

PROFESSIONAL IMPROVEMENT

Every school year, the board shall have \$240 per full-time equivalent teacher in the service of the board on September 30, excluding teachers on availability. A portion of the amount shall be earmarked for training in the area of special education. Within the limits of these resources, the parties shall ensure that training requests related to special education shall be processed in a fashion to facilitate access.

Full-time equivalent" includes full-time teachers, part-time teachers and teachers-by-the-lesson.

The amounts available for one year and not used or committed shall be added to the amounts available for the following school year.

The allocation of the amounts available for professional improvement shall be decided by a parity committee – Central Professional Improvement Committee.

The Central Professional Improvement Committee will establish a formula for the distribution of the global funds to the school level and for board wide activities.

The individual school PIC will consider the needs of its milieu in determining the use of school level PIC funds.

An individual school or centre will establish a local PIC committee at the first staff meeting of the school year. Annually, the local PIC will review its mandate, and the needs of the milieu in determining the use of school PIC funds.

Expenses incurred by teachers and deemed valid by central or school level committees shall be reimbursed only to the maximum allowed in the Board policy on the reimbursement of travel expenses.

Teachers at the level of the school should be directly involved in setting their priorities and allocating funds for their professional improvement.

System wide projects should continue to be approved at the school board level.

Where applicable the annual distribution of funds to the school level will be on a pro-rata basis with an option to accumulate.

School level projects and system wide projects must be accompanied by an outline of the priorities and objectives of the professional improvement activities being undertaken.

Principals shall be informed of the projected School PIC Budget by the beginning of the school year and will inform the School PIC Committee as soon as it has been convened. This amount shall also be posted in the school.

During the 2019 - 2020 school year the PIC Fund will be as follows: of the \$240.00 allocation for each full time equivalent post, \$40.00 will be earmarked for training in the area of special education. The remaining \$200.00 shall be distributed as follows: 20% to System Projects to be administered by the Central PIC Committee; 20% divided equally between twenty- three (23) schools; and 60% to schools pro-rata according to the number of teachers. The two (2) Vocational Education Centres and two (2) Adult Education Centres receive 100% of their allocation within their closed budgets.

CENTRAL PROFESSIONAL IMPROVEMENT COMMITTEE

Professional Development can consist of locally organized system projects for groups of teachers or requests from individuals / teams who would require additional financial resources. Funds are available for full-time teachers and part-time teachers.

Applications for funding of professional development system projects may come from a teacher, a group of teachers, consultants, or from an administrator or administrators. Applications, on the appropriate form, must clearly indicate the nature of the activity, its goals and objectives and projected costs.

Substitution costs will not be covered for participants. These may come from school level PIC budgets if approved locally. However, release time for presenting and organizing may be funded.

The PIC Committee should receive the application **AS PER ANNUAL DEADLINE** to the attention of Jeff Pauw. Events to occur before this date must be submitted at least two weeks in advance. A final organizer's evaluation report including copies of individual evaluation forms, must be submitted along with a financial statement, within 30 days of the event. New applications will not be considered from organizers who have not submitted reports from the previous year.

Organizers must ensure that all schools and centres are notified of system events.

SITE – BASED PROFESSIONAL IMPROVEMENT COMMITTEE

At the first staff meeting of the year, a Professional Improvement Committee shall be established in each school and centre made up of at least three teachers and the Principal or Centre Director, with the exception of: Alexander Galt Regional, Massey-Vanier and Richmond Regional High Schools who shall establish a PIC comprised of the Principal or his designate and at least one teacher chosen by the teachers in each department. The Principal or Centre Director shall be a non-voting member of the committee.

The Chairperson of the School PIC must forward their name to Jeffrey Pauw at the Board Office. No payments will be made until the name of the Chairperson has been submitted.

Applications for funding may come from individual teachers or departments; however, they will go through the Professional Improvement Committee at the school level. Teachers are encouraged to plan the use of the budget in order to meet the goals and objectives outlined in their school mission. Teachers may be asked to share information received according to procedures established by the local School PIC Committee. Annually, the local PIC will review its mandate and the needs of the milieu in determining the use of school PIC funds.

The committee will establish its own rules of internal procedure. Suggestions for consideration:

- **MANDATE** (Facilitate the professional improvement of teachers)
- **GENERAL PRINCIPLES** (The PIC will set priorities and allocate funds for professional improvement based on the requests of individual teachers. Funds are available for full-time teachers and part-time teachers)
- **REQUEST PROCEDURE**
- **EXPENSES**
- **ACCOUNTABILITY**
- **REIMBURSEMENT PROCEDURE**