SAMPLE BOARD ACKNOWLEDGEMENT LETTER

I am pleased to acknowledge receipt of your proposal for the 2015-16 Teacher Learning and Leadership Program (TLLP). I appreciate the time and effort you put into the development of this proposal.

A review committee comprised of board staff and representatives from the teacher federations and principal associations reviewed all the proposals received by the board. The committee was encouraged by the interest and thoughtful preparation that you and other applicants have shown in their professional development proposal.

The committee's task was to identify and recommend two proposals based on the selection criteria provided by the Ontario Ministry of Education. These two proposals will be forwarded to the provincial Teacher Learning and Leadership Committee (TLLC) for consideration. The TLLC will also be made aware of all of the submission topics received by the board, since the TLLC reserves the right to consider other proposals as well. For more information about the selection criteria and selection process of the Teacher Learning and Leadership Program, please refer to the program guidelines located on the ministry's website at http://www.edu.gov.on.ca/eng/teacher/tllp.html.

The box checked below is the outcome of the school board's committee review of your proposal application:

☐ Your proposal was chosen as one of the two proposals to be forwarded to the TLLC for consideration.

☐ Your proposal was not chosen as one of the two recommended proposals, however the TLLC will be made aware of the topic of your proposal.

The final selection decision rests with the TLLC. If your proposal is selected by the TLLC, there will be a contractual agreement drawn between the Ministry of Education and the school board outlining the specific terms and conditions for the administration of the funding. You will be responsible for undertaking the learning and sharing activities as described in your proposal, and will be required to attend the ministry-funded *Leadership Skills for Classroom Teachers* professional development session in May 2015 as well as the TLLP Sharing the Learning Summit in November 2016. Travel and accommodation costs for attending these sessions will be covered by the ministry.

Final decisions of the TLLC will be communicated directly to you by the Ministry in February 2015.

Thank you again for your interest in this exciting program.

Sincerely,

Director of Education/Supervisory Officer of School Authority