MEMORANDUM TO: Supervisory Officers and Secretary-Treasurers of School Authorities

FROM: Marg Connor
Director
Leadership Development Branch

DATE: August 10, 2009

SUBJECT: Funding for Non-Amalgamated School Authorities: Mentoring for Newly Appointed School Leaders 2009/10

The province wide roll-out of Mentoring for Newly Appointed School Leaders is designed for principals and vice-principals in their first and second years of practice as part of the Ontario Leadership Strategy (OLS). It provides newly appointed school leaders with a way of identifying strengths and areas of professional growth through focused conversations between themselves and their mentor.

Mentoring is seen as a critical approach to leadership development and to supporting school leaders in their unique role to improve student achievement, reduce gaps in student achievement, and enhance public confidence in publicly funded education.

You are invited and encouraged to participate in this initiative if you have school leaders in their first and second year of practice in 2009/10. The ministry provides guidelines and support for implementation, including resources that are available to help you implement Mentoring in a way that recognizes your local circumstances and status of implementation. I encourage you to form a partnership with District School Boards and to consult with the appropriate principal associations to negotiate and receive assistance to help provide supports to eligible principals and vice-principals.

Funding, Requirements and Timelines

Funding will be provided to non-amalgamated school authorities for Mentoring implementation, conditional on the school authority meeting a set of minimum requirements outlined in the School Board Guideline for Implementation of Mentoring for Newly Appointed School Leaders. The guideline is available at: [http://www.edu.gov.on.ca/eng/policyfunding/leadership/MentoringGuideline2008.pdf](http://www.edu.gov.on.ca/eng/policyfunding/leadership/MentoringGuideline2008.pdf) or through [http://www.ontario.ca/eduleadership](http://www.ontario.ca/eduleadership).

The ministry will be making minor adjustments to the guideline and will post a revised version in August 2009. Within the requirements outlined in the guideline, school authorities are able to customize specific components to reflect local circumstances and status of implementation.

If your school authority will have newly appointed school leaders in 2009/10, you are invited to express your interest in participating in Mentoring for Newly Appointed School Leaders by completing and returning the Expression of Interest Form provided in Appendix B, on or before August 26th, 2009.
Participating school authorities will receive a base allocation of $2,000 and a proportional amount per newly appointed school leaders in their first and second years of practice, which will be known by October 2009. For your planning purposes, the notional proportional amount for 2009/10 is estimated at approximately $1,200 to $1,400 per newly appointed school leader. The base allocation and 75% of proportional funding are to be spent by March 31, 2010 and the remaining 25% by June 30, 2010.

The funding and reporting schedule for next year is provided below and in Appendix A.

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Action Step</th>
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<tr>
<td>August 26, 2009</td>
<td>School authorities provide expression of interest to ministry. Ministry develops contracts and provides to school authorities for signature.</td>
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<tr>
<td>September 2009</td>
<td>Base allocation for 2009/10 of $2,000 is provided to school authorities (must be spent by March 31, 2010).</td>
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<td>October 2009</td>
<td>School authorities provide total number of participating mentees and a streamlined implementation plan to ministry (template to be provided in advance).</td>
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<td>November 2009</td>
<td>Ministry provides 75% of proportional allocation to school authorities. Base allocation and 75% of proportional allocation are to be spent by March 31, 2010.</td>
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<tr>
<td>July 2010</td>
<td>School authorities provide Final Report to ministry for 2009/10 (report template to be provided).</td>
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<td>August 2010</td>
<td>Final 25% of proportional funding for 2009/10 and base allocation of $2,000 for 2010/11 are provided to school authorities (upon ministry budget approval and approval of Final Report). Process continues for 2010/11, contingent upon ministry budget approval.</td>
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We look forward to continued opportunities to learn together about Mentoring as a key support for leadership development. Thank you for your efforts in creating conditions for success for school leaders in your board.

If you require further information or have any questions or comments, please contact [add name and phone number of regional EO lead] or me at (416) 325-1079.

Sincerely,

Original signed by

Marg Connor

Attachments

Cc:
Secretaries to Supervisory Officers and Secretary-Treasurers of School Authorities
Linda Lazda, Executive Assistant, Instruction and Leadership Development Division
Kit Rankin, Director, Field Services Branch
Regional Managers, Field Services Branch