

Ministry of Education

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MEMORANDUM TO: Directors of Education
Director of the Provincial Schools Branch

FROM: Marg Connor
Director
Leadership Development Branch

DATE: November 17, 2009

SUBJECT: Ontario Leadership Strategy Funding and Reporting

In October, district school boards submitted their Mentoring for Newly Appointed School Leaders Implementation Plan, Principal Performance Appraisal Expression of Interest and received their Succession Planning and Talent Development funding allocation.

We are pleased that in 2009-10, 72 district school boards have elected to participate in Mentoring for Newly Appointed School Leaders and Succession Planning and Talent Development, and 68 district school boards are participating in Principal Performance Appraisal. Provincial schools are also participating in initiatives in 2009-10.

This memo includes:

- the funding amounts that will be provided to boards who are participating in Mentoring and Principal Performance Appraisal, and dates for spending board allocations;
- the final revised Schedule B related to your contract for Mentoring and Principal Performance Appraisal (if applicable). Deposits will be made in the November 18th IFIS payment;
- the templates and timelines for reporting to the ministry (see summary attached); and
- information on partnerships and resources to support implementation.

I. Mentoring for Newly Appointed School Leaders

The government has invested \$4M in Mentoring for Newly Appointed School Leaders in 2009-10. Each board will receive approximately \$1300 per mentee (proportional allocation) in addition to the \$20K (base allocation) that each board received in August.

The base allocation of \$20K and 75% of the proportional allocation must be spent by March 31, 2010. The remaining 25% of proportional must be spent by July 1, 2010 and will be distributed to boards in August 2010 upon approval of the final report.

Information regarding eligible expenses is outlined in Section 5: Funding, of the Mentoring Guideline which is available at: <http://www.ontario.ca/eduleadership>.

Activities to support implementation of Mentoring and reporting requirements are outlined below.

Timeline	Mentoring for Newly Appointed School Leaders Payments , Monitoring and Reporting
July 2009	Approval of July 2009 Final Report (for 2008-09 implementation)
August 2009	Transfer Payment - \$20K (Base Allocation)
October 2009	Submission and approval of Mentoring Implementation Plan
November 2009	Transfer Payment - 75% of proportional allocation (based on approximately \$1300 per mentee for the year)
November 2009 – May 2010	Ministry will contact and/or visit a sample of boards to gather further details regarding Mentoring implementation activities
March 31, 2010	Total of base (\$20K) and 75% of proportional allocation to be spent by March 31, 2010
May 2010	Mentor/Mentee/Mentoring Lead Online Survey Mentoring leads will be sent the URL for the survey
On or before July 6, 2010	25% of proportional allocation to be spent between April 1, 2010 and July 6, 2010 Boards submit Final Report (attached to this memo) by July 6, 2010
August 2010	Ministry Approval of Final July Report for 2009-10 implementation Transfer payment of final 25% of proportional allocation and base allocation of \$20,000 for 2010-11

II. Principal Performance Appraisal (if applicable)

The ministry is investing approximately \$600K to support district school boards in implementing 2009-10 Principal Performance Appraisal as outlined in Version 3 of the *Principal/Vice-Principal Performance Appraisal Guideline for Board Implementation* (August 2009) which is available at <http://www.ontario.ca/eduleadership>. The total allocation includes a base amount of \$2K per board and approximately \$70 per principal and vice-principal in the board. The number of principals and vice-principals has been based on the 2008-09 F.T.E. count. The total Principal Performance Appraisal allocation must be spent by March 31, 2010.

Principal associations and supervisory officer associations have partnered to make training available to boards. Please contact your respective association directly if you would like their assistance.

Reporting requirements for PPA (if applicable) are outlined below.

Timeline	Principal Performance Appraisal Payments , Monitoring and Reporting
October 2009	Submission of PPA Expression of Interest Funding is based on the Expression of Interest indicating their commitment to implement the provincial PPA model as outlined in Version 3 of the <i>Principal/Vice-Principal Performance Appraisal Guideline for Board Implementation (August 2009)</i>
November 2009	Transfer Payment - Funding includes \$2K base allocation and proportional allocation per principal and vice-principal (approximately \$70)
March 31, 2010	Total amount of allocation must be spent by March 31, 2010 Boards submit Final Report and Financial Compliance Statement (attached to this memo)

III. Succession Planning and Talent Development (SPTD)

As you know, the ministry is investing \$3M in Succession Planning and Talent Development (SPTD). As per the August 17, 2009 SPTD Project Agreement, all boards received an allocation of \$600 per school in October 2009. All allocations must be spent by March 31, 2010. Eligible expenses were outlined in the June 24, 2009 memo sent by Barry Pervin, Assistant Deputy Minister, Instruction and Leadership Development Division.

As part of the plan, a minimum of the following three areas of focus from the *Leadership Succession Planning and Talent Development: Ministry Expectations and Implementation Continuum* (attached) were to be included as a focus this year:

1. Data Collection (section A, part 3);
2. Skills and Competencies (section B, part 1); and
3. Professional Learning (section F, part 1).

As outlined in the June 24, 2009 memo and the *Leadership Succession Planning and Talent Development: Ministry Expectations and Implement Continuum*, funding is allocated to support succession and talent development for potential leaders or current school and system leaders. This does not preclude supporting professional learning opportunities for potential supervisory business officers. In addition, mixed-group leadership learning opportunities, such as principals and managers learning together, can also be funded.

As a further support, the Council of Ontario Directors of Education (CODE) contacted boards on behalf of the Institute for Education Leadership (IEL) to collect tools used for Succession Planning and Talent Development. The IEL then developed a resource bank named Appliki to support the development and implementation of SPTD plans. It can be found on the IEL website at www.education-leadership-ontario.ca.

Activities to support the implementation of Succession Planning and Talent Development and reporting requirements are outlined below.

Timeline	Succession Planning and Talent Development (SPTD) Payments, Monitoring and Reporting
July 2009	Submission of Succession Planning and Talent Development Expression of Interest
October 2009	Transfer Payment - Funding based on \$600 per school
On or before Dec 4, 2009	SPTD Online Implementation Survey, Part I - SPTD leads will be sent the URL for the survey Sample copy is attached for your reference. <i>* Do not complete paper copy</i>
On or before Mar 31, 2010	Full SPTD allocation must be spent by March 31, 2010 Boards submit Financial Compliance Statement (attached)
On or before June 15, 2010	SPTD Online Implementation Survey, Part 1 follow up & Part II - SPTD leads will be sent the URL for the survey Sample copy is attached for your reference. <i>* Do not complete paper copy</i>
On or before July 9, 2010	Ministry will contact a sample of boards by phone to gather further details concerning SPTD implementation activities

IV. Partnerships and Resources to Support Implementation

Our association partners and the Institute for Education Leadership continue to support the development and implementation of the Ontario Leadership Strategy. You are encouraged to visit their websites and access the Mentoring, PPA and SPTD resources that they have developed and/or made available.

In closing, we look forward to continuing to work with you on these important initiatives. Please note, we have scheduled four teleconferences to offer board leads the opportunity to review resources and to ask questions regarding this memo. The teleconferences are voluntary and leads may choose to participate on one of the following dates:

Date	Regions	Time	Teleconference number
Tuesday, November 24	Barrie and Thunder Bay	9:30 am – 10:30 am	1-866-355-2663
Wednesday, November 25	Ottawa and Sudbury/North Bay	9:00 am – 10:00 am	416-212-0400 (Toronto)
Friday, November 27	London	10:30 am – 11:30 am	Pass code: 2623325#
Friday, November 27	Toronto	1:00 pm – 2:00 pm	Note: there is a maximum of 40 lines per call.

Additional teleconferences to discuss the broader implementation of the OLS will be scheduled in February 2010. Dates and times will be confirmed with board leads.

If you have questions or if you are unable to fully use the funds we are providing in the timeline required, please contact your regional education officer.

Sincerely,

Original Signed By

Marg Connor

Regional Managers, Field Services Branch
Denys Giguère, Executive Assistant, Deputy Minister's Office
Kit Rankin, Director, Field Services Branch
The Institute for Education Leadership
Council of Ontario Directors of Education
Conseil ontarien des directrices et directeurs de l'éducation de langue française
English Catholic Council of Directors of Education
Association des gestionnaires de l'éducation franco-ontarienne
Ontario Catholic Supervisory Officers' Association
Ontario Public Supervisory Officials' Association
Association des directions et directions adjointes des écoles franco-ontariennes
Catholic Principals' Council of Ontario
Ontario Principals' Council
Association des enseignantes et des enseignants franco-ontariens
Elementary Teachers' Federation of Ontario
Ontario English Catholic Teachers' Association
Ontario Secondary School Teachers' Federation
Ontario Teachers' Federation
The Learning Partnership
Formation du personnel cadre
Ontario Association of School Business Officials