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

FROM: Demetra Saldaris
Director
Teaching Policy and Standards Branch

DATE: October 14, 2014

SUBJECT: 2015 – 2016 Teacher Learning and Leadership Program

The Ministry of Education is pleased to announce the launch of the Teacher Learning and Leadership Program (TLLP) for the 2015-2016 school year.

The TLLP is a project-based professional learning opportunity for experienced classroom teachers, which aims to:

- Support teacher professional learning;
- Foster teacher leadership; and
- Facilitate the sharing of exemplary practices with others for the broader benefit of Ontario's students.

We ask for your assistance in ensuring that teachers in your board are made aware of this professional learning opportunity. A brochure about the TLLP was recently sent to all Ontario schools to assist with promotion. Interested teachers are invited to submit proposal applications for the 2015-2016 program by November 14, 2014.

The proposals will be reviewed at the board and provincial levels. Implementation of the 2015-2016 projects will take place between May 2015 and June 2016.

Application Process and Deadlines
The TLLP Program Guideline and 2015-2016 Proposal Application Form are now available on the TLLP Ning at http://mentoringmoments.ning.com/group/tllp-palpe/page/tllplaunch.

Individual teachers or groups of teachers and other educational workers (e.g. educational assistants) may apply by completing an application form. Applicants' principal (or principals if a group application involves teachers from different schools) must indicate on the application that he/she is aware of the proposal (note that this does not necessarily signify an endorsement of the proposal by the principal).

Teacher(s) are asked to forward their applications to the school board Director of Education by November 14, 2014.
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 previously, or create a new one comprised of board staff (e.g. superintendents, experienced teachers, principals) and teacher federation representatives. The board committee is asked to review and select two proposals in accordance with the selection criteria outlined in the TLLP Program Guideline. School boards are encouraged to provide opportunities for participation in the TLLP to as many different teachers as possible. Previous recipients of TLLP funding are able to apply to the Provincial Knowledge Exchange (PKE). More information about the PKE is provided below.

Attached to this memo is a worksheet which the review committee may wish to use when reviewing and evaluating proposals.

Final Selection Decisions
The final decision about funding of TLLP projects 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 two applications to recommend to the TLLC, the following steps will take place:

Step 1:
- Boards will send the two recommended applications and the applicant name and project title of each project it has received no later than November 28, 2014, to TLLP-PALPE@ontario.ca or:
  - Kim Le
  - Ministry of Education
  - Teaching Policy and Standards Branch
  - 900 Bay Street,
  - 13th floor, Mowat Block
  - Toronto ON M7A 1L2

- Boards will send an acknowledgement letter to applicants (sample template is attached).

Step 2:
- If board projects are selected by the TLLC, boards will be informed in February 2015. Boards will then need to establish an account for the selected project(s) (an additional 10% of the project budget will be provided for board administration of the account) and will need to manage the account expenditures in accordance with board policy.

Step 3:
- Participants will be contacted by the Ministry to attend the Leadership Skills for Classroom Teachers professional development session in May 2015. 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 by June 27, 2016.

- Completed TLLP Board Final Report Forms should be submitted, along with the TLLP Teacher Participant Final Form to the Ministry of Education, Teaching Policy and Standards Branch by July 29, 2016.
Step 5:
- Participants will be contacted by the Ministry to attend the TLLP Sharing the Learning Summit in November 2016. The ministry will reimburse the board for occasional teacher coverage, and the participants for travel and accommodation costs.

TLLP Provincial Knowledge Exchange – Extending and Implementing Learning
Since 2007, the Teacher Learning and Leadership Program (TLLP) has funded over 600 project proposals from experienced classroom teachers seeking a peer leadership role in curriculum, instructional practice or supporting other teachers. The learning of the teacher leaders involved in these TLLP projects represents a tremendous reserve of educational knowledge.

The Provincial Knowledge Exchange (PKE) will provide school boards with a funded opportunity to tap into this learning by connecting past TLLP participants with interested school or board learning teams. An overview of the PKE and a PKE application form are attached to this memo. Further information can be accessed at: http://mentoringmoments.ning.com/group/pke-epc.

Archive of Completed Projects
Information about past TLLP projects are posted in a public online archive on the Ministry website at http://www.edu.gov.on.ca/eng/teacher/tllp.html. For each completed project, there is “at-a-glance” information that includes a description of the project, a summary of what was learned and contact information for the project leaders. This archive is intended to serve as a resource for school boards, principals and teachers, to support future professional learning initiatives.

Fact Sheets
You will also find attached to this memo copies of tip sheets entitled “Tools for Board Contacts Supporting TLLP Projects” and “Tools for Principals Supporting TLLP Projects”. These tip sheets provide TLLP board contacts and principals with valuable information to help them support teachers in the application and implementation phases of their TLLP projects.

For more information about the Teacher Learning and Leadership Program, please feel free to contact Nick Zacharopoulos, Policy Analyst, Ministry of Education at (416) 325-9048 or nick.zacharopoulos@ontario.ca.

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

(Original Signed By)
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Demetra Saldaris

c. Teacher Federations
   Principals’ Associations
   Supervisory Officers’ Associations
   Regional Managers
   Director of Education’s Executive Assistant
   TLLP School Board Contacts

Enclosure