

Funding NTIP Mentoring and PD in 2014-15

1. NTIP funds will support all new NTIP teachers and NTIP LTO's in their first and second year. Funds can cover release time, travel, meals and accommodations, possibly resources for PD activities and mentoring activities.
2. Teachers who are NOT fulltime will NOT be covered for that part of the day that they are not working since NTIP funds cannot be used for wages. This means that for PD activities, teachers will have to attend only part of the day, volunteer part of their day in order to attend all day or not attend at all. Mentoring activities are to be done during the normal work time unless a teacher decides to volunteer to use their off time. NOTE: School PD funds could be used if available. Using Board funds to cover wages for PD activities will be done on an individual basis after consultation with our SO or other initiative Leads.

It is important that an NTIP teacher inform the Board Lead if there is a change in their status - an increase or decrease in the FTE or if an LTO becomes permanent.

3. NTIP funds are also used for mentoring activities and possibly PD activities for the mentors of NTIP teachers and LTO's. Again - release time, travel etc. If mentors attend the same PD sessions as their mentee then NTIP funds can be used too.
4. Teachers should discuss with the Board Lead if they have any plans to attend specific PD activities. There is no set number of PD release days for NTIP teachers. Principal approval is still required for PD release once cleared with NTIP lead.
5. Tracking Sheets MUST be sent to the Board Lead immediately after taking mentoring release time.

MENTORING Release Time for 2014-15

A) Number of Release Days for New Perm teachers and NEW LTO's:

In order to support Mentoring for new first-year teachers AND their mentors there will be an allotment of release days to use for mentoring activities. Such activities include but are not limited to - curriculum planning, discussions on topics such as report cards or assessment, training on Markbook or smart board use, doing classroom observations with a debrief afterwards etc. There are numerous activities that mentors and mentees can focus on in order to make the release time as valuable a learning experience as possible. Certainly this could be a discussion topic with one's P or VP. It is also important for first year teachers to look at their goals and strategies on their Individual Strategy Forms to help them determine a focus for the release time.

To start with each first year teacher will be given 4 days and their mentors will get 4 days as well. Days can be taken as full days or half days if you currently work a full day. They can only be taken as half days if you currently work 0.5 day.

First 2 days: at least two days to be used between Sept 1 and Dec 21.

Second 2 days: to be used between Jan 7 and May 3

After May 3 the budget will be reviewed to determine if more days can be allotted for the time from May 3 through to the end of school. If you require more days at any time please speak to the Board Lead.

On your leave of absence forms you are to indicate the correct code number so that your supply costs get charged to the correct initiative.

Number of Release Days for Second Year teachers and LTO's:

In order to support Mentoring of second year teachers AND their mentors there will be an allotment of release days to use for mentoring activities. Such activities include but are not limited to - curriculum planning, discussions on topics such as report cards or assessment, training on Markbook or smart board use, doing classroom observations with a debrief afterwards etc. There are numerous activities that mentors and mentees can focus on in order to make the release time as valuable a learning experience as possible. Certainly this could be a discussion topic with one's P or VP. It is also important for second year teachers to look at

their goals and strategies on their Annual Learning Plan to help them determine a focus for the release time.

To start with each second year teacher will be given 3 days and their mentors will get 3 days as well. Days can be taken as full days or half days if you currently work a full day. They can only be taken as half days if you currently work 0.5 day.

First 1 days: at least one day to be used between Sept 1 and Dec 21.

Second 2 days: to be used between Jan 7 and May 3

After May 3 the budget will be reviewed to determine if more days can be allotted for the time from May 3 through to the end of school. If you require more days at any time please speak to the Board Lead.

On your leave of absence forms you are to indicate the correct code number so that your supply costs get charged to the correct initiative. Discussion of this item and copies of the forms will occur at the board orientation.

CODES:

- ❖ first year permanent and first year LTO teachers : 1501
- ❖ second year permanent second year LTO teachers : 1502
- ❖ all mentors no matter which NTIP teacher with whom they are working: 1503