

Principal Questionnaire –PL

(To be obtained from the Principal's school records)

Aimak/city code:

Soum/ district code:

School Code:

School name (please write): _____

Interview Code: PL

School Principal's Questionnaire

Questionnaire Identification

	Questions	Codes / Units	Skip	Responses
1	Code of enumerator	Insert your code		<input type="text"/> <input type="text"/>
2	Date of interview	Day / Month /		<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
3	Starting time of interview	Exact time in 24 hour format. For example: 15:35		<input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/>

1. Respondent Background

	Questions	Codes / Units	Skip	Responses
1	Are you the principal of this school?	1=yes 2=no	→Q3	<input type="text"/>
2	If you are not the principal, what do you do?	1=school accountant 2=education manager 3=teacher 4= other, please specify		<input type="text"/> If other please specify

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3	How many years have been working as a principal of this school?	Please insert the number Code 0 if less than 1 year		<input type="text"/>
4	School telephone number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		

2. General School Information

Questions	Codes / Units	Skip	Responses
1	School location 1=Ulaanbaatar 2=Aimak center 3= Soum center 4= Bagh	→Q3 →Q3	<input type="text"/>
2	Does your school have a dependent bagh school? 1= yes 2= no 3= do not know		<input type="text"/>
3	Grades offered at school (according to old 10-year school) 1= Type 4 (Grades 1-4) 2= Type 8 (Grades 1-8) 3= Type 10 (Grades 1-10) 4= other, please specify		<input type="text"/> <hr/> If other, please specify
4	School characteristics:		
	A. Advanced school with special classes for gifted children? 1=yes 2=no		<input type="text"/>
	B. Have a special class for the handicapped? 1=yes 2=no		<input type="text"/>
	(To enumerator: Ask only from UB, aimak center and soum schools): C. Complex school? 1=yes 2=no		<input type="text"/>
	D. (To enumerator: Ask only from soum schools) Intersoum school? 1=yes 2=no		<input type="text"/>
	E. (To enumerator: Ask only from bagh schools): Independent primary school? 1=yes 2=no		<input type="text"/>

3. School Statistics and Facilities

Questions	Codes / Units	Skip	Responses
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1	What was the total number of teachers at the beginning of the school year? (September 2004)	Please insert number Code XXX if do not know		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	A. Of these, how many are course teachers?	Please insert number Code 0000 if none Code XXXX if do not know		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	B. How many are regular teachers?	Please insert number Code 0000 if none Code XXXX if do not know		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	C. How many are methodologists?	Please insert number Code 0000 if none Code XXXX if do not know		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	D. How many are lead teachers?	Please insert number Code 0000 if none Code XXXX if do not know		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	E. How many are advisors?	Please insert number Code 0000 if none Code XXXX if do not know		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
2	How many support staff (including secretaries, watchmen, cleaning personnel, drivers, ect) did your school have at the beginning of this school year?	Please insert number Code 0000 if none Code XXXX if do not know		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
3	How many education manager do you have?	Insert number: Code 0 if none		<input type="text"/>
4	How many shifts are taught in your school day?	1 = 1 shift 2 = 2 shifts 3 = 3 shifts 4=other, please specify 5= do not know	→Q6	<input type="text"/> If other please specify:
5	Does having an additional shift have an economic impact on the school budget?	1=Allows the school to save money 2=Forces school to spend more money 3=No impact		<input type="text"/>
6	How long is the regular school day (including all shifts)?	Minutes		<input type="text"/> <input type="text"/> <input type="text"/>
7	On average, how long is one shift?	Minutes		<input type="text"/> <input type="text"/> <input type="text"/>
8	Does your school have sufficient number of classrooms in your school buildings?	1=yes 2=no, some spaces like hallways had to be converted into classrooms 3= we have more classrooms than required and some		<input type="text"/>

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		classrooms are not used		
9	How many school buildings does the school have (excluding dormitory building/s but including dependent bagh schools)?	1=1 school building 2=2 school buildings 3=3 school buildings 4= 4 school buildings 5= 5 school buildings 6= 6 school buildings		<input type="checkbox"/>
<p>To enumerator: Please note that Qs 10 and 11 depend on the number of school building(s). If the school has 1 school building please fill out 10A and 11A leaving 10B, C and 11B,C blank. If the school has 2 school buildings fill out 10A,B and 11 A, B and leave 10C and 11C blank. If the school has 3 school buildings fill out 10A, B,C and 11A, B, C.</p>				
10	When was each of your school buildings constructed and put into use?			
	A. School building A/#1	Insert the exact year Code 8888 if do not know		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	B. School building B(#2)	Insert the exact year Code 8888 if do not know		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	C. School building C (#3)	Insert the exact year Code 8888 if do not know		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
11	When did you last have a major (capital) maintenance of your school building(s)?			
	A. School building A/#1	Insert the exact year Code 8888 if do not know Code 7777 if never	→Q13 →Q13	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	B. School building B(#2)	Insert the exact year Code 8888 if do not know Code 7777 if never	→Q13 →Q13	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	C. School building C (#3)	Insert the exact year Code 8888 if do not know Code 7777 if never	→Q13 →Q13	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
12	<p>If there was no any major/capital maintenance of your school building(s) what is the main reason?</p> <p>To enumerator: Please use cards in the Appendix <u>PL1</u></p>	<p>1= no need because the school building is in acceptable condition 2= sufficient space in the existing school building(s) 3= received funds for capital repair, but had to use them for other urgent tasks 4= requested funds for capital repair, but was not approved 5= requested funds for capital repair, and has been only been approved for the near future 6= requested funds for capital repair a while ago, but haven’t heard back yet of whether it was approved 7= other, please specify</p>		<input type="checkbox"/> If other please specify:

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	C. Dormitory 3 /C	Please insert number Code XXX if do not know		<input type="text"/>
23	When were your dormitories built and put into use?			
	A. Dormitory 1/ A	Insert the exact year Code 8888 if do not know		<input type="text"/>
	B. Dormitory 2/ B	Insert the exact year Code 8888 if do not know		<input type="text"/>
	C. Dormitory 3 /C	Insert the exact year Code 8888 if do not know		<input type="text"/>
24	When did you last have a major / capital maintenance of your dormitories?			
	A. Dormitory 1/ A	Insert the exact year Code 8888 if do not know Code 7777 if never	→ Q26 → Q26	<input type="text"/>
	B. Dormitory 2/ B	Insert the exact year Code 8888 if do not know Code 7777 if never	→ Q26 → Q26	<input type="text"/>
	C. Dormitory 3 /C	Insert the exact year Code 8888 if do not know Code 7777 if never	→ Q26 → Q26	<input type="text"/>
25	If your school dormitory(ies) never had capital maintenance, then why? To enumerator: Please use the Cards on Appendix <u>PL3</u>	1= no need because the dormitory building is in acceptable condition 2= sufficient space in the existing school dormitory(s) 3= received funds for capital repair, but had to use them for other urgent tasks 4= requested funds for capital repair, but was not approved 5= requested funds for capital repair, and has only been approved for the near future 6= requested funds for capital repair a while ago, but haven’t heard back yet of whether it was approved 7= other, please specify: ...		<input type="checkbox"/> If other please specify
26	From what source do schools fund the capital maintenance of school (and dormitories)?			
	A. from the state budget as a part of the annual school budget	1=yes 2=no 3= do not know		<input type="checkbox"/>
	B. from the state budget but as a separate investment plan not included in the annual school budget	1=yes 2=no 3= do not know		<input type="checkbox"/>

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	F. Other, please specify	Please note		<input type="checkbox"/> If other, please specify
	G. Never approached anyone	1=yes 2=no		<input type="checkbox"/>
30	Does your school have an Internet access?	1= yes 2= no	→Q1 next section	<input type="checkbox"/>
31	What is the most important reason for not having an Internet at school? To enumerator: Please use Cards in Appendix PL5	1= no infrastructure for Internet connection (cable, etc) 2= computers in our school are old which does not allow us to use the internet 3= we cannot afford it because connection fee is very high 4= we cannot afford it because the monthly access fee is very high 5= we do not have people we can use the Internet 6= other, please specify		<input type="checkbox"/> If other please specify

4. Funding and Accounts

“I am now asking you a few questions for which we would need exact budget information. Be assured that this information will not be shared with anyone, but will only be used for this study. The study serves to better understand how a school budget works, and based on that information, make suggestions for improvement. Could you please look up the information in your 2004 budget information.”

	Questions	Codes / Units	Responses	Questions
1	From what sources did your school receive funding in 2004 fiscal year?			
	A. State budget	Insert amount in tigriks Code 000 if none Code xxx if do not know		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> T
	B. Local budget	Insert amount in tigriks Code 000 if none Code xxx if do not know		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> T
	C. School income generation	Insert amount in tigriks Code 000 if none Code xxx if do not know		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> T

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	G. Other, please specify		Contributor _____ and amount <input type="text"/> <input type="text"/> T
4	If you received support from donors and individuals, what was this money used for this in 2004 fiscal year?		
	A. Dormitory	Inser amount in tugriks Code 000 if none Code xxx if do not know	<input type="text"/> T
	B. Maintenance and repairs	Inser amount in tugriks Code 000 if none Code xxx if do not know	<input type="text"/> T
	C. New building	Inser amount in tugriks Code 000 if none Code xxx if do not know	<input type="text"/> T
	D. Library purchase	Inser amount in tugriks Code 000 if none Code xxx if do not know	<input type="text"/> T
	E. Equipment for schools (e.g. computers, labs, etc.)	Inser amount in tugriks Code 000 if none Code xxx if do not know	<input type="text"/> T
	F. Professional development of teachers	Inser amount in tugriks Code 000 if none Code xxx if do not know	<input type="text"/> T
	G. Other, please specify	Please note	<input type="checkbox"/> Please specify the activity _____ and amount <input type="text"/> <input type="text"/> T
5	If you received support from donor organizations and individuals, how is the money usually transferred from international and/or national projects and donors?		
	A. Cash	1=Yes 2=No 3= do not know	<input type="checkbox"/>
	B. Transfer to general school account	1=Yes 2=No 3= do not know	<input type="checkbox"/>
	C. Transfer to special school account for donations	1=Yes 2=No 3= do not know	<input type="checkbox"/>
	D. In-kind (materials, equipment, other goods)	1=Yes 2=No 3= do not know	<input type="checkbox"/>

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	E. Other please specify	Please note		<input type="checkbox"/> If other please specify
6	Does your school have a School Development Fund composed of your own generated income?	1=Yes 2=No	→Q10	<input type="checkbox"/>
7	How much money is in your School Development Fund (as of March 2005)?	Insert amount in tugriks		<input type="text"/> T
8	How much money have been able to put onto your School Development Fund from the following sources?			
	A. Parental donations	Insert amount in tugriks Code 000 if none Code xxx if do not know		<input type="text"/> T
	B. Savings from the budget	Insert amount in tugriks Code 000 if none Code xxx if do not know		<input type="text"/> T
	C. Income generating activities	Insert amount in tugriks Code 000 if none Code xxx if do not know		<input type="text"/> T
	D. Other donations, please specify	Insert amount in tugriks Code xxx if do not know	Please specify source and amount	<input type="text"/> T
9	How do you use this School Development Fund? Please select the 3 most common uses. To enumerator: please hand the cards to over to the respondent and ask to return the three cards Use the Cards in Appendix PL6	1=Professional development of teachers 2=Transportation 3=To purchase awards or prizes 4=Family emergencies 5=Social events for the school 6=Physical improvements to school or dormitory 7=Other (Please specify)		
	A. Choice 1			<input type="checkbox"/>
	B. Choice 2			<input type="checkbox"/>
	C. Choice 3			<input type="checkbox"/>

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10	Sometimes schools need to have a separate account not linked to the school general account (Single Treasury account) for funds that are provided by the international and national donor organizations or individuals. What accounts other than the general school account do you have?			
	A. private account registered on the name of a person who belongs to the school	1=yes 2=no		<input type="checkbox"/>
	corporate account registered on the name of an NGO that belongs to the school	1=yes 2=no		<input type="checkbox"/>
	B. temporary School Anniversary or other celebrations account	1=yes 2=no		<input type="checkbox"/>
	C. Other, please specify	Please note		<input type="checkbox"/> If other, please specify
11	If your school has accounts other than the State Treasury Account, what kind of accounts are they?	1=Mongolian tugriks 2=Foreign currency 3= both 4= do not know 5= do not have any additional accounts		<input type="checkbox"/>

5. Savings and Shortcomings

	Question	Code /Unit	Skip	Response
1	What do you do with the savings or other surplus at the end of the month (e.g., savings from salary deductions, money from income generating activities, etc.)?			
	A. Notify the treasury and roll over to the next month's budget	1=Yes 2=No		<input type="checkbox"/>
	B. List it as a separate income/revenue line in the budget	1=Yes 2=No		<input type="checkbox"/>
	C. This situation (i.e., having a surplus) has never occurred	1=Yes 2=No		<input type="checkbox"/>

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	D. Put it in a special account	1=Yes 2=No		<input type="checkbox"/>
	E. Keep it for ourselves and spend it for other school purposes	1=Yes 2=No		<input type="checkbox"/>
	F. Keep it for future emergency purposes	1=Yes 2=No		<input type="checkbox"/>
	G. Other (please specify)	Please note		<input type="checkbox"/> If other, please specify
2	Did your school have any money at the school account when at the end of the 2004 all school accounts were frozen?	1=yes 2=no	→Q5	<input type="checkbox"/>
3	If yes, how much money did you have at your account?	Insert amount in tugriks		<input type="text"/> T
4	Have you been able to get this money back?	1=yes 2=no		<input type="checkbox"/>
5	Does your school apply the new system of outcomes-based teacher evaluation?	1=yes 2=no		<input type="checkbox"/>
6	Have you introduced outcomes-based salary additions/awards?	1=yes 2=no		<input type="checkbox"/>
7	Are you able to cover all salary supplements and additions from the budget salary fund alone?	1= yes 2= no	→Q1 next section	<input type="checkbox"/>
8	If these salary additions/awards cannot be paid from your regular staff budget, what other sources do you use?			
	A. Donations	1=Yes 2=No		<input type="checkbox"/>
	B. salary or bonus deductions from other teachers	1=Yes 2=No		<input type="checkbox"/>
	C. savings from various budget lines	1=Yes 2=No		<input type="checkbox"/>
	D. loan	1=Yes 2=No		<input type="checkbox"/>

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	B. teaching material (stationary, books, journals)	1=yes 2=no 3= do not know		<input type="checkbox"/>
	C. repairs and maintenance	1=yes 2=no 3= do not know		<input type="checkbox"/>
	D. purchase of new equipment	1=yes 2=no 3= do not know		<input type="checkbox"/>
	E. heating, electricity, water, sewage	1=yes 2=no 3= do not know		<input type="checkbox"/>
	F. other, please specify	Please note		<input type="checkbox"/> If other, please specify
9	What do you think of the current budget submission and approval system through the Education and Culture Departments and Ministry of Education?	1= much better than it used to be 2= slightly better than it used to be 3= neutral 4= slightly worse, needs improvement 5= much worse, needs major improvement		<input type="checkbox"/>
10	What do you think of the current money transfer system through the Ministry of Finance and the treasury offices?	1= much better than it used to be 2= slightly better than it used to be 3= neutral 4= slightly worse, needs improvement 5= much worse, needs major improvement		<input type="checkbox"/>
11	What do you think of the current system of fiscal monitoring/ control by the State Inspection Agency?	Please note		<input type="checkbox"/> Please note

8. For the Enumerator

	Questions	Codes / Units		Responses
1	How would you rate the respondent during the interview?	1=Cooperative 2=Neutral 3=Not cooperative		<input type="checkbox"/>
2	Were you able to speak alone with the Principal for the entire interview?	1=Yes 2=No	→Q4	<input type="checkbox"/>

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3	If no, please write down the time the other person was present in minutes.			
	A. School accountant	Minutes		<input type="text"/> <input type="text"/> <input type="text"/> min
	B. Education manager	Minutes		<input type="text"/> <input type="text"/> <input type="text"/> min
	C. Teacher	Minutes		<input type="text"/> <input type="text"/> <input type="text"/> min
	D. Soum/district official	Minutes		<input type="text"/> <input type="text"/> <input type="text"/> min
	E. Bank accountant	Minutes		<input type="text"/> <input type="text"/> <input type="text"/> min
	F. Aimag/city official	Minutes		<input type="text"/> <input type="text"/> <input type="text"/> min
	G. Social worker	Minutes		<input type="text"/> <input type="text"/> <input type="text"/> min
	H. Other, please specify			please specify who _____ and time present <input type="text"/> <input type="text"/> <input type="text"/> min
4	Were there any other special conditions that may have affected the interview?	1=Yes (Please specify) 2=No		<input type="checkbox"/>
				Please specify
5	How long did the interview take?	Please insert total time in minutes		<input type="text"/> <input type="text"/> <input type="text"/> min

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(To be obtained from the Principal’s school records)

Appendix *PLI*

****Cards****

School Principal’s Questionnaire

Section 3 Question 12

QUESTION 12: If there was no any major/capital maintenance of your school building(s) what is the main reason?

Instructions: Instructions: Please hand the cards out to the respondent and remind him/her that multiple responses are possible

no need because the school building is in acceptable condition	sufficient space in the existing school building(s)
received funds for capital repair, but had to use them for other urgent tasks	requested funds for capital repair, but was not approved
requested funds for capital repair, and has been only been approved for the near future	requested funds for capital repair a while ago, but haven’t heard back yet of whether it was approved
other, please specify	

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(To be obtained from the Principal's school records)

Appendix *PL2*

****Cards****

School Principal's Questionnaire

Section 3 Question 19

QUESTION 19: Why did your school have never had major maintenance on your heating and distribution system?

Instructions: Please hand the cards out to the respondent and remind him/her that multiple responses are possible

no need because the heating system is in acceptable condition	no need because the school uses stove in classrooms and rooms for heating
received funds for repair, but had to use them for other urgent tasks	requested funds, but was not approved
requested funds, and has been only been approved for the near future	requested funds a while ago, but haven't heard back yet of whether it was approved
other, please specify	

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Appendix *PL3*
****Cards****

School Principal’s Questionnaire
Section 3 Question 25

QUESTION 25: If your school dormitory(ies) never had capital maintenance, then why?

Instructions: Please hand the cards out to the respondent and remind him/her that multiple responses are possible

no need because the dormitory building is in acceptable condition	sufficient space in the existing school dormitory(s)
received funds for capital repair, but had to use them for other urgent tasks	requested funds for capital repair, but was not approved
requested funds for capital repair, and has only been approved for the near future	requested funds for capital repair a while ago, but haven’t heard back yet of whether it was approved
other, please specify: ...	

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Appendix *PLA*

****Cards****

School Principal’s Questionnaire

Section 3 Question 28

QUESTION 28: Who selects the contractor(s) for performing the capital maintenance?

Instructions: Please hand the cards out to the respondent and remind him/her that multiple responses are possible

MOECS	aimak/city EC Department
aimak/city Governor’s office	soum/district Governor’s office
school administration itself	Project implementing or funding agent
other, please specify	do not know

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Appendix *PL5*
****Cards****

School Principal’s Questionnaire
Section 3 Question 31

QUESTION 31: What is the most important reason for not having an Internet at school?

Instructions: Please hand the cards out to the respondent and remind him/her that up to 3 responses are possible

no infrastructure for Internet connection (cable, etc)	computers in our school are old which does not allow us to use the internet
we cannot afford it because connection fee is very high	we cannot afford it because the monthly access fee is very high
we do not have people we can use the Internet	other, please specify

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Appendix **PL6**
****Cards****

School Principal’s Questionnaire
Section 4 Question 9

QUESTION 9: How do you use this School Development Fund? Please select up to 3 most common uses.

Instructions: Please hand the cards out to the respondent and remind him/her that up to 3 responses are possible

Professional development of teachers	Transportation
To purchase awards or prizes	Family emergencies
Social events for the school	Physical improvements to school or dormitory
Other (Please specify)	