SCHEDULE A3

TERMS OF REFERENCE

Attached to and forming part of an Agreement between Her Majesty, the Queen in Right of Ontario, as represented by the Minister of Education (the "Ministry") and «Column» (the "Board") dated March 16, 2006.

Description of Project

The goal of the New Teacher Induction Program is to provide structured and enhanced supports to new teachers in their first year(s) of professional practice, with a view to accelerating their growth along a continuum of teacher development.

The Board’s New Teacher Induction Program (NTIP) must, at minimum be comprised of the following three elements: teacher orientation at the Board and school level; mentoring/mentorship; and professional development opportunities appropriate for new teachers. As an integral component of the New Teacher Induction Program, Boards must also implement the Teacher Performance Appraisal Process for new teachers.

For complete details on the required elements for implementation of the NTIP, including teacher eligibility, program components, reporting, evaluation, funding allocation, and the requirements of the TPA for new teachers, the Board shall refer to the two companion documents developed to support Board implementation of the NTIP, the New Teacher Induction Program: Induction Elements Manual and the New Teacher Induction Program: Manual for Performance Appraisal of New Teachers (herein referred to as “Manuals”).

Beginning Long-Term Occasional Teachers (LTOs)

Boards have the flexibility to use NTIP allocated funding for beginning teacher LTOs.

For the purposes of the NTIP, “beginning teacher LTO” is defined as a certified occasional teacher who is in his/her first long term assignment, with that assignment being 97 or more consecutive school days as a substitute for the same teacher.

Should the Board, based on local decisions, decide to provide induction supports to beginning teacher LTOs and use NTIP allocated funding, the Board must complete section 5d of the NTIP Final Report in July 2008. Beginning teacher LTOs must also use the Individual NTIP Strategy Form to plan and record their participation in the induction elements.
Project Scope and Deliverables

2007-08 School Year
In order to be eligible for the New Teacher Induction Program funding, the Board will:

- Complete and return a signed copy of the Letter of Intent by October 15, 2007.

- Implement a New Teacher Induction Program, in accordance with the Manuals, and offer the program to all new teachers.

- Ensure the allocated funds for the New Teacher Induction Program enhance existing programs and funding at the Board level, and do not replace any other planned allocation of Board funds or supports.

- Ensure that principals have access to funds allocated to new teachers for school level activities that will support each new teacher according to his/her needs.

- Ensure that the 2007-08 one time funding of $15,000 is used for activities as stated in the funding policy. These funds may also be used for the following:
  - to develop the infrastructure to track beginning teacher LTOs
  - to offer beginning teacher LTOs induction elements (including release time for mentoring)
  - to support new teachers
  - to enhance board-level NTIP oversight or the system-wide support programs

- Permit the designated Ministry representative and/or his/her delegate to visit, and/or interview consenting participants (e.g., interview teachers/administrators, survey participants, hold focus groups).

- Seek the assistance of the Ministry representative(s) for ongoing project management and consultation, policy guidance, and monitoring the development of the project components.

- Be willing to share information (online, electronic or hard copy) around Board practices related to the implementation of the program with other Boards, the ministry and researchers, with a view to build/expand knowledge base and expertise in supporting new teachers.

- Be willing, where possible and appropriate, to participate in and contribute to, regional networking training or sessions, sponsored by the Ministry or other Boards.
- Develop and implement processes/strategies to resolve any conflicts that arise regarding the support program for new teachers and to allow effective and efficient development and administration of the program.

- Meet the reporting requirements and deliverables set out in the Reporting section of Schedule A3.

**Reporting**

The Board’s designated NTIP superintendent will develop and implement mechanisms to track and report on new teachers’ and/or beginning teacher LTOs’ (if applicable) participation in each element of the New Teacher Induction Program.

The Board’s designated NTIP superintendent will be responsible for submitting the reports and deliverables set out in Schedules A3 and B3 and in accordance with the Manuals.

The Ministry’s Regional Office contact for the Board will liaise directly with the identified Board designated NTIP superintendent.

The Board will submit to the Ministry for approval:

- NTIP Plan; and
- NTIP Final Report, summarizing activities and expenditures related to the program. The NTIP Final Report will include a Detailed Accounting Statement signed by the board’s Chief Financial Officer or other authorized official of the Board. All reports must be submitted in accordance with the Manual, as per the Schedule of Deliverables below.

The Board will be required to provide additional program and detailed financial information regarding the NTIP to the Ministry upon request. Boards are also subject to regular audits by the Ministry.

**Evaluation**

The Board will:

- Co-operate with any external evaluator(s) approved by the Ministry to implement an evaluation process to examine the overall effectiveness of the support program for new teachers.

- Allow researchers, contracted by the Ministry, to visit, interview consenting participants in compliance with FIPPA/MFIPPA (e.g., school teaching staff, administrators), and gather information related to: the implementation of the support program for new teachers; improvements in program design/delivery; and assessment of its impact.
Schedule of Board’s Deliverables

The Board shall adhere to the following Schedule of Deliverables and agrees to provide the following deliverables:

<table>
<thead>
<tr>
<th>DELIVERABLES:</th>
<th>DUE TO THE MINISTRY BY:</th>
<th>TO BE SUBMITTED TO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter of Intent</td>
<td>Already submitted</td>
<td>Nicole de Korte Education Officer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Teaching Policy and Standards Branch</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ministry of Education</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Regional Office contact</td>
</tr>
<tr>
<td>NTIP Plan (one signed hard copy and one electronic copy)</td>
<td>October 15, 2007</td>
<td>Ministry of Education Regional Office contact</td>
</tr>
<tr>
<td>Updated Certificate of Insurance as outlined in Section 17 of this Agreement.</td>
<td>January 31, 2008</td>
<td>Ministry of Education Regional Office contact</td>
</tr>
<tr>
<td>Completed NTIP Final Report including a Detailed Accounting Statement (one signed hard copy and one electronic copy)</td>
<td>July 31, 2008</td>
<td>Ministry of Education Regional Office contact</td>
</tr>
</tbody>
</table>
SCHEDULE B3

ALLOCATION AND PAYMENT SCHEDULE

Attached to and forming part of an Agreement between Her Majesty the Queen in Right of Ontario, as represented by the Minister of Education (the “Ministry”) and «Column» (the “Board”) dated March 16, 2006.

Allocation for 2007-08
The Ministry will pay the Board an amount not to exceed «D» for the Board to implement the NTIP in accordance with Schedule A3. The funding is to be spent by the Board in accordance with New Teacher Induction Program: Induction Elements Manual and in accordance with Schedule A3.

Terms of Payment 2007-08
This Schedule B3 is for the period August 1, 2007 – July 31, 2008.

Payment Schedule 2007-08
The Ministry will make the following payments to the Board, on successful completion of the following conditions by the Board:

<table>
<thead>
<tr>
<th>Deliverable/Due Date</th>
<th>Payments</th>
<th>Transfer Payment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Previous signing of this three year funding agreement)</td>
<td>$5000 + $15000*</td>
<td>August 2007</td>
</tr>
<tr>
<td>Upon submission of the Letter of Intent and Upon approval of the NTIP Plan (October 2007)</td>
<td>«F»* (50% of the proportional allocation)</td>
<td>December 2007</td>
</tr>
<tr>
<td>Upon receipt of the updated Certificate of Insurance (January 31, 2008)</td>
<td>«H»* (25% of the proportional allocation)</td>
<td>March 2008</td>
</tr>
<tr>
<td>Upon approval of the NTIP Final Report including the Detailed Accounting Statement (July 31, 2008)</td>
<td>«I» (25% of the proportional allocation) (These funds must be spent between April 1, 2008-July 31, 2008.)</td>
<td>September 2008</td>
</tr>
</tbody>
</table>

*Please note that these funds must be spent between August 1, 2007 – March 31, 2008 (inclusive).