

VALUE ADDED RECOGNITION

**TEACHER'S AND
ADMINISTRATOR'S GUIDE**

2022-2023

PREPARED BY THE WQTA AND THE WQSB

VALUE ADDED: IN A NUTSHELL

- **Value Added funds have been negotiated in our Provincial Entente with the goal of recognizing teachers who work with students outside of their normal working day**
- **In 2021-22, an allocation of a minimum of 90% of the funds was negotiated by the WQSB and the WQTA to be directed to recognize Value Added activities**
- **Teachers must complete the appropriate paperwork to apply for Value Added funding**
- **Only activities working directly with students outside of a teacher's workload (outside of teaching time, homeroom, supervision, remediation), assigned presence, personal presence can be recognized for Value Added compensation**

VALUE ADDED: THE STEPS

- 1. The Principal will notify teachers of pre-approved activities eligible for Value Added funds. Any other activity must first be approved by the Principal (see exemplar of “Pre-approved Activities List”)**
- 2. Any teacher wishing to apply for Value Added funds MUST keep a detailed daily log (see “Value Added Activity Log”)**
- 3. The school must create a School Level Value Added Committee to oversee the process and applications. This committee may be a subcommittee formed by School Council. The committee will consist of an administrator and teachers.**

VALUE ADDED: THE STEPS (CONT...)

4. Each teacher will use their log to complete the “Value Added Credit Application Form”
5. In order to apply for Value Added funds, each teacher must submit the following documents to the School Level Value Added Committee by **May 8, 2023**.
 - ❖ The Value Added Credit Application Form
 - ❖ The Value Added Activity Log
 - ❖ A copy of the teacher’s timetable (teaching time, remediation, supervision, assigned presence and personal presence)

Note: Activities occurring after May 8 may be included in your submission.

Note: All documents are to kept on file at the school/centre level for one year.

6. The School Level Value Added Committee will go through every submission to ensure that it has been properly completed. The committee will then complete a School Report Form 886xxx for each School (SEE SLIDES 5 AND 6)
7. The Principal will approve each application with a signature.

VALUE ADDED: THE STEPS (CONT...)

8. The Value Added School Committee will complete a School Report Form (866XXX) and save it in a PDF format. This form (provided by HR) will be then returned to the care of Sylvie Monette smonette@wqsb.qc.ca by May 30, 2023.

- Each committee will complete the blank School Report Form (886XXX) for each school / centre.
- Save the report as per the school name in an Excel format.
- Indicate the FULL NAME of the teacher and be sure to put in each activity separately.
- Leave a space on the report separating each teacher.
- Be sure to indicate if the teacher is an E (elementary) or S (secondary) for the K-11 schools.
- The WQSB will fill in the XXX with the school or centre number once the form is received.
- A copy of the form is on the next slide.

VALUE ADDED: THE STEPS (CONT...)

9. The Value Added School Committee will complete a School Report Form (886xxx) to save in a PDF format and send the following to care of Jenny Svetec or Sylvie Monette, by **May 30, 2022**:
10. Schools will complete a blank School Report Form (886xxx) for each School:
 - Save each report as per the school name in a Excel Format
 - Submit a report per school, ex. D'Arcy/Symmes should be 2 separate report.
 - Indicate the full name of the teacher.
 - Leave a space on the report separating each teacher.
11. See below in yellow, Enter the School Name, Level, Activity, Teacher, number of Students and number of Credits
12. The WQSB will indicate the school/centre number once the completed reports are received.

| School Board: | 886 - Western Quebec | | | | |
|---|----------------------|--------------------------|---------------------------|--------------------------------|--------------------------|
| School/Centre: | 886- [redacted] | | | | |
| Amount available for recognition supplements: | \$ - | No. of teachers involved | | | |
| | | Elementary (E) | Secondary (S) | Adult Education (AE) | Vocational Training (VT) |
| Value per Credit: | | | | | |
| Level (E, S, AE, VT) | Activity | Teacher | No. of students concerned | Credits as per Coll. Agreement | Amount to be paid |
| | | | | | \$ - |
| | | | | | \$ - |

VALUE ADDED: TIMELINE

- By **Oct 21 ,2022**: Each school creates a Value Added School Level Committee (or has this as part of the School Council)
- By **May 8, 2023**: All teachers submit their Value Added Credit Application Forms and other required documents to the School Level Committee
- By **May 20, 2023**: Each School Level Committee will complete a School Board Report saved in an Excel format.
- By **May 30, 2023**: Each School Level Committee will forward a completed School Board Report for their school/centre to The WQSB for processing of payments. For buildings with two schools, please complete an 866XXX form for EACH SCHOOL.
- **June 2023**: Payments will be made to teachers

VALUE ADDED: PRE-APPROVED LIST

- Principals are encouraged to complete and distribute a list of pre-approved activities, shown here, to help facilitate the overall application and approval process
- An “Exemplar” shows some of the possible activities

School Name: _____ School Year: 2014-15

Value Added Recognition – List of Pre-Approved Clubs, Activities, Events and Sports Eligible for Value Added Compensation for Teaching Staff

| | |
|-----------------------------------|------------------------------------|
| 1. <u>Student Government</u> | 14. <u>Cadet Girls Volleyball</u> |
| 2. <u>Yearbook Club</u> | 15. <u>Varsity Football</u> |
| 3. <u>Environmental Club</u> | 16. <u>Boys Rugby</u> |
| 4. <u>Robotics Club</u> | 17. <u>Girls Indoor Soccer</u> |
| 5. <u>Math Contests</u> | 18. <u>Track and Field</u> |
| 6. <u>Book Fair</u> | 19. <u>Concours d'art oratoire</u> |
| 7. <u>Destination Imagination</u> | 20. <u>Music Makers</u> |
| 8. <u>Ultimate Frisbee</u> | 21. <u>Academic Extra Help</u> |
| 9. <u>Running Club</u> | 22. <u>Games Club</u> |
| 10. <u>Talent Show</u> | 23. _____ |
| 11. <u>Soccer-a-thon</u> | 24. _____ |
| 12. <u>Art Fair</u> | 25. _____ |
| 13. <u>Choir</u> | 26. _____ |

Other activities may be approved by the principal throughout the school year.

Please note that to be eligible for Value Added compensation, teachers must...

1. Contact the principal for approval if your activity is not listed above
2. Regularly maintain your Value Added Activity Log from the start of the school year
3. Complete and submit your Value Added Activity Log by the deadline
4. Submit your complete timetable including workload (teaching, homeroom, remediation, supervision), personal presence time and assigned presence time by the deadline
5. Complete and submit your Value Added Credit Application Form by the deadline. You must sign this form.
6. Submit the three documents (Activity Log, Credit Application Form, Timetable) to your school level Value Added Committee. Once approved, the Principal will sign the Credit Application Form.

Activities occurring during any presence times (personal or assigned), during supervision, during remediation, etc are not eligible for Value Added compensation.

VALUE ADDED: ACTIVITY LOG

- Each teacher must maintain a daily Activity Log throughout the year, using the template shown here.
- The Log will be submitted to the School Level Value Added Committee

| Value Added Recognition Activity Log | | | | | | School Name: _____ |
|--|---------------------------|---------------------|---------------|---------------------------------------|-----------------------------|---------------------|
| | | | | | | Teacher Name: _____ |
| <p>Only activities occurring outside of workload (teaching, homeroom, remediation, supervision), personal presence time and assigned presence time can be credited. Activities must be a minimum of 30 minutes in length, and must involve voluntary engagement with students. Each session will count as one credit, up to a maximum of 60 credits for any one activity. Overnight sessions will count as 10 credit each, up to a maximum of 30 credits for the year.</p> | | | | | | |
| Description of Activity <small>When possible, please group together the sessions for a particular activity. For example, keep all of the soccer together, and all of the Student Council meetings together.</small> | Calendar Date of Activity | Day of School Cycle | Start Time | Duration of the activity (in minutes) | Number of students involved | |
| <i>Example: Coaching girls indoor soccer team practice</i> | <i>Sep 16</i> | <i>4</i> | <i>4:15pm</i> | <i>55 min</i> | <i>12</i> | |
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |
| 8. | | | | | | |
| 9. | | | | | | |
| 10. | | | | | | |

VALUE ADDED: TEACHER'S WORKLOAD

- Each teacher must submit a copy of their timetable including all teaching, supervision, remediation, assigned presence and personal presence minutes

| Activities | Minutes | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 |
|----------------------------|---------------|-------|-------|-------|-----------|-------|-------|
| Extended amplitude | 7:45 - 8:15 | 30 | | | | | |
| Amplitude | 8:15 - 8:37 | 22 | | | | | |
| Supervision | 8:37 - 8:47 | 10 | | | | 10 | |
| Accueil | 8:47 - 8:52 | 5 | 5 | 5 | 5 | 5 | 5 |
| Period 1 | 8:52 - 9:42 | 50 | 50 | 50 | 50 | 50 | 50 |
| Movement | 9:42 - 9:47 | 5 | 5 | 5 | 5 | 5 | 5 |
| Homeroom | 9:47 - 9:55 | 8 | 8 | 8 | 8 | 8 | 8 |
| Period 2 | 9:55 - 10:45 | 50 | 50 | 50 | 50 | 50 | 50 |
| Recess | 10:45 - 10:55 | 10 | 10 | 10 | 10 | 10 | 10 |
| Movement | 10:55 - 11:00 | 5 | 5 | 5 | 5 | 5 | 5 |
| Period 3 | 11:00 - 11:50 | 50 | 50 | Lunch | 50 | 50 | 50 |
| Movement | 11:50 - 11:55 | 5 | 5 | 5 | 5 | 5 | 5 |
| PW Period 4 (Hadley Lunch) | 11:55 - 12:45 | Lunch | 50 | 50 | Lunch | Lunch | Lunch |
| Movement | 12:45-12:50 | 5 | 5 | 5 | 5 | 5 | 5 |
| Hadley Period 4 (PW Lunch) | 12:50 - 1:40 | 17 | Lunch | 50 | 17 | 18 | 50 |
| Accueil | 1:40 - 1:45 | 5 | 5 | 5 | 5 | 5 | 5 |
| Period 5 | 1:45 - 2:35 | 50 | 50 | 50 | 50 | 50 | 50 |
| Movement | 2:35 - 2:41 | 6 | 6 | 6 | 6 | 6 | 6 |
| Period 6 | 2:41 - 3:31 | 50 | 50 | 50 | 50 | 50 | 50 |
| Supervision | 3:31 - 3:41 | 10 | 10 | 10 | 10 | 10 | 10 |
| Amplitude | 3:41 - 4:15 | 34 | 20 | 14 | 14 + PP 9 | 14 | 14 |
| Extended amplitude | 4:15 - 4:45 | 30 | | 6 | 30 | 28 | 6 |

? homeroom

? teaching

? supervision

? remediation

? assigned presence

? personal presence

Lunch lunch

Example of a complete timetable

VALUE ADDED: CREDIT APPLICATION FORM

- Each teacher must complete a Credit Application Form referencing their Activity Log
- Each session (minimum of 30 minutes) will count as one credit, up to a maximum of 60 credits for any one activity
- Each overnight session will count as ten credits, up to a maximum of 30 credits for the year

| Value Added Recognition Credit Application Form | | | | | School Name: _____ | | |
|--|-------------------------|--------------------------|--------------------------|----------------------------|------------------------------|---------------------------------|-------------------------------|
| | | | | | Teacher Name: _____ | | |
| <small>Only activities occurring outside of workload (teaching, homeroom, remediation, supervision), personal presence time and assigned presence time can be credited. Activities must be a minimum of 30 minutes in length, and must involve voluntary engagement with students. Each session will count as one credit, up to a maximum of 60 credits for any one activity. Overnight sessions will count as 10 credit each, up to a maximum of 30 credits for the year.</small> | | | | | | | |
| | Description of Activity | Approved by Principal? | | Total # of sessions | Average # students concerned | School Level Committee Use Only | |
| | | Yes | No | | | Appendix clause | # credits awarded |
| 1. | | <input type="checkbox"/> | <input type="checkbox"/> | | | F <input type="checkbox"/> | G <input type="checkbox"/> |
| 2. | | <input type="checkbox"/> | <input type="checkbox"/> | | | F <input type="checkbox"/> | G <input type="checkbox"/> |
| 3. | | <input type="checkbox"/> | <input type="checkbox"/> | | | F <input type="checkbox"/> | G <input type="checkbox"/> |
| 4. | | <input type="checkbox"/> | <input type="checkbox"/> | | | F <input type="checkbox"/> | G <input type="checkbox"/> |
| 5. | | <input type="checkbox"/> | <input type="checkbox"/> | | | F <input type="checkbox"/> | G <input type="checkbox"/> |
| 6. | | <input type="checkbox"/> | <input type="checkbox"/> | | | F <input type="checkbox"/> | G <input type="checkbox"/> |
| 7. | | <input type="checkbox"/> | <input type="checkbox"/> | | | F <input type="checkbox"/> | G <input type="checkbox"/> |
| 8. | | <input type="checkbox"/> | <input type="checkbox"/> | | | F <input type="checkbox"/> | G <input type="checkbox"/> |
| 9. | | <input type="checkbox"/> | <input type="checkbox"/> | | | F <input type="checkbox"/> | G <input type="checkbox"/> |
| Please attach a copy of your Value Added Activity Log and your complete timetable including workload time (teaching, homeroom, remediation, supervision), personal presence time and assigned presence time | | | | | | Total # Credits | |
| Teacher Signature: _____ | | | | Principal Signature: _____ | | | |

VALUE ADDED: FREQUENTLY ASKED QUESTIONS

NEW

During a regular workday, if a teacher holds a value added activity twice in the same day, then they will be able to claim two credits provided the requirements are met.

That is for example, a coach has a practice in the morning before school (outside of presence time) and then has a game that afternoon after school (outside of presence time) , then the teacher may claim each time for a credit.

It would be similar for a teacher who runs Destination Imagination at lunch (at least 30 minutes) and then again after school (outside of presence time), then the teacher may claim each time as a credit.

This does not apply to tournaments.

VALUE ADDED: FREQUENTLY ASKED QUESTIONS

- **To what does Appendix clause “f” and “g” refer?**
 - f) Other extracurricular activities shall be recognized at the rate of one credit per session provided that each session lasts at least 30 minutes. A maximum of 60 credits may be granted per teacher for any one activity.
 - g) As regards the maximums prescribed in subparagraph d), teachers accompanying students on overnight educational outings, which are approved by the board according to its policies, shall obtain 10 credits per night up to 30 credits per year.

VALUE ADDED: FREQUENTLY ASKED QUESTIONS

- What is the minimum number of credits for one activity?
 - 1 credit
- What is the maximum number of credits for one activity?
 - 60 credits. This means if you have 50 soccer practices, and 18 soccer games, you will be awarded the maximum of 60 credits (not 68 credits as a result of the number of sessions)

VALUE ADDED: FREQUENTLY ASKED QUESTIONS

- **Are practices and games separate activities?**
 - No. Practices and games for the same team are considered part of the same activity.
However, they may each count as one session.
- **My activity lasts for 3 hours, whereas someone else's last for 30 minutes. Shouldn't I receive more compensation?**
 - No. The appendix in the Provincial Entente does not distinguish between the length of activities.

VALUE ADDED: FREQUENTLY ASKED QUESTIONS

- **Can I apply for Value Added funds if I have students serving a lunchtime detention?**
 - No. Value Added funds are intended for services beyond a teacher's normal tasks that are voluntary for the student and for the teacher
- **Can I apply for Value Added funds for a school initiated program?**
 - No. An approved activity should be voluntary for all those involved.

VALUE ADDED: FREQUENTLY ASKED QUESTIONS

- **If my session runs for more than 30 minutes, can I apply for more than one credit (for example, does a two hour session count for 4 credits)?**
 - No. The minimum length of a session is 30 minutes but there is no maximum (for example a two hour session counts for one credit). This is outlined in the Provincial Entente.
- **What is the minimum number of students for an activity?**
 - One student is the minimum, there is no maximum. This is outlined in the Provincial Entente.

VALUE ADDED: FREQUENTLY ASKED QUESTIONS

- **Does a tournament count for more than one credit?**
 - No. The tournament is one activity however an overnight tournament would count as ten credits total.
- **If my school trip runs for 5 overnights, how many credits do I apply for?**
 - Overnight activities count for ten credits per night, up to a maximum of thirty credits per school year, regardless of the number of overnight trips.
 - Once the maximum is reached, one credit will be awarded for each additional overnight.

VALUE ADDED: FREQUENTLY ASKED QUESTIONS

- **Does my application form require the signature of my Principal?**
 - Yes. If not, the form will not be processed. In addition, incomplete submissions will not be processed.
- **My Principal has assigned me to an activity during lunch. Can I apply for Value Added credits?**
 - No. The activity must be voluntary on your behalf, and on the student's behalf.

VALUE ADDED: FREQUENTLY ASKED QUESTIONS

- **When will I receive my payment?**
 - Payments will be processed in June and will appear on your paystub. Deductions will be taken from the gross amount.
- **How much is one credit worth?**
 - The value of one credit cannot be determined until after all applications are vetted and processed. One credit is equal to the total of the Value Added fund divided by the total number of credits.

VALUE ADDED: FREQUENTLY ASKED QUESTIONS

- **How do I keep track of my activities?**
 - You must use the Value Added Activity Log. You can complete this by hand or electronically. Ensure that you are using the [2022-23](#) forms.
- **Can I apply for credits if I'm planning/coordinating activities?**
 - Yes if the planning/coordinating includes students present at the meetings (for example, student council planning a dance)

VALUE ADDED: FREQUENTLY ASKED QUESTIONS

- **Who is responsible to complete the Value Added Application Forms?**
 - The teacher involved in the activities must complete the forms. The Principal is only responsible to sign the form.
- **Does Value Added compensation replace other forms of compensation?**
 - No, the Value Added compensation is in addition to any other negotiated compensation.

VALUE ADDED: FREQUENTLY ASKED QUESTIONS

- **Who can I contact to help further explain the process?**
 - You can contact your WQTA Delegate, your Principal or a member of your School Level Value Added Committee
- **Who do I contact if there is a problem with my application?**
 - You should contact your Principal. Your principal approves the activity and the number of credits.