

**Ministry of Education**

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**Ministère de l'Éducation**

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

**FROM:** Paul Anthony  
Director  
Teaching Policy and Standards Branch

**DATE:** October 5, 2009

**SUBJECT:** **2010 – 2011 Teacher Learning and Leadership Program**

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The Ministry of Education is pleased to announce the launch of the Teacher Learning and Leadership Program (TLLP) for the 2010-2011 school year.

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

- Support experienced teachers who wish to undertake self-directed advanced professional development related to improved student learning and development;
- Develop leadership skills for these classroom teachers to share their learning and exemplary practices; and
- Facilitate knowledge exchange.

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 2010-2011 program through to November 13, 2009.

The proposals will be reviewed at the board and provincial levels. Implementation of the 2010 -2011 projects will take place between May 2010 and May 2011.

**Application Process and Deadlines**

The 2010-11 TLLP Program Guideline and application forms are now available on the TLLP website at [www.edu.gov.on.ca/eng/teacher/develop.html](http://www.edu.gov.on.ca/eng/teacher/develop.html).

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 by **November 13, 2009**.

### **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 committee will review and select two proposals in accordance with the selection criteria stipulated in the 2010-11 TLLP Program Guideline.

### **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 11, 2009**, to:  
Ministry of Education  
Teaching Policy and Standards Branch  
900 Bay Street,  
13<sup>th</sup> floor, Mowat Block  
Toronto ON 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 2010. 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.

#### **Step 3:**

- Facilitate participant attendance at the two-day Leadership Skills for Classroom Teachers training session on **May 6 and 7, 2010**. 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 30, 2011**.
- 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 29, 2011**.

#### **Step 5:**

- Facilitate participant attendance at the one-day TLLP Sharing the Learning Summit in **November 2011**. The ministry will reimburse the board for occasional teacher coverage, and the participants for travel and accommodation costs.

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 or [camille.chenier@ontario.ca](mailto:camille.chenier@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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Paul Anthony

- c. Teacher Federations
- Principals' Associations
- Supervisory Officers' Associations
- Regional Managers
- Director of Education's Executive Assistant

Enclosure