MEMORANDUM TO: Directors of Education, District School Boards
Supervisory Officers and Secretary Treasurers of School Authorities
Director, Provincial Schools Branch

FROM: Paul Anthony, Director
Teaching Policy and Standards Branch

DATE: January 7, 2008

SUBJECT: 2008 – 2009 Teacher Learning and Leadership Program

The Ministry of Education is pleased to announce that it will be funding a second cohort of applicants to the Teacher Learning and Leadership Program (TLLP) for the 2008-2009 school year.

As you will recall from the program’s initial launch last fall, the TLLP is a project-based professional learning opportunity for experienced classroom teachers, which aims to:

- Support experienced teachers who wish to undertake self-directed advanced professional development related to improved student learning and development;
- Develop leadership skills for these classroom teachers to share their learning and exemplary practices; and
- Facilitate knowledge exchange.

Effective today, through to February 15, 2008, interested teachers are invited to submit proposal applications for the 2008-2009 program. We ask that you ensure that principals and teachers are made aware of this new opportunity to submit proposals. You may wish to use the attached promotional message to promote the program.

As was the case last year, the proposals will be reviewed at the board and provincial levels. Implementation of the 2008-2009 projects will take place between June 1, 2008 and May 31, 2009.

Application Process and Deadlines
The 2008-09 TLLP Program Guideline and application forms are now available on the TLLP website at www.edu.gov.on.ca/eng/teacher/develop.html.

Individual teachers or groups of teachers and other educational workers (e.g. educational assistants) apply by completing the appropriate proposal application form. The applicant’s principal (or principals if a group application involves teachers from different schools) indicates on the application that he/she is aware of the proposal (note that this does not signify an endorsement of the proposal by the principal).

The teacher(s) forward the proposal application to the school board director of education/supervisory officer of the school authority by February 15, 2008.
Role of School Boards/Provincial Schools/School Authorities
All applications are submitted to the director of education/supervisory officer of school authority. Boards may wish to use the same TLLP review committee that was established last year, or create a new one comprised of board staff (e.g. superintendents, experienced teachers, principals) and teacher federation representatives. The committee will review and select two proposals in accordance with the selection criteria stipulated in the 2008-09 TLLP Program Guideline.

We ask that you send the coordinates (name, email and telephone number) of the contact person on the review committee that would liaise with the ministry on issues related to the program to sarah.flanagan2@ontario.ca.

Final Selection Decisions
The final decision for funding rests with the Teacher Learning and Leadership Committee (TLLC), which is chaired by the Ministry of Education.

Once the board’s review committee has selected the two proposal applications to recommend to the TLLC, the following steps are required:

Step 1:
- Send the two recommended applications and photocopies of Sections 1 and 2 of all other applications, no later than March 7, 2008, to:
  Ministry of Education
  Teaching Policy and Standards Branch
  900 Bay Street,
  13th floor, Mowat Block
  Toronto ON M7A 1L2

- Send an acknowledgement letter to applicants based on the attached sample.

Step 2:
- If a project from your board is selected by the TLLC, you will be informed in April 2008. You will then need to establish an account for the selected project (an additional 10% of the project budget will be provided for board administration of the account) and to manage the account expenditures in accordance with board policy.

Step 3:
- Facilitate participant attendance at the two-day Leadership Skills for Classroom Teachers training session on May 22 and 23, 2008. Note that the ministry will reimburse the board for occasional teacher coverage, and the participants for travel and accommodation costs.

Step 4:
- Teacher participants must complete a TLLP Teacher Participant Final Report Form and send it to the director of education/supervisory officer of school authority by June 30, 2009.

- Complete the TLLP Board Final Report Form and submit it, along with the TLLP Teacher Participant Final Form to the Ministry of Education, Teaching Policy and Standards Branch by July 31, 2009.
For more information about the board’s role in the Teacher Learning and Leadership Program, please contact Camille Chénier, Senior Policy Advisor, Ministry of Education at (416) 325-1074 or camille.chenier@ontario.ca.

We look forward to working in partnership with you and your staff again on this exciting program.

*(original signed by)*

Paul Anthony

c. Federations and Associations
   Regional Managers
   Director of Education’s Executive Assistants

Enclosures