

# ENGLISH MONTREAL SCHOOL BOARD



## PROFESSIONAL IMPROVEMENT COMMITTEE

INFORMATION BOOKLET FOR TEACHERS  
2023-2024

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### **IMPORTANT:**

- *If you attend a conference without having received prior acceptance from P.I.C., you will be responsible for covering all expenses, including substitution costs.*
- *It is the applicant's responsibility to use the most up-to-date forms. Old forms will be rejected and will not be presented to the committee.*
- *The applicant bears full responsibility for ensuring that all documentation is submitted and received on or before the posted deadline dates.*
- *Once an application has been approved, teachers must adhere to their school's substitution procedure to secure a replacement during their absence.*

## DATES OF PIC MEETINGS

APPLICATION DEADLINE	MEETING DATE
Friday, September 22, 2023	Tuesday, September 26, 2023
Friday, October 6, 2023	Tuesday, October 10, 2023
Friday, November 24, 2023	Tuesday, November 28, 2023
Friday, December 8, 2023	Tuesday, December 12, 2023
Friday, January 12, 2024	Tuesday, January 16, 2024
Friday, February 2, 2024	Tuesday, February 6, 2024
Friday, March 22, 2024	Wednesday, March 27, 2024
Friday, April 26, 2024	Tuesday, April 30, 2024
Friday, May 10, 2024	Tuesday, May 14, 2024
Friday, June 7, 2024	Monday, June 10, 2024

Applications must be received by the PIC by 4:00p.m the Friday before the meeting. Please remember that no application will be accepted for an activity that has already taken place.

## GENERAL INFORMATION

The Professional Improvement Committee (PIC) has the responsibility of allocating the funds available for professional improvement.

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 considering 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 Mentor & Mentee initiative.

### **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.

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 PIC office 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**

- a. The reason given to the School Board for the leave of absence is FULL-TIMESTUDY
- b. The leave of absence is an extension of the paid portion of a parental leave of absence, which ends during 2023-2024 school year.
- c. The teacher is on a deferred salary sabbatical leave.
- d. 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 submit a copy of your application to your administrator.
2. Complete the "Application for Funds" form provided at the end of this Professional Improvement Booklet or on the EMSB portal and MTA website.
3. Ensure that you provide all requested information on the form, attach the conference brochure and schedule, estimate all expenses, and make requests in Canadian funds.
4. PIC will only reimburse expenses that were approved at the time of the application. If there are changes in estimated expenses and/or the breakdown, please notify the PIC secretary immediately before the activity.
5. PIC will not provide retroactive funds for activities that have already been attended.
6. Forward a copy of the completed form to EMSB-MTA PIC, care of the Educational Services Department, Room 232, via internal mail or email it to [TeachersPIC@emsb.qc.ca](mailto:TeachersPIC@emsb.qc.ca).

**Applications must be received by the PIC by 4:00p.m the Friday before the meeting.**

(for exceptions please see Page 1 of this booklet)

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

**Please note that all invoices must be for a single applicant, hence if you are sharing a hotel room you will require separate invoices.**

1. You must submit your completed Report of Expense (found on the EMSB Portal) **detailed original receipts & credit card statement** for proof of purchase and if travelling outside Canada to confirm the exchange rate at the time of purchase. This must be done **within two working months** of the activities end date indicated on the approval letter you received.

2. Meal Expenses (not funded for Virtual Workshops): as referred to in the Financial Services Procedures Guide, FS-10. P1 section 5.0:

The amount claimed for single meals for Montreal conferences and workshops (excluding alcoholic beverages) should not exceed:

Breakfast	\$15.00
Lunch	\$25.00
Supper	<u>\$40.00</u>
<b>TOTAL:</b>	<b>\$80.00 (Maximum daily rate)</b>

- The amount claimed for individual meals during Out of Town Conferences (excluding alcoholic beverages) should not exceed the daily maximum rate of \$80.00 (no breakdown required).
- All the rates mentioned above include applicable provincial and federal taxes, as well as a 15% gratuity.
- These same rates apply to prices in U.S. dollars.
- For meal expenses in foreign countries (excluding U.S. dollars), please consult Financial Services before the event date to determine the applicable foreign currency rate.
- Expenses for alcoholic beverages will not be eligible for reimbursement.
- Please note that gratuity does not apply to hotel stays.

- If you have questions about submitting grocery bills for meals as part of your application, kindly request additional details.

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

Travel expenses by car are reimbursed as outlined on Page 8 of this booklet.

## COLLECTIVE AND SCHOOL PROJECTS

A collective and school project, in contrast to a conference, represents a teacher-driven initiative for professional improvement. It entails a workshop conceived and organized by teachers to address a specific need shared by a group of educators.

These projects are required to feature a guest speaker. The Chairperson of the Organizing Committee should apply to the Professional Improvement Committee for financial support to plan and execute such projects. Whenever feasible, PIC anticipates that the activity will be scheduled on a designated professional day.

For these projects, participation from multiple schools is mandatory, with the exception of highly specialized schools and centers such as Mackay and Philip E. Layton, where the needs may pertain exclusively to that particular institution.

Please take note that these projects go beyond what can typically be arranged using school funds for professional development or in collaboration with Educational Services.

## GUIDELINES FOR COLLECTIVE AND SCHOOL PROJECTS

1. A teacher is required to serve as the chairperson of the organizing committee. The chairperson should submit a funding request for the entire group of participants using a single application form.
2. In addition to the workshop application, the chairperson must provide the PIC with a participant list.
3. This list should include the expected number of participants and a detailed breakdown of anticipated expenses, covering honoraria, accommodations for speakers, refreshments (with a maximum of \$10.00 per person), among other items. Please note that the cost of materials will not be covered.
4. It is essential not to finalize arrangements for collective and school projects until after receiving approval of funds from PIC.
5. Following the conclusion of the workshop, the chairperson must submit a written report to the PIC committee.  
The PIC may consider (a) the per capita cost of the project and (b) the number of projects previously funded for that school/center or subject group.
6. The chairperson **must submit the participant list for approval at least 48 hours before the activity.**
7. An attendance sheet must be provided to the PIC secretary for each day of the project.

## DEADLINE FOR COLLECTIVE AND SCHOOL PROJECT REIMBURSEMENT

The chairperson is required to submit original receipts along with a completed project report within **two working months** from the end date of the activity as indicated in the approval letter received.

In cases where a school/center has made payment for the collective or group project on behalf of the chairperson, PIC will reimburse the school/center directly. Honorariums provided to an external organization will be disbursed separately and directly to that organization.

## CONFERENCES

### Guidelines for Conferences

1. **The PIC Committee** allocates a maximum of \$2,000.00 per year for professional development. A teacher may not be absent for more than five (5) working days for a PIC-related activity.

The PIC takes the following factors into consideration when deciding on funding:

- The limitations of the PIC budget.
- Conference location, with priority given to events in the Montreal area.
- Relevance of the conference to the teacher's current assignment.
- Previous attendance of the applicant at the same or similar conferences.
- Subsidy amounts received for conferences during the same school year.
- Number of conferences or workshops attended by the applicant during the current year.
- Overall cost of the conference.
- Date of receipt of the application by the PIC.
- Number of teachers selected from any one school/center for a given conference.

2. **Limitations on Funding**

PIC will not provide funds to teachers accompanying students or for IB-related activities.

3. **Presenting at Conferences or Workshops**

If a teacher is invited to present at a conference or workshop (except for the QPAT Conference, as QPAT will cover release time), the teacher must take the following steps upon receiving the invitation:

- Apply to the Director of Human Resources for educational leave.
- Apply to the conference organizers for registration fee exemption.
- Apply to PIC for transportation, lodging, and meal expenses within PIC guidelines. Include a copy of the invitation.

4. **Application Priorities for Major Conferences**

Applications for Major Conferences, as defined by PIC, are processed based on the order of receipt, taking the following priorities into account:

- (a) A maximum of three (3) teachers per school/center.
- (b) (Teachers who did not attend the conference last year.

5. **Application Requirements**

Include a copy of the conference brochure and schedule with all application forms. Please scan and email these as a PDF attachment along with your application.

6. **Notification of Inability to Attend**

Teachers unable to attend the funded conference must notify the committee immediately, including those on salary insurance.

7. **Out-of-Town Conferences**

Teachers may apply for out-of-town conferences and have them considered as Montreal conferences, subject to all funding rules, as long as they are within continental U.S. or Canada.

## **MONTREAL CONFERENCES FUNDING RULES**

*(MEALS ARE NOT FUNDED FOR VIRTUAL WORKSHOPS)*

Teachers may apply for the cost of the registration fee and a maximum total per day of **\$80.00** (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 \$400 for transportation, meals and one night at a hotel or short-term rental 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 consider 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.

THE PIC COMMITTEE WILL FUND FOR PROFESSIONAL DEVELOPMENT A **MAXIMUM AMOUNT OF \$2,000.00/ year**. A teacher may not be absent for more than **FIVE (5) WORKING DAYS** for a PIC related activity.

### **3. ELIGIBLE EXPENSES ARE ONLY FUNDED FOR A MAXIMUM OF FIVE (5) DAYS**

Registration fee (not including membership fee)

Transportation – air / bus / train or car (rental & gas but **not mileage**), or car-share service

Hotel or short-term rental to a maximum of \$400 per day

Meals to a maximum of \$80 per day *(please refer to page 5 of this booklet)*

4. A maximum of 9 teachers from the EMSB (max. 3 from a school/center) will be selected to attend an out-of-town conference.

## **DEADLINE FOR CONFERENCE REIMBURSEMENT**

1. Teachers must submit original receipts and the completed workshop evaluation form **within two working months** after the activities end date indicated on the approval letter you received.

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



## CREDIT COURSES AND NON-CREDIT COURSES

### Credit Courses and Bursaries

Bursaries are available for successfully completed part-time or full-time university credit courses. The bursary amount is calculated at a rate of \$300 for each three-credit course successfully completed. This policy is applicable to studies commencing from the fall semester of 2022-2023. Eligible courses must fall within the field of education and be relevant to the teacher's current assignment or to teaching another discipline.

Upon successful completion of the course, the bursary will be automatically disbursed upon receipt of the official transcript of marks. The university should send this transcript directly to the **EMSB Human Resources Department**. Please note that this information must be directed to HR and **NOT to the PIC secretary**, as the PIC committee does not make decisions regarding credit courses.

### DEADLINE FOR CREDIT COURSE REIMBURSEMENT

Teachers must submit official transcripts before **October 31, 2023** in order to be paid for credit courses started between July 1, 2022 and June 30, 2023.

### NON-CREDIT COURSES & LANGUAGE PROFICIENCY EXAMS

(DELF, TELUQ, SEL, CEFranc, CEETC)

#### 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 \$350 per non-credit course** for a maximum of three non-credit courses.
4. For language exams, the cost of the 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 \$600 may be awarded for travel and up to \$550 for food and lodging and up to \$350 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

In order to explore and learn from "best practices" and programs available within the EMSB, teachers have the opportunity to request one day of substitution. This allows them to visit another EMSB school or, in the case of vocational training teachers, another vocational center 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 two (2) school visit per year, per teacher may be permitted.

**2023-2024**

**MTA-EMSB PROFESSIONAL IMPROVEMENT COMMITTEE  
APPLICATION FORM**

This form is to be emailed or mailed to EMSB c/o Educational Services Dept., Room 232 and received by 4:00 p.m. on the Friday before the meeting prior to the date of the activity (see page 1 of this booklet for alternate dates). Please complete all the 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: _____	Costs (Including taxes)	
(Please provide info re speaker)	Honorarium	\$ _____
Maximum number of teachers anticipated: _____	Refreshments (max \$10/person)	\$ _____
Total number of days of substitution required: _____	Other _____	\$ _____
	(Specify)	
	<b>TOTAL</b>	<b>\$ _____</b>

**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 last 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 \$ \_\_\_\_\_**

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

**In order for your application to be considered, please make sure to cc your principal when submitting by email it to the committee. I have read the PIC booklet and understand and agree to all terms & conditions.**

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

Principal's signature, acknowledges Education Leave (absence): \_\_\_\_\_