



**Eastern Shores School Board  
Eastern Shores Teachers' Association**



# **PROFESSIONAL IMPROVEMENT COMMITTEE**

## **POLICY KIT 2013-2014**

**EFFECTIVE NOVEMBER 1, 2013**

## **POLICY STATEMENT**

The Professional Improvement Committee (PIC) receives its mandate by virtue of the ESSB-ESTA Local Agreement clause 4-5.00. It is a parity body composed of three (3) teachers from the **Eastern Shores Teachers' Association** (ESTA) and three (3) Board members from the **Eastern Shores School Board** (ESSB). The funds of the P.I.C. are meant to assist teachers in the costs of furthering their professional skills through participation in academic programs, conferences, workshops and other such teacher-related endeavors.

## **P.I.C. FUNDING**

In accordance with the Provincial Entente (Chapter 7), for each teacher employed by a school board, a set amount of \$240 is provided. In addition to the above total, a regional allowance is granted annually by the Government to school boards that are designated to be in remote areas, in accordance with Clause 7-1.02 of the Provincial Entente. The method of calculating funds available for professional improvement is provided in the example below:

### **QUEBEC SCHOOL BOARD WITH 130 TEACHERS IN ITS EMPLOY**

\$240.00 per teacher (130) teachers .....	\$31 200
Regional Allowance as per Government grants (if applicable) .....	\$13 000
Multigrade Classroom Allocation (if applicable) .....	\$16 000
Carry over from previous year's operations (if applicable) .....	-----
<b>TOTAL P.I.C. FUNDS FOR OPERATION .....</b>	<b>\$60 200</b>

It should be noted that according to clause 7-1.03, the P.I.C. budget is a running account from year to year. As a result, there are years when a surplus or deficit of funds might carry over from the previous year's expenditures.

At all times, teachers should do their utmost to minimize substitution costs.

## **P.I.C. POLICY**

Each year, the PIC meets to decide on the adoption of policies that will affect the ways and means that teachers may apply for professional funding.

The minutes of the Professional Improvement Committee are distributed to all schools and are to be posted on bulletin boards. To ensure that all teachers have access to policy information, upon agreement of the standing committee, packages such as this one will be sent to the school secretary of each school. The secretary will give a copy to the union delegate who will post a copy on the ESTA bulletin board.

The P.I.C. Secretary shall forward a copy of the P.I.C. minutes and the Policy Kit to the committee members, the ESTA executive members, the Director General and the Director of Educational Services.

The P.I.C. Kit will contain both a general background of its operational status as well as explanations of its specific policies for the calendar year (see Annex I). Permission to travel / claim forms can be obtained from the school secretaries.

## **POLICY FOR APPLICATION OF CONFERENCE REIMBURSEMENT**

Each year the P.I.C. subsidizes teacher expenses incurred when attending various conferences and workshops, requested by teachers. Please refer to Annex 1, item 4, for the current school year policy.

To attend any conference and / or workshop of an educational nature, you must request permission from your designated authority.

After attending the conference, fill out side A of the form in accordance with the policies as outlined in Annex 1 and attach proof of registration. No reimbursement will be considered if the said form has not been completed. Side B of the permission to travel form must be completed. This résumé must be completed prior to payment.

## **POLICY FOR COURSE REIMBURSEMENT**

A All teachers taking credit courses at a recognized college or university are to be reimbursed their tuition fees, as outlined in Annex I, item 4. These courses must be recognized by the Government as eligible requirements towards the upgrading of the teacher's personal classification. For the purposes of scholarship, it is highly recommended that these courses be part of a recognized diploma or certificate program. Courses taken in isolation (without any orientation), outside of registered program will not be recognized for scholarship purposes. In order for teachers to apply for reimbursement of their fees, the following conditions must be met:

- 1 Successful completing of course or language proficiency exam with a passing grade
- 2 Forward an official transcript
- 3 Receipt of payment of fees.

All claims should be submitted on a P.I.C. Claim form (see Annex III). Ensure that a transcript bearing the final mark of the course is enclosed with the said form and forwarded to the Eastern Shores School Board in care of the Human Resources.

B P.I.C. will also consider the possibility of reimbursing teachers who follow non-credit courses (i.e. courses that do not affect classification and that are taken at a recognized university). However, teachers must consult the P.I.C. prior to their following said non-credit courses in order to ascertain if their course of study are eligible for a partial reimbursement. **Requests received after the fact will not be accepted.**

See Annex 1: Part 4

N.B. Reimbursement for courses will be made by direct deposit.

<b>ANNEX I</b>
<b>Budget &amp; Reimbursement Policies</b>
<b>2013-2014</b>

**1- PROFESSIONAL IMPROVEMENT COMMITTEE MEMBERS**

<b>School Board</b>	<b>Union</b>
Lavergne Fequet	Ruth Copping
Lisa Mosher	Brian DeCiccio
Hugh Wood	Ray Venables

**2- PROPOSED PIC BUDGET**

Course Fees .....	\$1 000.00
Conferences	
QPAT .....	\$45 000.00
Other .....	\$25 000.00
Regional Conference .....	\$0.00
First Aid .....	\$10 000.00
 ESTIMATED EXPENSES .....	 <b>\$81 000.00</b>

**3- ESTIMATED REVENUE**

Balance brought forward 2012-2013 .....	\$31 797.16
135.53 teachers (youth sector) @ \$240 .....	\$32 527.20
1 teachers (adult education) @ \$240 .....	\$ 240.00
Regional Allowance (estimate).....	\$13 907.00
Multigrade Classroom Allocation (estimate) .....	\$17 609.00
 TOTAL REVENUES.....	 <b>\$96 080.36</b>
 Estimated SURPLUS or (DEFICIT).....	 <b>\$15 080.36</b>

#### 4- CONFERENCE AND COURSE REIMBURSEMENT POLICY

- 1) Teachers on leaves of absence, maternity leaves, deferred salary sabbatical leave or on a loan of service are not eligible to apply for funding.
- 2) Adult education / Vocational education teachers will be reimbursed for the number of hours that they would have been scheduled during their absence in order to attend the approved professional development activity.
- 3) Casual supply teachers, teachers-by-the-lesson and hourly paid teachers are not eligible for PIC funding since these categories of teachers do not qualify for funding from the Government.
- 4) PIC monies cannot be combined with any other type of funding (e.g. NANS, PDIG, etc).

**PLAN A:** One Conference Only

Travel	\$400.00 (no receipts required)
Per day of conference to cover expenses	\$200.00 (no receipts required)
Conference registration	\$400.00 max (receipts required)

**OR**

**PLAN B:** One Conference Only

Travel by public transportation	\$900.00 max (receipts required)
	\$1100.00 max for Fermont and the Magdalen Island
Per day of conference to cover expenses	\$200.00 (no receipts required)
Conference registration	\$400.00 max (receipts required)

**OR**

**PLAN C** Reimbursement of course fees or the cost associated with a language proficiency exam (see PIC Policy re: payment of fees). Maximum reimbursement allowable is \$700.00.

**NOTE: The maximum amount granted for any given year is \$1500 per teacher with the exception of the isolated regions of Fermont and the Magdalen Islands which is a maximum of \$1700.**

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#### EXPENSE CLAIMS

Please complete the appropriate claim forms for either a travel expense or tuition fee reimbursement and include proof of registration. Teachers should indicate which plan they have chosen on their authorization to travel forms. Résumés of conferences / workshops must be completed. Ask your school secretary for copies. Please address all claims to:

**THE FINANCE DEPARTMENT c/o  
EASTERN SHORES SCHOOL BOARD  
40, rue Montsorrel, P.O. Box 500  
New Carlisle, Québec G0C 1Z0**

## ANNEX II

### P.I.C.

## Statement of Revenue and Expenses

As of June 30, 2013

### REVENUE

Balance brought forward 2011-2012	\$11 637.77
137.08 teachers (youth sector) @ \$240.00	\$32 899.20
1.00 teachers (adult education) @ \$240.00	\$ 240.00
Regional Allowance (Measure 30134)	\$13 907.00
Multigrade Classroom Allocation (Measure 30136)	\$17 609.00
Tax rebate from travel	\$ 3 140.11
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<b>TOTAL REVENUE</b>	<b>\$79 433.08</b>

### EXPENSES

Regional workshops	\$ 0.00
Tuition Fees	\$ 0.00
QPAT Convention	\$35 788.15
Other Workshops	\$11 847.77
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<b>TOTAL EXPENSES</b>	<b>\$47 635.92</b>

**Surplus or (Deficit) \$31 797.16**

# ANNEX III

## EASTERN SHORES SCHOOL BOARD

### PROFESSIONAL IMPROVEMENT COMMITTEE

#### CLAIM FOR REIMBURSEMENT OF TUITION

Name: \_\_\_\_\_ School: \_\_\_\_\_

University: \_\_\_\_\_ Programme: \_\_\_\_\_

Current Teaching Assignment: \_\_\_\_\_

COURSES:	CREDITS OBTAINED:	DATE:	AMOUNT
TOTAL:			

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Note:**

- [1] Claimee is responsible for having a Transcript forwarded to E.S.S.B. Finance Department from issuing institution.
- [2] Each claim will be evaluated in accordance with the current policy established by P.I.C.
- [3] Your attached receipts will be returned to you for income tax purposes.

**FOR OFFICE USE ONLY**

I HAVE VERIFIED THIS CLAIM AND THEREBY AUTHORIZE THE AMOUNT OF \_\_\_\_\_  
% OF \$ \_\_\_\_\_ = \$ \_\_\_\_\_.

\_\_\_\_\_  
DIRECTOR GENERAL

REASON FOR REJECTION: \_\_\_\_\_

\_\_\_\_\_. Initials: \_\_\_\_\_