



Ontario Catholic School  
Trustees' Association

September 23, 2011

**MEMO TO:** Trustees, Directors of Education & Student Trustees  
**FROM:** Margaret Binns, Office Administrator  
**RE:** **2012 Catholic Trustees' Professional Development Seminar**

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We are pleased to invite you to attend OCSTA's annual Trustee Professional Development Seminar, January 13-14, 2012 at the Doubletree by Hilton – Toronto Airport. This event offers the opportunity for OCSTA members to:

- Participate in the OESC trustee training program that has been specifically enhanced to encompass the Catholic view point and to address Catholic education priorities
- Learn best practices in Catholic school board governance
- Celebrate Mass as a provincial community of Catholic school board leaders
- Gain a deeper understanding of some of the key provincial issues in K-12 education
- Network with trustee peers from across the province
- Participate in discussions with the Minister of Education and other Ministry officials

### Seminar Registration Information

**Early Bird Fee** (until December 2, 2011)  
\$327.70 (\$290.00 + \$37.70 HST)

**Full payment must be received in the OCSTA office by this date.**

**Regular Fee** (after December 2, 2011)  
\$350.30 (\$310.00 + \$40.30 HST)

**Student Trustee Fee**  
\$226.00 (\$200.00 + \$26.00 HST)

**Spousal / Guest Dinner Ticket**  
\$84.75 (\$75.00 + \$ 9.75 HST)

The registration fee includes meals and admission to all sessions of the OCSTA Catholic Trustees' Professional Development Seminar and the OESC Certificate Course. Non-registrants attending Friday night's dinner must purchase a dinner ticket. Please note the cancellation policy.

Please complete the on-line registration form at <http://www.ocsta.on.ca/CTPDS-2012.aspx>.

Please make cheques payable to:

OCSTA  
Attention: Pam DeNobrega  
1804 – 20 Eglinton Avenue West  
P.O. Box 2064  
Toronto, ON M4R 1K8

### OESC Professional Development Program for School Board Trustees

In cooperation with the OCSTA Catholic Trustees' Professional Development Seminar the following Modules of the OESC Professional Development Program Certificate Course for School Board Trustees will be offered to both trustees and student trustees.

- Module 8: Conflict Management
- Module 9: Family and Community Engagement
- Module 10: Advocacy Role

## Name Badges

Name badges will be used to admit delegates to all Seminar functions. Delegates are asked to wear their name badges at all times.

## Cancellations

The deadline date for full refund of registration fees, due to cancellation, is **December 21, 2011**. A \$100.00 charge will apply to each cancelled registration received after the deadline date.

No refund, under any circumstances, will be available for cancellations received after **December 21, 2011**; however, substitutions will be accepted. Confirmed registrants who do not attend the event are responsible for the full registration fee.

Notice of cancellation must be submitted in writing to Pam DeNobrega by email to [pdenobrega@ocsta.on.ca](mailto:pdenobrega@ocsta.on.ca) or by fax 416-932-9459 within the timelines.

## Hotel Registration

### Room Rates:

The Doubletree by Hilton – Toronto Airport Hotel has set aside a block of rooms for delegates and guests attending the OCSTA 2012 Catholic Trustees' Professional Development Seminar, starting at the special discounted rate of **\$135.00 + applicable taxes**.

Boards are asked to make room reservations directly with the hotel by calling 1-800-668-3656 or on-line at [http://doubletree.hilton.com/en/dt/groups/personalized/Y/YYZIPDT-TPD-20120111/index.ihtml?WT.mc\\_id=POG](http://doubletree.hilton.com/en/dt/groups/personalized/Y/YYZIPDT-TPD-20120111/index.ihtml?WT.mc_id=POG). Be sure to identify yourself as being an OCSTA delegate when booking to secure the group discount rate.

In order to secure this special rate, **rooms must be booked by December 24, 2011**. After this date the special rate will be provided on the basis of availability.

We look forward to seeing you at the Seminar!

**If you have any Special Dietary needs (not preferences), please contact Margaret Binns, OCSTA Office Administrator, at 416-932-9460 ext. 228, no later than December 21, 2011.**