I am writing to share with you a document outlining the process and timelines associated with establishing and approving school year calendars and professional activity (PA) days. The Tripartite Teacher Advisory Committee (TTAC) requested written clarification of the process and timelines to ensure that school board officials and teachers’ federation representatives have a clear and common understanding of this process. As part of the Provincial Dialogue Table (PDT) agreement, school board officials and teachers’ federation representatives should be engaging in open and transparent discussions related to professional activities that are offered to teachers during the school year.

As you are aware, the requirements for establishing school year calendars and PA days are set out in Ontario Regulation 304, “School Year Calendar, Professional Activity Days”, made under the Education Act and in Policy/Program Memorandum No. 151, “Professional Activity Days Devoted to Provincial Education Priorities”. The information provided in the attached document reflects the requirements set out in O. Reg. 304 and PPM No. 151, as well as established practices related to the review of the criteria and topics for the two mandatory PA days.

If you have any questions about this document or school year calendars or PA days in general, please contact your Ministry regional office representative.
Kevin Costante
Deputy Minister

Attachments

c: Rhonda Kimberley-Young, Secretary-Treasurer
Ontario Teachers’ Federation

Gene Lewis, General Secretary
Elementary Teachers’ Federation of Ontario

Pierre Côté, General Secretary
Ontario Secondary School Teachers’ Federation

Marshall Jarvis, General Secretary
Ontario English Catholic Teachers’ Association

RÉjean LaRoche, Executive Director
Association des enseignantes et des enseignants franco-ontariens

Barry Pervin, Assistant Deputy Minister
Instruction and Leadership Development Division

Kathy Verduyn, Director
Field Services Branch

Moe Jacobs, Senior Labour Relations Advisor
Minister’s Office