



**LCEEQ Services Costing
&
Cost Sharing Policy
2013 – June 30, 2016**

PREAMBLE

The English educational community in Quebec faces a unique challenge by virtue of the fact that schools are dispersed over a large geographical area. This reality, combined with capacity in the sector, requires more travel for sessions generally offered only in the Montreal area; our francophone counterparts would generally receive regional sessions. The geographical boundaries are such that participation in any given Professional Development activity and/or offer of service requires travel of a minimum of 2 hours for half of educators in the English community. Recent legislated cut-backs in PD and travel budgets have negatively impacted the development of a culture of Professional Development in the English educational community.

The following LCEEQ Services Costing and Cost Sharing Policy will take effect immediately and terminate, subject to review, on June 30, 2016.

LCEEQ Services Costing Policy

For the purpose of this policy, services refer to location rentals and services normally provided by the rental for Professional Development activities contained in the Professional Development Sub-Committee (LCEEQ) Plan 2013-2016. The basis for all decisions related to the contracting of services for these events will be made in a fiscally responsible manner. To this end, three quotes from comparable locations, to include services normally provided with the rental, will be obtained once for the duration of this policy. In addition to financial considerations, a final decision with regard to a service contract will also factor in whether the location most effectively provides an ambience that promotes an effective group dynamic e.g. Professional Learning Community, Information, and Exchange.

LCEEQ Cost Sharing Policy

I. Cost sharing for Professional Development activities, contained in the Professional Development Sub-Committee (LCEEQ) Plan 2013-2016, is as follows:

- LCEEQ will subsidize the cost of travel and accommodation at a rate of 200\$ for a one day activity for participants whose Board/Association and/or school is located between 250 and 499 kilometers (round trip) from the location of the activity. For an activity that is more than one day, an additional \$120 per day will be granted;
- LCEEQ will subsidize the cost of travel and accommodation at a rate of 500\$ for a one day activity for participants whose Board/Association and/or school is located 500 or more kilometers (round trip) from the location of the activity. For an activity that is more than one day, an additional \$120 per day will be granted.

The LCEEQ shall set the quota on the number of participants per board/association subsidized for any given PD activity.

Application for reimbursement must be received by the LCEEQ Coordinator within six months of a given event. Invoices not received within this time frame will not be reimbursed.

II. A decision with regard to cost sharing by LCEEQ for a Professional Development session related to a specific *MELS' Action Plan* will be made subsequent to a review of other funding sources. A decision to cost share would normally be as follows:

- LCEEQ will subsidize the cost of travel and accommodation at a rate of 200\$ for a one day activity for participants whose Board/Association and/or school is located between 250 and 499 kilometers (round trip) from the location of the activity. For an activity that is more than one day, an additional \$120 per day will be granted;
- LCEEQ will subsidize the cost of travel and accommodation at a rate of 500\$ for a one day activity for participants whose Board/Association and/or school is located 500 or more kilometers (round trip) from the location of the activity. For an activity that is more than one day, an additional \$120 per day will be granted.

The LCEEQ shall set the quota on the number of participants per board/association subsidized for any given MELS PD activity.

Application for reimbursement must be received by the LCEEQ Coordinator within six months of a given event. Invoices not received within this time frame will not be reimbursed.

III. Requests for LCEEQ cost sharing not contained in the policy will be reviewed by the Professional Development Sub-Committee; a recommendation will subsequently be made to the LCEEQ Steering Committee.

Revised October 2013

ACCOMMODATION EXPENSES

Montreal Urban Community:..... \$126
(Nov.1 – May 31)

\$138
(June 1 – Oct.31)

Quebec Urban Community:..... \$106

Laval – Gatineau – Longueuil – Lac Beauport – Lac Delage: \$102
(Nov.1 – May 31)

\$138
(June 1 – Oct.31)

Elsewhere in Quebec: \$ 83
(Nov.1 – May 31)

\$138
(June 1 – Oct.31)

Per Diem allocation for tips, with hotel receipt:..... \$ 5.85

NOTE: These lodging expenses include taxes. Original receipts are required.