



COMMISSION SCOLAIRE
Eastern Townships
SCHOOL BOARD

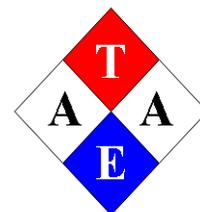
Moving ahead. Together. | Aller de l'avant. Ensemble.

PROFESSIONAL
IMPROVEMENT

TEACHERS

2025 – 2026

**Eastern Townships School Board
and
Appalachian Teachers Association**



2025 - 2026

PROFESSIONAL IMPROVEMENT FUND - TEACHERS

(PIC) ETSB - ATA

ETSB MEMBERS

REGULAR		ALTERNATES
Administrators	C.Dufresne S.Diotte N. Carriere P.McKelvie	K.MacDonald

ATA MEMBERS

REGULAR	ALTERNATES
T.Croteau M. Roberts A.Brody P. Gella	C.Rattai L.Mireault

MEETINGS

The mandate of the committee is from July 1st - June 30th each year. Meetings will be held at the call of the chair
COMMITTEE APPOINTMENTS 2025 - 2026

Chairperson: A. Brody
Recording Secretary: Alternates
Financial Secretary: S.Diotte

BUDGETARY GUIDELINES - GENERAL PRINCIPLES

- a) Teachers at the level of the school should be directly involved in setting their priorities and allocating funds for their professional improvement.
- b) System wide projects should continue to be approved at the school board level.
- c) Where applicable the annual distribution of funds to the school level will be on a pro-rata basis with an option to accumulate.
- d) School level projects and system wide projects must be accompanied by an outline of the priorities and objectives of the professional improvement activities being undertake.

BUDGET

Principals shall be informed of the projected School PIC Budget at the beginning of the school year and will, in turn, inform the School PIC Committee once it has been convened. This amount must also be posted in a visible location within the school.

For the 2025–2026 school year, the PIC Fund distribution will be as follows:

From the total allocation of \$240.00 per full-time equivalent (ETC).

- \$40.00 will be designated for the Central Teacher PIC Fund.
- The remaining \$200.00 will be distributed as follows:
 - 20% to System Projects, administered by the Central PIC Committee;
 - 20% divided equally among the twenty-three (23) schools;
 - 60% distributed pro rata according to the number of teachers in each school.

The two (2) Vocational Education Centres and two (2) Adult Education Centres will receive 100% of their allocations within their respective closed budgets.

CENTRAL PROFESSIONAL IMPROVEMENT COMMITTEE CENTRALIZED TEACHER PIC FUND

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.

F R :

https://docs.google.com/forms/d/e/1FAIpQLSfpNrGlqNUBgHLSUvkPUxt4h0mr2qDbdx3_Q0EN9GL2LDYtxA/viewform?usp=header

AN :

<https://docs.google.com/forms/d/e/1FAIpQLScoSXFioes4jq9SHkOPxQFw1auXNAMytOBQJvvGr1FCIRdXVw/viewform?usp=header>

Applications, on the Google 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.*** Events must be submitted at least two weeks in advance. A final organizer's evaluation report (Annex 1) including copies of individual evaluation forms (Annex 2), 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. (See Annex 4)**

Requests from individuals / teams who would require additional financial resources should complete the google document and Annex 2.

**LOCAL PROFESSIONAL IMPROVEMENT COMMITTEE
DECENTRALIZED – TEACHER PIC FUND**

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 Sarah Diotte 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.

GENERAL GUIDELINES

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**

REIMBURSEMENT OF EXPENSES

TO CLAIM A REIMBURSEMENT FOR PIC EXPENSES, TEACHERS SHOULD:

RECEIVE PRIOR APPROVAL TO ATTEND AN EVENT, COURSE, ETC., FROM THE SCHOOL/CENTRE PIC COMMITTEE.

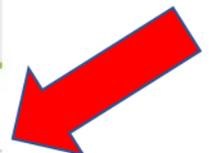
SUBMIT A CLAIM ON THE SCHOOL BOARD EXPENSE FORM FOUND ON THE INTRANET ON THE ETSB EDU-PORTAL

RECEIPTS MUST BE ATTACHED AND THE SCHOOL/CENTRE PIC CODE MUST BE INDICATED (See Annex5)

<https://portal.edu.etsb.qc.ca/traveling-fees-system/>

In the expense report for the central PIC, you would select Sarah Diotte as the person to have it approved by. Or you principal for the Local PIC. Use the scroll menu in the Supervisor's Email section.

#	From	To	Submitted	Employee Name	Status	Travels	Distance	Cost	Supervisor's Email
7807			0000-00-00 00:00:00	McGowan, Ryan	New	0	0 KM	0.00\$	



**PIC SYSTEM PROJECTS
 ORGANIZER'S EVALUATION REPORT**

NAME OF PROJECT:	
ORGANIZER:_	
DATE(S):	
LOCATION:	
NO. PARTICIPANTS:	

PLEASE ATTACH A LIST OF PARTICIPANTS

EVALUATION (GENERAL COMMENTS):

**ATTACH COPIES OF EVALUATION FORMS (ANNEX 3)
 N.B.: TO BE SUBMITTED WITHIN THIRTY (30) DAYS OF THE EVENT**

WORKSHOP EVALUATION

Name:	
Workshop:	
Date:	

GENERAL COMMENTS

EXPERTISE ACQUIRED

Are you willing to share the expertise you gained from this workshop?

Yes

No

Mode for sharing:

- Document
- PowerPoint Presentation
- Presentation in person
- Other:

TRAINING ACTIVITY EVALUATION

Circle the number that corresponds most closely to your evaluation:

WORKSHOP: _____

DATE: PRESENTER: _____

- | | | | |
|-------------------|--------------------|-----|----------------|
| 1. Disagree | 3. Agree generally | N/A | not applicable |
| 2. Agree somewhat | 4. Agree totally | | |

Objectives, content and methodology

- | | | | | | |
|--|---|---|---|---|-----|
| a) the objectives of the workshop were clear and precise | 1 | 2 | 3 | 4 | N/A |
| b) the content responded directly to my needs | 1 | 2 | 3 | 4 | N/A |
| c) there was a good balance of theory and practice | 1 | 2 | 3 | 4 | N/A |
| d) the time allotted was sufficient | 1 | 2 | 3 | 4 | N/A |
| e) the objectives of the workshop were attained | 1 | 2 | 3 | 4 | N/A |
| f) the handouts were useful | 1 | 2 | 3 | 4 | N/A |
| g) the teaching methods and techniques used facilitated the learning process | 1 | 2 | 3 | 4 | N/A |

The presenter

- | | | | | | |
|---|---|---|---|---|-----|
| a) was familiar with the workshop content | 1 | 2 | 3 | 4 | N/A |
| b) presented the content well | 1 | 2 | 3 | 4 | N/A |
| c) respected individual learning styles | 1 | 2 | 3 | 4 | N/A |
| d) discussed the workshop content with the group | 1 | 2 | 3 | 4 | N/A |
| e) checked to make sure participants understood the content | 1 | 2 | 3 | 4 | N/A |

Organization

- | | | | | | |
|--|---|---|---|---|-----|
| a) the room was adequate | 1 | 2 | 3 | 4 | N/A |
| b) equipment was adequate | 1 | 2 | 3 | 4 | N/A |
| c) the schedule of the workshop was appropriate | 1 | 2 | 3 | 4 | N/A |
| d) the organization of the workshop (breaks, time) was appropriate | 1 | 2 | 3 | 4 | N/A |

COMMENTS:

Recommendations for other workshops on this subject or other topics:

NAME: (Optional) _____

GRILLE D'ÉVALUATION D'UNE ACTIVITÉ DE FORMATION

TITRE DE L'ACTIVITÉ DE FORMATION _____ DATE: _____

NOM DE LA PERSONNE-RESSOURCE: _____

Encercler le chiffre de l'énoncé qui correspond le mieux à votre opinion selon l'échelle d'évaluation suivante:

- | | | | | | |
|----|----------------------------|----|----------------------|-----|------------|
| 1. | Pas d'accord avec l'énoncé | 3. | Plutôt d'accord | S/O | Sans objet |
| 2. | Moyennement d'accord | 4. | Tout à fait d'accord | | |

Objectifs, contenu et méthodologie

- | | | | | | |
|---|---|---|---|---|-----|
| a) les objectifs de l'activité de formation étaient clairs et précis | 1 | 2 | 3 | 4 | S/O |
| b) le contenu répondait bien à mes besoins | 1 | 2 | 3 | 4 | S/O |
| c) il y avait un bon équilibre entre la théorie et la pratique | 1 | 2 | 3 | 4 | S/O |
| d) le nombre d'heures de formation était suffisant | 1 | 2 | 3 | 4 | S/O |
| e) les objectifs ont été atteints | 1 | 2 | 3 | 4 | S/O |
| f) la documentation fournie était utile | 1 | 2 | 3 | 4 | S/O |
| g) la méthodologie et les techniques utilisées facilitaient mon apprentissage | 1 | 2 | 3 | 4 | S/O |

Personne-ressource (formateur / formatrice)

- | | | | | | |
|---|---|---|---|---|-----|
| a) était familier(ère) avec le contenu | 1 | 2 | 3 | 4 | S/O |
| b) a bien présenté le contenu | 1 | 2 | 3 | 4 | S/O |
| c) respectait le rythme d'apprentissage de chacun | 1 | 2 | 3 | 4 | S/O |
| d) a échangé avec le groupe sur le plan de cours | 1 | 2 | 3 | 4 | S/O |
| e) s'est informé(e) auprès des participants de leur compréhension | 1 | 2 | 3 | 4 | S/O |

Encadrement

- | | | | | | |
|--|---|---|---|---|-----|
| a) le local et l'aménagement étaient adéquats | 1 | 2 | 3 | 4 | S/O |
| b) les équipements étaient adéquats et en quantité suffisante | 1 | 2 | 3 | 4 | S/O |
| c) l'horaire de la session était approprié | 1 | 2 | 3 | 4 | S/O |
| d) l'organisation des cours (pause, déplacements, déroulement) convenait au type d'activité de formation et à l'horaire personnel des travailleurs | 1 | 2 | 3 | 4 | S/O |

COMMENTAIRES

Recommandations pour les activités de formation additionnelles ou actions de renforcement que l'employeur devrait mettre sur pied pour améliorer la formation déjà reçue:

Elementary Schools

**Asbestos-Danville-Shipton (ADS)
Elementary School**
745, route 226
Danville QC J0A 1A0
Principal: Jennifer Palik
Tel.: (819) 839-2352
Fax: (819) 839-2352

Drummondville Elementary School
565, Farrell
Drummondville QC J2B 2J5
Principal: Kathleen Harvey
Tel.: (819) 474-8563
Fax: (819) 474-8563

Ayer's Cliff Elementary School
952, rue Sanborn, C.P. 330
Ayer's Cliff QC J0B 1C0
Principal: Tracey Harding
Tel.: (819) 838-4983
Fax: (819) 838-1385

Farnham Elementary School
425, rue St-Joseph
Farnham QC J2N 1P4
Principal: Catherine Canzani
Tel.: (450) 293-6087
Fax : (450) 293-2952

Butler Elementary School
19, rue Rix, C.P. 600
Bedford QC J0J 1A0
Principal: Chris Morgan
Tel.: (450) 248-2090
Fax: (450) 248-7065

Heroes' Memorial School
317, rue du Sud
Cowansville QC J2K 2X6
Principal: Kohl Kelso
Tel.: (450) 263-1612
Fax: (450) 263-2999

Cookshire Elementary School
95, rue Principale Ouest
Cookshire QC J0B 1M0
Principal: Tina Jacklin
Tel.: (819) 875-3785
Fax: (819) 875-3785

Knowlton Academy
81, rue Victoria, C.P. 180
Knowlton QC J0E 1V0
Principal: Peter McKelvie
Tel.: (450) 243-6187
Fax: (450) 243-4279

Elementary Schools

Lennoxville Elementary School

1, rue Academy
Sherbrooke QC J1M 2A6
Principal: Tara McCully
Tel.: (819) 569-5103
Fax: (819) 569-5104

Pope Memorial Elem. School

523, rue Stokes
Bury QC J0B 1J0
Principal: Rebecca Klinck
Tel.: (819) 872-3771
Fax: (819) 872-3771

Mansonville Elementary School

5, rue Marion Atwell, C.P. 59
Mansonville QC J0E 1X0
Principal: Kimberly Morin
Tel.: (450) 292-5622
Fax: (450) 292-0174

Princess Elizabeth Elem. School

420, rue Bellevue Ouest
Magog QC J1X 3H2
Principal: Mark Warnholtz
Tel.: (819) 843-4847
Fax: (819) 868-1580

North Hatley Elementary School

110, rue School
North Hatley QC J0B 2C0
Principal: Tracey Harding
Tel.: (819) 842-2491
Fax: (819) 842-2937

Sawyerville Elementary School

51, rue Cookshire
Sawyerville QC J0B 3A0
Principal: Norma Humphrey
Tel.: (819) 889-2263
Fax: (819) 889-2263

Parkview Elementary School

50, rue Lorne
Granby QC J2G 4W2
Principal: Julie Edwards
Tel.: (450) 372-6058
Fax: (450) 372-5408

Sherbrooke Elementary School

242, rue Ontario
Sherbrooke QC J1J 3R1
Principal: Catherine Zahra
Tel.: (819) 562-3515
Fax: (819) 563-3234

St. Francis Elementary School

355, rue Collège Sud
Richmond QC J0B 2H0
Principal: Kirk Robinson
Tel.: (819) 826-3737
Fax: (819) 826-3738

Sunnyside Elementary School

441 rue Dufferin
Stanstead QC J0B 3E2
Principal: Amy Gallant
Tel.: (819) 876-2469
Fax: (819) 876-5480

Elementary Schools

Sutton Elementary School
19, rue Highland
Sutton QC J0E 2K0
Principal: Veronique Barbeau
Tel.: (450) 538-2318
Fax: (450) 538-4286

Waterloo Elementary School
5, rue Clark Hill, C.P. 520
Waterloo QC J0E 2N0
Principal: Donald Kerr
Tel.: (450) 539-0162
Fax: (450) 539-0098

Centres

**Adult Education – Brome Missisquoi
Campus**
180 Adélarde-Godbout
Cowansville QC J2K 3X9
Center Director : Steve Dunn
Tel.: (450) 263-7901
Fax: (450) 263-0985

**New Horizons Adult Education -
Sherbrooke**
2365, rue Galt Ouest
Sherbrooke QC J1K 1L1
Center Director: Steve Dunn
Tel.: (819) 566-0250
Fax: (819) 566-2658

High Schools

Alexander Galt Regional High School
1700 College
Sherbrooke, QC J1M 0C8
Principal: Peggy McCourt
Tel.: (819) 563-0770
Fax: (819) 563-5304

Massey-Vanier High School
224, rue Mercier
Cowansville QC J2K 5C3
Principal: Diane Sherrer-Vockey
Tel.: (450) 263-3772
Fax: (450) 263-7613

Richmond Regional High School
375, rue Armstrong, C.P. 1100
Richmond QC J0B 2H0
Principal : Steve Element
Tel.: (819) 826-3702
Fax: (819) 826-3705

Vocational Education – Cowansville
180 Adélarde-Godbout
Cowansville QC J2K 3X9
Center Director: Lisa-Ann Payne
Tel.: (450) 263-7901
Fax: (450) 263-0985

Vocational Education - Lennoxville
1700 College
Sherbrooke, QC J1M 0C8
Center Director: Diane Lavers
Tel.: (819) 563-5627
Fax: (819) 820-0500

**SCHOOL TEACHER LOCAL
PIC FUND BUDGET
CODES**

SCHOOL CODE + CODE BELOW *

A.D.S. Elementary School	001-1-26-200 + *
Ayer's Cliff Elementary School	002-1-26-200 + *
Butler Elementary School	003-1-26-200 + *
Cookshire Elementary School	005-1-26-200 + *
Drummondville Elementary School	006-1-26-200 + *
Farnham Elementary School	007-1-26-200 + *
Heroes' Memorial Elementary School	008-1-26-200 + *
Knowlton Academy	009-1-26-200 + *
Lennoxville Elementary School	010-1-26-200 + *
Mansonville Elementary School	011-1-26-200 + *
North Hatley Elementary School	012-1-26-200 + *
Parkview Elementary School.....	013-1-26-200 + *
Pope Memorial Elementary School	014-1-26-200 + *
Princess Elizabeth Elementary School.....	015-1-26-200 + *
Sawyerville Elementary School	016-1-26-200 + *
Sherbrooke Elementary School.....	017-1-26-200 + *
St. Francis Elementary School	018-1-26-200 + *
Sunnyside Elementary School	019-1-26-200 + *
Sutton Elementary School	020-1-26-200 + *
Waterloo Elementary School	021-1-26-200 + *
Alexander Galt Regional High School	022-1-26-200 + *
Massey-Vanier High School	023-1-26-200 + *
Richmond Regional High School	024-1-26-200 + *
Adult Education Centre (Cowansville).....	102-8-26-206 + *
Adult Education Centre (Sherbrooke).....	101-8-26-206 + *

* Supply Salaries: School Code + 188
Travel: School Code + 300

Course Fee or
Registration: School Code + 335

** CENTRAL TEACHER PIC FUNDS : **Budget Code: 050-1-26200-188**