



OSTA  
AECO

ANNUAL 20  
GENERAL 17  
MEETING

## NOTICE: PLEASE READ

### RE: Recent Changes to OSTA-AECO Conferences

The Ontario Student Trustees' Association – l'Association des élèves conseillers et conseillères de l'Ontario (OSTA-AECO) has made changes to the format of our conferences and the registration process.

In an effort to meet the needs of our stakeholders, we have taken feedback from our school board partners and incorporated these changes into our registration process and conference sessions. Highlights of these changes include:

- Hotel accommodations will be booked through OSTA-AECO, on behalf of school boards
- Breakfast and Lunch will be provided for delegates during conference hours
- Student Trustees will receive a 3-course plated dinner during our annual Alumni Gala on May 27, 2017

We expect that these changes will reduce overhead for school board administration, as well as reduce the variable cost of meal expenditures for delegates while minimizing downtime due to breakfast and lunch breaks. We have planned for these changes, which in turn have resulted in a minimal increase in registration fees for school boards.

Should you have any questions or concerns regarding the new registration process or any other changes, I invite you to contact my colleagues for more information:

<u>Conference Registration</u>	<u>Payments</u>
Connor Webster Professional Development Officer <a href="mailto:Connor.Webster@osta-aeco.org">Connor.Webster@osta-aeco.org</a> 1 (613) 281-4118	Stefan Suvajac Chief Financial Officer <a href="mailto:stefan.suvajac@osta-aeco.org">stefan.suvajac@osta-aeco.org</a> 1 (519) 200-7466

For all other inquiries, please feel free to contact me directly.

I look forward to a successful 2017 Annual General Meeting!

Sincerely,



**Jacob Pullia**

Chairperson

Board of Directors

[jacob.pullia@directors.osta-aeco.org](mailto:jacob.pullia@directors.osta-aeco.org)

Dear Directors of Education, Chair, and fellow Trustees,

On behalf of the Ontario Student Trustees' Association – l'Association des élèves conseillers et conseillères de l'Ontario (OSTA-AECO) I am very excited to extend an invitation to our final conference of the year, the Annual General Meeting, to the incoming and outgoing Student Trustee(s) of your board. OSTA-AECO's AGM will be taking place at the Renaissance Hotel in the heart of downtown Toronto from Thursday May 25th to Sunday May 28th.

The OSTA-AECO AGM will provide your Student Trustees with the basic skills and abilities required to be successful in their role. From professional development seminars on boardroom etiquette, to knowledgeable and engaging keynote speakers and networking sessions, this conference is a great way for incoming Student Trustees to learn more about their role before their terms begin so they can start off the year ready to go, and a fantastic way for outgoing Student Trustees to conclude any current work they are doing with the association. Student Trustees will additionally meet with many of OSTA-AECO's stakeholders in a table-top presentation style walk-around, and will be able to connect with Student Trustee alumni from many years at the annual alumni gala, taking place Saturday May 25th at the Renaissance Hotel.

During this weekend, the election for next year's executive council will take place. We encourage incoming Student Trustees to run for these positions to get more involved in education advocacy. OSTA-AECO also has cabinet positions for each of our board council, as well as several committees which Student Trustees can be members of, or be elected to co-chair, throughout the year.

Please find attached a copy of the registration package for the AGM. We trust that you will take the time to review it with your Student Trustee(s) and complete the online registration by the specified deadline. It is also important to note that Member Boards of OSTA-AECO receive reduced rates for our conferences, along with special recognition from our association and frequent updates about our new activities and progress. The information for how to become a Member Board can be found in the Membership & Sponsorship Guide. If you have any questions or concerns about this upcoming conference, please do not hesitate to contact us.

OSTA-AECO strives to support Student Trustees throughout their terms, while concurrently providing them with the tools and resources to succeed and ensuring that they take the skills they embody and share them with their schools and communities. The AGM will serve as a great culminating event for your outgoing Student Trustee(s), and a valuable introduction to the position for your incoming Student Trustee(s). We are confident that they will both immensely benefit from attending. On behalf of OSTA-AECO I would like to thank you for your continued support of OSTA-AECO and for continuing to foster student voice within your board. We look forward to seeing your Student Trustee(s) in Toronto on Thursday May 25th to Sunday May 28th.

Yours in education,



**Kayvon Mihan**

President

[Kayvon.Mihan@osta-aeco.org](mailto:Kayvon.Mihan@osta-aeco.org)

Dear Director of Education, Chair, and fellow Trustees,

The Catholic Board Council of the Ontario Student Trustees' Association has been busy preparing for another meaningful conference in Toronto for our Annual General Meeting. We are pleased to invite your Student Trustees to this advantageous opportunity of learning, fellowship, and professionalism.

Reflecting on our prosperous Board Council Conference that occurred in our nation's capital, Ottawa, we refined our initiatives. This included working collectively with organizations such as Ontario Catholic School Trustees Association (OCSTA), Development and Peace, and the Assembly of Catholic Bishops of Ontario (Liturgical planning) on securing a concrete package for the Ontario Catholic Student Youth Day (OCSYD) and Eucharistic Celebration.

With Catholic Education Week right around the corner, we thank all boards for their contribution of clips and pictures to our video, which will be released in the coming weeks. This year, we received nearly 200 submissions! We are so excited to share the great beauty of Catholic Education in Ontario and unite school boards across the province. This video will be a testimony to the values and community that publicly-funded Catholic Education contributes to our united education system. Once released, we encourage boards to share the video and continue the celebration of Catholic Education.

At our Annual General Meeting, we welcome current and newly elected Student Trustees. This conference is a great opportunity to incorporate and transition our incoming Student Trustees to the professional development and learning experience that they will receive in their roles. Furthermore, this is an opportunity for the Student Trustees to reflect on potentially running for an Executive or Officer position within our organization. We strongly encourage the Student Trustees to participate – should they have any questions, please feel free to contact us.

As the Student Trustee term of 2016-2017 year is close to an end, we recognize the successes we have accomplished throughout the year. This year, OSTA-AECO is honoured to invite and unite Alumni Student Trustees, current Student Trustees and guests from all over Canada to our annual Gala. This is undoubtedly a unique and unforgettable opportunity to expose Student Trustees to the potential of their role.

Please keep our Council in your prayers. We thank you for your continued support.

Yours in Faith and Education,



**Nicolas Bottger**  
CBC President  
[Nicolas.Bottger@osta-aeco.org](mailto:Nicolas.Bottger@osta-aeco.org)



**Manuela Zapata**  
CBC Vice-President  
[Manuela.Zapata@osta-aeco.org](mailto:Manuela.Zapata@osta-aeco.org)

## OSTA-AECO 2017 Annual General Meeting

**Date:** May 25<sup>th</sup> – May 28<sup>th</sup>, 2017  
*Please note that May 25<sup>th</sup> and 28<sup>th</sup> are to be used as travel days.*

**Location:** Renaissance Toronto Downtown Hotel  
1 Blue Jays Way  
Toronto, Ontario  
M5V 1J4  
<http://www.marriott.com/hotels/travel/yyzbr-renaissance-toronto-downtown-hotel/>  
1 (416) 341-7100

### ACCOMMODATIONS

Accommodations for each delegate will be booked through OSTA-AECO's room block and group rate with the Renaissance Toronto Downtown Hotel. OSTA-AECO will manage hotel accommodations based on requirements as set out by school board administration. To book accommodations, please have a school board administrator complete the form below. Once submitted, reservation confirmations and an invoice will be forwarded to the designated school board contact.

**Group Code:** Ontario Student Trustees' Association

**Room Rates:** All guest rooms include a high speed internet connection and are priced at:

- \$219/night for single and double occupancy
- \$239/night for triple occupancy
- \$259/night for quad occupancy

**Reservations:** To reserve a guest room please visit [osta-aeco.org/AGM2017](http://osta-aeco.org/AGM2017) and indicate your reservation requirements.

**Deadline:** May 5<sup>th</sup>, 2017  
*Please note that after this date room rates and availability will no longer be guaranteed.*

If there are any questions or concerns, please do not hesitate to contact our Professional Development Officer:

**Connor Webster**  
1 (613) 281-4118  
[Connor.Webster@osta-aeco.org](mailto:Connor.Webster@osta-aeco.org)

**ONLINE PRE-CONFERENCE REGISTRATION**

Registration for our upcoming conference is now available online. Please review the registration information below. Only student trustees who are registered for the conference will be eligible to attend.

Please note that registration fees below are based on the date of registration and the membership status of the school board within the organization. Please ensure the appropriate cost for each student trustee is selected when completing the registration. If you are selecting a Member Board ticket type, please ensure that your school board has already submitted their 2017 Membership Fee **OR** that your board is committing to a Board Membership for the 2016-2017 academic year. For more information with respect to Board membership, please refer to the 2017 Board Membership & Sponsorship Guide available at [osta-aeco.org/resources/2016-2017/Membership-and-Sponsorship-Guide.pdf](http://osta-aeco.org/resources/2016-2017/Membership-and-Sponsorship-Guide.pdf).

**Conference Code:** OSTA-AECO AGM 2017

**Conference Fees:** The fees are as follows:

Ticket Type	Price (per student)
Early Bird Member Board	\$425
Early Bird Non-Member Board	\$450
Member Board	\$450
Non-Member Board	\$475

**Registration:** To register for the conference please visit: [osta-aeco.org/AGM2017](http://osta-aeco.org/AGM2017).

**Deadlines:** Early Bird Discount – May 5<sup>th</sup>, 2017  
 Regular Registration – May 16<sup>th</sup>, 2017

**Payment Methods:** The accepted payment methods are:

- Credit Card (additional 2.9% processing fee applies)
- Cheque

If paying by cheque, please address the cheque to "**Ontario Student Trustees' Association**" and mail it to:

Stefan Suvajac  
 448 Jarvis Street  
 London, Ontario  
 N6K 1X1

Note: Once the form is completed, the designated School Board Contact will receive an Invoice from OSTA-AECO within 2-3 business days for registration and hotel fees.

If there are any questions about registration or payment, please do not hesitate to contact our Chief Financial Officer:

**Stefan Suvajac**  
 1 (519) 200-7466  
[Stefan.Suvajac@osta-aeco.org](mailto:Stefan.Suvajac@osta-aeco.org)

## ON-SITE CONFERENCE REGISTRATION

When students arrive at the conference on the Thursday evening or Friday morning, they must register in-person. Each student must print, sign, and submit their Student Trustee Code of Conduct form (attached in this package). Please note that the form must be signed by the Board, Parents/Guardians, and Student Trustee. Student trustees may be denied registration to the conference if this form is not signed and submitted at this time.

**Date and Time:** Thursday May 25<sup>th</sup>, 2017  
4:00 PM – 8:00 PM

**Please Bring:** All student trustees must bring the following items to the conference:

- A signed Code of Conduct form

## CONFERENCE LOGISTICS

**Agenda:** The conference agenda is available for review (attached in this package). A copy of the agenda will be provided in the conference package upon arrival.  
*Please note that this is a preliminary agenda and the schedule may change prior to the conference.*

**Meals:** Breakfast and lunch will be provided during conference hours. Dinner will be provided on the second day of the conference.  
*Please note that all other meals are the responsibility of the individual delegate and their board.*

**Dress Code:** All conference activities require business attire.

## SUPERVISION

OSTA-AECO's Board of Directors is comprised of seven past student trustees, appointed by the organization on a biennial basis. While they maintain a legal and fiduciary responsibility to the organization, they also serve as supervisors during conferences and have all been approved to fill the position following vulnerable sector checks with their respective regional police offices. OSTA-AECO prides itself on ensuring that supervision is a key priority throughout the weekend of each conference, meaning that there will always be a male and a female supervisor on duty, 24 hours a day for the duration of the conference. During conference hours, they are available to assist with any issues and provide check-in service each night to ensure all students are in the hotel after check-in hours.

## CHECKLISTS

### Board Checklist

- Complete online registration/reservation form
- Complete and submit payment for invoice

### Student Trustee Checklist

- Bring a signed Code of Conduct form to the conference

## COMMITTEES

### **Communications Committee, Chair Shams Mehdi:**

The elected Communications Officer of OSTA-AECO for the current year is appointed to the position of chair for the committee. This committee aids in many tasks such as creating graphics for documents and campaigns for province-wide initiatives for OSTA-AECO. They may also collect data or information for any social media releases or share media posted by the OSTA-AECO Facebook, Twitter or Instagram account. Only the Communications Officer is able to speak on behalf of OSTA-AECO and all official releases must be distributed through the chair before being publicly released. This committee is great to become involved in for Student Trustees with interest in design, social media, and publicity.

### **Policy Committee, Chair Aidan Harold:**

The elected Policy Officer of OSTA-AECO of the current year is appointed to the position of chair for the committee. They aid ensuring that OSTA-AECO is in compliance with all regulations, policies and legislation. The committee also drafts OSTA-AECO position papers and reviews the policy documents of the organization and each Board Council. In previous years this committee has aided in the creation of multiple position papers which were publicly released. This committee is great for any Student Trustee who is interested in or would like to learn about law, policy, or communications.

### **Data and Research Committee, Co-Chairs Saad Wazir and Samir Alazzam:**

The chairs of the committee are elected by fellow committee members in a blind vote. The committee's job has been to create, distribute, collect, and analyze data on the Ontario Student, Parent, and Educator Survey. The goal of this committee is to use both primary and secondary data to gather information about different important issues that affect students today. This year the committee is working on formulating a report from the data collected by last year's survey. The committee is also releasing an internal survey for Student Trustees to gain more data on each person's experience in their term.

### **Progress Committee, Co-Chairs Kofi Richter and Delanie Austin:**

The chairs of the committee are elected by fellow committee members in a blind vote. The committee's job has been to create, distribute, collect and analyze data on the Ontario Student, Parent, and Educator Survey. The goal of this committee is to use both primary and secondary data to gather information about different important issues that affect students today. This year the committee is working on formulating a report from the data collected by last year's survey. The committee is also releasing an internal survey for Student Trustees to gain more data on each person's experience in their term.

**OSVA Committee, Co-Chairs Rhea Carlisle and Joseph De Sousa:**

The chairs of the committee are elected by fellow committee members in a blind vote. Ontario Student Voice Awards are six bursary awards given to graduating students who have shown commitment and excellence in the selected categories: Student Voice, Dedication to the Arts, Sports Leadership, Cultural Involvement, Entrepreneurial Initiative and Commitment to Justice. The purpose of these awards is to recognize students from across Ontario who have been heavily involved in their respective communities and seen as leaders by their teachers, peers and community members. This committee recognizes student achievement in those who have demonstrated outstanding contributions.

**First Nations, Métis and Inuit (FNMI) Committee, Co-Chairs Shannon Edwards and Tory Dockree:**

The chairs of the committee are elected by fellow committee members in a blind vote. The committee is focusing on bringing an FNMI voice to OSTA-AECO. This year the committee has reached out to HeartSpeak and other Northern school boards to form a foundation of partnerships. Currently, they are working on continuing to open the conversation with First Nation, Metis and Inuit students outside of our committee, in hopes to work on education issues at hand. The committee is planning to form a report that speaks on how boards are implementing First Nation, Metis and Inuit education into the curriculum.

**Student Well-Being Ad-Hoc Committee, Co-Chairs Grace Maher and Omar Baboolal:**

The Student Well-Being Committee is responsible for representing and advocating for those students in Ontario dealing with illness. Furthermore, they look to ensure a culture of well-being is being instilled within the various boards in Ontario. They want to make sure that every student feels supported with their physical and mental health, and has the resources and tools needed to be supported in their schools. The Student Well-being committee has produced a survey to put out to all the student trustees regarding student well-being in their school boards. They are also looking to write a position paper on the well-being this year. Lastly, they are looking to partner with OPHEA to promote student well-being for all students and provide them strategies on how to have a positive and proper wellbeing.

Should you have any questions regarding committee initiatives please contact our Operations Officer.

**Katie Yao**  
(705) 207-2231  
[Katie.Yao@osta-aeco.org](mailto:Katie.Yao@osta-aeco.org)

## Conference Agenda

### Thursday, May 25, 2017

6:00 pm to 8:00 pm	Registration
8:00 pm to 9:00 pm	Ice Breakers and Introductions from the Executive Council and Board of Directors
10:00 pm to 12:00 am	Check-in with Supervisors

### Friday, May 26, 2017

8:00 am to 8:30 am	Breakfast Buffet
8:30 am to 8:45 am	Networking
	Opening Ceremonies
8:30 am to 9:30 am	<ul style="list-style-type: none"> <li>• Roll Call</li> <li>• President's Speech – <i>Kayvon Mihan</i></li> <li>• CEO Address – <i>Hannah Tobias-Murray</i></li> </ul>
9:30 am to 10:30 am	Keynote Presentation – <i>TBA</i>
10:30 am to 11:00 am	Year in Review – <i>Kayvon Mihan, Dasha Metropolitansky, Nicolas Bottger</i>
11:00 am to 12:00 pm	Catholic Board Council and Public Board Council Breakouts
12:00 pm to 1:00 pm	Lunch Buffet
1:00 pm to 2:30 pm	Constitutional Amendments and By-Laws Review
	Breakouts
2:30 pm to 3:30 pm	<ul style="list-style-type: none"> <li>• Incoming Student Trustees: Roundtable with Educational Stakeholders</li> <li>• Outgoing Student Trustees: Life after OSTA-AECO</li> </ul>
3:30 pm to 4:30 pm	Committee Workshops
	Closing Remarks
4:30 pm to 5:00 pm	<ul style="list-style-type: none"> <li>• Review Key Takeaways from the day</li> <li>• Discuss Executive Council elections</li> </ul>
6:30 pm to 9:30 pm	Networking Social
10:00 pm to 12:00 am	Check-in with Supervisors

## Saturday, May 27, 2017

8:00 am to 8:30 am	Breakfast Buffet
8:30 am to 9:00 am	Opening Ceremonies <ul style="list-style-type: none"> <li>• Roll Call</li> <li>• Executive Council Updates – <i>Executive Members</i></li> </ul>
9:00 am to 10:00 am	Alumni Student Trustee Panel
10:00 am to 11:15 am	Sharing Best Practices from One Term to the Next
11:15 am to 11:30 am	Communications Session
11:30 am to 12:30 pm	Lunch Buffet
12:30 pm to 3:00 pm	Elections <ul style="list-style-type: none"> <li>• President</li> <li>• Senior Executive (Catholic &amp; Public Board Council Presidents and Vice-Presidents)</li> <li>• Executive Council</li> <li>• Board Council Cabinets (Catholic &amp; Public Board Councils)</li> <li>• Committee Chairs</li> </ul>
3:00 pm to 4:00 pm	Closing Ceremonies <ul style="list-style-type: none"> <li>• CEO Send-off – <i>Hannah Tobias-Murray</i></li> </ul>
6:00 pm to 9:00 pm	Alumni Gala <ul style="list-style-type: none"> <li>• Keynote Address – <i>TBA</i></li> <li>• Plated 3-Course Dinner</li> <li>• Student Trustee Alumni Leadership Award Presentations</li> </ul>
10:00 pm to 12:00 am	Check-in with Supervisors

## Sunday, May 28, 2017

10:00 am to 11:00 am	Hotel Check-out
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**STUDENT TRUSTEE CODE OF CONDUCT**

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Please carefully read the Student Trustee Code of Conduct before signing at the bottom of the document. Completion of this form is mandatory for all conference attendees. This Code of Conduct was created with Student Trustees' safety and well-being in mind.

I hereby agree to abide by the following rules:

I will:

- a) conduct myself in a respectful manner;
- b) use appropriate language;
- c) not cause another person to feel inferior, degraded, or bullied, though, including, but not limited to, discrimination, racism, sexism, and homophobia;
- d) not consume any alcohol or controlled drugs;
- e) sign out of the hotel for activities after conference hours and provide my cell phone number, activity, and location to the conference supervisors;
- f) return to the hotel by 23:00 local time and be in my own room by 23:59 local time;
- g) treat all supervisors, including the OSTA-AECO Board of Directors, with respect and abide by any rules they set out that are in the interest of my safety and well-being at the conference;
- h) abide by the codes of conduct set out by the host venue;
- i) abide by the codes of conduct set out by my school board for out-of-school excursions; and
- j) report any misdemeanours or violation of the above codes to the OSTA-AECO conference supervisors, hotel security, and/or conference security immediately.

I understand that:

- k) the OSTA-AECO Board of Directors will also be supervising the conference in the interest of my safety and well-being;
- l) nighttime attendance will be completed once and that random room checks may also occur to ensure that all Delegates are in compliance with item (f);
- m) I must abide by all policies of OSTA-AECO regarding conference attendance;
- n) I must sign in at the Board of Directors' hotel room between the hours of 21:00 and 23:00, and if I fail to do so, the conference supervisors will follow all precautionary steps detailed in all OSTA-AECO policies regarding conference attendance;
- o) participation at this conference is dependent on my ability to abide to this Code of Conduct at all times from my arrival until my departure;
- p) I am not only representing myself, but my entire school board;
- q) my failure to comply with any items above will result in my exclusion from activities, or, if deemed necessary by the Board of Directors, will result in my immediate removal from the conference at my expense or the expense of my Board;
- r) further consequences could result, if deemed necessary by conference supervisors and/or hotel staff; and
- s) my Director of Education and parent(s)/guardian(s) will be contacted immediately should a violation to this code of conduct be made.

By signing below, the undersigned parent/guardian and Delegate hereby acknowledge:

1. that the information on this page has been filled out to the best of their knowledge;
2. that neither OSTA-AECO, nor its members, shall be liable for any personal injury to the above stated Delegate; and
3. that the undersigned shall take full responsibility, and reimburse the host venue or OSTA-AECO for the cost of repairing or replacing any property of the respective premises which the Delegate has damaged or destroyed.

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**Signature of Student Trustee**

**School Board**

**Date**

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**Name of Parent/Guardian**

**Relationship to Attendee**

**Date**

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**Signature of Parent/Guardian**

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**Parent/Guardian Daytime Telephone**

**Parent/Guardian Evening Telephone**

Student Trustees are asked to print, sign, and complete this page of the Code of Conduct. Student Trustees may be refused attendance to the conference if this form is not completed and submitted to the conference organizers during registration.