



Commission scolaire *Riverside*
***Riverside* School Board**

COMITÉ DE PERFECTIONNEMENT
PROFESSIONAL IMPROVEMENT COMMITTEE



Guidelines for Teachers

2010-2011

Riverside Teachers' Union
Syndicat de l'enseignement de Riverside

RTU

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Introduction

The Professional Improvement Committee (PIC) is a parity committee composed of four representatives from the Riverside Teachers' Union and four representatives from the Riverside School Board (RSB).

The PIC supervises the distribution of funds for the following expenditures:

- I. Reimbursement to teachers for tuition fees
- II. Participation of teachers in workshops and conferences
- III. Organization of local and regional workshops

General Policy

ELIGIBILITY FOR REIMBURSEMENT

- G.1 Teachers on full-time or part-time contracts covered by the Collective Agreement are eligible to receive Professional Improvement Committee funding.
- G.2 Teachers on 100% leaves of absences without pay or on medical leaves are not eligible for PIC funds.
- G.3 Teachers on a deferred salary leave of absence will be eligible for reimbursements for tuition fees only.
- G.4 Teacher on loan for MELS (unless funded by MELS)

Policy on Tuition Fees

ELIGIBILITY FOR REIMBURSEMENT

- A.1 **Teachers requesting reimbursement of tuition fees for the summer courses will be refunded on condition that they have a contract the following school year.**
- A.2 Teachers are not eligible to receive reimbursement of tuition fees for courses they successfully completed before they received a contract with this board.
- A.3 Teachers on part-time contracts are eligible to receive reimbursement of tuition fees on a pro rata basis.
- A.4 Teachers on a deferred salary leave of absence will be reimbursed for tuition fees on the same basis as teachers not on leave.
- A.5 Teachers on all other leaves of absence are not eligible for PIC funds.

Please note that teachers who receive reimbursement of tuition fees from the Ministry of Education, Leisure and Sports (MELS) are not eligible to receive reimbursement from P.I.C. funds.

TYPES OF COURSES AND RATES OF REIMBURSEMENT

There are two categories of courses for which tuition fees are reimbursed:

I. Courses at the CEGEP or university level in Quebec that lead to a change in schooling status, though not necessarily a change in classification.

- A.6 The PIC will consider the reimbursement of tuition fees for courses completed outside the province of Quebec, provided that it is notified by the teacher before the course is undertaken and that it is recognized by a Quebec university. The tuition fee will be reimbursed, according to the PIC guidelines, on the basis of what a similar course would have cost at a Quebec CEGEP or university.
- A.7 Tuition fees for courses in subjects or disciplines that are currently part of the curriculum, or are likely to be part of the curriculum, or which provide pedagogical training are reimbursed at 60% of the tuition fee, up to the limit set forth in Supporting Document VI.
- A.8 Tuition fees for courses in subjects or disciplines that are not currently part of the curriculum, or are not likely to be part of the curriculum (e.g. Administration, tourism, etc.) are reimbursed to a maximum of 30% of the tuition fee, up to the limit set forth in Supporting Document VI.

II. Non-credit courses which are recognized by the PIC.

- A.9 The PIC will consider the reimbursement of Board-organized computer courses up to the limit set forth in Supporting Document VI.
- A.10 The PIC will consider the reimbursement of tuition fees for courses in subjects or disciplines that are currently part of the curriculum, or are likely to be part of the curriculum, or which provide pedagogical training at 60% of the tuition fee, up to the limit set forth in Supporting Document VI.

PROCEDURES FOR CLAIMING REIMBURSEMENT

- A.11 Teachers **must** complete the course information request form (Supporting Document 1) as follows:
- Summer courses: by the end of June
 - Autumn courses: by the end of September
 - Winter courses: by the end of January
 - Spring courses: by the end of May
- A.12 Teachers **must submit an original transcript** (official if for a change of scolarity) indicating successful completion **and an official receipt** indicating the tuition fees according to deadlines set by the PIC.

Policy on Attendance at Workshops, Conferences & Seminars

GENERAL GUIDELINES

- B.1 The goal of in-service activities is the improvement of classroom instruction. Consequently, activities that enable teachers to improve their classroom skills are included in the in-service plan. These activities may involve attending workshops, conferences and seminars as well as visiting schools in the Riverside School Board or elsewhere.

APPLICATION PROCEDURES

- B.2 The application forms may be obtained from the principal's office, the Human Resources Department, the RTU office, or in the Portal, under RSB-Staff, Documents, Human Resources, and finally under PIC-Teachers. If you wish, you may make a photocopy of Supporting Document IV. Please note that the forms change periodically.
- B.3 The completed form and a copy of the programme for the particular event should be submitted well in advance of the event so that the request can be reviewed by the committee. **UNDER NO CIRCUMSTANCES WILL CONSIDERATION BE GIVEN TO AFTER THE FACT APPLICATIONS.**
- B.4 All applications to attend in-service activities are acknowledged. If a teacher does not receive an acknowledgement within eight days of the submission of the application form, the teacher should contact the Human Resources Department.

NOTE 1 *Substitution costs, if applicable, must be figured into the total expense costs.*

NOTE 2 *The amounts which may be allocated to any individual teacher to visit classes, attend workshops and conferences or be reimbursed for courses will not exceed the limit set forth in Supporting Document VI.*

CRITERIA USED WHEN APPROVING REQUESTS

- B.5 The following criteria are used when the decision is made to approve or not to approve a request:
- the relevance of the activity to the teacher's assignment,
 - the availability of funds within the limit set for an individual teacher, and within any special limit set for a particular conference,
 - whether or not the application was received within the deadline, or whether particular circumstances prevented the deadline from being met,
 - priority will be given to teachers who did not attend the same conference during the previous school year,
 - the equitable distribution of approvals among the schools.

PROCEDURES FOR CLAIMING REIMBURSEMENT

- B.6 Teachers must submit the Expense Form, together with original receipts, *within 30 working days of the event*.
- B.7 It is possible to obtain an advance up to 75% of conference costs. Allowable limits to the expenses are indicated on Form P-95 and are subject to periodic review.

NOTE 3 **Please note that for conferences, workshops and seminars in the Montreal area, the Committee has established a limit of \$60 for each full day of attendance to cover the cost of transportation, parking and food. This does not apply to conferences held in Riverside School Board and facilities.**

NOTE 4 **The equivalent of rail or bus transport is paid for car mileage up to 600 km unless major time problems increase substitution costs. In general, airfare is paid for distances over 600 km. Where car allowance (km) is paid, it will be at the prevailing board rate.**

NOTE 5 **The P.I.C. cover the actual costs incurred in the case of carpooling, along with an additional carpooling allocation of \$25 per additional passenger to be granted to the driver. However, this individual car pooling allocation will only be applied to each passenger's individual PIC account.**

Policy on Local Workshops

GENERAL GUIDELINES

- C.1 **Attendance at workshops funded by the PIC is not compulsory, except when otherwise agreed to by the PIC.**
- C.2 The PIC is conscious of its mandate to assist in the improvement of classroom instruction. The Committee therefore encourages requests from teachers who wish to organize projects, be they workshops or conferences, etc., for, and with, their colleagues in one or more schools. These projects must be developed in response to the expressed needs of teachers in one or more schools and could continue for a set period of time.
- C.3 In order to make the best use of available funds, the PIC urges all parties to schedule activities on Pedagogical Days. The Committee will only fund activities on regular workdays under exceptional circumstances.
- C.4 Teachers who wish to attend a local workshop that requires their release from normal duties must apply to the PIC. The procedures set out in B.2 & B.3 and the criteria in B.5 shall apply.

PROCEDURES

- C.5 Workshop organizers may be teachers, administrators, consultants or education specialists who initiate an in-service proposal and who undertake to organize the proposed activity including the resource personnel, facilities and services required. The Professional Improvement Committee therefore requires that the organizers:
- make their requests for funds for an in-service activity sufficiently in advance of the date of the event for the full committee to consider it at their next scheduled meeting (at least 60 days before the event is recommended);
 - be prepared to make a presentation, in person, to the Committee and to answer questions and to discuss the project;
 - submit a brief outline of the in-service activity, which will include a breakdown of the estimated expenses, eligible candidates, goal of the activities and the method of evaluation;

- forward to the Committee at the conclusion of the activity the number of participants, a summary of the participants' evaluations (an item analysis), and a financial statement.

FINANCIAL GUIDELINES FOR WORKSHOPS

- C.6 The PIC will consider applications for funding to cover the following expenses involved in the organization of local workshops, in accordance with the limits set forth in Supporting Document VI:
- substitution costs for presenters,
 - honoraria for presenters,
 - expenses for presenters.

We encourage presenters to use the Board's central printing services at Heritage Regional High School and that we set a maximum of 5 cents/page for reimbursement of photocopying. (6.1 of the P.I.C. Minutes of April 19, 2004)

The PIC will pay the substitution costs for presenters who are employees of the Board.

- C.7 A school with more than the equivalent of 50 full-time teachers has the option of organizing a workshop with more than one presenter. This will be funded at the full day honorarium rate for every 35 teachers or major fraction thereof.

Please note that a summary of the evaluations as well as the original receipts must be submitted within 30 working days of the activity in order for the expenses to be reimbursed.

GUIDELINES FOR SCHOOL-BASED PEDAGOGICAL DAY ACTIVITIES ORGANIZED BY TEACHERS

- C.8 It is PIC policy that a School-based Pedagogical Day Activity should meet the expressed needs of the teachers and that it be endorsed by the School Council.
- C.9 The rates for the honoraria and expenses for presenters, are set forth in Supporting Document VI. No other funds are available from the PIC.
- C.10 Schools with both English and French Immersion streams that plan and carry out two separate programmes, will be eligible for 2 honoraria.
- C.11 Schools are not required to obtain prior PIC approval; however, proof of endorsement by the School Council must be provided. Authorization to conduct a School-based Pedagogical Day activity is granted by the Director of Educational Services.

- C.12 When schools join together to have a common school-based Pedagogical Day activity, the funds available may be the total of the combined allocations with preauthorization from the PIC.

GUIDELINES FOR THE EXPENDITURE OF P.I.C. FUNDS ALLOCATED TO EDUCATIONAL SERVICES

- C.13 In order to facilitate the operation of the PIC and the planning of workshops by the Department of Educational Services, the Committee allocates funds to the Department on an annual basis. The maximum amount provided is set forth in Supporting Document VI.
- C.14 In order for expenses to be reimbursed from these funds, the activity must take place on a pedagogical day or within the teacher's timetable. Having received prior approval from Educational Services, honoraria or substitution costs for Riverside School Board teachers presenting or attending workshops in this capacity may be included (5.1 of the P.I.C. Minutes of March 15, 2004). **Attendance at workshops funded by the PIC is not compulsory, except when otherwise agreed to by the PIC.**
- C.15 Even if the maximum amount for an honorarium and the expenses for a presenter may be exceeded in special circumstances, these amounts are to serve as guidelines in the use of these funds.

Adopted on December 15, 2008.

In effect as of date of adoption.

TEACHERS PROFESSIONAL IMPROVEMENT

Annual Limits

The Professional Improvement Committee has established the following limits for the 2010-2011 school year:

- Total reimbursement to any individual teacher for class visits, attendance and workshops or conferences, and tuition fees is **\$1,400** (an additional allowance is available for teachers covered by Chapter 13),
- Honoraria for presenters – full-day **\$500**, half-day **\$250**,
- Expenses for presenters is **\$125**,
- The allocation to Educational Services is **\$15,000**. This amount does not include any funds carried forward from the previous year.



**REQUEST FOR REIMBURSEMENT OF
TUITION FEES**
Teachers' Professional Improvement Committee



NAME _____ DATE _____

SCHOOL _____

In order to accurately forecast the allocation, which will be required for refunding tuition fees, we require ALL teachers anticipating reimbursement to complete the form below. Please check off the session that you are requesting reimbursement for taking into account the **deadline date**.

- Autumn deadline: September 30th;**
- Winter deadline: January 30th;**
- Spring deadline: May 30th;**
- Summer deadline: June 30th.**

Official receipts and original transcripts indicating successful completion of courses are still required. These documents need only be sent once all courses have been completed in each session. **Official transcripts are only necessary if you are also requesting a change in schooling.**

*PLEASE NOTE THAT ONLY THOSE TEACHERS WHO HAVE RETURNED THIS FORM
WILL BE ELIGIBLE FOR REIMBURSEMENT FOR COURSES TAKEN.*

COURSE TITLE	COURSE CODE	INSTITUTION	NUMBER OF CREDITS	FEES

Kindly return this form to Human Resources before the deadlines stated above.

*Updated PIC Tuition forms are found on the Portal
(Riverside Staff, Documents, Human Resources, PIC Teachers)*

**Professional Improvement Committee
Comité de perfectionnement**

ACKNOWLEDGEMENT / AVIS DE RÉCEPTION

**Request for Reimbursement of Tuition Fees /
Demande de remboursement pour frais de scolarité**

Date :

To / Destinataire :

School / École :

From / Expéditrice : Human Resources Department / Services des ressources humaines

We acknowledge receipt of your request for reimbursement of tuition fees.
Nous accusons réception de votre demande de remboursement pour frais de scolarité.

COURSE / COURS

SUMMER / ÉTÉ

FALL / AUTOMNE

WINTER / HIVER

SPRING / PRINTEMPS

Please send official receipts and original transcripts. These documents need only be sent following the completion of the courses taken during the session. Official transcripts are necessary only if you are requesting a change of scholarship. In this case you should follow the deadlines in Clause 6-3.07 of the Collective Agreement.

Veillez nous faire parvenir vos reçus officiels et vos relevés de notes originaux. Ces documents devraient nous être envoyés seulement après que les cours soient terminés. Les relevés de notes officiels sont nécessaires seulement si vous voulez un changement de scolarité. Dans ce cas, veuillez respecter les dates limites de la Clause 6-3.07 de l'Entente.

/rm

**TEACHERS' PROFESSIONAL IMPROVEMENT COMMITTEE
Request to Attend In-Service Activity**

1. Please submit this request to the Department of Human Resources as soon as it has been signed by the designated authority and include a copy of the programme. Applications must be received **20 working days ahead of the conference date.**

NAME: _____ SCHOOL: _____

SUBJECT TAUGHT: _____ Elementary Secondary

2. **ACTIVITY:**

Name of activity you wish to attend: _____

Dates required for attendance from: _____ to _____ inclusive.
Month / day / year Month / day / year

Location of Activity: _____

Substitute teacher required from: _____ to _____ inclusive.
Month / day / year Month / day / year

Reason for request: _____

3. List conferences attended in past 12 months for which PIC funds were used. NONE

4. **ESTIMATED EXPENSES:** PLEASE NOTE: Substitution costs will be withdrawn for this in-service activity before all other requested expenses.

Registration fee (Membership fee not included) \$ _____

Substitution costs (\$210.50 per day) \$ _____

A. Out-Of-Town Conferences

Transportation \$ _____

Meals: \$12.00 Breakfast \$ _____

\$23.00 Lunch \$ _____

\$35.00 Dinner \$ _____

Hotel (\$150.00 if applicable) \$ _____

B. Montreal Area Conferences \$ _____ (receipts required)

\$60 maximum per day (includes parking, food, transportation)

Total A or B \$ _____

Other (specify) \$ _____

TOTAL: \$ _____

APPLICANT: _____ **DATE:** _____

DESIGNATED AUTHORITY: _____

**PROFESSIONAL IMPROVEMENT COMMITTEE
COMITÉ DE PERFECTIONNEMENT**

Acknowledgement / Avis de réception

Date received / Date reçu : _____

To / Destinataire : _____

Place of work / Endroit de travail : _____

From / Expéditrice : Human Resources Department / Service des ressources humaines



Teachers/Enseignant(e)s – R.T.U. / S.E.R. (Appendix V)



Support Staff / Personnel de soutien – S.E.P.B. Local 576



Maintenance/ Entretien – U.E.S. Local 800

We acknowledge receipt of your request to attend the following professional development activity:

Nous accusons réception de votre demande pour assister au stage de perfectionnement mentionné ci-dessous :

Activity/Stage : _____

A decision regarding this application will be sent to you shortly.

Une décision concernant cette demande vous parviendra dans les plus brefs délais.

Professional Improvement Committee
Comité de perfectionnement

REMINDER / RAPPEL

2010-2011

Reimbursement of P.I.C. Expenses
Remboursement des dépenses du C de p

Name / Nom :

School / École :

Activity / Activité :

Activity Date / Date de l'activité :

Upon examination of your P.I.C. dossier we determined that you have not submitted a request for reimbursement. To ensure that you receive a reimbursement, please submit the documents checked off below within the next ten (10) working days.

Kindly notify Rayna Macdonald in Human Resources (450-672-4010 ext. 6023) if you did not attend the approved activity as planned.

Nous avons examiné votre dossier du C de p et avons déterminé que vous n'avez pas fait parvenir une demande de remboursement. Pour vous assurer un remboursement, veuillez nous faire parvenir les documents cocher ci bas dans les prochains dix (10) jours ouvrables.

Si vous n'avez pas assisté à l'activité autorisée, veuillez informer Rayna Macdonald (450-672-4010 poste 6023) au Service des ressources humaines.

<input type="checkbox"/>	Signed P.I.C. Expense Account Claim <i>Compte de dépenses du C de p signé</i>
<input type="checkbox"/>	P.I.C. Evaluation Form <i>Grille d'évaluation des ateliers du C de p</i>
<input type="checkbox"/>	Original Receipts <i>Reçus officiels</i>
<input type="checkbox"/>	Original Transcript (Official transcript if for change of scolarity) <i>Relevé de notes original (relevé de notes officiel pour changement de scolarité)</i>

Notified on / Avisé le :

Thank you for your cooperation.

Merci de votre collaboration.

Supporting Document VIII / Document pertinent VIII

**Teachers' Professional Improvement Committee
Comité de perfectionnement pour les enseignants**

**Local Workshops
Ateliers locaux**

WORKSHOP EXPENSES / DÉPENSES DE L'ATELIER

School initiating request / École initiant : _____

Date of Event / Date de l'événement : _____

Location / Endroit : _____

Topic/ Sujet : _____

Presenter / Conférencier : _____

S.I.N. / N.A.S. : _____

Address / Adresse : _____

Telephone / Téléphone : _____

DETAIL OF EXPENSES / DÉTAILS DES DÉPENSES

Substitution for presenter / Suppléance pour conférencier : _____
(Accompany outside School Board invoice./ Joindre la facture de l'autre commission scolaire.)

Presenter Honoraria / Honoraire pour conférencier : _____
(Original bills or official receipts required. / Facture original ou reçu officiel requis.)

Photocopying (with receipts) / Photopies (avec reçus) : _____

Kilometers / kilométrage (\$0.48/km) : _____

Other / Autres : _____

TOTAL OF EXPENSES / TOTAL DES DÉPENSES : _____

Principal's Signature / Signature du directeur

**PLEASE RETURN TO THE HUMAN RESOURCES DEPARTMENT WITHIN
30 DAYS OF THE WORKSHOP.**

**S.V.P. FAIRE PARVENIR AU SERVICE DES RESSOURCES HUMAINES DANS UN DÉLAI DE 30 JOURS
SUIVANT L'ATELIER.**

**TEACHERS' PROFESSIONAL IMPROVEMENT COMMITTEE
COMITÉ DE PERFECTIONNEMENT DES EMSEIGNANTS**

**School Based Pedagogical Day
Journée pédagogique au niveau de l'école**

ANIMATOR EXPENSES / DÉPENSES DU CONFÉRENCIER

School / École : _____

Date of Event / Date de l'événement : _____

Location / Endroit : _____

Topic/ Sujet : _____

Presenter / Conférencier : _____

S.I.N. / N.A.S. : _____

Address / Adresse : _____

Telephone / Téléphone : _____

Activity / Activité : Full day / Journée complète (\$500)

Half day / Demi-journée (\$250)

Other / Autre : _____

Expenses (photocopying (with receipts), mileage, etc.): _____

Dépenses (photocopies (avec reçus), kilométrage, etc.) : _____

Principal's Signature / Signature du directeur

PLEASE RETURN TO THE HUMAN RESOURCES DEPARTMENT WITHIN
30 DAYS OF THE WORKSHOP.

S.V.P. FAIRE PARVENIR AU SERVICE DES RESSOURCES HUMAINES DANS UN
DÉLAI DE 30 JOURS SUIVANT L'ATELIER.

**Authorization to Attend a Teacher In-Service Activity
Autorisation pour assister à un stage de perfectionnement**

DATE: _____

NAME /
NOM : _____

SCHOOL /
ÉCOLE : _____

***** Please fill out the absence form indicating code 65. Thank you. ***
*** Remplissez le formulaire d'absence en indiquant le code 65. Merci. *****

You are hereby authorized to attend/Nous vous autorisons par la présente à assister à :

ACTIVITY / ACTIVITÉ : _____

DATE(S) : _____ LOCATION / ENDROIT : _____

Comments / Yearly allotment attained / Allocation annuelle atteinte.
Commentaires : U.S. funds calculated at daily exchange rate unless receipts indicate otherwise /
Les fonds américains seront calculés au taux d'échange quotidien sauf sur indications contraires.

AUTHORIZED EXPENSES / DÉPENSES AUTORISÉES :

*Substitution costs will be deducted for this in-service activity before all other requested expenses. /
Les frais de suppléance seront déduits de cette activité de perfectionnement avant toutes autres dépenses.*

- 1. REGISTRATION / INSCRIPTION : _____
(Membership fee not included / frais d'adhésion non inclus)
- 2. MEALS / REPAS : _____
Breakfast / Petit déjeuner : \$12 maximum
Lunch : \$23 maximum
Dinner / Souper : \$35 maximum
- 3. BOARD / HÉBERGEMENT : (maximum \$150) _____
- 4. MONTRÉAL - ALLOCATION : \$60 daily maximum to cover lunch, travel & parking.
(Receipts required / Reçus requis) 60 \$ maximum par jour pour couvrir les frais de lunch,
déplacement et stationnement.
- 5. TRAVEL / DÉPLACEMENT : _____
(outside Montreal area/à l'extérieur de la région de Montréal)
- 6. SUBSTITUTION / SUPPLÉANCE: Number of days /
(\$210.50/day / 210,50 \$/jours) Nombre de jours : _____

**For reimbursement you must submit the following documents
within the 30 days which follow the in-service activity:**

**Pour un remboursement, vous devez nous remettre les documents suivants
dans les 30 jours ouvrables qui suivent votre stage de perfectionnement :**

- Expense Account (Your signature is required.) / **Compte de dépenses** (Votre signature est requise.)
- Official Receipts (Meals, Registration, etc.) / **Reçus officiels** (Repas, inscription, etc.)
- In-Service Evaluation Report (P 97) / **Rapport d'évaluation de l'activité** (P 97)

cc: Teacher / Enseignant – White / Blanche
PIC / C de p – Yellow / Jaune
Principal / Directeur – Gold / Or
Human Resources / Ressources humaines – Pink / Rose

Authorized Signature / Signature d'autorisation

PROFESSIONAL IMPROVEMENT COMMITTEE / COMITÉ DE PERFECTIONNEMENT
In-Service Activity Evaluation / Grille d'évaluation des ateliers

Name / Nom : _____ School / École : _____

Activity / Atelier : _____ Level / Niveau : _____ Date : _____

Presenter / Animateur/trice : _____ Location / Lieu : _____

**PLEASE COMPLETE THE FOLLOWING /
 VEUILLEZ COMPLETER CI-DESSOUS :**

AGREE / DISAGREE /
 EN ACCORD / EN DÉSACCORD
 4 3 2 1

1. Objectives / Objectifs : clear / exposés clairement
2. achieved / atteints
3. Content / Contenu appropriate / pertinent
4. stayed on topic / fidèle à son sujet
5. Resource person/Animateur(trice) - effective presenter/intéressant(e)
6. involved the participants / implique les participant(e)s
7. Handouts / Matériel : appropriate / adéquat (s'il y a lieu)
8. Session / Atelier : well organized / bien organisé
9. enjoyable / agréable

10. What I liked most about the activity was / Ce qui m'a plu dans cet atelier : _____

11. What I liked least about the activity / Ce que j'ai moins apprécié : _____

12. My suggestions for future in-service activities / Mes suggestions pour les prochains ateliers
 ou rencontres : _____

**Please return completed form to:
 Veuillez retourner ce formulaire complété à :**

**Rayna Macdonald
 Human Resources / Ressources humaines**