

2024 SCHOOL BOARD ADMINISTRATIVE STAFF CONFERENCE



April 25-26, 2024
Crowne Plaza, Niagara Falls



Michael Lewis
Plenary Speaker: Friday, April 26

Michael Lewis is a Managing Director of Michael Lewis Training, Motivation and Development, a London, Ontario-based training and development firm that was founded in 1994 and specializes in developing and delivering personal and professional development presentations, seminars, webinars, workshops, and teambuilding facilitation to a wide range of clients. Born in 1961, he graduated from the University of Western Ontario with a B.A. in 1983, began a career in training in the corporate world, and eventually started his own training and development firm. He has spoken and presented seminars and workshops to countless administrative, accounting, and financial professionals during the past 30 years, including OASBO.



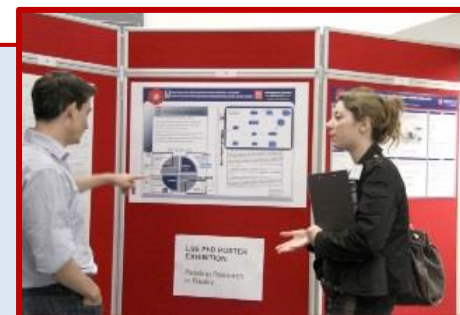
Who Should Attend?

- ✓ Administrative Assistants
- ✓ Educational Assistants
- ✓ Secretaries
- ✓ Supervisors and Managers
- ✓ Clerical Staff

Vendor Showcase

Thursday, April 25

9 a.m. to 5 p.m.



**April 25th
Workshop**

A

10:30-11:30 a.m.

1. ASPEN Tips and Tricks (Elementary) – LKDSB, TVDSB, WRDSB

Find some great tips and tricks on using and finding your way around the Student Information System, Aspen. These are some tips and tricks that we have found useful in our Boards and may not be applicable to all roles. We look forward to hearing some of the customizations other Boards have made with Aspen. This session is geared to Elementary Schools.

2. Success = Preparation + Opportunity - Michael Ilnicki, Contract Manager, NSTS

In the education sector, opportunities for promotions and sometimes even lateral moves are often not just tied to length of service. Merit-based competitions frequently determine the outcome of staffing processes for such roles, and these career opportunities can have a significant impact on quality of work-life, wage and even future pension for the successful candidates! This session will provide attendees with tips and strategies for ongoing preparedness to compete for such opportunities, while also finding greater day-to-day satisfaction in their current roles.

3. Understanding OnSIS – Maria Wallace, Support Specialist WRDSB; Kelly Sutherland, Supervisor Student Applications WRDSB

The Ontario School Information System (OnSIS) is a web-based application, which integrates and collects board, school, student, educator as well as course and class data, at the elemental level. Find out how your role in a school impacts OnSIS.

4. OSBIE Incident Reports – OSBIE

Last year, the OSBIE incident report system processed more than 104,000 reports from across the province. As with any system that processes a large volume of transactions, questions from our users often come up. Topics will include: an overview of the incident reporting system; answers to FAQs; and reviewing the updated feature.

**April 25th
Workshop**

B

12:30-1:30 p.m.

1. ASPEN tips and Tricks (Secondary) – LKDSB, TVDSB, WRDSB

Find some great tips and tricks on using and finding your way around the Student Information System, Aspen. These are some tips and tricks that we have found useful in our Boards and may not be applicable to all roles. We look forward to hearing some of the customizations other Boards have made with Aspen. This session is geared to Secondary Schools.

2. Privacy and Records Management – Stuart Bailey, WCDSB

Privacy considerations continue to present opportunities and challenges for the education sector. This session will review some highlights from the past year, discussion of what we see on the horizon for 2024, and a review of the key legislation, regulations, and guidelines that affect school boards in Ontario. Questions are welcome, discussion is encouraged,

3. Administratively Supporting your Superintendent/Manager/Supervisor – Jack Nigro & Lynn Strangway, TDSB

In this session, two Executive Superintendents with experiences in different school boards and different portfolios share perspectives on the practices of their most helpful Administrative Assistants and distill those practices into a “things-to-think-about list” for new (and even experienced) Administrative Assistants.

4. Gratitude in the Workplace – Homewood Health

During the past two decades, the field of positive psychology has expanded rapidly, and one of the most discussed areas has been gratitude. We know that people who practice gratitude lead healthier lives both physically and emotionally. We also know that gratitude has a positive impact on both the workforce and workplace. Expressing and receiving gratitude at work directly and indirectly contributes to a culture of cooperative, motivated and effective employees who give back and feel supported, appreciated, and recognized. The research on workplace gratitude goes deeper than a simple thank you. This session will also address the dark side of gratitude and disentangle some of the complexities in order to present a balanced view of the topic. By attending, participants will gain awareness on research-based strategies to improve the well-being of employees and the culture of organizations.

**April 25th
Workshop**

C

2:15-3 p.m.

1. Registration Guidelines for Temporary Residents in Ontario -- *Andi Thiessen-Regehr, WRDSB*

One board's experience interpreting the Ministry's guidelines for government funded (pupil of the board) status for international students based on the Ministry of Education's Memo "[SB08:2018 "Clarification of Policies and Supporting Documentation to Confirm Pupil Residency and Eligibility Status"](#)". Andi Thiessen-Regehr is the Manager of Business Services at the Waterloo Region District School Board and she will share her experiences of registering temporary residents and international students. The presentation will focus on registrations for any students who are not a Canadian Citizen.

2. OMERS – *Martin Diokno, Manager, Pension Education & Relationship Management - Omers*

Understanding your OMERS pension is essential for a happy retirement. Learn how your pension is calculated and how it can be increased through buying or transferring service, or even investing in AVCs.

3. When Negativity Strikes: Communicating Despite Negative Behaviour – *Homewood Health*

Negative behaviour can dampen any conversation and can spin a web of negativity around any activity. This session will review some helpful strategies to assist with recognizing some common negative behaviours and how to effectively communicate when negativity is present.

4. Administratively Supporting your Superintendent/Manager/Supervisor – *Jack Nigro & Lynn Strangway, TDSB*

In this session, two Executive Superintendents with experiences in different school boards and different portfolios share perspectives on the practices of their most helpful Administrative Assistants and distill those practices into a "things-to-think-about list" for new (and even experienced) Administrative Assistants.

**April 26th
Workshop**

D

10-11 a.m.

1. Microsoft Teams and Generative AI – *Chris Demers, CIO, WCDSB*

Microsoft Teams and Microsoft CoPilot are two exciting tools that are great opportunities at many school boards. At Waterloo Catholic DSB we have been extensively utilizing these tools and this session will go over some tips and tricks we have found. We will also be walking through the Generative AI tool and ChatGPT4 using your school board account. A demonstration on how you can use these tools for your school board teams, meetings, creating memos, procedures, doing research and improving productivity.

2. ASPEN Reports and Field Sets – *LKDSB, TVDSB, WRDSB*

See common field sets, filters, and reports that our boards have created and found useful to help school staff within the Aspen Student Information System. Demonstrations regarding query's, customizing field sets and reports can be provided during the FAQ portion.

3. Success = Preparation + Opportunity - *Michael Ilnicki, Contract Manager, NSTS*

In the education sector, opportunities for promotions and sometimes even lateral moves are often not just tied to length of service. Merit-based competitions frequently determine the outcome of staffing processes for such roles, and these career opportunities can have a significant impact on quality of work-life, wage and even future pension for the successful candidates! This session will provide attendees with tips and strategies for ongoing preparedness to compete for such opportunities, while also finding greater day-to-day satisfaction in their current roles.

4. Workplace Health and Safety: Fostering Change Through Participation - *Erica Grant, TVDSB*

Being safe and healthy at work is more than posters and videos. "What can I do"? is often asked. Getting involved doesn't have to be time consuming. Find out how small steps make huge impacts, where to look and how to find more information.

April 26th Workshop

E

11:15 a.m.-
12:15 p.m.

1. Enrolment Registers 101 - *Kelly Sutherland, Supervisor Student Applications WRDSB, Andi Thiessen-Regehr, WRDSB*
Enrolment Register instructions are the policies and procedures that all school boards in Ontario must follow to record student enrolment and attendance. Enrolment Registers are the supporting documents for the data that is submitted to the Ministry of Education for funding purposes. In this one-hour interactive presentation find out what your role in the school board is to help support Enrolment Registers and Attendance Reporting.

2. Cyber Security – *Chris Demers, CIO WCDSB*

This presentation will help you understand the terminology related to online security: Phishing, Spear Phishing, Whaling and Ransomware. It will make you familiar with the “warning signs” of an online scam and understand “social engineering” and the part it plays in fraud and security. It will also cover what to do if you think you have been victimized.

3. Overcoming Imposter Syndrome: How to Feel Confident, Capable and That You Belong! - *Michael Lewis*

Across Ontario and Canada there are hundreds of thousands of people going to work every day who question their own abilities and skills and feel that they are frauds who will eventually be discovered and found out. These are usually people who are new to the role (less than three years) who doubt themselves and their abilities, to the point that they can be anxious when taking on new tasks and assignments. This workshop provides attendees with the insights into why they have these fears, worries, and anxieties and receive GOOD NEWS... that they can save themselves and strengthen their career path so they can be the best version of themselves.

SCHOOL BOARD ADMINISTRATIVE STAFF CONFERENCE ~ April 25-26, 2024 – Crowne Plaza, Niagara Falls

REGISTRATION FEE: \$365.00 + \$47.45 HST = **\$412.45**

(Please Note: Registration fee refund requests will not be honoured after **April 1, 2024**; however, a delegate substitution will be allowed.)

Kindly make your cheque payable to **OASBO** HST #R123818627
320 Bloomington Road West•Aurora• ON• L4G 0M1

Rooms will ONLY be held until March 25, 2024. For more information, click [HERE](#).

Overnight accommodation available at the **Crowne Plaza, Niagara Falls** located at **5685 Falls Avenue, Niagara Falls, ON L2E 6W7**

Rate: **\$149.00 Fallsview + taxes** per night;
\$119.00 Traditional + taxes per night

NOTE: **NO online reservations available.**

To make reservations, please contact the hotel directly at:

1-800-519-9911

Request the rate for “Ontario Association of School Business Officials”
Reference: OASBO

Discounted self-parking at \$19 per vehicle, per night, plus taxes and fees for all overnight guests in attendance.

Click link below for map and directions:

[Crown Plaza Niagara Falls](#)
5685 Falls Avenue, Niagara Falls, ON

Conference Agenda

Thursday, April 25, 2024

9 a.m.	Registration, networking, vendor showcases
10:30 a.m.	WORKSHOPS A
11:30 a.m.	Lunch
12:30 p.m.	WORKSHOPS B
1:30 p.m.	Break
2:15 p.m.	WORKSHOPS C
3:15 p.m.	Vendor showcases
6 p.m.	Reception – Cash Bar
7 p.m.	Banquet
8:30 p.m.	Exploring Niagara

Friday, April 26, 2024

8 a.m.	Breakfast
9 a.m.	Plenary Session – Michael Lewis
10 a.m.	WORKSHOPS D
11 a.m.	Break
11:15 a.m.	WORKSHOPS E
12:15 p.m.	Lunch