MEMORANDUM TO: Directors of Education
Secretaries/Treasurers of School Authorities
Director of the Provincial Schools Branch
Chief Financial Officers

FROM: Paul Anthony
Director, Teaching Policy and Standards Branch

DATE: May 5, 2008

SUBJECT: NTIP Update: Funding into the GSN and Updated NTIP Manuals

As referenced in the March 26, 2008 memorandum regarding Education Funding for the 2008-09 school year, the annual funding of $15M for the New Teacher Induction Program (NTIP) will now be allocated through the Grants for Student Needs (GSN) as a new component of the Cost Adjustment and Teacher Qualifications and Experience Grant. Including the NTIP funding as part of the GSN provides ongoing funding for the program, advance notice of the NTIP allocation to better assist in planning the program, the elimination of the need to submit an annual Certificate of Insurance, and streamlined reporting requirements.

Funding will be allocated on the same basis as in previous years:

- Base allocation: $20,000 base per district school board;
- Proportional allocation: $2,000 per “new teacher” as submitted to the Ministry

School authorities will receive the proportional allocation. Information regarding GSN funding for school authorities will be made available shortly.

For the purposes of NTIP, a “new teacher” is defined as a teacher (including a teacher trained out-of-province) certified by the Ontario College of Teachers who has been hired into a permanent position – full-time or part-time – by a school board, school authority or provincial school to begin teaching for the first time in Ontario.

Boards are reminded that they may use NTIP funds to support beginning Long-Term Occasional (LTO) teachers. For the purposes of NTIP, a beginning LTO teacher is defined as a certified occasional teacher who is in his or her first long-term assignment, with that assignment being 97 or more consecutive school days as a substitute for the same teacher.

In 2008-09, allocations for the “new teacher” amount will be calculated based on the number (on a head-count basis) of new teachers hired between October 2, 2007, and October 31, 2008, inclusive.

It should be noted that, starting in September 2008, NTIP funding will be flowed to boards monthly as part of the regular GSN transfer payment, rather than quarterly as at present.

Boards must use NTIP funding for eligible NTIP expenditures and are required to meet NTIP program requirements according to legislation and the NTIP: Induction Elements Manual (2008) and NTIP: Manual for the Performance Appraisal of New Teachers (2008). (The revisions are in recognition of the
feedback received by the Ministry since the launch of the program, and update the requirements related to teacher performance appraisals as set out in Part X.2, "Teacher Performance Appraisal", of the Education Act, and in O.Reg. 99/02, as amended.) Boards must also participate in any NTIP related support and evaluation activities. Boards will continue to submit an NTIP Plan and a Final Report (including a detailed accounting statement, which may be subject to audit) to the Teaching Policy and Standards Branch of the Ministry via the local Regional Office.

Use of Funding:
The funds for the NTIP are intended to enhance existing programs and funding and are to be used to directly support new teachers. Some examples of ineligible expenditures include: capital expenditures (such as furniture and computer equipment), extra staff/support not related to the NTIP (such as Educational Assistants), resources for students (such as textbooks), and classroom materials.

More specifically, the $20,000 base funding may be used for NTIP oversight and for coordination of system-wide support programs. Some eligible expenses include developing and implementing a data collection system to organize the NTIP or hiring staff to specifically support the NTIP (e.g., a part-time administrative assistant).

The proportional funding (per new teacher amount) is to be used for school-based induction resources and activities to meet the individual needs of new teachers (e.g., release time for new teacher and mentor to meet, observe each other’s classes, and/or attend workshops). This amount may not be used for salary purposes.

Upcoming Important Dates for the 2008-09 NTIP:

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Deliverable</th>
<th>Description</th>
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<tbody>
<tr>
<td>July 7, 2008</td>
<td>Boards submit an NTIP Plan to the Ministry. Template can be found at <a href="http://tpfr.edu.gov.on.ca/NTIP.htm">http://tpfr.edu.gov.on.ca/NTIP.htm</a></td>
<td>A signed hard copy and an electronic copy to the Regional Office.</td>
</tr>
<tr>
<td>December 2008</td>
<td>Boards report their number of new teachers and expenditures through Revised Estimates to TPFR.</td>
<td>Head-count of new teachers hired between October 2, 2007 and October 31, 2008 inclusive. NTIP related expenditures.</td>
</tr>
<tr>
<td>July 7, 2009</td>
<td>Boards submit an NTIP Final Report to the Ministry (including a detailed accounting statement). Template can be found at <a href="http://tpfr.edu.gov.on.ca/NTIP.htm">http://tpfr.edu.gov.on.ca/NTIP.htm</a></td>
<td>A signed hard copy and an electronic copy to the Regional Office.</td>
</tr>
<tr>
<td>October 2009</td>
<td>Boards submit their October Ministry Report through OnSIS.</td>
<td>Number of notations reported to the OCT, retention data, NTIP: TPA data and teaching assignments for new teachers for 2008-2009</td>
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<tr>
<td>November 2009</td>
<td>Boards report their actual expenditures for the NTIP in Financial Statements to TPFR.</td>
<td>Actual expenditures for the 2008-09 NTIP.</td>
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Regional teleconferences will be held later this month (see schedule below) to further support this transition of the NTIP moving into the GSN. More information will follow shortly.

<table>
<thead>
<tr>
<th>Region</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>London</td>
<td>Tues. May 20\textsuperscript{th}</td>
<td>9:30am-11:00am</td>
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<tr>
<td>London</td>
<td>Wed. May 28\textsuperscript{th}</td>
<td>1:30pm-3:00pm</td>
</tr>
<tr>
<td>Toronto and Area</td>
<td>Thurs. May 22\textsuperscript{nd}</td>
<td>10:00am-11:30am</td>
</tr>
<tr>
<td>Ottawa</td>
<td>Tues. May 27\textsuperscript{th}</td>
<td>9:30am-11:30am</td>
</tr>
<tr>
<td>Barrie</td>
<td>Mon. May 26\textsuperscript{th}</td>
<td>1:30pm-3:00pm</td>
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<tr>
<td>North Bay/Sudbury</td>
<td>Wed. May 21\textsuperscript{st}</td>
<td>9:30am-11:00am</td>
</tr>
<tr>
<td>Thunder Bay</td>
<td>Thurs. May 22\textsuperscript{nd}</td>
<td>2:00pm-3:30pm</td>
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<tr>
<td>French language school boards</td>
<td>Tues. May 27\textsuperscript{th}</td>
<td>9:30am-11:00am</td>
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</tbody>
</table>

If you have any questions about the NTIP, please contact your NTIP Regional Office contact.

Once again, I would like to thank board staff for their hard work and collaborative efforts as we continue to work together to implement the New Teacher Induction Program.

Sincerely,

\textit{(original signed by)}

Paul Anthony

c. Designated NTIP Superintendents

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