

 <p>Cree School Board Commission scolaire crie</p>	<h2>Policy on Professional Improvement for Teachers</h2>	
	<p>Department responsible: Human Resources Effective date: July 1, 2011 Amended on: July 1, 2012, July 1, 2013, July 1, 2014, September 24, 2015, September 8, 2016, December 8, 2017 and June 20, 2018 Approved by: Resolution # EC 2015-384, EC 2016-461 EC 2017-525 and EC 2018-335</p>	
	<p>References:</p>	<p>Council Policy Manual: E: Mega End, EL-2, EL-3, EL-4 and EL-6</p>

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 namely the framework for the implementation of chapter 7-0.00 of the Teachers' Collective agreement (E3).

Objectives

- 1.2. The objectives of this Policy are namely to:
- a) promote the continuous training of the teachers of the Cree School Board;
 - 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: Grants
 - PLAN B: School fees
 - PLAN C: Conferences and Workshops
 - PLAN D: Special projects

- d) **Regular teacher:** the teacher engaged by an annual contract of engagement which is tacitly renewable;
- 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;
- f) **Recognized institution:** a post-secondary institution recognized as such by the province.

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;
- 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 B, C and D will constitute a valid recommendation from the Committee.

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 to be considered.

Leave of absence

2.3. A teacher who is on a leave of absence and not available for work¹ at the time of the measure may not benefit from this Policy.

¹ Except for educational leave under Plan A for which the funding is requested.

3) PLAN A / Grants

[Description](#) **3.1.** Each school year, a grant of **\$30,000** 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](#) **3.2.** A teacher may apply for the grant under PLAN A, if:

- a) he has been with the School Board for at least 2 years, and
- b) he has been legally qualified for at least 2 years and remains legally qualified during the studies;
- c) he is a regular full-time teacher²;
- d) the program of study is a full-time program in a recognized institution;
- e) a letter of recommendation is provided by his School Principal.

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

[Deadlines - applications](#) **3.3.** The letter of request must be received by Human Resources before **January 30th** by 5:00 pm 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 before April 1st.

[Leave of absence](#) **3.4.** 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 for studies is submitted to his School Principal with a copy to Human Resources. This request for a leave must be done before February 1st.
Clause 5-15.04 (E3)

[Selection - priorities](#) **3.5.** 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

² For the Adult Education Sector: To have an adult education contract as per 11-14.01 and 11-9.02 or a vocational teaching contract as per 13-14.00 (E3).

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

3.6. 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 absence³. 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.

Payment

3.7. The grant will be paid on a basis of 8 instalments, beginning in September of the study year.

Reimbursement

3.8. 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, i.e. 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.

³ Or earlier if he withdrew from the Program etc. and this subject to clause 3.8.

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 **3.9.** Should no grant be approved for a given school year, the funds will be transferred for activities in either plans B, C or D.

4) PLAN B / School Fees

Application **4.1.** A refunding of school fees is offered to support the professional development of the teachers. PLAN B covers the cost of part-time courses in a recognized institution.

Criteria **4.2.** A teacher may apply for a grant under PLAN B, if:

- a) he has a full-time, part-time or replacement contract with the Board;
- b) he has a Bachelor of Education (B. Ed.); and
- c) the program of study is in a recognized institution.

Deadlines - applications **4.3.** Applications for reimbursement under PLAN B must be received by Human Resources within 90 days after the teacher has successfully completed the course. The request must be accompanied by:

- a) official transcripts;
- b) appropriate receipts.

Funding **4.4.** A maximum of \$900 per teacher per school year covering tuition, books, registration fees, etc. will be allocated until the total yearly budget available under PLAN B for a given year is exhausted.

5) PLAN C / Workshops and Conferences

Application **5.1.** Funding is offered to allow teachers to have greater accessibility to training and improvement through 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 A**).

Criteria **5.2.** A teacher may apply for the grant under PLAN C, if he:

- a) has not received funding under this section within the current school year;
- b) is legally qualified at the time of the activity;
- c) is a regular full-time teacher⁴;
- d) has got the approval from his School Principal.

⁴ For the Adult Education Sector: To have an adult education contract as per 11-14.01, and 11-9.02 or a vocational teaching contract as per 13-14.00 (E3)

Conditions / activities

5.3. To be eligible for funding under PLAN C, the following conditions apply:

Type

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

Location

b) the 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.

Funding

5.4. For the reimbursement to be processed, the report must be sent by mail or internal mail at the same time as the travel expense form, with the original receipts.

Eligible expenses

The following expenses are eligible for funding:

a) **Enrolment expenses:** a maximum of \$900;

Travel expenses

Considering that the plane is the means of transportation privileged by the Board namely 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 and he will have to assume any additional expenses that would not otherwise have been incurred.

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

c) **Lodging** (with receipt)
– for the stay in a hotel throughout the event, up to \$180 per night.

– for a stay in private housing, maximum of \$50 per night.

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

e) **Babysitting expenses:** according to the School Board 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 the employee for direct and necessary expenses incurred by him, therefore, only expenses deemed necessary and reasonable are receivable.

[Deadline / reimbursement request](#)

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

[CSB / organized activities](#)

5.6. 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 C.

6) PLAN D / Special Projects

[Application](#)

6.1. Funding is available for projects or workshops for professional improvement when centred 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 from the regular class hours: after the departure of the students or on pedagogical days.

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

[Deadlines - applications](#)

6.2. 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](#)

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

[Funding](#)

6.4. Funding under PLAN C is available to cover professional fees of the trainer and the related travel expenses according to the provisions established in section 5.

For special projects falling under section 6.1.1, the travel expenses of the participants may be covered under section 5.4 b), c) and d).

[CSB / organized activities](#)

6.5. 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 D.

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, while respecting the Council of Commissioners Policies/Ends where applicable.

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 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 Policy and to ensure its revision when necessary.

Appendix A

Application Form / Also available on the CSB website



Teacher Improvement Application Form - PLAN C

School Year

**** Please note that all sections MUST be filled out

Teacher Data

Last Name

Given Name

Address

Phone (home)

Phone (work)

Hiring Date

Email

Community

School

Last conference (Title and date)

Activity Information

Title

Activity Type

Activity Date

Departure from the community

Date and time

Location

Return to the community

Date and time

Estimated Costs

Inscription fee

Car

Plane

Hotel

Meals

Babysitting fee

TOTAL

I declare that I have read and understood the conditions applicable to this request as defined in the Policy HR-04, namely those related to the reimbursement.

Teacher's Name

For School Principal's use only

Recommendation

Yes

No

Reason(s):

Signature

Date

For Professional Improvement Committee's use only

Recommended to the Board

Not Recommended to the Board

Not Eligible

Incomplete Request

Signature CSB

Date

Signature AENQ

Date