



## Professional Improvement Committee (PIC) Agreement 2024-2025

### 1.0 MISSION STATEMENT

The PIC is a parity committee established in accordance with the Sir Wilfrid Laurier School Board – Laurier Teachers Union Teachers' Collective Agreement. Its purpose is to promote the professional development of teachers in the youth, vocational training and adult education and to provide a framework for the allocation of funds received from the government for this purpose. The agreement including all financial disbursement amounts are subject to review on an annual basis.

### 2.0 MEMBERSHIP AND RULES OF ORDER

- 2.1 The committee is composed of eight members: Four representatives appointed by SWLSB and four appointed by LTU.
- 2.2 Members are appointed to the committee by September 30<sup>th</sup>.
- 2.3 SWLSB will make the budget available to the committee by October 15<sup>th</sup> of the current school year.

### 3.0 DISBURSEMENT OF INFORMATION

- 3.1 The agreement will be available on the SWLSB website at [www.swlsb.ca/pic](http://www.swlsb.ca/pic).

### 4.0 BUDGET

- 4.1 The annual budget is based on the per teacher allocation as provided for in the Collective Agreement.
- 4.2 Surpluses and/or deficits are carried forward.
- 4.3 The committee will make a determination of the division of funds on an annual basis for the following categories:
  - Inter-School / Network Projects
  - Special Projects
  - Credit Courses
  - Workshops/Conferences / Non-MEQ Courses
  - School Initiative

**Any other requests outside these categories will be looked at case by case.**

### 5.0 APPLICATIONS FOR A PIC GRANT

- 5.1 All applications will be considered for funding according to the provisions of the PIC agreement.
- 5.2 Aside from credit courses, all requests for funding should be submitted for approval to the PIC at least **three weeks prior to the activity taking place.**
- 5.3 **Applications received after the activity has occurred will not be considered.**
- 5.4 The Committee must make decisions based upon the principle of fair distribution among the membership and therefore may at times have to establish a maximum for individual conferences/workshops.
  - 5.4.1 Enrollment up to and including:

0-175	2 teachers
176-350	3 teachers
351-500	4 teachers
501+	5 teachers
- 5.5 The activity must be relevant to the teacher's assignment (**not an extracurricular activity**).

- 5.6 An equitable distribution of grants among schools is a primary focus and appropriateness of expenditures will be considered.
- 5.7 Application forms are available on the SWLSB website ([www.swlsb.ca/pic](http://www.swlsb.ca/pic)).
  - 5.7.1 Completed application forms must be submitted directly online (for teacher PIC). [Apply here](#)
  - 5.7.2 Applications do not have to be approved by the principal of the school or center.
  - 5.7.3 Requests that are incomplete will be returned.
  - 5.7.4 **Applications received after the activity has occurred will not be considered.**
- 5.8 The Committee is not required to reimburse fees if it has not approved the application. Applicants will be advised of the committee's decision in a timely manner.
- 5.9 a) Aside from credit courses, the maximum yearly grant per teacher for professional improvement workshops and conferences is **\$900.00**. This amount includes the cost of substitution (**\$242.00 per day / \$121.00 half day**)
- 5.10 b) Teachers are annually permitted to attend Canadian conferences and those inside a radius of 1300km from Montreal (includes Boston, New York, Philadelphia, Chicago, Washington and as far south to Virginia). Teachers are permitted to attend conferences outside the country and the given radius **once every two years**. **Lodging is not covered for local conferences that end at 4 p.m. or earlier.**
- 5.11 The timeline for funding of **all** activities aside from credit courses is from July 1 of a school calendar year to June 30 of the next school calendar year.
- 5.12 The applicant is responsible for providing detailed information to enable the committee members to make an informed decision.
- 5.13 All decisions are final.

### [Application Form](#)

**Note:**

**The Committee reserves the right to respond to applications within a delay of three weeks.**

## 6.0 ELIGIBILITY FOR FUNDING

### 6.1 Inter-School / Networks

The budget for Inter-School / Networks Projects for the 2024-2025 school year is **\$5000**.

### 6.2 Special Projects

The budget for Special Projects for the 2024-2025 school year is **\$15,000**. This budget is only for projects initiated by the Professional Improvement Committee.

### 6.3 Credit Courses

6.3.1 Only certified (brevet) teachers are eligible for funding. **\*E1 teachers in the vocational sector** are permitted to apply to credit courses for their brevet.

6.3.2 Teachers **are not required** to apply for funding before taking a credit course.

6.3.3 Only credit courses from a MEQ accredited educational institution will be considered for funding.

6.3.4 Tuition for a successfully completed **three credit course** will be reimbursed to a **maximum of \$500.00 exclusive of student service fees and traveling expenses**.

6.3.5 The deadline for submitting a request for course reimbursement is 6 months from the time the credits were granted.

6.3.6 A copy of the transcript and receipt (original or downloaded) must be **signed, dated and attached** to the appropriate form, and sent by internal mail to Pedagogical Services.

6.3.7 Teachers enrolled in an Educational related **PhD program** where **no credits** apply can submit transcript of satisfactory standing to be reimbursed to a **maximum of \$500.00 per semester**.

6.3.8 Teachers who have applied for a 100% leave of absence under clause 15.01 a) 2) (for the purposes of full-time or part-time study. The full-time or part-time leave without salary of a teacher registered into recognized university program shall be renewed on an annual basis upon presentation of proof of registration and official transcripts;) shall be entitled to reimbursement for credit courses taken while on leave.

### 6.4 Workshops/Conferences/Non-MEQ Courses

6.4.1 Certified teachers under contract are eligible for funding. However, if you are a **teacher who is on a leave of absence without pay**, you **are not eligible** for PIC funding.

6.4.2 The maximum grant is not guaranteed for one activity, or for combined applications in any school year.

6.4.3 Funding for any teacher not working 100%; the allocation will be **pro-rated** based on the **percentage of the workload**.

6.4.4 The costs of registration, travel, meals and lodging are eligible for reimbursement, subject to the maximum budgeted by the PIC for that activity.

6.4.5 Teachers travelling 1,000 kilometers or more (return trip) are expected to rent a car at the best rate available.

Teachers who would rather use their personal vehicle than rent a car, are entitled to compensation at the rate of \$0.62 per kilometer for the first 5000 kilometers and at a rate of \$0.55 for each kilometer thereafter.

6.4.6 Teachers must register themselves and make their own arrangements for all approved activities.

### 6.5 School Initiative

6.5.1 The School Initiative Projects budget allotted for the **2024-2025 school year** will be **\$30,000**. The funding is to be spent on activities that meet a **professional improvement** need of the school. Applications for the creation of materials will not be accepted.

6.5.2 The activity must be teacher initiated and the Teacher Council must approve the activity. A record of the minutes of the meeting approving the request must be forwarded to the Professional Improvement Committee **along with the application**.

- 6.5.3 The yearly allocation is a **maximum of \$3000 per school** and only 10% of the total cost of the activity may be used for non-educational resources.
- 6.5.4 Projects will be evaluated upon submission based on **available funds** on a first come first serve basis.
- 6.5.5 In order to ensure fair and equal distribution of funds, **schools may apply only every 2 years**. In the month of January, if funds are still available they will be open to all.
- 6.5.6 The committee maintains the right to request clarification and justification of funds. All projects **must be approved BEFORE** the activity takes place.
- 6.5.7 Unused funds will be returned to the central PIC budget.
- 6.5.8 Amounts for this **School Initiative cannot supplement personal PIC**, but **personal PIC can be used to supplement the School Initiative**.
- 6.5.9 Teachers may **not** use the School Initiative to send a group of teachers to attend a public forum (use personal PIC).
- 6.5.10 The activity must not be for the development / creating curriculum materials, exams etc.

## 7.0 REIMBURSEMENT OF EXPENSES

- 7.1 Each individual applicant must submit the Individual Reimbursement Claim Form ([www.swlsb.ca/pic](http://www.swlsb.ca/pic)). It must be accompanied by detailed original receipts and sent by internal mail to the Pedagogical Services within three weeks of the activity except July and August.  
**Note: If you paid in non-Canadian funds, please include a copy of a credit card statement showing the exchange rate of the day.**  
**Alcohol will not be reimbursed; as per school board policy.**
- 7.2 Reimbursement will be made through the payroll system.
- 7.3 Reimbursement of kilometers:
  - 7.3.1 First 5000 km: \$0.62 per kilometer (round trip).
  - 7.3.2 Each additional km: \$0.55 per kilometer (round trip)
  - 7.3.3 Carpooling: \$0.78 per kilometer (round trip)
  - 7.3.4 Car rental and fuel **but not mileage**.
- 7.4 For all travel, the tool to be used is **Google Maps**. Please attach a copy of the **Google Maps** reading of the kilometers claimed to your "claim form".
- 7.5 Reimbursement procedure: **first substitution is covered, then registration, then meals and lodging and lastly transportation expenses, to a maximum of the PIC allocation.**

## 8.0 PROFESSIONAL DEVELOPMENT ACTIVITIES IN THE CONTEXT OF COVID -19

- 8.1 It should be noted that the role of the Professional Improvement Committee is solely to approve the applications for professional development. The extent to which these activities may be interrupted or restrained by COVID-19 will **NOT** be determined by the committee but by the Federal and Provincial Government guidelines/decrees.

**[ALL inquiries by email to  
teacherPIC@swlauriersb.qc.ca](mailto:teacherPIC@swlauriersb.qc.ca)**