



Directive regarding the Professional Improvement Fund for Teachers

Department responsible: Human Resources	Approved by: _____ Director-General
Effective date: June 21, 2007	Amended on: July 1 st 2009, October 1, 2010 and June 18 2012
Reference: Policy 2006/07-38, 2008/09-53 and 2011/2012-39 Collective agreements: Teachers: Chapter 7-0.00	Budgetary code:

Underlined article numbers identify provisions adopted by the Council of Commissioners

1. Premises

1.1 **purpose** The Professional Improvement Fund is a tool available to teachers to upgrade their knowledge, skills and abilities as professionals in the field of Education. This directive sets the rules applicable to the Professional Improvement Fund for teachers of the Board in accordance with Chapter 7-0.00 of the Teachers' Collective Agreement.

1.2 **application** Only the following teachers may apply for assistance from the Fund:

- a) teachers of the regular sector;
- b) teachers of the Adult Education sector who are:
 - i. covered by article 11-14.00 of the collective agreement
 - or
 - ii. if not covered by article 11-14.00, who are on the recall list at the time of the request.

The teacher must also meet the different criteria for each program, as established below.

1.3 **objectives** The Professional Improvement Fund has the following goals:

- a) foster the ongoing professional development of teachers of the Board;
- b) promote the sharing of recent developments in educational research, and their implications for the educational environment;

- c) lend assistance to the teachers' network in developing ideas, methods and innovations in teaching;
- d) allow teachers to share the skills, knowledge and talents they have developed with their colleagues at the Board.

It is aimed at setting a framework for the use of resources in order to distribute available funds for the greater benefit of all.

- 1.4 [definitions](#) In this directive, the following words or expressions mean:
- a) **Committee**: the Board Committee as established in article 4-3.00 of the collective agreement or the Professional Improvement Committee if created under clause 7-1.03;
 - b) **dependent**: as defined in clause 12-1.01 of the collective agreement;
 - c) **Fund**: Professional Improvement Fund for teachers;
 - d) **tuition fees**: fees paid for enrolment in a course.
- 1.5 [budget](#) The total budget of the Fund is determined by Chapter 7 of the collective agreement in effect.
- 1.6 [consultation](#) Before making a decision on the following matters, the School Board must consult the Committee:
- a) the inventory of professional improvement means at the teachers' disposal;
 - b) the teachers' needs in professional improvement;
 - c) the preparation of the annual budget for the professional improvement of teachers.
- 1.7 [decision](#) The Committee studies each request and makes the appropriate recommendations to the School Board. However, the Board ratifies the unanimous or majority recommendations of the Committee, unless these recommendations are contrary to the collective agreement.
- 1.8 [vote](#) Regardless of the number of members present at the time of the vote, both parties maintain 3 votes each.

Amended on July 1, 2012

2. General principles

- 2.1 [distribution](#) The budget for the Fund is spread over the following categories:
- a) PLAN A: Scholarship Fund;
 - b) PLAN B University Credit Courses;
 - c) PLAN C Conferences and Workshops;
 - d) PLAN D Special Projects.
- The Committee recommends to the School Board the distribution of

the Fund between the categories and between the periods during the year. Any change in the distribution has to be made at the beginning of the school year. The unused amounts for any period will be added to the following period.

3. Plan A: Scholarship Fund

- 3.1 [eligibility](#) To be eligible to the Scholarship Fund (Plan A), a teacher must:
- a) be a full-time teacher for the intended school year;
 - b) have at least two (2) years' experience as a teacher with the Board;
 - c) register for a full-time program in a university;
 - d) not receive any other funding from the School Board or from programs administered by the Board for the same purpose. In such cases, the scholarship will be deducted accordingly;
 - e) provide the Committee with a copy of the application for admission to a university in Quebec. Courses may be taken in a Canadian university outside of Quebec if these courses are not available in Quebec or if the teacher's point of departure is located elsewhere in Canada.
- 3.2 [priority](#) Only one scholarship per school year is granted under Plan A. When more than one applicant qualifies, priority is given to the applicant with more years of service at the Board. However, more than one scholarship may be granted where allowed by the Fund's accumulated surplus.
- 3.3 [teacher's obligations](#) To maintain the scholarship under Plan A, the teacher must:
- a) successfully complete each semester. In case of failure, the Committee will interview the teacher and reassess his eligibility;
 - b) forward a transcript of his marks at each semester. Failure to do so, the payments are stopped and the teacher must reimburse what he received;
 - c) commit to go back to a teaching position at the Board for the entire subsequent school year. Should the teacher not return to the Board the following year, he must reimburse all amounts received.
- 3.4 [funding](#) The maximum amount that may be granted to a teacher under Plan A cannot exceed \$30,000 per year and is calculated as follows:
- a) basic amount: \$25,000
 - b) 1st dependent: \$2,500
 - c) 2nd dependent: \$2,500

- 3.5 [terms of payments](#) The scholarship is paid in eight monthly payments beginning in September.
- 3.6 [taxation](#) The teacher will receive Provincial and Federal statements for the scholarship amounts granted.
- 3.7 [deadline and decision](#) All Applications to the Scholarship Fund (Plan A) must be received by Human Resources Department by February 1st. Applications received after this date will not be considered

Decisions on applications are to be made before March 1.

4. Plan B: University Credit Courses

- 4.1 [purpose](#) A teacher who has taken credit courses at a university can apply for reimbursement of tuition fees under Plan B, when the following conditions are met:
- a) the course was completed less than a year before the request;
 - b) the teacher was employed by the Board at the time the course was taken;
 - c) the course was taken in a university in Québec. In the case of courses taken in a province other than Québec, a teacher will be eligible for reimbursement of tuition fees equivalent to what these fees would have been if the course was taken in a Québec university up to the maximum provided below.
- 4.2 [eligibility](#) Tuition fees under Plan B will be reimbursed upon submission of the following relevant supporting documents:
- a) official certificates or transcripts;
 - b) original receipts.
- 4.3 [funding](#) The Plan B Fund reimburses a maximum of \$2,000 per year per teacher.
- The Educational Administration course in Quebec is eligible for reimbursement under Plan B when it is not the last requirement for the Diploma.
- 4.4 [deadline](#) Applications for reimbursement under Plan B must be received by Human Resources department within one year after the teacher has completed the course.

5. Plan C: Conferences and Workshops

5.1 [purpose](#) Plan C is intended for reimbursement of registration fees and travel expenses for a teacher's participation in a conference or workshop. The Committee urges the teacher to share his experience of the conference with colleagues upon returning to work.

5.2 [eligibility](#) A teacher can be eligible for Plan C when:

- a) he has completed at least one year of service with the Board;
- b) the subject of the conference is relevant.

No more than two (2) teachers per community may attend the same conference under the present Directive. A confirmation from the school that an adequate substitute teacher is available for the period of absence must be provided. Priority is determined by article 5.3 below. The costs of the teachers' replacement will be recovered under the Professional improvement funds budget.

5.3 [priority](#) When funds are limited, priority is given to the teacher:

- a) who has never benefited from funding in the past under Plan C or, if non of them did,
- b) who has the most seniority;

Any other pertinent consideration may be applied.

5.4 [application](#) The teacher applies for funding under Plan C by completing the Form (see *Annex A- Form*) and by submitting it to his school Principal who will make his recommendations¹ and transmit the Application to the Human resources Department. All requests will be submitted to the Committee.

5.5 [funding](#) The following expenses are eligible for funding under Plan C:

- a) registration fees;
- b) transportation from and to the place of assignment in Nunavik to Montréal or to another community within the Nunavik;
- c) subject to a maximum of \$2,000:
 - i. transportation between Montréal and the location where the activity is taking place
 - ii. accommodation, meals and incidentals

The conditions and rates as established in the Business Travel Policy of the Board apply but all claims for reimbursement must be submitted within 60 days after the completion of the trip, failing which KSB will not reimburse any travel expenses.

¹ The recommendation could either be positive or negative

- 5.6 [deadline](#) Applications for funding under Plan C must be received by Human Resources department before the following deadlines:
- a) for conferences held during the first period (October to December), applications must be received by September 15th;
 - b) for conferences held during the second period (January to May), applications must be received by December 10th;
 - c) for conferences held during the third period (June to September), applications must be received by May 15th.

Applications received after these dates will only be considered after decisions have been rendered on all the other applications and if funds are still available.

6. Plan D: Special Projects

- 6.1 [purpose](#) Plan D allows teachers to submit any special project to the Committee. Although priority is given to collective projects, an individual project may be approved if not already covered under Plan A, B or C.
- 6.2 [deadline](#) The application for funding under Plan D must be received by the Human Resources department at least 30 days before the activity.

7. Work Time

- 7.1 [workweek](#) Only the direct travelling time to and from the professional improvement activity and the activity dates themselves will be authorized as work time. Travel time includes any delays incurred when not due to the teacher's negligence.
- No compensatory time or indemnification is granted when the professional improvement activity extends beyond normal working hours.

8. Application of this Directive

- 8.1 [previous provisions](#) The present directive replaces all other directives of the Board pertaining to this subject, while respecting the policies adopted by the Council of Commissioners where applicable. If such policies are adopted, the provisions of these policies will be integrated into this directive for the benefit of the reader.
- 8.2 [responsibility for the application](#) Any person referred to in this Directive must abide to all its provisions and all managers of the School Board are responsible to ensure that all its provisions are applied and respected.

The Director of Human Resources is the person responsible for providing support in the interpretation of this Directive and to ensure its revision when necessary.

ANNEX A

DEMANDE DE PARTICIPATION CONFÉRENCE ET ATELIER

APPLICATION FORM CONFERENCE AND WORKSHOP

Pour plus d'information vous référer à la directive sur le Fonds de perfectionnement

For more information refer to the improvement funds directive

Faire parvenir la demande au Directeur des ressources humaines de la Commission scolaire.

Address all requests to the School Board Director of Human Resources

Date	Requise pour / Deadline
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Identification

Nom / Name	
Village / Community	
Niveau d'enseignement / Level of teaching <input type="checkbox"/> Maternelle / Kindergarten <input type="checkbox"/> Primaire / Primary <input type="checkbox"/> Secondaire / Secondary <input type="checkbox"/> Autre / Other	
Langage d'enseignement / Language of teaching:	
Années d'expérience : c.s. Kativik / Years of experience : Kativik S. B.	Années d'expérience dans l'enseignement. / Years of experience in teaching
Avez-vous auparavant reçu une aide du fonds de perfectionnement des enseignants? Have you previously received assistance from the teacher improvement fund? <input type="checkbox"/> oui / yes <input type="checkbox"/> non / no	Date et nature de la dernière demande approuvée : Date and nature of the last approved request:

Sujet de la conférence / Subject of the conference

Si possible joindre un document ou dépliant de la conférence / If possible attach a pamphlet or other document describing the conference

Titre de la conférence ou de l'atelier / Title of the conference or workshop
Lieu et date / Place and date
Description
Quels seront les avantages pour vous et votre école? / What benefits will this bring to you and your school?

Coûts estimés / Estimated costs

Items	Coût / Cost	Commentaires / Comments
Inscription / Registration		
Déplacement / Travel		
Repas / Meals		
Logement / Lodging		
Suppléance / Substitute		
Autres (préciser) / Other (specify)		
Total	0,00 \$	

Le voyage sera-t-il considéré comme l'un de vos voyages sociaux? / Will this trip be considered as one of your social trips? <input type="checkbox"/> oui / yes <input type="checkbox"/> non / no	
Nombre de jours de déplacement estimé / Projected number of days of travel	
Date de départ / Departure date	Date de retour / Return date

Recommandation / Recommendation

Recommandation du Directeur d'école: Recommendation of the School Principal:	
Justification:	
Signature du directeur d'école / Signature of Principal	Date
J'ai lu et j'accepte les termes et conditions d'accès au Fonds de Perfectionnement et je reconnais que la décision du Comité est finale. I have read and accept the terms and access conditions to the improvement fund and I recognize that the decision of the Committee is finale.	
Signature de l'enseignant(e) / Teacher's Signature	Date

Réservé aux ressources humaines / Reserved for Human Resources

Approbation du comité de la commission / Board Committee approval	<input type="checkbox"/> oui / yes	<input type="checkbox"/> non / no
Résolution / Resolution	<input type="checkbox"/> oui / yes	<input type="checkbox"/> non / no
Remarques / Comments		