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 for you 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 resource team to attend the following TPA for experienced teachers staff development session for the Ottawa region:

Date: Thursday, October 4, 2007
Time: 9:00am – 3:00pm
Location: Travelodge Ottawa Hotel and Conference Centre
1376 Carling Avenue
Ottawa, Ontario
K1Z 7L5
(613) 722-7601

The focus of the session is on effective appraisal practice. School board team members will work with the resource materials developed by the ministry in partnership with the 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 the 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, September 26, 2007** via fax or email as indicated on the form. If you require further information, please contact **Jill Bennett** at the Ottawa Regional Office at 1-613-225-9210 ext. 115 or email [jill.bennett2@ontario.ca](mailto:jill.bennett2@ontario.ca).

**Regional Support Team Teleconference**

In advance of the school board resource team session, the ministry will host a one-hour information teleconference for members of the regional support team that you have identified. The purpose of the teleconference is to provide regional 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 submitting the fax letter of interest form included in Appendix 3 by **Friday, October 19th, 2007** as indicated on the form. If you require further information, please contact **Carla Meili** at 416-325-4394 or [carla.meili@ontario.ca](mailto:carla.meili@ontario.ca).

**Annual Learning Plan (ALP) Information Sheet**

In its discussions, the 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. 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 is 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