Congratulations! Teachers in your school district will soon begin leading TLLP projects. Experience has shown that teachers implementing a TLLP project often make contact with board staff to access their valuable support. Below are some examples of how specialized board personnel can be involved in the TLLP projects happening in their school community.

Helpful Board Contact Information

Since TLLP projects rely on several different components, TLLP participants often turn to staff in their board for assistance with various aspects of their project. Here is a list of board personnel and services past TLLP participants have indicated as being very useful:

- Human Resources Contact (for information on release time)
- IT Contact
- Finance Contact (to help in keeping track of their budget)
- List of relevant consultants

Working Through Policies, Procedures and Protocols

Successful projects consistently demonstrate that awareness of relevant board policies, procedures and protocols before starting to implement their project really assists classroom teachers leading TLLP projects to transform ideas into actions.

Depending on the scope of their project, some of the policies, procedures and protocols TLLP participants have said they appreciated being made aware of include:

- Requesting release time for their projects
- Claiming expenses tied to their projects
- Board travel and accommodation allowances
- Policies on sharing and posting student work, pictures and names
- Purchasing procedures (both for office supplies and for more expensive equipment) – particularly with regard to information technology
- Protocol on securing release time for teachers from other schools within the board to participate in sharing activities
Additional Effective Practices

Here are a few more suggestions that may help your board, your TLLP participants and all of your teachers get the most out of their TLLP project:

- **Create clear accounting procedures for TLLP projects** – Many TLLP participants may not have had experience managing project budgets. It may be helpful to create distinct cost centers for each project and communicate regularly with the teams on the status of their spending activities, so that they could take full advantage of the funds allocated.

- **Keep the Ministry posted on the TLLP Board contact information** – Should your role as TLLP Board Contact be assigned to a new person, please send us the name and contact information for the new TLLP Board Contact so Ministry communications can be sent directly to this person.

- **Take advantage of the TLLP experience** – By keeping informed of the project content and implementation, the TLLP Board Contact can make links with other similar or complementary activities ongoing in the board and promote further sharing opportunities. For example, the Provincial Knowledge Exchange (PKE) provides school boards with a funded opportunity to tap into TLLP learning by connecting past TLLP participants with interested school or board learning teams. For more information, visit the [PKE page](http://mentoringmoments.ning.com/group/pke-epc) on the TLLP Ning.

Have Questions or Want to Learn More?

- The Ministry’s TLLP website containing the TLLP Program Guideline, Archive of completed projects, FAQs and timelines: [www.edu.gov.on.ca/eng/teacher/tllp.html](http://www.edu.gov.on.ca/eng/teacher/tllp.html)

- The TLLP Online Networking Site and Community of Practice: [http://mentoringmoments.ning.com/group/tllp-palpe](http://mentoringmoments.ning.com/group/tllp-palpe)

- Contact the Ministry:
  - Email: [TLLP-PALPE@ontario.ca](mailto:TLLP-PALPE@ontario.ca)
  - Telephone: (416) 325-4339