



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



PROFESSIONAL IMPROVEMENT COMMITTEE

POLICY KIT 2011-2012

POLICY STATEMENT

The Professional Improvement Committee is a parity body composed of three teachers from the **Eastern Shores Teachers' Association** and three Board members from the **Eastern Shores School Board**. 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 Agreement, 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 (refer to Appendix XV) of the Collective Agreement. 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)	-----
TOTAL P.I.C. FUNDS FOR OPERATION	\$60 200

It should be noted that 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 try 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.

ANNEX I
Budget & Reimbursement Policies 2011-2012

1- PROFESSIONAL IMPROVEMENT COMMITTEE MEMBERS

School Board	Union
Howard Miller	Brian DeCiccio
Suzanne Ward, secretary	Nelson Roussy, chairperson
	Ray Venables

2- PROPOSED PIC BUDGET 2011-2012

September Professional Development (in three parts)	\$13 412.00
Course Fees	\$2 000.00
Conferences	\$60 000.00
Substitution	\$0.00
ESTIMATED EXPENSES	\$75 412.00

3- ESTIMATED REVENUE 2011-2012

Balance brought forward 2010-2011	\$28 692.41
137.32 teachers (youth sector) @ \$240	\$32 956.80
1.00 teachers (adult education) @ \$240	\$ 240.00
Regional Allowance (estimate).....	\$13 412.00
Multigrade Classroom Allocation (estimate)	\$17 045.00
TOTAL REVENUES.....	\$92 346.21
 Estimated SURPLUS or (DEFICIT).....	 \$16 934.21

4- CONFERENCE AND COURSE REIMBURSEMENT POLICY

- 1) Teachers may avail themselves of the following if they have at least a 30% workload (i.e. 240 hours in the adult education / vocational education sector).
- 2) Teachers on leaves of absence, including maternity leaves, are not eligible.
- 3) 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.
- 4) Casual supply teachers and teachers-by-the-lesson are not eligible for PIC funding.

PLAN A: One Conference Only

Travel	\$400.00 (no receipts required)
Per day of conference to cover expenses	\$150.00 (no receipts required)
Conference registration	\$400.00 max (receipts required)

PLAN B: One Conference Only

Travel by public transportation	\$900.00 max (receipts required)
Per day of conference to cover expenses	\$150.00 (no receipts required)
Conference registration	\$400.00 max (receipts required)

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 for the 2011-2012 school year.

NOTE: Please indicate “Plan A,” “Plan B,” or “Plan C” on your expense form.

NOTE: PIC monies cannot be combined with any other type of funding (e.g. NANS, PDIG, etc).

EXPENSE CLAIMS

Please complete the appropriate claim forms for either travel expense or tuition fee reimbursement and include proof of registration. You should indicate your workload percentage and which plan you have chosen to avail yourself. Résumés of conferences / workshops must be completed. Ask you school secretary for copies. Please address all claims to:

**THE FINANCE DEPARTMENT
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, 2011

REVENUE

Balance brought forward 2009-2010	\$54 907.95
130.13 teachers (youth sector) @ \$240.00	\$31 231.20
1.00 teachers (adult education) @ \$240.00	\$ 240.00
Regional Allowance	\$13 412.00
Multigrade Classroom Allocation	\$17 045.00

TOTAL REVENUE	\$116 836.15

EXPENSES

RSEC 2010	\$27 453.98
Tuition Fees	\$ 0.00
QPAT Convention	\$46 705.14
Other Workshops	\$13 984.62

TOTAL EXPENSES	\$88 143.74

Surplus or (Deficit) \$28 692.41

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: _____