

ENGLISH MONTREAL SCHOOL BOARD



PROFESSIONAL IMPROVEMENT COMMITTEE

TEACHERS INFORMATION BOOKLET
2024-2025

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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
Thursday , September 19, 2024	Tuesday, September 24, 2024
Thursday , October 17, 2024	Tuesday, October 22, 2024
Thursday , November 21, 2024	Tuesday, November 26, 2024
Thursday , December 12, 2024	Tuesday, December 17, 2024
Thursday , January 9, 2025	Tuesday, January 14, 2025
Thursday , February 13, 2025	Tuesday, February 18, 2025
Thursday , March 20, 2025	Wednesday, March 25, 2025
Thursday , April 17, 2025	Tuesday, April 22, 2025
Thursday , May 15, 2025	Tuesday, May 20, 2025
Thursday , June 19, 2025	Monday, June 24, 2025

Applications **must be received by** the PIC **by 4:00p.m the Thursday 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 current assignment 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 for Professional Improvement Funding

1. Who is Eligible:

- Teachers with an EMSB contract (full-time, part-time, or substitute*)
- Hourly paid adult education/vocational training teachers with an assignment of 150 hours per semester

2. Who is Not Eligible:

- Teachers on maternity, paternity, parental, or preventive leave
- Teachers on leave due to CNESST or Salary Insurance

Special Note: If you have already been granted permission to attend a PIC-funded conference and are currently on leave, you must submit a return-to-work confirmation letter from Human Resources to have your expenses reimbursed.

For any questions, please contact the PIC office at the EMSB at 514-483-7200, ext. 7501, as soon as possible.

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

Funding Restrictions for Teachers on Full-Time Leave of Absence

The Professional Improvement Committee will not grant funds to teachers on full-time leave of absence for the entire school year, unless one of the following conditions is met:

- a. The leave of absence is for full-time study as stated to the School Board.
- b. The leave of absence is an extension of the paid portion of a parental leave of absence, which ends during the 2024-2025 school year.
- c. The teacher is on a deferred salary sabbatical leave.
- d. The teacher is on a loan of service.

Special Note:

For teachers under conditions (a) or (b), only bursaries for credit courses will be granted.

HOW TO APPLY FOR FUNDS

1. Complete the "Application for Funds" form provided at the end of this Professional Improvement Booklet or on the EMSB portal and MTA website.
2. Ensure that you provide all requested information on the form, attach the conference brochure and schedule, estimate all expenses. Example: resort fees or taxi and **make requests in Canadian funds**.
3. PIC will only reimburse expenses that were approved at the time of the application. If there are **ANY** changes in estimated expenses and/or the breakdown, please notify the PIC secretary immediately before the activity takes place.
4. PIC will not provide retroactive funds for activities that have already been attended.
5. Email a copy of the completed form as an attachment to EMSB-MTA PIC to TeachersPIC@emsb.qc.ca.
6. Please submit a **copy** of your application to your administrator.

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

You will be notified in writing of the decision of the Committee **within ten days of the meeting**.

If approved, you will receive a letter that will indicate the specific amounts you are entitled to claim when submitting your report of expenses following your attendance to said conference.

Additional Notes:

- Reimbursement will appear on your pay stub as a non-taxable item.
- Meal expenses are not funded for virtual workshops as referred to in the Financial Services Procedures Guide, FS-10. P1 section 5.0

Reimbursement Guidelines

Invoices:

- Each invoice must be for a single applicant. If sharing a hotel room, when submitting invoices, they must show the applicant name and credit card payment information.

Submission Requirements:

1. Complete a Report of Expense (available on the EMSB Portal).
2. Include detailed original receipts and a credit card statement as proof of purchase.
3. For international travel, provide documentation (a credit card statement) to confirm the exchange rate at the time of purchase.
4. Submit all documents within two working months of the activity's end date as indicated on your approval letter.

Meal Expenses:

- Meal expenses are **not funded for virtual workshops**.
- For Montreal conferences and workshops:
 - Breakfast: \$15.00
 - Lunch: \$25.00
 - Supper: \$40.00
 - Total Maximum Daily Rate: \$80.00

For out-of-town conferences:

- Maximum Daily Rate: \$80.00 (no breakdown required)
- **Alcoholic beverages are not eligible for reimbursement.**
- All rates include applicable taxes and a 15% gratuity.
- The same rates apply in U.S. dollars.
- For expenses in other foreign currencies, consult Financial Services before the event for applicable rates.
- Gratuity does not apply to hotel stays.
- For grocery bills as part of your meal expenses, request additional details if needed.

Travel Expenses:

- Transportation (air, bus, train, car rental and gas but not mileage), or car-share

Clarification on Meal Expense Rates in U.S. Dollars:

Please note that the meal expense rates are also applicable to expenses incurred in the United States. This means the following rates are to be used when claiming meal expenses in U.S. dollars:

- Breakfast: \$15.00 USD
- Lunch: \$25.00 USD
- Supper: \$40.00 USD
- Total Maximum Daily Rate: \$80.00 USD

All other conditions, including the exclusion of alcoholic beverages and inclusion of applicable taxes and a 15% gratuity, remain the same.

Collective and School Projects

A collective and school project differs from a conference as it is initiated and organized by teachers to enhance their professional development. These projects typically involve workshops designed to address specific educational needs identified by a group of educators.

Key Points:

- These projects must include a guest speaker.
- The Chairperson of the Organizing Committee should seek financial support from the Professional Improvement Committee (PIC) to plan and execute these initiatives.
- Whenever possible, these activities are scheduled on designated professional development days.

Participation Requirements:

- Participation from multiple schools is mandatory, except for highly specialized institutions like Mackay and Philip E. Layton, where needs may be specific to that institution.

Note: These projects extend beyond what can typically be funded through school-based professional development budgets or in collaboration with Educational Services.

Guidelines for Collective and School Projects

1. Chairperson Role:

- A teacher must serve as the chairperson of the organizing committee.
- The chairperson submits a funding request for all participants using a single application form.

2. Application Requirements:

- Alongside the workshop application, the chairperson must provide the PIC with a participant list.

3. Expense Details:

- The participant list should include the expected number of participants.
- Provide a detailed breakdown of anticipated expenses, including:
 - Honoraria
 - Speaker accommodations
 - Refreshments (up to \$10.00 per person)

Note that the cost of materials will not be covered.

4. Approval Process:

- Do not finalize project arrangements until receiving approval of funds from PIC.

5. Post-Event Requirements:

- After the workshop concludes, submit a written report to the PIC committee.

6. **Approval Deadline:**

- Submit the participant list for approval at least 48 hours before the activity.

7. **Attendance Documentation:**

- Provide an attendance sheet to the PIC secretary for each day of the project.

Considerations:

- PIC considers the per capita cost of the project and the number of previously funded projects for that school/center or subject group.

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. Annual Budget and Attendance

- The PIC Committee allocates up to \$3,000.00 per year for professional development.
- Teachers may be absent for a maximum of five (5) working days for PIC-related activities.

2. Funding Considerations

- 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 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.

3. Funding Limitations

- PIC does not fund teachers accompanying students.
- PIC does not fund all school-mandated activities.

4. Presenting at Conferences or Workshops

- If invited to present at a conference or workshop (excluding the QPAT Conference), the teacher must:
 1. Apply to the Director of Human Resources for educational leave.
 2. Apply to the conference organizers for registration fee exemption.
 3. Apply to PIC for transportation, lodging, and meal expenses within PIC guidelines, including a copy of the invitation.

- **Application Priorities for Major Conferences**

Applications for Major Conferences, as defined by PIC, are processed in the order received, with these priorities:

1. A maximum of three (3) teachers per school/center.
2. Preference given to 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. Any missing documents will render the application void and it will not be considered.
- Scan and email these documents as a PDF attachment 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 to be considered as Montreal conferences, subject to all funding rules, provided they are within the continental U.S. or Canada.

Montreal Conferences Funding Rules

Note: Meals are not funded for virtual workshops.

Funding for Teachers:

- **Registration Fee:** Teachers can apply for the cost of the registration fee.
- **Daily Allowance:** A maximum of \$80.00 per day for up to 5 days. This includes:

Meals (subject to the following limits):

- Breakfast: Up to \$15.00
- Lunch: Up to \$25.00
- Supper: Up to \$40.00
- Transportation

One-Day Conferences in Ottawa and Parts of Quebec:

The PIC will cover the following expenses:

- **Registration Fee:** The cost of the registration fee (excluding membership fees).
- **Additional Expenses:** A maximum of \$400 for:
 - Transportation
 - Meals
 - One night at a hotel or short-term rental (for conferences more than 100 km from Montreal)

OUT-OF-TOWN CONFERENCES FUNDING RULES

Frequency of Funding:

- Funding for out-of-town conferences will only be considered once every two (2) school years.

Considerations for Funding Decisions:

- The PIC will consider the following factors when deciding on funding for out-of-town conferences:
 - Relevance of the conference to the teacher's assignment and teaching qualifications.
 - Availability of similar conferences in Montreal.
 - Whether the conference is national or international.

Funding Limitations:

- The PIC Committee will fund professional development up to a maximum amount of \$3,000 per year.
- A teacher may not be absent for more than five (5) working days for a PIC-related activity.

Eligible Expenses:

- Eligible expenses will be funded for a maximum of five (5) days and include:
 - Registration fee (excluding membership fees).
 - Transportation (air, bus, train, car rental and gas but not mileage), or car-share service.
 - Hotel or short-term rental accommodations.
 - Meals, up to a maximum of \$80 per conference day (refer to Page 6 of this booklet for details).

Participation Limit:

- A maximum of 9 teachers from the EMSB (with a maximum of 3 from any one school or 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 **40 calendar days including weekends** 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

Eligibility:

- Bursaries are available for successfully completed part-time or full-time university credit courses.
- Eligible courses must be within the field of education and relevant to the teacher's current assignment or teaching another discipline.
- This policy applies to studies starting from the fall semester of 2023-2024.

Bursary Amount:

- The bursary amount is \$300 for each three-credit course successfully completed.

Disbursement Process:

- After successfully completing the course, the bursary will be automatically disbursed upon receipt of the official transcript of marks.
- The university should send the official transcript directly to the EMSB Human Resources Department.
- Note: Do not send this information to the PIC secretary, as the PIC committee does not make decisions regarding credit courses.

DEADLINE FOR CREDIT COURSE REIMBURSEMENT

Teachers must ensure the University submits official transcripts before **October 31, 2024**, in order to be paid for credit courses started between July 1st, 2023 to June 30, 2024.

NON-CREDIT COURSES & LANGUAGE PROFICIENCY EXAMS (DELFL, TELUQ, SEL, CEFRL, CEETC)

Guidelines

Course/Exam Relevance:

- Courses and exams must be related to the needs of the milieu or the teacher's current assignment.
- Teachers will also be reimbursed for French or English second language courses and exams.
- All non-credit courses and exams must be given by an accredited institution.

Application Timing:

- Applications for non-credit courses and exams must be submitted before the course or exam is completed.

Bursary Amount:

- Successful applicants can receive a maximum bursary of \$400 per non-credit course, with a limit of three non-credit courses.

Language Exams:

- The cost of the language exam and up to 2 days of 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 the original fee receipt to PIC within 40 calendar days, including weekends, from 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 explaining the duration and nature of the program is required.

Up to:

- \$600 for travel expenses.
- \$550 for food and lodging.
- \$350 for registration fees.

These subsidies are intended to support teachers attending programs not available in Montreal directly related to their teaching assignment and meeting the needs of the milieu.

SCHOOL VISITS

Teachers within the EMSB have the opportunity to request one day of substitution to explore and learn from "best practices" and programs available within the EMSB. This can include visiting another EMSB school or, for vocational training teachers, another vocational center within the Montreal region.

Guidelines for School Visits:

- Visits must be relevant to the needs of the milieu.
- Applications must be submitted before the visit.
- When applying, teachers must include a brief description of their learning objectives and observations, along with the name of the overseeing school administrator.
- Each teacher may be permitted a maximum of two (2) school visits per year.

2024-2025 MTA-EMSB PROFESSIONAL IMPROVEMENT COMMITTEE APPLICATION FORM

Tel: (514) 483-7200, ext. 7501

Email: TeachersPIC@emsb.qc.ca

This form is to be emailed to TeachersPIC@emsb.qc.ca and received by 4p.m the Thursday 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.

Employee Code: _____ Name: _____

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

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

Are you an adult Ed./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)

Costs (Including taxes) (Canadian funds)

Did PIC sponsor your attendance at this conference last school year?

Yes No

Registration fee \$ _____

Have you been asked to serve as a presenter?

Yes No

Means of Transportation: _____

Have you received PIC funds this school year?

Yes No

Transportation \$ _____

Did you attend a PIC sponsored out-of-town conference in the last school year?

Yes No

Meals \$ _____

Treat as Montreal Conference?

Yes No

Hotels \$ _____

TOTAL \$ _____

How many PIC sponsored conferences/workshops have you attended this school year? _____

Number of substitution days required: _____

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

Fees \$ _____

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

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

In order for your application to be considered, **please make sure to cc your principal** when submitting by email to the PIC secretary. I have read the PIC booklet and understand and agree to all terms & conditions. **Incomplete forms will not be accepted.**

Date: _____

Teacher's signature: _____

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