



COMMISSION SCOLAIRE CENTRAL QUÉBEC
CENTRAL QUÉBEC SCHOOL BOARD



TEACHERS' PROFESSIONAL DEVELOPMENT POLICY - 2015 - 2016

I. PREAMBLE

As per the Teachers' Collective Agreement, section 7-1.01:

"... the board shall have \$240 available per full-time equivalent teacher in the service of the board on September 30th, excluding teachers on availability. A portion of the amount shall be earmarked for training in the area of special education."

The object of this policy is to provide a framework for the distribution of the Professional Development (P. D.) funds which will best serve the needs of CQTA members and their schools. Teachers are encouraged to make use of this fund to keep in touch with educational trends and new teaching materials and techniques, benefiting themselves, their colleagues, and their students.

This policy applies to all of the schools of the Central Québec School Board with the exception of Jimmy Sandy Memorial School, which has its own policy.

As per measure 30134 of the MEESR Budget Rules based on the teachers' collective agreement, teachers from MacLean Memorial School are entitled to a supplement to cover extra travel expenses.

As per Appendix XXV of the teachers' collective agreement (Special measures concerning multi-grade classes at the elementary and pre-school levels):

"... the amounts allocated to each school board are intended for teachers working with multigrade classes. The amounts shall be managed by the professional improvement committee."

II. AMOUNTS AND AVAILABILITY OF FUNDS

The total P. D. fund this year is approximately \$80,000. Please note that any surplus from the 2014 - 2015 funds will be added to this amount.

- | | |
|---------------|--|
| A) \$ 2,000 | University courses leading to teacher certification |
| B-1) \$12,000 | Regular courses |
| B-2) \$36,200 | Workshops, conferences, professional networking (teachers' visits, etc.) |
| C) \$15,000 | QPAT Pre-Convention AND Convention |
| D) \$10,000 | Board-wide activities |
| E) \$ 4,800 | Activities related to Special Education |

III. PROCEDURES

- **To Apply For Professional Development Funds:**

Use the **P. D. Application Form** (Appendix I) obtainable from your school office. This is to be completed, signed by the teacher, and approved and signed by the principal. It should then be forwarded to the Educational Services Department.

The application and subsequent approval **are required prior to the activity.**

Professional Development requests should be directly related to the acquisition or further development of related pedagogical skills and competencies; otherwise they will be refused.

The maximum allocation available for a full-time teacher is \$700 per school year for categories A, B-1, B-2, and the QPAT Pre-Convention. Part-time teachers will receive a maximum allocation based on the percentage of their workload at the time of application.

- **To Claim Expenses:**

The applicants are expected to pay all expenses incurred and, once the activity has occurred, apply for reimbursement up to the maximum amount approved.

To apply for reimbursement, use the **P. D. Expense Claim Form** (Appendix II) obtainable from your school office. It is to be completed and signed by the teacher. The appropriate supporting documents are to be attached - (e.g. receipts for registration, hotel bill, parking receipt, etc.); - then submitted to the Principal for approval, signature, and forwarded to the Educational Services Department

All claims must be submitted within 45 days of the completion of the event attended. If the delay is not respected, the claim may not be reimbursed. All claims have to be submitted prior to June 30th at the latest.

A) **ALLOCATION OF FUNDS FOR UNIVERSITY COURSES LEADING TO TEACHER CERTIFICATION**

This section applies to teachers without Québec legal qualifications.

Selection: Allocated on a “first-come, first-served” basis.

Coverage: The P. D. Committee will reimburse tuition costs and approved materials for courses up to the maximum allocation of \$700 per teacher per school year, whether the teacher has a full-time or a part-time workload. **This allocation cannot be used to pay substitution costs and travel expenses (meals, mileage, parking fees, etc.).**

B-1) ALLOCATION OF FUNDS FOR REGULAR COURSES

A maximum of \$700 per school year may be allocated for a full-time (100%) teacher for tuition costs and approved materials. Part-time teachers will receive a maximum allocation based on the percentage of their workload at the time of application. This allocation cannot be used to pay substitution costs and travel expenses (meals, mileage, parking fees, etc.).

B-2) ALLOCATION OF FUNDS FOR INDIVIDUAL WORKSHOPS, CONFERENCES, PROFESSIONAL NETWORKING (teachers’ visits, etc.)

A maximum of \$700 per school year may be allocated for a full-time (100%) teacher. Part-time teachers will receive a maximum allocation based on the percentage of their workload at the time of application.

Teachers from MacLean Memorial School may apply to receive a supplement to cover extra travel expenses.

Teachers from Riverside Regional Elementary School and Riverside Regional High School will be entitled to a supplement of \$250 to cover extra travel expenses and substitution costs.

Process for B-1 and B-2: The school year has been divided into two different registration periods:

1. July to December
2. January to June

Selection: The budget has been subdivided and an amount allocated to each session. Requests will be approved on a “first-come, first-served” basis until the amount for the session is spent. Requests received once the amount allocated for the session has been spent will be refused. Any money left after the first registration period will be transferred to the second one.

Applicants will be notified within four school days following the receipt of their application form at the board office.

Coverage: i) **Tuition costs and approved materials** (receipts required)

NOTE:
The per diem expense allocations and travel rates are based on the CQSB Travel and Living Expenses

- ii) **Per diem expense allocations** (including taxes):
 - hotel (original receipt required) As per receipt
 - lodging (receipt not required) \$50
 - meals (receipts not required)
 - breakfast \$15
 - lunch \$20
 - Dinner \$25

Reimbursement Policy adopted on June 13, 2012.

Should the Policy be revised again, the rates will be adjusted accordingly.

iii) **Substitution costs:**

It must be understood that substitution costs, if applicable, are **deducted from each applicant's allocation** (approximately \$231 per day.) Please indicate the number of days required when submitting your application and indicate the days actually used when submitting your expense claim. No substitution costs will be reimbursed for a course.

iv) **Cancellation of Pre-registration:**

In the event that a pre-registration has to be forfeited, either in full or in part, for a valid reason, the teacher shall be refunded the amount claimed for registration upon receipt of the pertinent documentation.

v) **Travel Rates (for workshops, conferences and networking only):**

Please refer to the CQSB Travel and Living Expenses Reimbursement Policy

vi) **Other Expenses:** Please refer to the CQSB

Travel and Living Expenses Reimbursement Policy.

The CQSB Travel and Living Expenses Reimbursement Policy is available in all the schools and on the CQSB website (www.cqsb.qc.ca - under Useful Links - CQSB Policies - Finance Department). The P. D. Committee will apply the CQSB travel policy at all times.

C) **ALLOCATION OF FUNDS FOR THE QPAT PRE-CONVENTION and CONVENTION**

The QPAT Pre-Convention will be held on November 26 and the Convention will start in the evening of the 26th and continue on November 27, 2015. Someone is considered attending the Pre-Convention when participating in workshops starting in the morning of November 26th.

To apply: Application and approval are required **prior to attendance** at the QPAT Pre-Convention and Convention.

Please CLEARLY specify on your application form if you are applying for the QPAT Convention or the Pre-Convention.

A specific budget is allocated for the QPAT Convention and Pre-Convention activities. Requests will be approved on a "first-come, first-served" basis until the budget is spent. Requests received once the amount allocated has been spent will be refused.

Coverage: Reimbursement of expenses will be calculated on a pro-rata basis in accordance with the teacher's workload at the time of application.

For the QPAT Convention (activities starting on Thursday **evening**):

A maximum allocation of **\$150** per teacher (original receipts required, where applicable) will be granted. In cases where the school cannot schedule a pedagogical day for this convention, teachers will be entitled to the \$150 maximum allocation plus supply costs (number of days of supply will be determined by the P. D. Committee based on the location of the school.) This special supply allocation will apply to a maximum of four teachers per school.

For the Pre-Convention and Convention, (activities starting on Thursday **morning**):

Like all other conventions, a maximum allocation of \$700 per teacher will be granted. In cases where the school cannot schedule pedagogical days for this convention, teachers will be entitled to an additional \$150. Substitution costs will be deducted from each applicant's allocation (approximately \$231 per day.)

D) ALLOCATION OF FUNDS FOR THE BOARD-WIDE ACTIVITIES

The aim of this allocation is to help the Board Office organize pedagogical activities geared to the needs of the teachers and to be able to regroup as many teachers as possible for a given activity.

These activities take place on a day that has been identified as a board-wide pedagogical day.

The calendar of activities for the board-wide pedagogical day is prepared in advance by the Board Office consultants and sent to school principals for distribution to their staff as teachers have to sign up in advance for workshops.

It is not necessary to fill in the P. D. Application Form for activities organized during this pedagogical day.

Should a teacher be asked to give a presentation on that day, he or she can be granted a minimum of half a day in release time or salary to prepare for this presentation (does not apply to facilitators).

In cases where the school cannot schedule a pedagogical day on that day, the P. D. Committee will pay supply costs for a maximum of four teachers per school.

E) ALLOCATION OF FUNDS FOR ACTIVITIES RELATED TO SPECIAL EDUCATION

In order to respect the Teachers' Collective Agreement, part of the funds allocated for professional improvement for teachers must be used for training related to special education.

Therefore, the aim of this allocation is to help the Board Office organize activities for teachers relating to special education and/or to send teachers to activities organized by other groups, but geared to the needs of special education students.

Should a teacher be asked to give a presentation, he or she can be granted a minimum of half a day in release time or salary to prepare for this presentation (does not apply to facilitators).

In cases where the activities are not planned on a pedagogical day, the P. D. Committee may decide to pay supply costs for a maximum of four teachers per school.


IV. TEACHERS ON LEAVES OF ABSENCE

Teachers on “leaves”: deferred salary, sabbatical, maternal/parental leave, partial or full leave of absence with or without pay, and progressive retirement - are entitled to Professional Development Funds.

Appendix I - Request for training and professional development

Appendix II - Expense claim form

2015-07-03

	COMMISSION SCOLAIRE CENTRAL QUÉBEC CENTRAL QUÉBEC SCHOOL BOARD	DEMANDE DE FORMATION ET DE PERFECTIONNEMENT REQUEST FOR TRAINING AND PROFESSIONAL DEVELOPMENT (Personnel cadre, enseignant, professionnel et de soutien) (Management, Teaching, Professional and Support Personnel)	6408
<i>"Continuons à apprendre - Learning For All"</i>			
A - RENSEIGNEMENTS GÉNÉRAUX / GENERAL INFORMATION:			
Soumis par/Submitted by: _____		Fonction/Function: _____	
Lieu de travail/Place of work: _____			
Titre de l'activité / Title of Activity _____			
Date de début / Starting date: _____		Heure de début / Starting Time: _____	
Date de fin / Ending date: _____		Heure de fin / Ending Time: _____	
Formateur / Trainer: _____		Lieu/Place: _____	
Objectif(s) visé(s) par cette activité de formation ou de perfectionnement (Joindre plan de cours si disponible) Purpose of this Training or Professional Development Activity (Attach course plan if available)			
B - LISTE DES PARTICIPANTS (s'il y a lieu) (Joindre feuille supplémentaire si nécessaire) LIST OF PARTICIPANTS (if applicable) (Attach additional sheet if necessary)			
Nom/Name _____		EMPLOYÉ / EMPLOYEE NO. _____	
C - ESTIMÉ DES FRAIS ADMIS / ESTIMATE OF ELIGIBLE EXPENDITURES:			
(N.B. - Seul le montant approuvé sera remboursé par la C.S. / Only the amount approved will be reimbursed by the B.O.)			
Frais d'inscription/Registration Fees	\$ _____		
Repas/Meals	\$ _____		
Frais de déplacement/Transportation costs	\$ _____		
Autres (spécifier)/Others (specify)	\$ _____		
_____	\$ _____		
_____	\$ _____		
_____	\$ _____		
		TOTAL: _____	\$ _____
D - POUR LE PERSONNEL ENSEIGNANT SEULEMENT / FOR TEACHING PERSONNEL ONLY:			
Suppléance nécessaire	<input type="checkbox"/>) Oui	<input type="checkbox"/>
	<input type="checkbox"/>) Non	Nombre de jours requis approx. _____
Substitution required	<input type="checkbox"/>) Yes	<input type="checkbox"/>
	<input type="checkbox"/>) No	Number of days required approx. _____
E - SIGNATURE (Titulaire de la demande / Applicant) _____ Date: _____			
Je recommande l'approbation de cette demande	<input type="checkbox"/>) Oui	<input type="checkbox"/>
	<input type="checkbox"/>) Non	
I recommend the approval of this request	<input type="checkbox"/>) Yes	<input type="checkbox"/>
	<input type="checkbox"/>) No	
Administrateur(trice) / Administrator _____			Date: _____
À L'USAGE DE LA C.S. SEULEMENT / FOR B.O. USE ONLY:			
\$ _____			\$ _____
Montant approuvé par le comité / Amount approved by the committee			Montant approuvé par la C.S. / Amount approved by B.O.
Signature _____			Signature _____
Code budgétaire / Budget code _____			Code budgétaire / Budget code _____

N.B. Pour toute demande de remboursement, veuillez transmettre un formulaire de compte de dépenses.
 An Expense Claim Form will have to be submitted for all reimbursements.

COMPTABILITÉ / ACCOUNTING



COMMISSION SCOLAIRE CENTRAL QUÉBEC
CENTRAL QUÉBEC SCHOOL BOARD

EXPENSE CLAIM FORM / COMPTE DE DÉPENSES
TEACHERS' PROFESSIONAL DEVELOPMENT
PERFECTIONNEMENT DU PERSONNEL ENSEIGNANT

Submitted by: _____ School: _____
Soumis par: _____ École: _____

Title of course/workshop/conference: _____
Titre du cours/atelier/conférence: _____
Date: _____

List actual days of substitution required/Décrire les jours de suppléance requis
Day/jour Month/mois Year/année Name(s) of supply teacher(s)/Nom de(s) suppléant(s)

ATTACH: Transcript(s) official or unofficial indicating successful completion of courses only and receipts for tuition and registration fees.
ANNEXER: Relevé(s) de notes officiel ou non attestant vos succès et reçus de frais d'inscription et de scolarité.

Depart from _____ for _____ time of departure _____
Départ de _____ pour _____ heure du départ _____
Return to _____ from _____ date _____ time of arrival _____
Retour à _____ de _____ date _____ heure d'arrivée _____

TRANSPORTATION/TRANSPORT (as per P.D.C. regulations/selon les règlements du Comité)
Automobile _____ km _____ ¢/km \$ _____
Passenger Allowance/Allocation _____ per passenger _____ pass. x _____ ¢/pass. \$ _____
Name of passenger(s)/Nom des passagers _____
Other means/Autres modes (original receipts required/reçus originaux requis) \$ _____
Taxis (original receipts required/reçus originaux requis) \$ _____
Parking/Stationnement (original receipts required/reçus originaux requis) \$ _____

MEALS/REPAS (as per P.D.C. regulations/selon les règlements du Comité)
Breakfast/Déjeuner(s) x \$ _____ \$ _____
Lunch(es)/Déjeuner(s) x \$ _____ \$ _____
Dinner/Dîner(s) x \$ _____ \$ _____

ACCOMMODATION/LOGEMENT (as per P.D.C. regulations/selon les règlements du Comité)
_____ night(s)/nuit(s) x \$ _____ per day/par jour \$ _____
(N.B. original hotel receipts required/reçus originaux d'hôtel requis)

REGISTRATION/TUITION FEES/INSCRIPTION/FRAIS DE SCOLARITÉ
(original receipts required/reçus originaux requis) \$ _____

OTHER/AUTRES (original receipts required/reçus originaux requis) \$ _____

TOTAL \$ _____

Signature of claimant _____ Signature of Principal _____ Date _____
Signature du demandeur _____ Signature du Directeur d'école _____

FOR OFFICE USE ONLY/POUR L'USAGE DE LA COMMISSION SCOLAIRE SEULEMENT

Director of Educational Services _____ Date _____ Amount approved _____
Directeur des services éducatifs _____ Montant approuvé _____

Date _____ To/À _____ Appl. # Demande _____

Budgetary Code _____ Amount _____ Project _____
Code budgétaire _____ Montant _____ Projet _____

Code Ver: _____ Math Ver'd: _____

ACCOUNTING - COMPTABILITÉ