

## APPLICATION PROCESS

The Professional Development Committee meets the third Tuesday of each month to consider requests under Article 60 of the Collective Agreement. Applications must include a complete detailed description of the request. In order to be considered at the monthly meeting, applications must be received no later than the **2nd Monday** of the month. Applications submitted late will be considered at the next meeting. Incomplete applications will be returned.

Teachers are encouraged to contact their NSTU P.D. representative for assistance in completing an application.

Applications are available at each school through the Professional Development NSTU representative, the Board web at: [www.tcrsb.ca](http://www.tcrsb.ca) (Important Documents Link) or at the School Board Office.

Please submit applications, with required documents, to:



### **Tanya Forrest**

Assistant to Superintendent/Board Secretary  
Tri-County Regional School Board  
79 Water Street  
Yarmouth, NS B5A 1L4  
Phone: 902-749-5682 Fax: 902-749-5660  
E-mail: [tforrest@tcrsb.ca](mailto:tforrest@tcrsb.ca)



## PRIORITIES

All areas will be considered that tie into one or more of the following:

- Professional Growth Plan
- School Improvement Plan
- Public School Program
- Board Business Plan

### COMMITTEE MEMBERS 2010-2011

Phillip Landry, Superintendent

Faye Haley, Board Member

Anne Moses, Board Member

Lee Goreham-Smith, Teacher  
Evelyn Richardson Mem. Elementary

Michelle Heighton, Teacher  
Yarmouth Cons. Mem. High School

Shelley Mahen, Teacher  
St. Mary's Bay Academy

## BUDGET

Professional Development	\$202,480
Conference Grants	\$175,000
Educational Leaves	\$50,000
In-Service Programs	\$15,000
Substitutes - Conferences	\$30,000
Administration	\$8,400

TRI-COUNTY REGIONAL  
SCHOOL BOARD

P.D. COMMITTEE

NSTU



# 2010-2011

PROFESSIONAL  
DEVELOPMENT  
FUND

~ Article 60 ~

## ARTICLE 60

The Professional Development Fund was established by the Nova Scotia Teachers Union and the School Board to offer teachers a variety of professional development opportunities. Approximately \$417,500 is available to NSTU staff through this fund. This brochure highlights key components of the opportunities available to all teachers from Tri-County under the terms of this Article.

*Please refer to Article 60 of the Collective Agreement for complete details.*



### EDUCATIONAL LEAVES OF ONE YEAR:

Available to teachers for professional and/or curriculum development, research, and study.

- Applications, including a full description of the proposed leave, must be submitted by **February 15th**.
- To be eligible, a teacher must have a permanent contract and at least three years teaching with the Board.
- Only the cost of substitutes are paid under this fund.

### EDUCATIONAL LEAVES LESS THAN ONE YEAR:

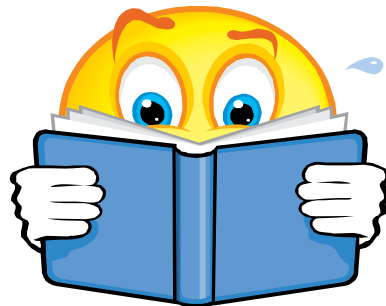
Available to teachers for the purpose of classroom visitations, observations, job shadowing and/or mentoring.

- Applications must include a full description of the proposed leave.
- To be eligible, a teacher must have a permanent or probationary contract with the Board.
- Only the cost of substitutes are paid under this fund.

## CONFERENCE GRANTS:

Available to teachers for a conference, seminar, workshop, or clinic.

- Applications for in-province conferences, except the October provincial conference, must be submitted in advance of the conference to the Superintendent or designate for approval.
- Out-of-province conference grants requests must be submitted to the P.D. Committee for approval.
- Expenses, established by the Committee, include the following:
  - Registration fees but not association dues or membership fees (receipts required);
  - Lodging to a maximum of \$100.00 per night (receipt required); **or** \$25.00 if staying with family/friends.
  - Meals/gratuities to a maximum of \$50.00 per day (receipts are not required);
  - Travel at the current rate paid by the Board;
  - Parking fees to a maximum of \$12.00 per day (receipts required);
  - No single grant shall exceed \$1000.00
- Applications, with required receipts, must be submitted no later than **November 10th** and shall be paid on or by **December 15th**, subject to prorating.



## PROFESSIONAL DEVELOPMENT GRANTS:

Available to teachers who take courses for the purpose of improving their classroom effectiveness or upgrading their professional qualifications

- Applications, including receipt of payment and verification of successful completion of the course(s), must be submitted no later than **October 31st** and will be paid by **November 30th** for the first payment and submitted no later than **April 30th** and paid by **May 15th** for the second payment, subject to prorating.
- Expenses include tuition/registration, required textbooks/related materials.
- The maximum number of grants available per payment period (**October 31 to April 30**) cannot exceed two (2) full or four (4) half-credit courses. Courses exceeding the allotted number that are completed prior to the November 30th deadline will **NOT** be carried over.
- A teacher on an Educational Leave is not eligible for a Professional Development Grant.
- The maximum a teacher can claim is \$1200.00 CDN per half credit course, and \$2000.00 CDN per full credit course, subject to prorating.

## IN-SERVICE EDUCATION GRANTS:

The Committee may authorize expenditures to help with costs involved in organizing teacher-initiated or school-based in-service planning days or workshops.

- Applications requiring the use of school time must have prior approval of the Superintendent.
- Teachers who travel to in-services, which are held at a place other than the teacher's normal place of work, shall be paid a travel allowance at the Board rate.
- Meal allowances will not be paid to teachers who attend in-services in the Tri-County.