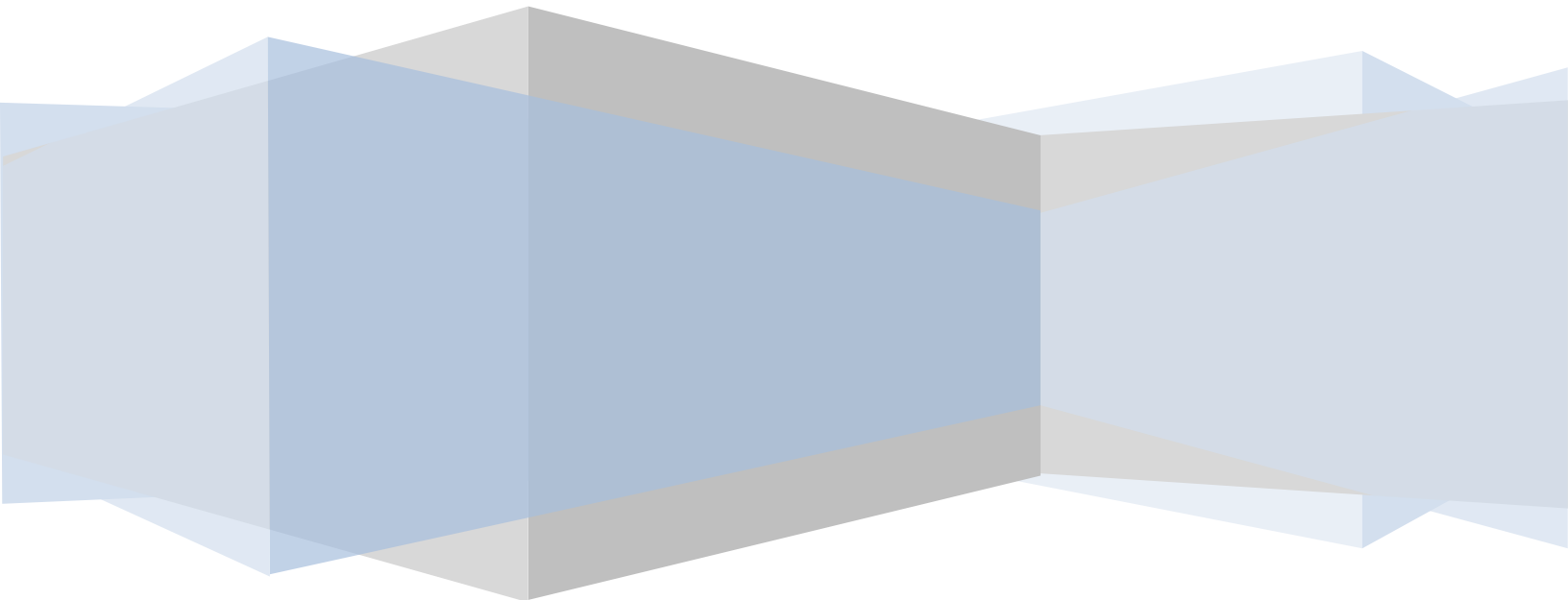
PLEASE NOTE:

Article 60 guidelines are reviewed and updated on an annual basis and effective on April 1<sup>st</sup>. Please review any changes prior to a claim submission.

# Professional Development Fund (Article 60) Guidelines

CCRCE-NSTU PD Committee

April 1, 2023 to March 31, 2024



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## Purpose

The Minister of Education provides funding to the Chignecto-Central Regional Centre for Education annually to be used for training and development by NSTU and PSAANS Members. The Fund is administered by the Professional Development (PD) Committee comprised of equal representation of CCRCE Staff and NSTU members.

The PD fund is allocated to the following categories:

1. Educational Leaves up to and including one (1) year
2. Conference Grants
3. Professional Development Grants
4. Teacher/School Initiated In-Service Education

Article 60 of the *Teacher's Provincial Agreement* provides information about the Professional Development Fund. These guidelines are meant to complement Article 60. Where there is a discrepancy between these guidelines and the *teacher's Provincial Agreement*, the *Teacher's Provincial Agreement* shall prevail.

## Duties of the Committee

The Committee shall:

- Select teachers to be granted educational leaves pursuant to the priorities and criteria established in Article 60.09.
- Select teachers to be granted education leaves of less than four (4) months, conference grants, professional development grants, and reimbursement of teacher or school initiated in-service education expenses.
- Establish and distribute to teachers the appropriate guidelines and application forms.
- Prepare a budget for the allocation of the total Fund into the various categories and make this known to the teaching staff on or before April 30th each year.
- When considered necessary, revise the allocation of funds within the budget during the school year.
- Establish the rates and/or allowances to be paid for expenses in each category and make these known to the teaching staff by April 30th each year.
- Establish meeting dates as required.
- Supply to the Minister, the Regional Centre, and the Union an annual fiscal statement of receipts and disbursements by June 30th of each year.
- Subject to the requirements of Article 60, the Committee will be the sole authority for directing the distribution of the Fund.
- Approve authorized administrative expenses pursuant to Article 60.13.

## Committee Members

- Angela Blenkhorn, Cumberland Local (NSTU)
- Stephanie Deagle, Pictou Local (NSTU)
- Nadine Arnold, Colchester-East Hants Local (NSTU)
- Kelly Brown, Coordinator of Assessment (CCRCE)
- Stephane Duguay, Coordinator of Programs (CCRCE)
- Ali Rose, Coordinator of Human Resources (CCRCE)
- Dianne Rushton, Administrative Assistant for the PD Committee (non-voting member)

## Committee Monthly Meeting Dates

- Thursday, April 27, 2023
- Thursday, May 25, 2023
- Thursday, June 22, 2023
- Thursday September 28, 2023
- Thursday October 26, 2023
- Thursday, November 30, 2023
- Thursday, December 14, 2023
- Thursday, January 25, 2024
- Thursday, February 29, 2024
- Thursday, March 6, 2024 (Full Year Educational Leave Presentations)
- Thursday, March 7, 2024 (Storm date for Full Year Educational Leave Presentations)
- Thursday, March 28, 2024
- Thursday, April 25, 2024
- Thursday, May 30, 2024
- Thursday, June 20, 2024

## General Guidelines & Eligibility

- The budget year runs April 1 to March 31
- Applications will be reviewed as they are submitted. Applications for the following budget year will not be reviewed until the January meeting date.
- To be eligible for funding, the teacher must be under contract with the Regional Centre at the time of application, as well as the beginning and ending dates of the conference/in-service/course or other professional development event.
- An application must be submitted to the Committee **prior to** the conference/in-service event is to take place. Unless otherwise stated on the forms, applications are to be completed online in Integrated Services.
- Any applicable receipts must be submitted within 45 days following the conference/in-service.

| <b>ARTICLE 60 ELIGIBILITY</b>                             |                               |                          |  |                           |                          |
|---|-------------------------------|--------------------------|--|---------------------------|--------------------------|
| <b>TYPE OF LEAVE</b>                                      | <b>October Conference Day</b> | <b>Conference Grants</b> | <b>Professional Development (Course) Grants</b>  | <b>Educational Leaves</b> | <b>In-Service Grants</b> |
| Deferred salary Leave                                     | N                             | Y                        | Y  | N                         | N                        |
| Educational Leave   | N                             | N                        | N  | N/A                       | N                        |
| Pregnancy Leave or Parental/Adoption Leave with Allowance | N                             | Y                        | Y  | N                         | N                        |
| Parental/Adoption Leave                                   |                               |                          | Not eligible for Article 60 funding while on unpaid supplementary Parental Leave                             |                           |                          |
| Compassionate Care Leave                                  |                               |                          | Not eligible for Article 60 funding while on Compassionate Care Leave  |                           |                          |
| Leave for Injury on Duty                                  |                               |                          | Not eligible for Article 60 funding while on leave for injury on duty unless with approval from School Board |                           |                          |
| Leave of Absence  |                               |                          | Not eligible for Article 60 funding while on Leave of absence  |                           |                          |
| Secondments   |                               |                          | Eligible if reimbursed from External Employer  |                           |                          |

# Conference Grants

**Purpose:** To allow teachers the opportunity to attend conferences or professional development opportunities to improve the teacher's professional practice. Other professional development opportunities may include, but are not limited to: workshops, seminars, modules and clinics. The term "conference" within these guidelines refers to all such professional development opportunities.

Please refer to the general guidelines below as well as the specific guidelines for the type of conference you are planning to attend:

1. Conference Grants During the Instructional Year (within Maritimes)
2. Conference Grants During the Instructional Year (outside Maritimes)
3. Conference Grants Outside the Instructional Year
4. Provincial Professional Development Conference

## General Guidelines

- A complete application, including approval by the Principal and Family of Schools Supervisor, must be received at least five (5) working days prior to the Committee's applicable monthly meeting.
- If the applicant decides not to attend the approved conference, they must notify the Committee in writing.
- Where a teacher cannot attend the conference due to exceptional circumstances, the Committee may reimburse the applicant for non-refundable expenses.
- No teacher shall be provided more than five (5) substitute days in one (1) budget year.
- The Committee will review applications up to 4 months in advance of a Conference.

## Application Process:

- Complete the online conference application form (found on Integrated Services). A complete application includes:
  - A cover letter explaining how the conference will improve your professional practice
  - All expected expenses
  - The link to the conference website and/or a copy of the conference brochure
- Applications submitted more than 5 months in advance of the Conference will not be reviewed by the committee until up to 4 months in advance of the Conference.
- The Teacher will be informed via email of the decision of the Committee.

## Reimbursement of Expenses

- A complete application for reimbursement must be submitted to the Committee within 45 days of the conference.
- Only expected expenses submitted with the application form will be considered for reimbursement
- A complete application for reimbursement includes:
  - Proof of payment for registration
  - All itemized receipts for eligible expenses
  - All other sources of funding must be disclosed on the application

# 1. Conference Grants: During the Instructional Year (Within Maritimes)

## Guidelines

- Pre-approval by the Committee is required.
- Up to two (2) substitute days may be provided to a teacher in each budget year to attend a conference within the Maritimes.
- In circumstances where a conference is longer than two (2) days, the teacher may apply for additional substitute days to attend the conference to a maximum of five (5) days. Additional days will not be provided to attend more than 1 conference.
- Travel days are generally not provided.
- The Committee reserves the right to limit the number of teachers per school attending any given conference. Normally, a maximum of two teachers from the same school can be approved for any given conference.
- The Committee reserves the right to limit the number of times a teacher attends the same conference.

## Eligible Expenses

- A maximum of \$1200 per budget year may be provided to attend a conference within the Maritimes
- Reasonable expenses may include:
  - Registration
  - Meals where not otherwise provided. Meals may be claimed on the day before and after the conference where the teacher is required to travel on those days. (Up to \$55 per day. \$10 breakfast, \$15 lunch, \$30 supper).
  - Mileage
  - Parking
  - Tolls
  - Accommodations where the conference is more than 100km from the teacher's residence. Accommodations may be claimed up to 1 night before and the night of the last day of the conference.
  - Other pre-approved expenses required to participate in the conference
    - Generally the cost of a rental car is not reimbursed

## 2. Conference Grants: During the Instructional Year (Outside the Maritimes)

### Guidelines:

- Pre-approval by the Committee is required
- Up to five (5) substitute days may be provided to a teacher once every three (3) budget years to attend a conference outside the Maritimes.
- Generally travel days will be provided for the day before and after the conference (included within the 5 substitute days)
- The Committee reserves the right to limit the number of teachers per school attending any given conference. Normally, a maximum of two (2) teachers from the same school can be approved for any given conference.
- The Committee reserves the right to limit the number of times a teacher attends the same conference.

### Eligible Expenses

- A maximum of \$3000 every three (3) budget years may be provided to attend a conference outside the Maritimes
- Reasonable expenses may include:
  - Registration fees
  - Meals where not otherwise provided. Meals may be claimed on the day before and after the conference where the teacher is required to travel on those days. (Up to \$55 per day. \$10 breakfast, \$15 lunch, \$30 supper).
  - Travel (e.g.s. flights, mileage, public transportation, etc.)
  - Parking (during the conference and up to 1 day before and after the conference)
  - Tolls
  - Accommodations including the night before and the night of the last day of the conference
  - Other pre-approved expenses required to participate in the conference
    - Generally the cost of a rental car is not reimbursed
    - Costs associated with COVID-19 travel protocols will not be reimbursed.



### 3. Conference Grants: Outside the Instructional Year (December Holiday Break, March Break and Summer break)

#### Guidelines:

- Pre-approval by the Committee is required
- Substitute days are not required nor provided
- The Committee reserves the right to limit the number of teachers per school attending any given conference. Normally, a maximum of two (2) teachers from the same school can be approved for any given conference.
- The Committee reserves the right to limit the number of times a teacher attends the same conference.

#### Eligible Expenses

- A maximum of \$3500 every budget year may be provided to attend a conference outside the instructional year
- Reasonable expenses may include:
  - Registration fees
  - Meals where meals are not otherwise provided. Meals may be claimed on the day before and after the conference where the teacher is required to travel on those days. (Up to \$55 per day. \$10 breakfast, \$15 lunch, \$30 supper).
  - Travel (e.g.s. flights, mileage, public transportation, etc.)
  - Parking (during the conference and up to 1 day before and after the conference)
  - Tolls
  - Accommodations including the night before and the night of the last day of the conference
  - Childcare expenses (up to \$40 per child/per day)
  - Other pre-approved expenses required to participate in the conference
    - Generally the cost of a rental car is not reimbursed
    - Costs associated with COVID-19 travel protocols will not be reimbursed.

## 4. Provincial Professional Development Conference (October Conference)

**Purpose:** To provide funding for teachers to attend the annual NSTU Professional Association Provincial Professional Development Conferences or the annual PSAANS Professional Development Conferences.

### **Application Process:**

- Submit the online Provincial Professional Development Conference Day Claim form found on Integrated Services by 11:59 p.m, November 15<sup>th</sup> including receipts for eligible expenses. Only online application forms will be accepted.
- It is the responsibility of the employee to ensure the claim form has been filled out accurately, successfully submitted and all supporting documents have been uploaded by the deadline.
- To ensure confirmation of submission, please keep your email confirmation, received from [information.technology@ccrce.ca](mailto:information.technology@ccrce.ca) for future reference.
- Pre-approval is not required.

### **Eligible Expenses:**

- A maximum of \$500 may be provided to cover reasonable expenses
- Reasonable expenses may include:
  - Registration
  - Meals where not otherwise provided. Meals may be claimed on the day the conference where the teacher is required to travel on those days. (Up to \$55 per day. \$10 breakfast, \$15 lunch, \$30 supper).
  - Mileage
  - Parking
  - Tolls
  - Accommodations where the conference is more than 100km from the teacher's home residence. Accommodations may be claimed up to 1 night before the conference.
  - Other pre-approved expenses required to participate in the conference
    - Generally the cost of a rental car is not reimbursed

# Educational Leave of Less than One Year

**Purpose:** 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.

## Guidelines

- Preference will be given to applicants who can only complete the requirements of their proposal during the school day.
- Preference will be given to applicants who have not previously received a study grant from the Committee.
- The Committee reserves the right to limit the number of study leaves and number of days granted to any individual.
- A teacher granted an educational leave of less than one year will continue to receive full salary and benefits during the period of leave.
- A teacher granted an educational leave shall be required to remain in the employ of the Regional Centre for a period of time equal to twice the length of the paid leave. A teacher who fails to meet this requirement will be required to reimburse the Regional Centre for their salary, benefits and other educational costs during the leave.

## Application Process:

- Complete the online application including:
  - a. A one page cover letter summarizing your proposed program;
  - b. A detailed description of your proposal which includes a detailed timeline and your course selection;
- The form has three levels of approval
  - i. Principal (or immediate Supervisor)
  - ii. Family of Schools Supervisor
  - iii. Director of Human Resources
- The application must be received at least 40 days in advance of the proposed leave.

# Educational Leave of One Year

**Purpose:** 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.

## Guidelines:

- A teacher must have a permanent contract with the Regional Centre and have at last 3 years teaching with the Regional Centre.
- The teacher's course load should include thirty credit hours during the September – June period.
- Any changes require approval from the Committee.
- Preference will be given to applicants who have not previously received a study grant from the Committee.
- Preference will be given to applicants who are required to be on site.
- A teacher granted an educational leave of one year will continue to receive full salary and benefits during the period of leave.
- A teacher granted an educational leave of one year shall return to the employ of the Regional Centre immediately following the leave and will be required to remain in the employ of the Regional Centre for at least two years. A teacher who fails to meet this requirement will be required to reimburse the Regional Centre for their salary, benefits and other educational costs during the leave.
- A teacher granted an educational leave of one year must be willing to seek opportunities within the area of study as early as the following school year.

## Application Process:

- Complete the online *Educational Leave of One Year* form including:
  - c. A one page cover letter summarizing your proposed program;
  - d. A detailed description of your proposal which includes a detailed timeline and your course selection;
- Submit a letter of reference from someone in a supervisory position within your school, family or region. This may be mailed directly to the Director of Human Resources.
- **The completed on line application form and the letter of reference must be received before 4:30 p.m, February 15<sup>th</sup>.**
- Candidates who are selected are required to make a presentation (maximum time 15 minutes) to the Committee in early March.
- Successful candidates are required to make a short presentation regarding the outcome of their Educational Leave of One Year at the following November Committee Meeting.

# Professional Development (Course) Grants

**Purpose:** To provide funding to teachers who take courses for upgrading their professional qualifications or improving their classroom effectiveness.

## Guidelines

- Teachers may apply for funding for any of the following:
  1. University/college course leading to a formal upgrade in teacher certification, as approved in advance by the Registrar of Teacher Certification
  2. University/college course not leading to a formal upgrade in teacher certification
  3. Non-university/college course not leading to a formal upgrade in teacher certification
- Pre-approval is required for coursework not leading to a formal upgrade in teacher certification.
- To apply for pre-approval for coursework, submit the online Professional Development Pre-approval form indicating how the coursework will improve your professional qualifications and/or classroom effectiveness.

## Eligible Expenses:

- Reimbursement is provided for tuition costs only. No other expenses will be reimbursed.

Tuition will be reimbursed to a maximum of 80% of the total cost and shall not exceed:

  - \$1000 for a ½ credit (3 credit hours)
  - \$2000 for full credit (6 credit hours)
- The percentage of tuition for reimbursement will be dependent on the amount of funding available and the number of applications received.
- The maximum amount for reimbursement is one full course (6 credit hours) or two half-credit courses (3 credit hours each) per deadline period.

## Application Process:

- Submit the online Claim for Payment – Professional Development Grants found on Integrated Services. A complete application includes:
  - Official receipt
  - Verification of successful completion
  - Copy of approval from the Registrar of Teacher Certification approving the coursework, or;
  - Completion of the PD pre approval form for coursework not leading to a formal upgrade.
- Applications must be received by 11:59 p.m. on October 15<sup>th</sup> for Spring/Summer course, and 11:59 p.m. on May 15<sup>th</sup> for Fall/Winter courses.

- It is the responsibility of the employee to ensure the claim form has been filled out accurately, successfully submitted and all supporting documents have been upload by the deadline.
- Please ensure email confirmation is received from [information.technology@ccrce.ca](mailto:information.technology@ccrce.ca) and kept for future reference.

## School-Initiated In-Service Education

**Purpose:** To support schools that are engaging in site based Professional Development outside of regular school hours, not including system-wide shutdowns.

**Guidelines:**

- Schools may apply for a maximum of \$700.00 (per school and per budget year) to cover costs such as Honorarium or expenses for presenter and professional resources in support of teacher learning.
- This fund cannot be used to cover the cost of refreshments.

**Application Process:**

- Submit the online School Initiated In-Service Education form found on Integrated Services at least five working days prior to the Committee’s applicable monthly meeting date.

## Teacher-Initiated In-Service Education

**Purpose:** To allow a teacher(s) to visit other schools/programs, or to work collaboratively with others on a professional development goal related to curriculum, instruction and/or assessment practices.

**Guidelines:**

- Individual teachers may apply for substitute costs for one day per budget year

**Application Process:**

- Submit the online Teacher Initiated In-Service Education form found on Integrated Services at least five working days prior to the Committee’s applicable monthly meeting date.
- All teachers attending the in-service must complete a “request to be absent” form in Integrated Services using Code 64