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

**FROM:** Marian Mlakar  
Director (A)  
Leadership Development Branch

**DATE:** May 10, 2007

**SUBJECT:** *Performance Appraisal of Experienced Teachers: Technical Requirements Manual*

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I am writing to inform you that the *Performance Appraisal of Experienced Teachers: Technical Requirements Manual* has now been posted on the Ministry website along with electronic versions of the Summative Report Form, in both English and French, at: <http://www.edu.gov.on.ca/eng/teacher/teachers.html>. Printed copies are being published and will be distributed shortly to your school boards.

We are pleased to have heard from a number of boards that provided notice to the Minister that they are implementing the revised performance appraisal process for experienced teachers this school year. We are proceeding with next steps in the development of a comprehensive training strategy to support the effective implementation of the revised performance appraisal process at the school and school board levels. The strategy will be based on partnership with boards, teacher federations, principal associations, and other education stakeholders at local, regional and provincial levels.

As a starting point, the Ministry is establishing a Provincial Coordinating Committee to provide insight, feedback, advice and recommendations related to the development and implementation of the training strategy. We are inviting representatives of principal associations, teacher federations, the Council of Ontario Directors of Education, supervisory officer associations, and Ministry representatives including Field Services Branch as standing members of the committee. Other organizations will be invited to provide expertise and input as necessary. The first meeting of the committee will take place at the end of May. I look forward to keeping you informed of timelines and details of the strategy as they unfold.

Thank you for your continued efforts and please contact me at (416) 325-1079 if you have any questions or comments.

Sincerely,

A handwritten signature in black ink that reads "Marian Mlakar".

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Marian Mlakar