

ENGLISH MONTREAL SCHOOL BOARD



PROFESSIONAL IMPROVEMENT COMMITTEE

INFORMATION BOOKLET FOR TEACHERS
2019 - 2020

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IMPORTANT:

- *If you attend a conference without having received acceptance from P.I.C., the expenses (including substitution) will have to be paid by you.*
- *It is up to the applicant to use the most updated forms.*
- *The applicant assumes full responsibility to ensure all documentation is submitted & received on or before the deadline dates posted.*
- *Once an application has been approved, teachers must follow their school's substitution procedure in order to ensure they are replaced during their absence.*

DATES OF PIC MEETINGS

The Professional Improvement Committee will usually meet on the ***third Wednesday of each month.***

**** Due to conflicts these dates are not the third Wednesday of the month***

<i>APPLICATION DEADLINE</i>	<i>MEETING DATE</i>
Monday, September 16, 2019	Wednesday, September 18, 2019
Friday, October 11, 2019 *	Wednesday, October 16, 2019
Monday, November 18, 2019	Wednesday, November 20, 2019
Thursday, December 12, 2019 *	Monday, December 16, 2019 *
Monday, January 13, 2020	Wednesday, January 15, 2020
Monday, February 17, 2020	Wednesday, February 19, 2020
Monday, March 16, 2020	Wednesday, March 18, 2020
Monday, April 20, 2020 *	Wednesday, April 22, 2020 *
Friday, May 15, 2020 *	Wednesday, May 20, 2020
Thursday, June 11, 2020 *	Monday, June 15, 2020 *

Applications must be received by the PIC **by 4:00 p.m. on the Monday before the meeting, prior to the date of the activity (please note exceptions highlighted and *)**

GENERAL INFORMATION

The Professional Improvement Committee (PIC) has the responsibility of allocating the funds available for professional improvement. The government allots \$240 per year per teacher in the Youth and Adult Education sectors and \$300 per teacher in the Vocational Training sector.

The funds may be used for the following purposes:

- Collective and School Projects
- Credit Courses
- Non-Credit Courses
- Conferences, Seminars, Conventions, School Visits and Workshops.

Needs of the Milieu

PIC examines the needs of teachers in light of the needs of the larger educational community in order to establish the priorities that should be addressed by the PIC budget. Again this year, we will be placing emphasis on conferences around the Montreal Region and on the induction of new teachers via the SORT Committee.

Eligibility

1. Those with an EMSB teacher's contract (full-time, part-time or substitute's contract*) or any hourly paid adult education/vocational training teacher who has an assignment of 150 hours per semester, are eligible for funding.
2. Teachers who are on Maternity/Paternity/Parental or Preventative leave, CNESST or Salary Insurance, **will not be permitted to attend workshops.**
3. If you have already been granted permission to attend a PIC funded conference, you **must submit to the committee a medical clearance letter from Human Resources in order for your expenses to be reimbursed.** Please contact Cynthia Garofalo-Gysin at the EMSB (514 483-7200, ext. 7501) as soon as possible.

**As referred to in the Collective Agreement under 5-1.08*

The Professional Improvement Committee will **not grant funds** to teachers on *full-time leave of absence for the entire school year*, **UNLESS**

1. The reason given to the School Board for the leave of absence is FULL-TIME STUDY.
2. The leave of absence is an extension of the paid portion of a parental leave of absence, which ends during 2019-2020 school year.
3. The teacher is on a deferred salary sabbatical leave.
4. The teacher is on a loan of service.

For teachers who fall under categories 1 or 2, bursaries for credit courses ONLY will be granted.

N.B: Adult Educational / Vocational Training:

QBTA is a one-day in town conference every two years.

QACVE is a two-day out of town conference every alternate year.

HOW TO APPLY FOR FUNDS / REIMBURSEMENT

1. **Please provide your administrator with a copy of your application for signature and approval of the educational leave (absence only).**
2. Fill in the PIC "Application for Funds" form found in the middle of this Professional Improvement Booklet or on the EMSB portal.
3. Provide all information requested on the form; Attach conference brochure & schedule; Estimate all expenses; Requests must be made in Canadian funds.
4. PIC will only reimburse expenses approved at the time of application.
5. PIC will not grant funds retroactively for **activities already attended**.
6. Forward a copy of the **completed** form to the EMSB-MTA PIC, c/o Educational & Technology Services, Room 232 by internal mail, fax (514) 483-7229, email cgarofalo-gysin@emsb.qc.ca or Canada Post at 6000 Fielding Avenue, Montreal, H3X 1T4. **It must be received by 4:00 p.m. on the Monday before the meeting prior to the date of the activity (for exceptions please see Page 1 of this booklet)**
7. You will be notified in writing of the decision of the Committee within ten days of the meeting. If approved, you will receive a form that will indicate the specific amounts you are entitled to claim.

REIMBURSEMENT

8. You must submit your completed Report of Expense (EMSB Portal) and original detailed receipts **within two working months** after the activity in order to receive your reimbursement.

Meal Expenses: as referred to in the *Financial Services Procedures Guide, FS-10. P1 section 5.0:*

5.1 The amount claimed for single meals (excluding alcoholic beverages) should not exceed:

Breakfast	\$15.00
Lunch	\$25.00
Supper	<u>\$40.00</u>
TOTAL:	\$80.00 / day

- ✓ All of the above rates include relevant provincial and federal taxes and a 15% gratuity.
- ✓ The same rates apply for U.S. dollar prices
- ✓ The foreign currency rate applicable to meal expenses in foreign countries (excluding U.S. dollar) must be approved by Financial Services prior to the date of the event.
- ✓ **Alcoholic beverages are not reimbursable expenses**

Travel expenses by car are reimbursed as outlined in the booklet.

9. Submit your **detailed original receipts, credit card statement** for proof of purchase and if travelling outside Canada to confirm the exchange rate, and **Report of Expense form completed on the EMSB Portal**, to EMSB-MTA PIC, c/o Educational & Technology Services, Room 232, in accordance with the deadlines indicated on your form granting approval.

COLLECTIVE AND SCHOOL PROJECTS

A collective and school project, unlike a conference, is a **teacher-initiated**, professional improvement activity. It is a workshop initiated and organized by teachers to meet a specific need common to a group of teachers. These projects must include a speaker. The Chairperson of the Organizing Committee should apply to the Professional Improvement Committee for financial assistance to plan and carry out such projects. When possible, the PIC will expect that the activity will be conducted on a professional day.

Guidelines for Collective and School Projects

1. A teacher must act as chairperson of the organizing committee. The chairperson should request funding for the whole group of participants on one application form. It should include the number of participants expected, as well as a breakdown of anticipated expenses [honoraria, accommodations for speakers, refreshments (maximum of \$10.00/person), etc.]. **The cost of materials will not be covered.**
2. Final arrangements for collective and school projects should not be made prior to approval of funds by PIC.
3. The PIC may take into account (a) the per capita cost of the project and (b) the number of projects previously funded for that school/centre or subject group.
4. Upon completion of the workshop, the chairperson must supply the PIC with the list of participants along with a written report.

DEADLINE FOR COLLECTIVE AND SCHOOL PROJECT REIMBURSEMENT

The chairperson must submit original receipts and a completed project report **within two working months** after the activity in order to be reimbursed. If a school/centre has paid for the collective or group project (on behalf of the chairperson) then PIC shall directly reimburse the school/centre. Honorarium to an outside organization will be paid separately and directly to that organization.

CONFERENCES

Guidelines for Conferences

THE PIC COMMITTEE WILL FUND FOR PROFESSIONAL DEVELOPMENT THE MAXIMUM AMOUNT OF \$1,500.00 AND FIVE (5) WORKING DAYS PER TEACHER PER YEAR.

1. The PIC shall take into account:
 - (a) the limitations of the PIC budget;
 - (b) the location of the conference, priority will be given to conferences in the Montreal area;
 - (c) the relevance of the conference to the teacher's current assignment;
 - (d) the applicant's previous attendance at the same or a similar conference;
 - (e) the amount of subsidy for conferences that the applicant has received during the same school year;
 - (f) the number of conferences or workshops attended by the applicant during the current year;
 - (g) the overall cost of the conference;
 - (h) the date the application is received by the PIC;
 - (i) the number of teachers selected from any one school/centre for a given conference.

2. PIC will not grant funds to teachers accompanying students.
3. PIC will not grant funds to teachers for IB related activities.
4. If a teacher is invited to present at a conference or workshop, upon receipt of the invitation, the teacher must (*except for the QPAT Conference as QPAT will pay for your release*):
 - apply to the Director of Human Resources for educational leave;
 - apply to the conference organizers for registration fee exemption;
 - apply to PIC for transportation, hotel and meal expenses within the PIC guidelines. **Include a copy of the invitation.**
5. Applications for **Major Conferences**, as defined by PIC, are processed in order of receipt, taking the following priorities into account:
 - (a) a maximum of two teachers per school/centre;
 - (b) teachers who did not attend last year. These applications will be processed as soon as possible;
 - (c) teachers who did attend last year.
6. **A CONFERENCE BROCHURE AND SCHEDULE MUST BE INCLUDED WITH ALL APPLICATION FORMS. DO NOT SEND A WEBSITE LINK – PLEASE PRINT INFO AND SCAN AND EMAIL AS AN ATTACHMENT.**
7. Teachers not able to attend the conference for which they have been granted funds must notify the committee immediately. This includes teachers who are on salary insurance.
8. Membership fees are not funded.
9. Teachers may apply for an out-of-town conference and have it considered as a Montreal conference with all funding rules applicable as long as it is within the continental U.S. or Canada.

Montreal Conferences Funding Rules

Teachers may apply for the cost of the registration fee and a maximum total per day of **\$50.00** (which includes **meals** (*not exceeding the maximum \$15.00 for breakfast; \$25.00 for lunch; \$40.00 for supper*) **and transportation**) up to a maximum of 3 days.

One-day Conferences in Ottawa and parts of Quebec

PIC will pay the following expenses:

- a) Registration fee (not including membership fee)
- b) A total maximum of \$250 for transportation, meals and one night at a hotel for conferences further than 100 km from Montreal.

Out-of-Town Conferences Funding Rules

1. Funding for out-of-town conferences will only be considered once every two (2) school years.
2. When making decisions on out-of-town conferences, the PIC will take into account the following:
 - a) Whether the conference is relevant to the teacher's assignment & teaching qualification;
 - b) Whether similar conferences are offered in Montreal;
 - c) Whether it is a national or international conference;
3. **THE MAXIMUM AMOUNT GRANTED FOR ANY OUT-OF-TOWN CONFERENCE WILL BE \$1,500 PLUS ONE DAY OF SUBSTITUTION PER DAY OF CONFERENCE (MAXIMUM FIVE (5) SUBSTITUTION DAYS).**
4. **ELIGIBLE EXPENSES ARE ONLY FUNDED FOR A MAXIMUM OF THREE (3) DAYS**

Registration fee (not including membership fee)
Transportation (return air/bus/train fare or the equivalent by car)
Hotel to a maximum of \$350 per day
Meals to a maximum of \$80 per day * (*please refer to Page 3 of this booklet*)
5. A maximum of 6 teachers from the EMSB (max. 2 from a school/centre) will be selected to attend an out-of-town conference.

DEADLINE FOR CONFERENCE REIMBURSEMENT

Teachers must submit original receipts and the completed workshop evaluation form **within two working months** after the activity in order to be reimbursed.

Please note the reimbursement will appear on your pay stub as a non-taxable item.

CREDIT COURSES AND NON-CREDIT COURSES

CREDIT COURSES

Bursaries

Bursaries will be awarded for successfully completed part-time or full-time studies leading to university credits. The amount of the bursary is calculated at the rate of \$250 for each three-credit course successfully completed. This applies to studies undertaken as of the fall of 2019-2020.

The bursary will be paid automatically on receipt of the **official** transcript of marks, which must be sent by the university directly to the **EMSB, Human Resources Department**.

DEADLINE FOR CREDIT COURSE REIMBURSEMENT

Teachers must submit **official** transcripts before **October 31, 2019** in order to be paid for credit courses started between July 1, 2018 and June 30, 2019.

NON-CREDIT COURSES & LANGUAGE PROFICIENCY EXAMS

Guidelines

1. Courses / exams must be related either to the needs of the milieu, or the teacher's current assignment. Teachers will also be reimbursed for French or English second language courses / exams. All non-credit courses / exams must be given by an accredited institution.
2. Applications for the non-credit course / exams must be sent in before the course / exam is completed.
3. Successful applicants are **granted a maximum bursary of \$300 per non-credit course** for a maximum of three non-credit courses.
4. For language exams, cost of exam and a maximum of 2 days substitution per year will be covered by the PIC.

DEADLINE FOR NON-CREDIT COURSE AND LANGUAGE EXAM REIMBURSEMENT

Reimbursement will be granted upon submission of an original fee receipt to PIC **within 2 months of the completion of the non-credit course or exam**.

SUPPLEMENTARY SUMMER SUBSIDY (Applies to credit and non-credit courses)

Supplementary subsidies may be awarded for studying at universities outside of Montreal during July and August. A letter is requested explaining the duration and nature of the program.

Up to \$500 may be awarded for travel and up to \$500 for food and lodging and up to \$300 for registration. The purpose of these subsidies is to assist teachers who attend universities offering programs **not available in Montreal and directly related to their teaching assignment**. The program must meet the needs of the milieu.

SCHOOL VISITS

As a way of learning about “best practices” and programs offered within the EMSB, teachers may apply for **one day of substitution** in order to **visit another EMSB school** or, in the case of vocational training teachers, another vocational centre within the Montreal region.

Guidelines for School Visits

1. Visits must be related to the needs of the milieu.
2. Applications must be sent prior to the visit.
3. At the time of application, teachers must send a brief description of what they are hoping to learn / observe, along with the name of the school administrator who is overseeing the visit.
4. A maximum of one school visit per year, per teacher is permitted.

2019 - 2020

MTA-EMSB PROFESSIONAL IMPROVEMENT COMMITTEE APPLICATION FORM

Tel: (514) 483-7200, ext. 7501
Email: cgarofalo-gysin@emsb.qc.ca

Fax: (514) 483-7229

This form is to be emailed, faxed, hand-delivered or mailed to EMSB c/o Educational & Technology Services, Room 232 and received by 4:00 p.m. on the Monday before the meeting prior to the date of the activity (see Page 1 of this booklet for alternate dates). Please complete all information on the application and include a brochure & schedule. Incomplete forms will not be accepted.

APPLICANT:

Employee Code: _____ Name: _____

E-mail Address: _____@emsb.qc.ca School/Centre: _____

Teaching Assignment: _____ (Subject in high school/centre; level or specialty in elementary school)

Are you an adult educ./vocational services hourly paid teacher? _____ If yes, number of hours per week on average at the EMSB? _____

ACTIVITY

Title of activity: _____ Date(s): _____

Sponsoring organization/presenter: _____ Location: _____

Relevancy to my teaching assignment _____

COMPLETE ONLY ONE (1) OF THE FOLLOWING A, B, C or D

A. COLLECTIVE AND SCHOOL PROJECTS:

Presenter: _____
(Please provide info re speaker)
Maximum number of teachers anticipated: _____
Total number of days of substitution required: _____

Costs (Including taxes)
Honorarium \$ _____
Refreshments (max \$10/person) \$ _____
Other _____ \$ _____
(Specify)
TOTAL \$ _____

B. CONFERENCES/WORKSHOPS (Include brochure & schedule)

Number of substitution days required: _____
Did PIC sponsor your attendance at this conference last school year? Yes [] No []
Have you been asked to serve as a presenter? Yes [] No []
Have you received PIC funds this school year? Yes [] No []
How many PIC sponsored conferences/workshops have you attended this school year? _____
Did you attend a PIC sponsored out-of-town conference in the previous school year? Yes [] No []
Treat as a Montreal Conference? Yes [] No []

Costs (Including taxes) (Canadian funds)
Registration fee \$ _____
Means of Transportation: _____
Transportation \$ _____
Meals \$ _____
Hotels \$ _____
TOTAL (Funded by PIC) \$ _____

C. BURSARIES FOR NON-CREDIT COURSES (maximum \$300) Fees \$ _____

D. SCHOOL VISITS (include description of purpose for the visit)

School / centre overseeing visit: _____ Name of administrator: _____

I have read the PIC booklet and understand and agree to all terms & conditions.

Date: _____ Teacher's signature: _____

Principal's signature for approval of Education Leave (absence): _____
(If refused please indicate reason why) _____