

Mentoring for Newly Appointed School Leaders
November Implementation Report: Questions and Answers

Q: Is the board required to submit their detailed Mentoring implementation plan to the ministry (Appendix B of the Mentoring guideline)?

A: No. The board is not required to submit their detailed implementation plan (Appendix B of the Mentoring guideline) to the ministry; however it is an expectation that the board has one in place.

Q: In Part Two of the Mentoring implementation report, should the board only include the number of mentors/mentees that are currently in place? What if we do not have all of our mentees hired and/or mentors selected yet?

A: The board should include the total number of mentors and mentees for the 2008/09 school year. This includes those that are in place now and those that you plan to have in place before the end of the school year.

Q: In Part Three of the Mentoring implementation report, the ministry asks us not to duplicate costs from one category to the next. What does this mean?

A: The board should determine which category each of their current and planned expenditures falls into and report the expenditure only once. Do not duplicate across categories. For example, if the board spent \$100.00 to purchase books to support implementation planning, the board should report that expense under Category 1, Implementation Planning and not include it again under Category 3, the Purchase and/or Development of Resources. Duplicating costs will skew the Totals in Category 6, which must represent the total sum of all categories.

Q: Do the board's current and planned expenditures have to match the notional allocation that was indicated in our September 2008 contract cover memo?

A: No. It is more important that the board accurately report the status of its current and planned expenditures. The total current and planned expenditures must not be greater than the notional allocation provided in the September 2008 contract cover memo. This is a developmental year and the ministry is interested in learning about the real costs of Mentoring implementation across the province.

Q: If the board has more newly appointed principals and vice-principals now than were reported in June 2008, will the board get more funding?

A: The board should make plans for implementation based on the notional allocation that was provided in the September 2008 contract cover memo. Once the reports from each board are submitted the ministry will review the numbers and make a determination of the final allocation for each board.

Q: On what basis will the ministry determine the final allocation for the board?

A: The November Mentoring implementation report will confirm the funding for each board based on two key factors: the number of newly appointed principals/vice-principals participating in mentoring and the board's current and planned expenditures. The ministry will conduct a provincial analysis and determine the final allocation for each board.

Q: When will the board receive a revised Schedule B, confirming its funding allocation? When will the board receive the payments?

A: The board can expect to receive a revised Schedule B by the end of December. The board will be paid 75% of its proportional allocation in the January 20, 2009 IFIS payment. The remaining 25% will be paid in the August 2009 IFIS payment, upon receiving and approving the board's final report.