

Western Quebec School Board  
Western Quebec Teachers' Association

PIC



Professional Improvement Committee  
Policies and Guidelines – Region 7

**FINAL**  
**July 1, 2024**

## **TABLE OF CONTENTS**

### **General Policy Statements**

(1)	Eligibility for PIC Funding	p.1
(2)	Notifications to applicants	p.1
(3)	Procedure for reimbursement	p.1
(4)	Eligibility for P.I.C. funding	p.1
(5)	Management of P.I.C. funds	p.1
(6)	Number of P.I.C. meetings	p.2
(7)	Budget allocations	p.2
(8)	Right of Refusal	p.2

### **Annex A**

Consideration of Applications re: Non-Credit Courses	p.3
--	-----

### **Annex B**

Consideration of Applications re: Credit Courses	p.4
--	-----

### **Annex C**

Funding - Conferences, Workshops	p.5
----------------------------------	-----

### **Annex D**

Submission and consideration of applications	p.7
--	-----

### **Annex E**

Decision, Multiple applications from same school	p.8
--	-----

### **Annex F**

School-Based Projects Applications	p.9
------------------------------------	-----

### **Annex G**

School-Based Projects	p.10
-----------------------	------

### **Annex H**

QPAT Teachers' Convention	p.11
---------------------------	------

## GENERAL POLICY STATEMENTS

### (1) PROCEDURE FOR APPLICATION

Every applicant shall submit his or her application form, by fax, mail, or e-mail, supported with descriptive brochure of the intended event, to the **WQTA** office prior to the event to ensure reimbursement.

Given the cost of exchange rates and increased travel, applicants are encouraged to review workshops and conferences within Canada prior to seeking out of country professional opportunities.

### (2) NOTIFICATIONS TO APPLICANTS

Applicants shall be notified of results of their applications by the WQTA.

This information is to be communicated as soon as possible after the quarterly meeting.

**All PIC decisions are FINAL.**

### (3) PROCEDURE FOR REIMBURSEMENT

All expense claim forms must be supported with original receipts/vouchers. For prompt reimbursement all expense claim forms must be submitted to the WQTA office within 30 days of the date the expenses were incurred. For activities held in May and June, expense claim forms and receipts must be submitted to the WQTA prior to September 30<sup>th</sup> of the following school year. The PIC will not reimburse any claims for textbooks, manuals, workbooks or membership fees.

### (4) ELIGIBILITY FOR PIC FUNDING

Full-time, part-time and teachers by the lesson in the employ of the school board on September 30 shall be eligible to apply for PIC funds. Part-time percentage teachers will be eligible for funding proportionate to the percentage of contract (on that year). Teachers on a deferred sabbatical plan shall be eligible. Teachers on maternity/paternity leave shall be eligible. Teachers on a leave of absence (July to June) and hourly paid teachers are **NOT** eligible for PIC funding as they do not contribute to the PIC fund.

### (5) MANAGEMENT OF PIC FUNDS

A. After allocating funds for items such as Global Day, QPAT Convention, School Based Projects, MEQ Courses, the remaining funds shall be divided into fourths, each to cover the following periods. The applications falling within each of the following quarters shall be considered on the meeting dates determined by the Committee. Allocations will be considered until the quarter allowance is reached.

The deadline date for submitting applications shall be the Friday prior to the meeting date.

<u>Quarter</u>	<u>Approximate Meeting Date</u>
1 July 1 – September 30	Early October
2 October 1 – December 31	Mid December
3 January 1 – March 31	Mid March
4 April 1 – June 30	Mid June
5 Convention	Mid October

B. The maximum annual eligibility per teacher is set at \$2,500.

(6) NUMBER OF PIC MEETINGS

Each year, a minimum of 4 meetings shall be held to consider applications for events being held within the time frames specified in (5) A. A meeting shall be held in mid-June to deal with year-end business such as policy changes.

(7) BUDGET ALLOCATIONS

- A. Global Day allocation is set at \$5,000 maximum every 2 years.
- B. MEQ Workshops are funded to a maximum of \$4,000 every year.
- C. School Based Projects: are funded up to (4) allocations per year of \$2,000 each according to established criteria.
- D. Allocation for QPAT Teachers' Convention will be reviewed annually.

The amounts not spent A. + B. + C. + D. from the allocations made above are returned to the current year into the general PIC fund.

(8) RIGHT OF REFUSAL

The PIC reserves the right to refuse any application that it deems excessive.

Notes:

All summer applications are approved by the Emergency Committee. (as per PIC policy) The principal's signature is not required because it may not be accessible. The teachers need to send their application by fax or e-mail to the WQTA.

End of year Credit Course PIC applicants who held part time contracts may be approved, conditionally, if they are hired the following school year.

## ANNEX A

### CONSIDERATION OF APPLICATIONS RE NON-CREDIT COURSES

Subject to a \$1 000 maximum per year, and upon receipt of written proof of successful completion, course fees for non-credit courses **relevant to teaching assignments** shall be paid in full.

The PIC will not reimburse any claims for textbooks, manuals, workbooks, membership fees or exams (i.e. proficiency).

## ANNEX B

### CONSIDERATION OF APPLICATIONS RE CREDIT COURSES

The Professional Improvement Committee may consider funding for credit courses subject to a maximum of \$1,200 per year. Only the cost of tuition will be reimbursed. No student fees or travel expenses or exam related expenses will be considered for eligibility.

Only full-time teachers in the employ of the school board will be considered. Application for credit course funding must be approved by PIC before registration. **Only courses relevant to the applicant's teaching assignment will be considered.**

A copy of the transcript indicating successful completion and an original receipt must be attached to the appropriate PIC Expense Claim. The deadline for submitting a request for credit-course reimbursement is September 30 following the school year in which the course was completed.

The PIC will not reimburse any claims for textbooks, manuals, workbooks or exams (i.e. proficiency).

## ANNEX C

### FUNDING - CONFERENCES, WORKSHOPS

Successful applicants shall be entitled to claim expenses for the following in accordance with the current rates established by PIC and, in the case of supply teachers, by MEQ salary directives.

1. Substitute teacher: in accordance with current rates per day. *Supply teacher costs will be paid only for the days of the conference sessions. An expense claim must be made even if the only expense incurred is supply teacher costs.*
2. Hotel: As per receipt to a maximum of \$350/night.  
Hostess Fee: \$50/night.

*For conferences of more than one day's duration, the night preceding the first day of the conference will be recognized for refund: Accommodation expenses will not be paid for the final day of the conference. Address of place claiming the hostess fee is required.*

3. Transportation

#### Public transportation

Gatineau/Ottawa to Montreal	\$170
Gatineau/Ottawa to Quebec	\$300
Gatineau/Ottawa to Toronto	\$300

#### Car transportation

Gatineau/Ottawa to Montreal area:	\$250
Gatineau/Ottawa to Toronto area or Quebec City area:	\$350
Beyond Quebec City or Toronto area:	The PIC will review each application individually

Teachers living in the areas of Campbell's Bay, Shawville, and Kazabazua, and Poltimore (west only) shall be entitled to an additional travel supplement of \$75. (No receipts)

Teachers living in the area of Namur shall be entitled to an additional \$100 when travelling to Gatineau/Ottawa or points west thereof. (No receipts)

Teachers living in the areas of Chapeau and Maniwaki shall be entitled to an additional travel supplement of \$100.00. (No receipts)

Parking: A maximum of \$50/day shall be refunded. (Receipt required)

Taxi: A maximum of \$50/trip shall be allowed to a maximum of \$100/per workshop. (Receipt required)

Car-pooling and Taxi-pooling is encouraged.

**ANNEX C (continued)**

**FUNDING - CONFERENCES, WORKSHOPS**

4. Registration Fee: Actual cost of workshop related fees and early bird rate if applicable. Membership assessments are excluded.
5. Meals (maximum \$80/day):

Teachers are reimbursed up to \$80 per day where the three meals apply (\$80 per diem). The distribution of the \$80 between breakfast, lunch and dinner is at the discretion of the teacher as long as the daily \$80 is not exceeded. Original receipts must be attached to the PIC expense claim.

Breakfast	\$20
Lunch	\$25
Dinner	\$35

Meals included in the registration fee shall not be claimed. Banquet costs shall not be claimed, however, teachers shall be subsidized to the extent of the current dinner rate.

**Alcoholic Beverages are not covered under the PIC policy.**



## ANNEX D

### **SUBMISSION AND CONSIDERATION OF APPLICATIONS**

Applications shall be submitted for consideration prior to the proposed activity: A prospectus of the activity must be attached in order to have the application considered by the PIC.

The professional development session must be relevant to the applicant's current teaching assignment. However, in Quarter 4, application to activities related to a prospective teaching assignment may be considered if accompanied by a letter of intention from the school principal.

Each year, a two-person committee comprised of a WQTA representative and a WQSB representative shall be appointed to consider emergency applications. The committee, to be chosen at the first meeting of the year, shall be required to verify the availability of funds and approve the application.

An emergency application will be considered only if the information packages were not in the school and were not available to the applicant before the last regular PIC meeting.

Each teacher is responsible for keeping an account of his/her PIC-funded expenses so that the annual maximum is not exceeded: Supply teaching costs shall be the first item paid. In the event that the annual maximum is exceeded, the overrun must be reimbursed to the PIC.

### OBSERVING WORKING COLLEAGUES

Following the application procedures noted above, a teacher may visit another classroom of a teacher, **within Quebec**, up to a maximum of three (3) days in a given school year. (These costs are applied to the teacher's annual PIC allocation). Other limits for this professional development are the following maximums.

- (1) Up to 5 days per school
- (2) Maximum of \$3000 from PIC fund per school/ centre.

## **ANNEX E**

### **DECISION, MULTIPLE APPLICATIONS FROM SAME SCHOOL**

For Saturday or after-school workshops, an application for up to \$50 per teacher and to a maximum of \$750 per school.

Teachers who have benefited from PIC funds may be requested to report to their colleagues on the conference or workshop they attended.

The PIC reserves the right to limit the number of applicants from the same school for a professional development activity, up to \$10,000 per school per workshop.

## ANNEX F

### **SCHOOL-BASED PROJECTS APPLICATIONS**

- A) Requests to fund curriculum guidelines projects shall be submitted at the December meeting.
- B) In order to be successful in receiving curriculum development project grants from PIC, projects must meet the following criteria:
1. The purpose of the project must be briefly and clearly articulated. Why is the project necessary? Does it represent innovative activities?
  2. The cost factors associated with producing the project must be detailed.
    - supply teacher days required
    - travel expenses (if applicable)
    - paper, photocopying and other costs
  3. The end product must be a package of practical ideas and suggested teaching strategies which could be shared by all teachers of that subject or level in the board.
  4. The time-line for producing this package should be indicated.
  5. Teachers producing the project must be prepared to share their project with teachers at a meeting specifically organized for this event or at an applicable Global Day session.
  6. Applications must be submitted at least one week before the December meeting of the PIC.
  7. Teachers preparing curriculum development packages are encouraged to collaborate with consultants.
  8. All applications must include a clear proposal on how the practical aspects of the project are going to be evaluated.

## ANNEX G

### **SCHOOL BASED PROJECTS**

1. Every school is eligible to submit a proposal identifying a school project to PIC and apply for project funds. There shall be a maximum of 4 allocations per annum.
2. PIC will receive, review and recommend applications based on the funding of up to \$2 000.
3. Applications must be submitted to PIC at least 1 week before the first PIC meeting in January.

#### SCHOOL PROJECT GUIDELINES

- a) Project proposals are discussed and developed at school level and subsequently ratified through the School Council. Voting is based on majority decision and a copy of the resolution must accompany the projects application.
- b) *Each school project proposal must:*
  - Must conform to the school professional development plan referred to in the Education Act (96.20 and 96.21).
  - State the objectives and the impact on student outcome.
  - State the action goal (a statement(s) of a critical issue(s) that must be dealt with in order to reach the objective
  - State the action strategies: more specific statement of things to be done to realize the action goal (workshops, research, meetings, conferencing, etc.)
  - Be submitted with a detailed costing (a breakdown showing all costs)
  - Be applicable to a significant part of the school, department or group of departments.
  - Show how the expected outcomes will be observed and measured.
  - Submit a summary to PIC at year's end detailing the successes of the project.

The school-based funds can be used to assist an on-going professional development school project.

#### CRITERIA FOR SELECTION

1. School Council approval
2. Teacher impact – pedagogical value
3. Number of teaching staff reached by project
4. Impact on student outcome (has some instrument to assess been developed/proposed?)
5. Costing for project realistic (can it be reduced?)
6. Is the outcome measurable / observable?
7. Does the action goal/strategies demonstrate the action to be taken?

## ANNEX H

### QPAT TEACHERS' CONVENTION

- This policy shall be reviewed annually.
- An annual allotment shall be made by PIC to enable teachers to attend Convention.
- Each teacher must apply to PIC by the announced deadline for funding in order to enjoy the benefit.
- The amount of expenses to be paid to each teacher shall be determined annually.
- The funding for Convention shall be part of the teacher's annual maximum PIC claim. Refer to General Policy Statement - C for eligibility.
- A gas receipt from the Montreal region (any amount is acceptable) or a Montreal region hotel parking receipt must be attached to the QPAT Convention expense claim form in order to receive the \$250 flat rate travel reimbursement.

Note: A gas receipt or parking receipt is necessary for QPAT Convention only.

Teachers are reimbursed up to \$80 per day where the three meals apply (\$80 per diem). The distribution of the \$80 between breakfast, lunch and dinner is at the discretion of the teacher as long as the daily \$80 is not exceeded. Original receipts must be attached to the PIC expense claim.

Breakfast	\$20
Lunch	\$25
Dinner	\$35

**Alcoholic beverages are not covered under the PIC policy and will not be reimbursed.**

- Hotel Maximum of \$350/night