

Eastern Shores School Board
Eastern Shores Teachers' Association

PROFESSIONAL
IMPROVEMENT
COMMITTEE
POLICY
KIT
2007-2008
SCHOOL YEAR

**PROFESSIONAL IMPROVEMENT COMMITTEE
POLICY KIT**

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.

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
Carry over from previous year's operations (if applicable)	-----
TOTAL P.I.C. FUNDS FOR OPERATION.....	\$44 200

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. Due to MELS accounting procedures all costs (travel, substitution, etc.) must be assumed by the PIC fund when expenses are related to professional improvement. 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 staff rep 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 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 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 secretary.

POLICY FOR 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 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 Payroll Department.

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 is 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 on pay cheques.

ANNEX I

1- PROFESSIONAL IMPROVEMENT COMMITTEE MEMBERS

Joanne Jacques - Chairman
Ray Venables - Secretary
Nicole Cosgrove
Brian DeCiccio
Andre Bujold
Gordon Dell

2- PIC BUDGET INCLUDES

Course Fees	\$ 2 000.00
Conferences	\$50 000.00
Substitution	\$15 000.00
ESTIMATED EXPENSES	\$67 000.00

3- ESTIMATED REVENUE

Balance brought forward 2006-07.....	\$ 6 763.88
134.05 teachers @ \$240.....	\$32 172.00
Regional Allowance [estimated].....	\$13 078.00
Teacher Travel (ESSB).....	\$15 000.00
TOTAL REVENUES.....	\$67 013.88
SURPLUS or (DEFICIT).....	(\$13.88)

Budget may be revised based upon the availability of Supplementary Allocations.

4- CONFERENCE AND COURSE REIMBURSEMENT POLICY

Teachers may avail themselves of the following on a pro rated basis (for example a 50% teacher would be entitled to 50% funding):

PLAN A One Conference Only

Travel \$300.00 [no receipts required]

Per Day of Conference to Cover Expenses: \$150.00 [no receipts required]

Conference Registration \$400.00 maximum: [receipts required]

OR

PLAN B One Conference Only

Travel by Public Transportation to a maximum of \$600.00 (receipts required)

Per Day of Conference to Cover Expenses: \$150.00 (no receipts required)

Conference Registration \$400.00 maximum: [receipts required]

OR

PLAN C Reimbursement of course fees; see PIC Policy re payment of fees.
Maximum reimbursement allowable: \$600.00 for the 2007-2008
school year.

Note: Please indicate on your expense form the plan you are taking.

EXPENSE CLAIMS

Please complete appropriate claim forms for either travel expense or tuition fee reimbursement and include proof of registration. At this time indicate the percentage of your teaching workload. 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
P.O. Box 500,
New Carlisle, Québec
G0C 1Z0**

ANNEX II

P.I.C.

Statement of Revenue and expenses

As of June 30, 2007

REVENUE

Balance brought forward 2005-2006	\$(-8 145.70)
133.19 teachers @ \$240.00	\$31 965.60
Regional Allowance	\$13 280.00
Teacher Travel (ESSB)	\$15 000.00

TOTAL REVENUE	\$52 099.90

EXPENSES

Tuition fees	\$ 1 592.98
QPAT Conference	\$40 073.90
Other Conferences	\$ 3 669.14

TOTAL EXPENSES	\$45 336.02

Surplus or (Deficit) **\$ 6 763.88**

