



NEW FRONTIERS



Chateauguay Valley Teachers' Association
Association des Enseignants de Châteauguay Valley

**TEACHERS' PROFESSIONAL
IMPROVEMENT COMMITTEE**

(T-PIC)

2018-2019

Teacher's PIC Guidelines

P L E A S E N O T E :

- ❖ **THE ANNUAL ALLOCATION FOR FULL-TIME TEACHERS IS \$1000**
- ❖ **RECEIPTS MUST BE SUBMITTED WITHIN 60 WORKING DAYS TO RECEIVE REIMBURSEMENT.**
- ❖ **ALL APPLICATIONS MUST HAVE ALL SUPPORTING DOCUMENTATION ATTACHED.**
- ❖ **THE MAJOR CONFERENCE AMOUNT IS \$2000.**
- ❖ **CHANGES TO YOUR PIC REQUEST?
(30 DAYS TO LET US KNOW IN ORDER TO MODIFY/CANCEL YOUR REQUEST)**

PLEASE READ THESE GUIDELINES... ALL INFORMATION IS PROVIDED IN DETAIL.

IMPORTANT INFORMATION

1. The total amount of funding is set at **\$1000** per full-time teacher.
2. Substitution costs (**\$248 per day for 2018-2019**) will be taken first.
3. Applications for part-time studies must be received within **20 calendar days of the beginning of the course (1st class)**.
4. Applications, including supporting documentation (such as description of workshop, conference, hotel booking, flights, etc.) **must be received at the Board Office prior to the workshop or conference in order to be considered.**
5. Original receipts for refunds and the expense claim form must be received at the Board Office within 60 working days of the workshop, conference or receipt of transcript of marks for part-time studies and no later than June 22nd, 2018.
6. **Questions?** Please contact your school/centre Administrator, CVTA Representative, the CVTA Office, or the HR Dept of the NFSB.

Dear Teacher:

The Teachers' Professional Improvement Committee (T-PIC) is a parity committee of teachers who are members of the Châteauguay Valley Teachers' Association (CVTA) and New Frontiers School Board (NFSB) personnel whose responsibility it is to allocate the funds available for teacher professional improvement.

This handbook is available digitally on the CVTA website and on the NFSB Sharepoint.

The Committee asks that you read the booklet carefully, noting all requirements and deadlines to be met. Failure to do so may invalidate your application for funds or reimbursement of the same.

*The Committee receives from the Ministry, as per Chapter 7 of the Provincial Agreement, \$240 per full-time regular teacher and \$300 per full-time regular professional education teacher. **The total amount of funding available to teachers is set at \$1000.** This amount includes the cost of supply teachers (**\$248** per day), all workshops, conferences and part-time studies. These funds are available to assist in defraying the costs of professional improvement and are not intended to cover all such costs. We wish you a successful school year and encourage you to take advantage of the many professional improvement opportunities that are available.*

Teachers' Professional Improvement Committee

1. General Information

Please ensure that your requests for funds are submitted to the Board Office **prior to THE EVENT** for which you wish to receive funds.

1.1.1 - Funding - Other Sources

Where financial aid may be obtained from other sources, teachers are encouraged to seek that aid before making an application to PIC.

1.1.2 Cancellations and/or modifications

Applicants must notify PIC, in writing, **within 30 days of the event**, if they wish to cancel the application if they do not attend the conference/course for which the Committee had allocated funds.

*All correspondence, queries, and applications should be directed to the **Board Office, c/o Teachers' PIC.***

1.1.3 Guidelines - Workshops & Conferences

Priorities are as follows:

1. Special Needs Training
2. Cooperative learning
3. Inclusive Education
4. School improvement
5. Curriculum Reform
6. School Board priorities

Each application will be judged on its own merit. The Committee is disposed to award funding in accordance with School Board priorities.

1.1.4

The Committee shall attempt to take into consideration the current balance of money remaining to spread benefits over the entire school year.

1.1.5

The PIC will provide a subsidy of \$35 to each teacher who attends the QPAT Convention which is intended to help defray the costs of transportation (bus, metro, gas, parking, etc.)

To receive this subsidy teachers must sign and submit their name tag that they receive at the QPAT Annual Convention to the CVTA Office (via internal mail) by no later than December 15th, 2018.

1.1.6

The total budget available is based on the number of teaching posts authorized plus the balance remaining from the previous school year. \$5000 is earmarked for training in the area of special education as per Clause 7-1.01 of the Collective Agreement. The balance of funds is allocated in approximately the following proportions:

- Part-time Studies: 35%
- Workshops/Conferences: 65%

2 - Eligibility for PIC Funding

Only teachers with a contract are eligible for PIC funding up to a maximum of \$1000 within a school year.

Teachers on contract will be funded proportionately to their teaching load: e.g. 50% teaching = 50% funding. A teacher on leave for the entire school year shall NOT be entitled to funding.

All other situations will be considered by the Committee on an individual basis.

3 - Applications

3.1.1

Each application form will be judged on its own merit. Incomplete applications forms may be invalidated.

Applications must be made by using the standardized application form and include **explanatory documentation** which will clarify the program for the Committee. These forms are available through the principal's office or Board Office.

3.1.2

Complete application forms for financial aid for workshops and conferences must be submitted and received at the Board Office **before the start date of the event** to be considered by the Committee.

3.1.3 For Workshops/Conferences

Application forms may be obtained from your school or centre office or the Board Office. These application forms must be signed by the principal/centre director, and include explanatory documentation.

3.1.4

For PIC purposes, the school year goes from July 1st to June 30th. Conferences or workshops that start after July 1st will be funded from the upcoming school year budget.

3.2 - Major Conferences

The Professional Improvement Committee may consider funding for major conferences up to a total of \$2000. **Only a teacher with a full-time contract and who has not been granted funds during that year may apply for a major conference.**

3.2.1

Any teacher who benefits from major conference funding will give up their right to any funding during the year in which they attend the major conference **and** the following year. Requests for major funding must be approved by PIC before attending the conference. **Teachers may apply for a major conference only once in each two-year period during their career with the New Frontiers School Board:**

Example:

2018-19	Major Conference funding allocated
2019-20	No funding
2020-21	Eligible for major conference allocation again

3.2.2

Information on the conference must accompany each request. The Committee reserves the right to limit the number of applicants to the same conference. **Make sure to indicate "MAJOR" on your application form.**

3.3 - Part-time Studies

3.3.1 - Credit & Non-Credit Courses (maximum of \$1000 per school year)

Application forms may be obtained from your school or centre office or the Board Office. These application forms must include explanatory documentation, usually a course syllabus indicating the course name, code, start date, etc.

The Committee will be disposed to subsidize the tuition for part-time credit programs. Applications for funds for non-credit courses will be considered on their merits like conferences and workshops. The registration fee must be clearly indicated in the information document submitted. Studies that start after July 1st will be funded from the upcoming school year budget.

Applications must be submitted to T-PIC, care of the Board Office, on the standard form **within 20 calendar days of the beginning of the course (first class)**.

3.3.2 - Fees

Fees (for these and any other universities) will be reimbursed as per the following schedule:

- Bishop's: \$ 150.00 / credit
- Concordia: \$ 150.00 / credit
- McGill: \$ 150.00 / credit
- Université de Montréal: \$ 150.00 / credit
- Université du Québec à Montréal: \$ 150.00 / credit

3.4 - Major Studies Allocation

This allocation is designed for teachers who intend to take more than 6 credits in one school year.

3.4.1

The Professional Improvement Committee may consider funding for major studies up to a total of \$2000. **Only a teacher with a full-time contract may apply** for a major studies allocation. Any teacher, who benefits from major studies funding, will give up their right to any funding during the year in which they study as well as the following year. Requests for major studies funding must be approved by PIC **within 20 calendar days of the beginning of the courses (1st class of 1st course of the year)**. Teachers may apply for a major studies allocation only once in each two-year period during their career with the New Frontiers School Board (see example in 3.3.1). Information on the courses must accompany each request (e.g.: course outline, syllabus). The Committee reserves the right to limit the number of applicants to the same course(s). **Make sure you indicate "MAJOR STUDIES" on your application form.**

It is the responsibility of the applicant to submit the form well enough in advance that the application can be considered by the Committee before the date of the event, the beginning of the course and the Committee meeting.

4 – Financial Allocation for Teacher Substitution

Applicants should be aware that approximately **\$248** is paid for each day of substitution used, **\$125** for each ½ day, and **\$70** for a period at the high school level. This amount is part of the money allocated to teachers and will be taken first. Application forms must indicate the number of days or periods of substitution, as substitution costs are paid out of PIC funds.

Please note:

PIC is not responsible for substitution costs if PIC does not approve the application.

5 - Financial Allocation for Lodging

Applicants may claim expenses for lodging. The amount of the subsidy will depend on the number of people attending the event as well as the cost of the least expensive lodging associated with the event.

- **Original receipts** that include the applicant's name are required for PIC payment.
- **Food expenses will not be considered.**
- Teachers may claim a per day stipend of \$40 for overnight stays in a private home when attending conferences or workshops.

6 - Financial Allocation for Transportation

6.1

For conferences or workshops, the Committee will be disposed to help defray the cost of transportation by car at the rate of **\$0.40** per kilometer (from the work station) up to a maximum of \$400. **The actual mileage should be indicated on the application form and a hardcopy of a Google Map (or equivalent) showing the distance must be attached to the application as part of the explanatory documentation.**

6.1.2

- Car-pooling is encouraged.
- For travel by auto, a signed statement in lieu of receipts will be accepted.
- **The transportation rate structure of \$0.40/km includes parking and tolls.**
- **No compensation will be provided by PIC for travel for workshops within the NFSB territory.**

6.1.3

All other forms of transportation (plane, train, taxi, etc.) will be approved and reimbursed based on the amounts requested which are substantiated by official receipts (up to the maximum allotment of \$1000 per full-time teacher). **Estimates and quotes must be attached to the application as part of the explanatory documentation.**

7- Procedures for Payment

7.1

The Professional Improvement Expense Claim Form must be completed and returned within **60 working days** with **original receipts for payments to be processed**. See Expense Claim Form (Appendix A) at the end of this document. Please photocopy as needed.

7.1.1

Original receipts for expenditures pertaining to workshops or conferences attended, etc., should be forwarded to: Teachers' PIC/Board Office. To receive payment, original receipts and an Expense Claim Form MUST be received at the Board Office within 60 working days after the workshop or Conference.

Statements are not receipts (except where noted acceptable).

7.1.2

For part-time studies, payments are made only **after** receipt of a transcript indicating successful completion of the course.

7.2

TO RECEIVE PAYMENT:

- **Original receipts** must be received at the Board Office **within sixty (60) working days after** the workshop/conference, or within 60 working days of the receipt of a transcript of marks indicating successful completion of the course.
- **An Expense Claim Form MUST be forwarded** with the original receipts (see Appendix A).
- For workshops/conferences: Upon receipt of the approved copy by PIC, and completion of your workshop/conference, return the Expense Claim Form with the original receipts and a statement for payment to the Board Office.
- **Original receipts** and/or expense statements are required for all payments.

Original receipts must include:

1. the name of the organization;
2. the purpose of payment;
3. the amount and the date paid;
4. an authorized signature and official stamp.

7.2.1

An expense statement should list all expenses incurred for transportation (which already includes parking charges), fees, lodging, etc., with supporting receipts and totals. **PIC does not cover food expenses.** The expense statement may be used as a signed declaration of expenses for transportation if by car. Payment cannot be made without original receipts.

7.2.2

Payments of workshop/conference expenses are made through payroll and appear in the non-taxable section. Payments of part-time studies are made through payroll and appear in the taxable section.

In order to receive payment, original receipts must accompany the Expense Claim Form (Appendix A at the end of this handbook).

Expense Claim Form

PIC Form #

Please complete and return to Teachers' PIC at the Board Office, with your original receipts, within 60 working days of your event. Thank-you!

Identification:

Name: _____

School/Centre: _____

Activity Attended: _____

Date of Activity: _____

Location of the Activity: _____

Substitute Teacher (If applicable): _____

Evaluation of the Event:

Highly Recommended

Recommended

Not Recommended

Expenses:

Fees: \$ _____

Transportation: \$ _____

Lodging: \$ _____

Total: \$ _____

Teacher's Signature: _____

Date: _____

BOARD USE ONLY

Account No.: _____

**0-1-26200-180

Auth. Signature: _____

**0-1-26200-330

Notes:
