Clarification of Approval Process/Timelines for School Year Calendars & Professional Activity (PA) Days

The Tripartite Teacher Advisory Committee (TTAC) requested written clarification of the timelines associated with the approval of board calendars and the associated Professional Activity (PA) Days. Ontario Regulation 304, “School Year Calendar, Professional Activity Days”, made under the Education Act and Policy/Program Memorandum No. 151, “Professional Activity Days Devoted to Provincial Education Priorities”, outline the requirements school boards must comply with when establishing school year calendars and PA days.

Clarification of the approval process/timelines related to school year calendars and PA days is provided below:

• Senior management at the Ministry of Education reviews the existing criteria and topics for the two mandatory PA days (See section 2 (3.1) (1) of O. Reg. 304) and either amends or confirms the existing criteria and topics by September 30th of each school year.

• The Ministry of Education notifies school boards and teachers’ federations of the criteria and topics for the two mandatory PA days no later than October 31st of each school year.

• In the event that ministry priorities change after October 31st, the criteria and topics for the two mandatory PA days may need to be reviewed and revised.

• As per section 4 (1) of O. Reg. 304, school boards are required to prepare, adopt and submit for the Minister’s approval (through their ministry regional office) a school calendar for each school year by May 1st of each year.

• If a school board chooses to modify their school calendar (i.e., designate school holidays that are different than those listed in section 2 (4) of O. Reg. 304), the board must submit their modified school calendar for the Minister’s approval by March 1st of each year. (See section 5 (1) of O. Reg. 304).

• Sections 3 (Board Professional Development Committee) and 5 (Professional Learning) of the Provincial Dialogue Table (PDT) agreement state that school board and teachers’ federation representatives should engage in open, transparent, and meaningful consultations on matters related to the development and delivery of professional learning activities offered throughout a school year.
Sept. 30th
(Ministry approves criteria and topics for 2 mandatory PA days)

Oct. 31st
(Criteria and topics for 2 PA days available to school boards/federations)

Mar. 1st
(Deadline for school boards to submit section 2 calendar modifications for Ministry approval) *

May 1st
(Deadline for school boards to submit school calendars for Ministry approval)

* Change of date for PA day or examination day does not require Minister’s prior approval.