

Ministry of Education

Business and Finance
Division
22nd Floor, Mowat Block
Queen's Park
Toronto, ON M7A 1L2

Ministère de l'Éducation

Division des opérations et des
finances
22^e étage, édifice Mowat
Queens Park
Toronto On M7A 1L2

**2004:B9**

MEMORANDUM TO: Directors of Education
Secretary -Treasurers of School Authorities

FROM: Kevin Kobus
Assistant Deputy Minister

DATE: June 30, 2004

SUBJECT: Tutors in the Classroom Program

I am pleased to announce that additional funding has been obtained for the Tutors in the Classroom Program for 2004-05. This program continues to assist district school boards and school authorities to promote increased partnerships between school boards and postsecondary institutions and to bring the latest in mathematics, science, technology and language arts into our classrooms.

Program Objectives

This program assists school boards to hire postsecondary students enrolled in mathematics, science, applied science and technology, and language arts programs in Ontario colleges and universities to participate in elementary or secondary classrooms in local schools. The students will support the work of the teacher through activities such as serving as tutors in the classroom, introducing students to new technologies, assisting with special projects and updating materials for teachers. In 2004-05, the program will continue to include the use of students to assist in the delivery of language arts.

The Tutors in the Classroom Program will provide postsecondary students with an opportunity to enhance their educational experience by linking academic learning in a practical environment. At the same time, students and teachers will benefit from the presence of postsecondary students who will bring knowledge of mathematics, science, applied science, technology, and language arts to the classroom. School boards, colleges and universities are encouraged to work together to meet these objectives.

Applications for Grant for 2004-05

A total of \$1.5 million has been made available to finance this program in the 2004-05 school year. The Ministry will provide 50% of the salary and benefits of eligible postsecondary students employed in the program to a maximum grant of \$1000 per individual.

To provide boards with some flexibility in administering the allocation, the final grant will be calculated as the lesser of: 50% of total actual salaries and benefits paid, and \$1000 multiplied by the number of tutors hired.

As in previous years, boards will continue to make application to participate in the program. Grants will be approved and advanced in the fall of 2004. To indicate your intention to participate in the Tutors in the Classroom program for 2004-05, please complete the enclosed application form and return by **September 17, 2004** to abby.dwosh@edu.gov.on.ca

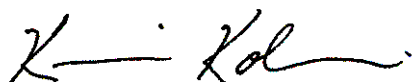
Final Report for 2003-04

District school boards and school authorities that received funding for the Tutors in the Classroom Program in 2003-04 are required to complete the enclosed final report and return by **September 17, 2004** to abby.dwosh@edu.gov.on.ca

Additional Information

If you have any questions regarding this program, please contact Abby Dwosh at 416-212-4475, or by email at abby.dwosh@edu.gov.on.ca

Thank you for your cooperation.



Kevin Kobus
Assistant Deputy Minister
Business and Finance Division

cc: Superintendent of Business and Finance

**APPLICATION FOR GRANT APPROVAL
FOR
2004-05 TUTORS IN THE CLASSROOM PROGRAM**

RETURN BY September 17, 2004 by e-mail to: abby.dwosh@edu.gov.on.ca

Board Name: _____

Board Contact: _____

Phone: _____ E-mail: _____

As outlined in the memo dated June 30, 2004 from Kevin Kobus, I hereby apply for the following placements under the Tutors in the Classroom Program.

(a) Total Number of Placements _____

(b) Estimated Cost of Program _____

Maximum Grant (lesser of (a) times \$1000, and (b) times 50%) _____

I confirm that the program will meet the requirements of the memorandum, and agree to adhere to all reporting and records management criteria.

Check to indicate signed by: Director of Education,
Secretary/Treasurer of School Authorities

Date: _____

**FINAL REPORT
FOR
2003-04 TUTORS IN THE CLASSROOM**

RETURN BY September 17, 2004 by e-mail to: abby.dwosh@edu.gov.on.ca

Board Name: _____

Board Contact: _____

Phone: _____ E-mail: _____

Item Description	Calculation	Amount	Ref.
Number of Tutors			(A)
		x \$1,000	(B)
Maximum Eligible Grant	A x B		(C)
Salaries and Benefits Paid (Attach list indicating for each individual tutor, employee reference number or name, salary and benefits. TUTORS0203.BOARDNAME.xls as attached provides acceptable format.)			(D)
Ministry maximum eligible grant rate		50%	(E)
Maximum expenditure eligible for grant	D x E		(F)
Actual amount eligible for grant	Lesser of C and F		(G)
Grant Advance			(H)
Remaining Grant Receivable / (Payable)	G - H		

Check to indicate signed by: Director of Education,
Secretary/Treasurer of School Authorities

Date: _____