

By virtue of the Provincial Entente (Chapter 7), the Provincial Government allots a sum of money to the school boards for the professional improvement of teachers. These monies are managed by a parity committee (Professional Improvement Committee – PIC) established in the Local Collective Agreement, composed of five MTA members and five EMSB members. The chair alternates from year to year, shifting the majority vote from one side to the other. The PIC normally meets every third Wednesday of the month during the school year, on fixed dates announced in September, to determinate how these monies are to be spent. Please check the PIC booklet below for the exact dates.

Grants may be given for credit courses, non-credit courses, collective and school projects, conferences, seminars, conventions, workshops, pedagogical study sessions, etc.

The bilingual PIC booklet is an essential tool for teachers wishing to make maximum use of these funds. The PIC booklet gives clear instructions about **how and when to apply for what** and contains application forms. The booklet is available on both the MTA website under the “Documents” section and on the EMSB portal in the Human Resources folder.

Eligibility for all funds: all active full-time or part-time EMSB teachers under contract, including teachers on deferred salary sabbatical leave.

Eligibility for funds for credit courses: teachers on maternity leave of absence but only during a year that includes all or part of the paid portion of their leave;

teachers on leave of absence without salary for purposes of full-time study.

### **Remember:**

- A teacher does not need to ask the principal for "permission" to apply to the PIC! They do however need to get their principal's signature for absence purposes only. In the case where a principal refuses to grant the leave, a reason must be given and the form needs to be sent to the PIC all the same. The Committee will review all refused absence requests.
- Applications are often granted on a first-come, first-served basis, so you are encouraged to apply early.
- Be sure that applications are sent out in plenty of time. The Board mail has been known to be very slow, so you can fax your application to the Educational Services Department at 514 483-7229 or via email to Cynthia Garofalo-Gysin: [cgarofalo-gysin@emsb.qc.ca](mailto:cgarofalo-gysin@emsb.qc.ca).
- Teachers with particular problems or questions should call the MTA at 514 487-4580.

# ENGLISH MONTREAL SCHOOL BOARD



## PROFESSIONAL IMPROVEMENT COMMITTEE

INFORMATION BOOKLET FOR TEACHERS  
2017 - 2018

Tel: (514) 483-7200, Ext. 7501  
Fax: (514) 483-7229  
Email: [cgarofalo-gysin@emsb.qc.ca](mailto:cgarofalo-gysin@emsb.qc.ca)

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## DATES OF PIC MEETINGS

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

Wednesday, September 13, 2017\*  
Wednesday, October 18, 2017  
Wednesday, November 15, 2017  
Monday, December 18, 2017\*  
Wednesday, January 17, 2018

Wednesday, February 21, 2018  
Wednesday, March 21, 2018  
Wednesday, April 18, 2018  
Wednesday, May 16, 2018  
Monday, June 18, 2018\*

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

**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.**

## I. GENERAL INFORMATION

### **The Professional Improvement Committee**

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.

### **Eligibility**

Only those who hold a teacher's contract with the EMSB (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. For insurance purposes, **teachers who are on salary insurance will not be permitted to attend workshops**. If you have already been granted permission to attend a PIC funded conference, 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 2017-2018 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.**

### **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.

## II. 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. Applications must be received by the PIC **by 4:00 p.m. the Monday before the meeting, prior to the date of the activity**. 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;
  - (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.

## **III. CONFERENCES**

### **Guidelines for Conferences**

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 a presenter at a conference or workshop, upon receipt of the invitation, the teacher must:
  - 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 **must** be included with the application.
7. Applications must be received by the PIC by **4:00 p.m. on the Monday before the meeting, and always prior to the conference.**
8. 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.
9. If a teacher attends a conference without having received acceptance from PIC, the costs (including substitution) will have to be borne by the teacher.
10. 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.
11. **The maximum amount for any given year is \$1300. The PIC will fund up to a maximum of five (5) working days per year for professional development.**

*N.B. Adult Educational / Vocational Training:*

*QBTA is a one-day in town conference every two years and the QACVE is a two-day out of town conference every alternate year.*

### **Montreal Conferences Funding Rules**

Teachers may apply for the cost of the registration fee and a maximum total per day of \$40 (includes meals and transportation) up to a maximum of 3 days.

## **Out-of-Town Conferences Funding Rules**

1. Funding for out-of-town conferences will only be considered every third year.
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;
  - b) Whether similar conferences are offered in Montreal;
  - c) Whether it is a national or international conference;
  - d) Whether the person attended the conference in a previous year.
3. **Eligible Expenses (up to a maximum of three days)**

Registration fee

Transportation (return air/bus/train fare or the equivalent by car)

Hotel to a maximum of \$250 per day

Meals to a maximum of \$80 per day \* (*please refer to Page 8 of this booklet*)

4. The maximum amount granted for any out-of-town conference will be **\$1300** plus three days of substitution.
5. A maximum of 4 teachers from the EMSB (max. 2 from a school/centre) will be selected to attend an out-of-town conference. However, for "National Conferences" that happen every 18 months or more, a maximum of 6 teachers from the EMSB will be accepted. They may be from the same school/centre.

## **Funding Rules for One-day Conferences in Ottawa and parts of Quebec**

PIC will pay the following expenses:

- a) Registration fee;
- b) A total maximum of \$250 for transportation, meals and one night at a hotel for conferences further than 100 km from Montreal.

## **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.

## **IV. 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 2017-2018.

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, 2017** in order to be paid for credit courses started between July 1, 2016 and June 30, 2017.

## **NON-CREDIT COURSES / LANGUAGE PROFICIENCY EXAMS**

### **Guidelines for Non-Credit Courses**

1. Courses 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. All non-credit courses must be given by an accredited institution.
2. Applications for the non-credit course must be sent in before the course is completed.
3. Successful applicants are **granted a maximum bursary of \$300 per non-credit course** for a maximum of three non-credit courses. Reimbursement will be granted upon submission of an original fee receipt to PIC within 2 months of the completion of the non-credit course.
4. For language exams, a maximum of 2 days substitution per year will be covered by the PIC.

### **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 programmes **not available in Montreal and directly related to their teaching assignment**. The programmes must meet the needs of the milieu.

## **V. 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**

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.

## VI. 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; 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](mailto: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.**
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 original detailed receipts and an expense form 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 receipts, **credit card statement, if travelling outside Canada to confirm the exchange rate**, and expense form, to EMSB MTA PIC, c/o Educational & Technology Services, Room 232, in accordance with the deadlines indicated on your form granting approval.

**2017 - 2018**  
**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. Please complete all information on the application and include a brochure, if applicable. Incomplete forms will be returned to the applicant.

**IMPORTANT:** PIC meets every third Wednesday of the month. (See booklet for specific dates and exceptions)

- The maximum amount a teacher **MAY** be granted per year is \$1300.
- Please provide your administrator with a copy of your application for signature prior to submission to PIC.
- Should your application be refused by your school administrator, please still send your application to PIC for their information.

**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, how many hours do you work per week on average at the EMSB? \_\_\_\_\_

**ACTIVITY**

Title of activity: \_\_\_\_\_ Date(s): \_\_\_\_\_

Sponsoring organization/presenter: \_\_\_\_\_ Location: \_\_\_\_\_

**COMPLETE ONLY ONE 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: \_\_\_\_\_

|                                |                 |
|--------------------------------|-----------------|
| <b>Costs</b> (Including taxes) |                 |
| Honorarium                     | \$ _____        |
| Refreshments (max \$10/person) | \$ _____        |
| Other _____                    | \$ _____        |
| (Specify)                      |                 |
| <b>TOTAL</b>                   | <b>\$ _____</b> |

**B. CONFERENCES/WORKSHOPS** (Include brochure)

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

|   |                 |
|---|-----------------|
| <b>Costs</b> (Including taxes) (Canadian funds) |                 |
| Registration fee                                | \$ _____        |
| Means of Transportation:                        |                 |
| Transportation                                  | \$ _____        |
| Meals   | \$ _____        |
| Hotels  | \$ _____        |
| <b>TOTAL</b>                                    | <b>\$ _____</b> |

**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: \_\_\_\_\_

Date: \_\_\_\_\_ Teacher's signature: \_\_\_\_\_

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