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

FROM: Paul Anthony, Director  
Teaching Policy and Standards Branch

DATE: October 15, 2007

SUBJECT: Teacher Learning and Leadership Program

The Ministry of Education is pleased to launch a new professional learning opportunity for experienced teachers: the Teacher Learning and Leadership Program (TLLP). The TLLP has three objectives:

- To support experienced teachers who wish to undertake self-directed advanced professional development related to improved student learning and development.
- To develop leadership skills for these classroom teachers to share their learning and exemplary practices.
- To facilitate knowledge exchange.

The TLLP is based on the recommendations of the Working Table on Teacher Development (see attached), which were unanimously supported by key education stakeholders and approved by the Minister’s Education Partnership Table.

Interested teachers are invited to submit project proposals. The proposals will be reviewed at the board and provincial level and 50 projects will then be selected for funding. Implementation of the first cohort of projects will take place between April 1, 2008 and May 31, 2009. Participants will be required to complete a report form at the end of their project.

Selected teachers will be required to share their learning and exemplary practices with others on an intra-board/inter-board and/or provincial basis. For this reason, teachers whose projects are selected will be required to attend a ministry-funded training session to help develop the skills and knowledge needed to effectively manage their learning projects and share their learning.

Application Process and Deadlines
The ministry has developed a TLLP Program Guideline, application forms (see attached, but also available electronically at [www.edu.gov.on.ca/eng/teacher/develop.html](http://www.edu.gov.on.ca/eng/teacher/develop.html)) and a promotional email (also attached) inviting teachers to visit the program’s website. The email will be sent by the ministry to all Ontario school principals by October 19th, 2007.

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 November 30, 2007.

**Role of School Boards/Provincial Schools/School Authorities**
School boards/provincial schools/school authorities will have an important role to play in this new program. Directors of education/supervisory officers of school authorities are asked to ensure that principals and teachers are made aware of this new opportunity, and to encourage their participation.

All applications are submitted to the director of education/supervisory officer of school authority. Boards may wish to use a new or existing committee, comprised of board staff (e.g. superintendents, experienced teachers, principals) and teacher federation representatives (e.g. NTIP Steering Committee, Issues Committee, TPA for Experienced Teachers’ School Board Resource Team, or other similar committee where both board and teacher federation staff are represented) to review and select two proposals in accordance with the selection criteria stipulated in the TLLP Program Guideline (see attached). This is therefore the first “review” stage for the proposals.

As soon as the board’s review committee is established, we ask that you designate one committee member as the contact person that would liaise with the ministry on issues related to the program. **Please email this person’s name, email and telephone number to brandy.brown@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 December 21, 2007, to Ministry of Education, Teaching Policy and Standards Branch, 13th floor, Mowat Block, 900 Bay Street, Toronto, Ontario 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 February 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. The ministry has sent a memo to your senior business official to help clarify this process.

**Step 3:**
- Facilitate participant attendance at the two-day Leadership Skills for Classroom Teachers training session on March 27 and 28, 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.

We look forward to working in partnership with you and your staff to implement this exciting new program for experienced teachers.

*(original copy signed by)*

Paul Anthony

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

Enclosures