

 <p>Cree School Board Commission scolaire crie</p>	<h2>Policy on Professional Improvement for Teachers</h2>	
	<p><b>Department responsible:</b> Human Resources  <b>Effective date:</b> July 1, 2011  <b>Amended on:</b> July 1, 2012, July 1, 2013, July 1, 2014, September 24, 2015, September 8, 2016, December 8, 2017, June 20, 2018, June 11, 2020 and September 14, 2023  <b>Approved by:</b> Resolution # EC 2015-384, EC 2016-461, EC 2017-525, EC 2018-335, EC 2020-283 and EC 2023-460</p>	
	<u>Other references</u>	Business Travel Policy (FIN-02)

### 1) General Provisions

Purpose

1.1. This Policy is a tool placed at the disposal of the teachers who wish to improve and further develop their knowledge, aptitudes, and competencies as teaching professionals. This Policy provides notably the framework for the implementation of chapter 7-0.00 of the Teachers' Collective agreement (E3) and is subject to sufficient budget under the professional improvement fund.

Objectives

- 1.2. The objectives of this Policy are primarily to:
- a) promote the continuous training of the teachers of the CSB;
  - b) support the sharing of the recent research developments in education and their implications in the communities;
  - c) give access to new teaching methods;
  - d) lend assistance to the network of the teachers in the development of ideas, methods and innovations in teaching;
  - e) allow the teachers to share with their colleagues their skills, competences, knowledge and talents they have acquired.

Definitions

- 1.3. For the purposes of this Policy, the following words or expressions mean:
- a) **Committee:** the professional improvement committee constituted by the Board Committee as prescribed in the Collective agreement;
  - b) **Human Resources:** Human Resources Department of the Cree School Board located in Mistissini;
  - c) **PLAN:** categories of activities distributed as follows:
    - PLAN A: School Fees for Part-Time Courses
    - PLAN B: Workshops and Conferences
    - PLAN C: Special Projects
    - PLAN D: Grants for Full-Time Studies
  - d) **Recognized institution:** a recognized Canadian post-secondary institution;

- e) **School Principal:** the School Principal at the regular sector or the Director or Coordinator of Adult Education Services and the Director of Sabtuan Regional Vocational Training Centre for the teachers of the Centre or Centre directors for teachers of a Learning Centre.

## **2) Consultation and Recommendation**

### Subjects

**2.1.** Before making a decision on the following matters, the School Board must consult the Committee on:

- a) the training and professional improvement activities placed at the teachers' disposal, if any;
- b) the training and professional improvement needs of teachers;
- c) the establishment of an annual professional improvement budget for teachers.

### Recommendation

**2.2.** The Committee studies each request and makes the appropriate recommendations to the Board. The Board and the Union may agree that a recommendation from a representative appointed by Human Resources and the Director of the Cree sector of the Union for requests under PLAN A, B and C will constitute a valid recommendation from the Committee. The improvement requests may be reviewed in person, by videoconferencing, by e-mail or telephone.

Any recommendation must take into consideration, amongst other criteria, the pertinence and long-term benefits of any project not only for the teacher but also for the Board and the school community.

The School Principal must also recommend any request from one of his teachers in order for the application under PLAN B, C or D to be considered.

### During a leave of absence

**2.3.** A teacher who is on a leave of absence and not available for work<sup>1</sup> at the time of the measure may not benefit from this Policy.

## **3) PLAN A / School Fees for Part-Time Courses**

### Application

**3.1.** A refunding of school fees is offered to support the professional development of the teachers. PLAN A covers the cost of part-time accredited courses followed by the teacher in a Recognized institution while employed by the Board. However, non-accredited courses<sup>2</sup> may be recognized under PLAN A if recommended by the School Principal.

### Criteria

**3.2.** A teacher may apply for a grant under PLAN A, if:

- a) he has a full-time, part-time or replacement contract with the Board;

<sup>1</sup> Except for educational leave under PLAN D for which the funding is requested.

<sup>2</sup> Academic courses provided by institutions such as the Ontario College of Teachers

- b) it is demonstrated that the course directly relevant to their role as teacher;
- c) the program of study is in a Recognized institution.

[Deadlines - applications](#)

**3.3.** Requests for reimbursement under PLAN A must be received by Human Resources within 90 days, after the teacher has successfully completed the course but no later than June 30<sup>th</sup>. The request form for reimbursement (see **Appendix A**) must be accompanied by:

- a) official transcripts submitted by the Institution;
- b) detailed invoice from the Institution and proof of payment.

Any request for reimbursement received after June 30<sup>th</sup> will be accounted in the following year and the amount available for the teacher for that following year be reduced accordingly.

[Funding](#)

**3.4.** A maximum of \$1,300 per teacher per school year covering tuition, books, and registration fees. Any other expenses such as campus, IT, insurance and Student Services fees, etc. are not covered by the Board. Any unspent portion of this amount cannot be carried over to the next school year and is deemed forfeited.

**4) PLAN B / Workshops and Conferences**

[Application](#)

**4.1.** Funding is offered to allow teachers to have greater accessibility to training and improvement through in person or on-line Workshops and Conferences.

[Deadline](#)

Applications for funding must be received by Human Resources at **least 30 days prior** to the activity or project (see **Appendix B**).

[Criteria](#)

**4.2.** A teacher may apply for the grant under PLAN B, if he:

- a) has not received funding under this section within the current school year;
- b) has a full-time, part-time or replacement contract with the Board;
- c) has got the approval from his School Principal and demonstrates that the workshop or conference benefits their role as teacher.

[Conditions / activities](#)

**4.3.** To be eligible for funding under PLAN B, the following conditions apply:

[Type](#)

- a) priority will be given to requests reflecting a particular need for the community;

[Location](#)

- b) in person workshop or conference must be held in the province of Quebec, although improvement activities relating to education in native communities being held in Canada will be considered. However, when the workshop or conference is not offered in English in Québec, teachers of the English sector may apply for an activity offered in Ontario;

*Report* c) within 30 days after the event, the teacher must submit a written report to Human Resources and to his School Principal. Detailed summary of the event is required (contents, meetings, training, etc.). Relevant documents for support.

It is also possible to suggest a presentation or report to the school by the teacher for a group of teachers during a pedagogical day or any other convenient period in order to allow other teachers to benefit from this improvement.

*Limitation* **4.3.1.** The School Principal may decide to limit at 10% the number of its teaching personnel who can go at the same time for professional improvement, when this could jeopardize the teaching delivery to the students.

Funding **4.4.** For the reimbursement to be processed, the report must be sent to Human Resources by mail or e-mail along with the travel expense form and appropriate receipts. The teacher must ensure to keep any original receipt to provide them upon request.

*Eligible expenses* The following expenses are eligible for funding:

a) **Registration fees** up to a maximum of \$1,300;

Travel expenses<sup>3</sup>

Considering that the plane is the means of transportation privileged by the Board notably to reduce the duration of the absence; a teacher who chose another means of transportation which is not the most effective when flights are available is deemed to have travelled by plane and the work time will be calculated accordingly; he will have to assume any additional expenses that would not otherwise have been incurred.

b) **Transportation:** the **cost** of transportation as per the CSB Business Travel Policy in effect;

c) **Lodging<sup>4</sup>** (with receipt)  
– for the stay in a hotel throughout the event, up to \$350 per night for a standard room excluding taxes  
– for a stay in private housing, maximum of \$75 per night;

d) **Meals:** according to the CSB Business Travel Policy in effect;

e) **Babysitting expenses:** according to the CSB Business Travel Policy in effect.

The required travel must be done in the most reasonable and cost-effective manner available and in order to limit as much as possible the teacher's absence. All payments or reimbursements for travel expenses are intended to indemnify

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<sup>3</sup> Travel advance may be provided as per the conditions established in the CSB Business Travel Policy (FIN-02)

<sup>4</sup> Incidentals may also be claimed

the employee for direct and necessary expenses incurred by him, therefore, only expenses deemed necessary and reasonable are receivable.

[Deadline / reimbursement request](#)

**4.5.** The request for reimbursement and the travel claim must be received by Human Resources within 30 days following the event, with the appropriate receipts and a proof of attendance. Failing which the Board may refuse to reimburse the expenses.

[CSB / organized activities](#)

**4.6.** When the Board organizes professional improvement activities for its teachers, the expenses related to these activities may be funded by the budget under PLAN B.

## **5) PLAN C / Special Projects**

[Application](#)

**5.1.** Funding is available for projects or workshops for professional improvement when centered on professional teaching development. It may also reflect an aspect of the native culture.

These projects can be defined as conferences or workshops organized at the local or regional level by the Cree School Board and intended for a group of teachers.

The special projects must have a minimal impact on the regular activities of the school. It is important that the project be held as much as possible outside of the regular class hours: after the departure of the students or on pedagogical days.

**5.1.1.** Intercommunity sharing of knowledge and expertise in the area of Cree culture may qualify as a special project.

[Deadlines - applications](#)

**5.2.** A letter of request by the organizers must be submitted to Human Resources at least 30 days before the event. The request must be accompanied by:

- a) approval of the School Principal:
  - supporting the project
  - authorizing a leave of absence for the event's dates;
- b) a detailed description of the project including the:
  - names of the resource people
  - names of the participating teachers
  - place of the event
  - costs
  - content and goals of the activity.

[Report](#)

**5.3.** Within 30 days after the event, the organizers must submit a written report to Human Resources.

[Funding](#)

**5.4.** Funding under PLAN B is available to cover professional fees of the trainer and the related travel expenses according to the provisions established in section 4.

For special projects falling under section 5.1.1, the travel expenses of the participants may be covered under section 4.4.

[CSB / organized activities](#)

**5.5.** When the Board organizes other professional improvement activities for its teachers, the expenses related to these activities may be funded by the budget under PLAN B or C.

## **6) PLAN D / Grants for Full-Time Studies**

[Description](#)

**6.1.** Each school year, a grant of **\$35,000** is available to a teacher enrolling in a full-time program of studies to improve and acquire knowledge useful for teaching in a Cree community.

[Criteria](#)

- 6.2.** A teacher may apply for the grant under PLAN D, if:
- a) he does not receive significant educational financial assistance from another source or program;
  - b) he has been with the School Board for at least 2 years;
  - c) he has been legally qualified for at least 2 years and remains legally qualified during the studies;
  - d) he is a regular teacher<sup>5</sup> in:
    - the Youth sector, or
    - the Adult Education sector as per clause 11-14.01 of the collective agreement;
  - e) the program of study is a full-time program in a Recognized institution;
  - f) a letter of recommendation is provided by his School Principal;
  - g) he is eligible to a leave without pay.

Moreover, the teacher may be convened by the Committee to an interview as part of the application process.

[Deadlines - applications](#)

**6.3.** The letter of request must be received by Human Resources before **February 1<sup>st</sup>** of the current school year for the following year along with a copy of the request for admission at the University.

Moreover, a letter of acceptance from the University must be provided to Human Resources as soon as received and no later than June 30<sup>th</sup>.

[Leave of absence/ Education](#)

**6.4.** The letter of request for the grant does not constitute a request for a leave of absence. The teacher must also ensure that a separate request for a leave of absence without salary is submitted to his School Principal with a copy to Human Resources. This request for a leave must be done before February 1<sup>st</sup>.

*Clause 5-15.04 (E3)*

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<sup>5</sup> The teacher engaged by an annual contract of engagement which is tacitly renewable

[Selection - priorities](#)

**6.5.** Eligible applications will be analyzed according to the following ratings:

- Seniority / **1 point** per year, up to a maximum of **5 points**

**For undergraduate certificate or diploma (Faculty of Education):**

- Special Education / 3 points
- Second Language – French or English / 3 points
- Teaching of Mathematics / 3 points

**Graduate certificate or diploma (Faculty of Education)**

- Curriculum Studies / 2 points
- Education Administration/ Leadership / 4 points
- Second Language – French or English / 4 points
- Special Education / 4 points
- Teaching of Mathematics / 4 points

**Master's Degree (Faculty of Education)**

- Curriculum Studies / 2 points
- Second Language – French or English / 2 points
- Teaching of Science / 3 points
- Teaching of Mathematics / 3 points
- Special Education / 4 points
- Education Administration/ Leadership / 4 points
- Literacy / 5 points

In the event of equality of points, the recommendation of the Committee will prioritize the candidate whose studies meet an immediate need for the Board.

[Maintain – eligibility](#)

**6.6.** In order to maintain his eligibility to the grant, the selected teacher must:

- a) remain a full-time student;
- b) submit his official transcripts to Human Resources before January 15;
- c) successfully complete 75% of the credits in the full-time program. In the event of failure or withdrawal from the program, the teacher ceases to receive the grant. He is on leave without pay for the remainder of the school year;
- d) commit himself to returning to work for the Board for at least 2 years at the end of his authorized leave of absence<sup>6</sup>. If he does not return to work for the Board, he will have to refund the amount of the grant to the Board in total or in part, depending on his time of service after his return;
- e) provide all receipts related to eligible expenses.

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<sup>6</sup> Or earlier if he withdrew from the Program etc. and this subject to section 6.8.

[Payment](#) **6.7.** The grant will be paid on a basis of 8 instalments, beginning in September of the study year.

[Reimbursement](#) **6.8.** If the teacher fails or withdraws from his program of studies, he must reimburse the grant prorated on the total credits he has acquired at the time of the withdrawal based on the total number of credits in the program.

*Exception* A teacher who encounters very exceptional circumstances during the course of his studies, e.g. serious illness, must apply for an authorized withdrawal by submitting a written request, outlining his reasons and providing the necessary documents or justification to the Director of Human Resources.

Should the teacher who was granted funding under this section resign within 6 months of the activity for reasons not otherwise provided for in his working conditions (namely in Article 5-9.00 of the Collective Agreement), he will have to reimburse in part or in total the funding prorated on the number of months of service done after his return.

*Procedure* Any amount due by the teacher may be deducted by the Board from the teacher's salary when he returns from his leave of absence. In the case of a definite departure of the teacher, the Board may proceed with legal procedures to retrieve any amount owed.

[Transfer](#) **6.9.** Should no grant be approved for a given school year, the funds will be transferred for activities in another PLAN.

## **7) Application of this Policy**

[Limitation](#) **7.1.** The application of this Policy is subject to sufficient funding and resources.

[Other provisions](#) **7.2.** The present Policy replaces all other policies of the Board pertaining to this subject.

This Policy is a complement to the applicable collective agreement and by-laws and is subject to the management right. In case of discrepancy with the collective agreement, by-law or any legislation, the latter shall prevail.

[Official version](#) **7.3.** The official version of this Policy is kept by the Secretary-General of the Board.

[Responsibility](#) **7.4.** Any person referred to in this Policy must abide by all its provisions and all managers of the School Board are responsible for ensuring 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 Policy and to ensure its revision when necessary.





**Appendix A<sup>7</sup>**  
**CSB Professional Improvement PLAN A:**  
**School Fees for Part-Time Courses**  
**Reimbursement Request Form / INDIVIDUAL REQUEST(\*)**  
*(Request form with required documents must be emailed to HR at: [professional.improvement@cscree.qc.ca](mailto:professional.improvement@cscree.qc.ca) within 90 days of successful completion of course, no later than June 30<sup>th</sup>)*

<b>Employee Information:</b> (*) to be completed by the employee on their own behalf	
School Year:	
Position:      Manager <input type="checkbox"/> Teacher <input type="checkbox"/> Professional <input type="checkbox"/> Support Staff <input type="checkbox"/>	
Last Name:	Given Name:
Address:	
Phone (home) :	Phone (work) :
Email:	Hiring Date
Community:	School or Department:
Date of last request for PLAN A School Fees for support:	

<b>Part-Time Course Information:</b>
Institution Name:
Course Code:
Course Name:
Course Start Date:
Course Completion Date:
Amount Paid for Tuition, Registration Fees or Books:

<b>Required Documents:</b>	
<input type="checkbox"/> Official Transcript Ordered Date ordered: _____	To be <u>submitted by the institution</u> and mailed to: CSB Human Resources Attention: L&D 203 Main Street, PO Box 1630 Mistissini, QC G0W 1C0
<input type="checkbox"/> Detailed Invoice from institution attached	Charges and amounts must be itemized ( <i>only tuition, administration and registration fees covered</i> )
<input type="checkbox"/> Proof of Payment attached	Receipt showing payment of invoice amount or CC statement

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note:** This is a 2 page form. The Administration approval section on the following page must be included with reimbursement request.

<sup>7</sup> This form is provided for information purposes and may differ from the official version available on E-You

**Appendix A – CSB Professional Improvement Plan A:  
School Fees for Part-Time Courses  
Reimbursement Request Form / Individual Request (page 2)**

<b>For Administration Use Only</b>	
Recommended <input type="checkbox"/>	Not Recommended <input type="checkbox"/>
Amount: _____	Incomplete Request <input type="checkbox"/>
	Not Eligible <input type="checkbox"/>
Reasons or comments: _____	
Signature CSB: _____	Date: _____



Cree School Board  
Commission scolaire crie

## Appendix B<sup>8</sup>

### CSB Professional Improvement PLAN B: Workshops and Conferences Application Form / Individual Request (\*)

(To be emailed to HR at: [professional.improvement@cscree.qc.ca](mailto:professional.improvement@cscree.qc.ca)  
and must be received 30 days prior to the Activity)

<b>Employee Information:</b> (*) to be completed by an individual employee on their own behalf	
School Year:	
Position:      Manager <input type="checkbox"/> Teacher <input type="checkbox"/> Professional <input type="checkbox"/> Support Staff <input type="checkbox"/>	
Last Name:	Given Name:
Address:	
Phone (home) :	Phone (work) :
Email:	Hiring Date:
Community:	School or Department:
Last Conference or Workshop attended (title and date):	

<b>Activity Information:</b>	
Title of Activity:	
Activity Type (*)      In-Person <input type="checkbox"/> Virtual <input type="checkbox"/>	
Activity Date:	
Location:	
Departure from the Community (date and time):	
Return to the Community (date and time):	
<i>(Note: return to work is the first working day after return to the community)</i>	

<b>Estimated Costs:</b>	
(*) use CSB online travel calculator tool to estimate meals and mileage costs	
	Registration Fee:
	Hotel: _____ nights x _____
	Meals: _____ days x _____ (*)
	Transportation: Car (mileage) (*) (OR) Airplane
	Babysitting Fee: _____ nights x _____
	<b>TOTAL Estimated Costs:</b>

*I declare that I have read and understood the conditions applicable to this request for funding as defined in the Policy applicable to my position (HR-02 Managers, HR-04 Teachers, HR-05 Professionals, HR-06 Support Staff).*

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note:** This is a 2 page form. The Supervisor and Administration approval sections on the following page must be included with application.

<sup>8</sup> This form is provided for information purposes and may differ from the official version available on E-You

**Appendix B – CSB Professional Improvement Plan B:  
Workshops and Conferences  
Application Form / Individual Request (page 2)**

**For Supervisor's Use Only**

Recommended: *activity directly relevant to  
employee's work and career plan*

Yes

No

Absence Approved

Yes

No

Reasons or comments:

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**Supervisor's signature:** \_\_\_\_\_

**Date :** \_\_\_\_\_

**For Administration Use Only**

Recommended

Not Recommended

Not Eligible

Incomplete Request

Reasons or comments:

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**Signature CSB:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature AENQ / SPPMSNO:** \_\_\_\_\_

**Date:** \_\_\_\_\_