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# PROFESSIONAL IMPROVEMENT

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Professional development is the set of tools, resources, and training sessions for educators to improve their teaching quality and effectiveness. These resources allow instructors to further their knowledge in their subject area and allows for mentorship and the opportunity to learn new teaching techniques.

## Teachers' Handbook 2023-2024

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## What is the Central Professional Improvement Committee (CPIC)?

The CPIC is a parity committee (Chapter 7) whose responsibilities and operations have been defined by the Local Collective Agreement (Chapter 4: article 4-3.03).

These responsibilities include:

- Administering the funds allocated for the professional improvement of teachers
- Assisting teachers in addressing the professional improvement needs of the school/centre community

The CPIC has ten members: four (4) teachers, four (4) administrators and two observers.

For the year 2022-2023 the members are as follows:

**Administrators:** Nathia Messina, Roger Rampersad, Michael Clark, Dean Graddon

**Teachers:** Marie-Pier Michaud, Jennifer Baltuonis, Annie Sabourin, Stéphanie Côté

**Observer:** Erica Lamothe, Sandra Luther

## Role and Goals of the CPIC

The Ministry of Education (MEES), as per Chapters 7 & 13 of the Provincial Collective Agreement, allocates professional improvement funds. The CPIC is responsible for administering how the funds are allocated:

- To assist teachers in participating in professional improvement activities.
- To foster a collaborative climate conducive to ongoing, focused professional improvement throughout the system.
- To promote an awareness of recent developments in educational research and the use of new technologies
- To assist the network of teachers and schools in the development and growth of ideas, methods, and innovations in teaching.
- To enable educators to share with other colleagues within the board the skills and knowledge that they have acquired.

## Guidelines

1. CPIC meets on a monthly basis to discuss requests. Priority will be given to teachers who have not received funding from CPIC in the past two years.
2. The CPIC may take into account:
  - The location of the **Professional Development Activity (PDA)**. Priority may be given to PDAs in the Montreal area.
  - The relevance of the PDA to the teacher's current assignment.
  - The applicant's previous attendance at the same or similar PDA.
  - The overall cost of the PDA.
  - The limitations of the CPIC budget.
  - The date by which the application is received by the CPIC.
  - The number of teachers selected from any one school/centre for a given PDA.
3. CPIC will not grant funds to teachers accompanying students to events.
4. CPIC provides funding in four categories:
  - Professional Development Activity (PDA)
  - Networks
  - Credit Courses
  - Special Projects

## **Decentralized Professional Improvement Committee (DPIC)**

According to Article 4-4.04 of the Local Collective Agreement, a Decentralized Professional Improvement Committee exists in each school/centre to administer decentralized funds. In the absence of a Decentralized PIC, School Council assumes this responsibility.

### **Roles of the DPIC**

To disseminate information regarding PDAs

To approve allocation of decentralized funds for PDAs under 250\$

To report Professional Improvement Committee activities at each School Council meeting

1. To submit an Annual Professional Improvement Plan (see pages 16&17) by November 30th of each school year. **(Failure to do so will result in the withholding of funding until the CPIC receives the plan.)**

#### **This plan must include:**

- Improvement goals and priorities
- How professional improvement goals and priorities support student success
- How to request decentralized funding
- How the DPIC plans to disburse the funds
- How the DPIC will ensure that the distribution of funding supports student success in the school

**For schools which have not indicated in their improvement plan that they are withholding funds related to a future PDA for the following scholastic year:**

**As of July 1<sup>st</sup>, any initial allocated funds above the listed 100% will be returned to CPIC.**

2. To submit a Year-End Expense Report (see page 18) by June 30<sup>th</sup> of each school year. **(Failure to do so will result in the withholding of funding for the upcoming school year)**

#### **This report must contain:**

- Records of decentralized fund allocations
- Name of teachers and PDAs completed during the year
- Financial statement

Submit all forms and reports to:  
Central Professional Improvement Committee,  
c/o Lily Sacco, Committee Secretary, Educational Services.

### **Guidelines**

To be determined at the school/centre level, in accordance with the Collective Entente.

# Funding

## Teachers may apply for either:

- One Centralized PDA funding request  
or
- Credit course(s) funding per school year

## Vocational Educators may apply for both:

- One Centralized PDA funding request  
and
- Credit course(s) funding per school year

## Professional Development Activity (PDA)

Funding is available at two levels:

### 1. Decentralized Professional Improvement Committee (**DPIC**)

For PDA **under \$250**

### 2. Central Professional Improvement Committee (**CPIC**)

For PDA **over \$250**

A maximum of \$700 per teacher attending a PDA to a maximum of four teachers.

If two or more teachers from a school/centre attend the same event, the CPIC will subsidize them to a maximum of \$2800.00 divided equally among the participants.

For PDA over \$250, DPIC must cover a minimum of 25% of the total cost.

#### Meal reimbursement:

Suggested guidelines for PDA:

Breakfast:	\$15
Lunch:	\$20
Dinner:	\$45
Maximum total per full day (with receipts)	\$80

#### Mileage expense:

Travel cost will be reimbursed as per the board-wide kilometer flat rate from your place of work.

## **Guidelines at CPIC Level:**

### Application

- This year's form must be used.
- All questions must be answered.
- Detailed information of the event must be attached.
- Applications must be received before the deadline indicated on the form.
- Signatures of Principal or Center Director and PIC Chair must be included.
- Applications must be approved by the CPIC prior to the event.

### Reimbursement

- To receive reimbursement, the applicant must complete the appropriate forms and forward it along with the original receipts within 60 days of completion of event.

## Networks

A maximum of 10 networks will be funded by CPIC on a first-come, first-served basis to teachers. A network is a minimum of four teachers from a minimum of two schools who have common goals, interests, or subject areas and who wish to meet a minimum of four times to share information regarding their fields of interest. Applications will be reviewed at CPIC monthly meetings for consideration and approval. Funds may be used to provide release time. A maximum of \$4000.00 per Network per year will be granted.

To receive reimbursement, the contact person for the Network must complete the appropriate form and forward it to Lily Sacco along with the original receipts within 60 days of the completion of the Network activity. The contact person must submit a report of Network activities to the CPIC no later than June 8<sup>th</sup>.

## University Credit Course(s)

- An application to take University Credit courses must be completed to be eligible for reimbursement.

### **Deadline for submission of applications for university courses are as follows:**

**November 7<sup>th</sup>.....Fall course application**

**February 13<sup>th</sup> .....Winter course application**

**June 11<sup>th</sup>.....Summer course application**

- Reimbursement of tuition for university credit courses has been set at \$70.00 per credit, to a maximum of \$420.00 per school year per applicant.
- For reimbursement, applicants must attach a photocopy of their transcript or printout of their marks from the university's website indicating the successful completion of the course.
- The reimbursement will appear on the teacher's pay statement as taxable income.
- The deadline for submitting requests for course reimbursement is thirty (30) days after mark appears on transcript.
- An applicant must have a Brevet, teaching certificate, temporary teaching certificate or provisional teaching authorisation.

## **CPIC Preliminary Budget Information 2023-2024**

### **Allocation for 2023-2024**

Projected allocation based on full-time equivalent Youth Sector teaching posts:	1379.98 x \$240
Projected allocation based on full-time equivalent Voc. Education teaching posts:	156.63x \$300
Projected allocation based on full-time equivalent Adult Sector teaching posts:	73.38 x \$240
<b>Total Projected Budget:</b>	<b>\$395,795</b>

Projected Decentralized Budget	<b>62% x \$395,795 =\$245,393</b>
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Projected Centralized Budget	<b>38% x \$395,795 =\$150,402</b>
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Projected Centralized Contingency Fund (Carry-Over 2022-2023)	\$453,566
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**Starting 2023-2024 Centralized Budget:**

**\$603,969**

*Be it resolved that, for the 2023-2024 school year, \$80,000 be transferred to the **New Teacher Fund** and \$100,000 will be transferred to the **Special Project Fund**. from the Central Professional Improvement Committee Contingency Fund.*

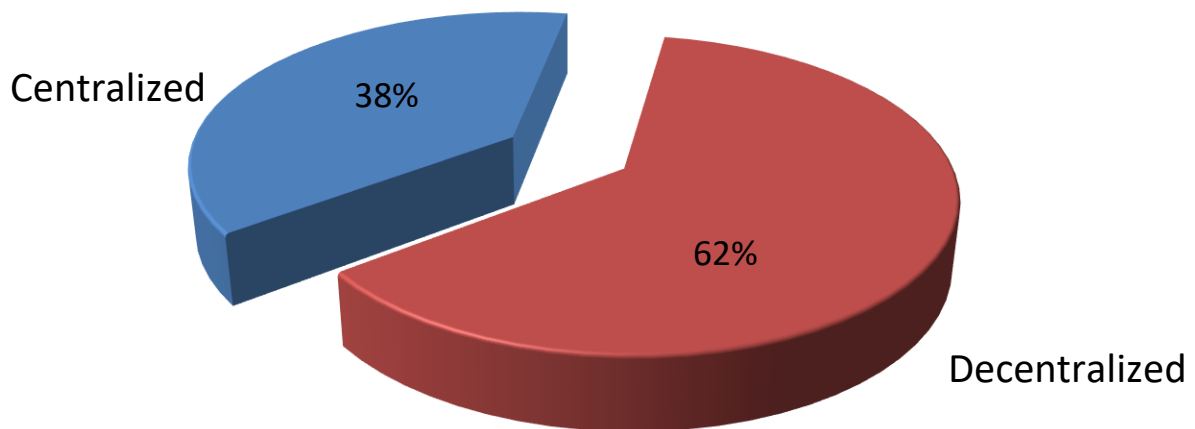
**New Teacher** funds will be distributed as follows:

New Teacher funds will be allocated on a first-come, first-served basis to teachers with three years of service (or less) for a PDA with a maximum allocation of \$2500.00 within North America. CPIC will assume up to two days of subbing. Teachers may request funding for a New Teacher subsidy once within their first three years of service with LBPSB.

**Special Project** funds will be distributed as follows:

Special Project funds will be allocated on a first-come, first-served basis to schools. Funding requests must include 75% of the school's teaching community. CPIC will cover 40% of cost, up to a maximum of \$5000.00.

**Teachers' Professional Development Allocation:**



**Distribution of Funds 2023-2024**

<b>Decentralized Allocation to Schools and Centres</b>	<b>\$245,393</b>
<b>Centralized Professional Development Allocation</b>	<b>\$150,402</b>
<b>Total Budget:</b>	<b>\$395,795</b>