MEMORANDUM TO: Directors of Education, District School Boards

FROM: Marg Connor
Director (A)
Leadership Development Branch

DATE: September 17, 2007

SUBJECT: Revised Teacher Performance Appraisal (TPA) for Experienced Teachers Professional Learning Strategy – Next Steps and Funding

Thank you for identifying members of your school board resource team and regional support team as part of the revised TPA for Experienced Teachers Professional Learning Strategy. The ministry has moved forward on the strategy in partnership with teacher federations, principal associations, supervisory officer associations, and the Council of Ontario Directors of Education, through the TPA for Experienced Teachers Provincial Coordinating Committee. Your continued support and partnership is key to the success of the strategy, and I’m pleased to share with you the following information and next steps regarding:

- An upcoming school board resource team staff development session hosted by the ministry.
- An upcoming regional support team information teleconference hosted by the ministry.
- Funding available for school board resource teams to provide local staff development opportunities.
- An optional information sheet that you may wish to complete and share with principals and teachers regarding the development of the Annual Learning Plan (ALP).

**School Board Resource Team Session**

I’m pleased to invite the members of your school board TPA resource team to attend the following TPA for Experienced Teachers Staff Development Session for the London region.

Two sessions will be offered in the London region to accommodate the number of school boards within the region. School boards will attend one of the two sessions. Please see the chart of the next page for the division of school boards between the two sessions.

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<th>Tuesday, October 16, 2007</th>
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<tr>
<td>Four Points Sheraton Hotel</td>
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<td>1150 Wellington Road South</td>
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<td>Phone: (519) 681-0600</td>
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<td>9:00 am – 3:00 pm</td>
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The focus of the session will be on effective appraisal practice. School board team members will work with the resource materials developed by the ministry in partnership with the Teacher Performance Appraisal Provincial Coordinating Committee, as well as engage in dialogue and activities related to effective appraisal practice. Board teams will also have time during the session to start planning for the delivery of local learning opportunities.

Building on the strong partnerships that are in place, the ministry recommends that boards include principal association and teacher federation representatives as part of their team attending this session.

Further details of the session are included in the registration form attached as Appendix 1. Please confirm the attendance of your school board team by submitting this form by Wednesday, October 3, 2007 to the London Regional Office via fax (519-667-9769) or via email to Becky Menzies, Education Officer at rebecca.menzies@ontario.ca. If you require further information, please contact Becky at 1-800-265-4221, ext. 231, or 519-667-1440, ext. 231.

Regional Support Team Teleconference

In advance of the school board resource team session, the ministry will host a one-hour information teleconference for your board’s Regional TPA for Experienced Teachers Support Team representative that you identified earlier. The purpose of the teleconference will be to provide Regional TPA Support Team members with an overview of the TPA for Experienced Teachers’ Professional Learning Strategy and their role within the strategy, as well as to discuss plans and ideas for the upcoming school board resource team session. Further details of the teleconference will be provided through your regional office shortly.

TPA for Experienced Teachers School Board Funding

Following the school board resource team sessions, funding is available for school board teams to deliver local learning opportunities based on the funding criteria outlined in Appendix 2. Please carefully review the funding criteria and confirm your interest in receiving funding for this purpose by faxing the attached Letter of Intent included in Appendix 3 by Friday, October 19th, 2007 to Marg Connor, Acting Director, Leadership development Branch (fax: 416-325-7019). If you require further information regarding this funding opportunity, please contact Carla Meili at 416-325-4394 or carla.meili@ontario.ca.
**Annual Learning Plan (ALP) Information Sheet**

In its discussions, the TPA Provincial Coordinating Committee identified the importance of schools and boards communicating to vice-principals, principals, and teachers about their school and board improvement plans and priorities, as well as professional learning opportunities they are planning throughout the year. This provides a context for teachers, in consultation with principals, to identify their professional learning goals and strategies in the review and update of their ALP each year. To support you in this communication, an optional information sheet is included in Appendix 4 which you may wish to complete and share with principals and teachers.

Please note that the ALP will be a key topic in the school board resource team session noted above. In the revised appraisal process, the ALP plays a central role. Please keep in mind that further information and effective practices will also be shared throughout the year.

I look forward to your continued participation in implementing this strategy in a manner that builds our partnerships and focuses on the effective implementation of the revised TPA process.

Sincerely,

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Marg Connor
Attachments

Cc: Director’s Secretaries

Designated TPA Supervisory Officers

Kit Rankin, Director
Field Services Branch