

Tools for Board Contacts Supporting Teacher Learning and Leadership Program (TLLP) Projects

TEACHER LEARNING AND LEADERSHIP PROGRAM

Making contacts

Since TLLP projects rely on several different components, participants often turn to staff in their board for assistance with various aspects of their project. Past TLLP participants have indicated the following board personnel and services 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 is important for 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
- 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
- Direction and advice regarding accounting procedures and managing project budgets
- Protocol on securing release time for teachers from other schools within the board to participate in sharing activities
- Board travel and accommodation allowances

Take advantage of the TLLP with the PKE!

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 [TLLP-PKE page on TeachOntario](#).

Want to contact us or learn more?

Please keep the ministry posted on 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.

- The TLLP page on TeachOntario containing the TLLP Program Guideline, FAQs and timelines: <http://www.teachontario.ca/community/explore/tllppke>
- Examples of past TLLP projects: <https://www.teachontario.ca/community/explore/teachontario-talks>
- Contact the ministry:
 - Email: TLLP-PALPE@ontario.ca
 - Telephone: (416) 325-4339