

**Ministry of Education**

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**MEMORANDUM TO:** Directors of Education  
Supervisory Officers and Secretary-Treasurers of School Authorities  
Director of the Provincial Schools Branch

**FROM:** Marg Connor  
Director (A)  
Leadership Development Branch

**DATE:** February 21, 2008

**SUBJECT:** **Teacher Performance Appraisal (TPA) for Experienced Teachers  
Professional Learning Strategy: Update and Additional Resources**

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I am pleased to share with you an update on the implementation of the revised Teacher Performance Appraisal (TPA) process for experienced teachers, and provide you with additional resources in response to board and stakeholder requests.

We received excellent feedback on the staff development sessions held over the fall and winter. The mixed audience of teachers, principals, supervisory officers, representatives from teacher federations and principal associations was valuable for shared learning to support an ongoing culture of collaboration. Thank you for your participation.

As the year moves on, we will continue to host teleconferences for regional support teams. These are valuable opportunities to hear how other boards are approaching implementation, to ask questions and to share ideas. I encourage your TPA representative to continue participating in these teleconferences.

We will continue to meet with the Provincial Coordinating Committee and develop additional resources on specific topics of interest. To date we have developed a number of resources, which are attached in Appendix A to supplement the *Implementing the Revised Performance Appraisal Process for Experienced Teachers: School Board Resource Team Effective Practice Binder*. These include:

- Five Fact Sheets related to key areas of the revised TPA process. These may be posted on websites and provided as handouts in local learning sessions at the board or school level.
- Secondary School Teacher Sample Annual Learning Plan (ALP) and Summative Report Form. As with other samples in the binder, this is a tool to stimulate discussion related to effective practice.
- An updated set of Questions and Answers to replace those that are currently in the binders.

Please note that in response to questions and issues raised through the implementation process, we have:

- unlocked the summative report form on the ministry website (see Q&A on page 11), and
- provided clarification on the impact of “missed appraisals” on a teacher’s evaluation year (see Q&A on page 3).

Your support and partnership is critical to the success of this initiative and we look forward to continue working with you through the year. Please let me know if you have any questions.

Sincerely,

Original signed by

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Marg Connor  
Attachments

Cc: Director’s Secretaries

Kit Rankin, Director  
Field Services Branch