

President's Message

Dear Colleagues in Catholic education,

As we approach the Easter holiday, I wanted to take a moment to reflect on the significance of this holy season and what it means for our Catholic school community.

Easter is a time of new beginnings, of hope and renewal, and the triumph of life over death. It is a time for us to come together in faith and celebrate the resurrection of Jesus Christ, and be reminded of the power of love, compassion, and service.

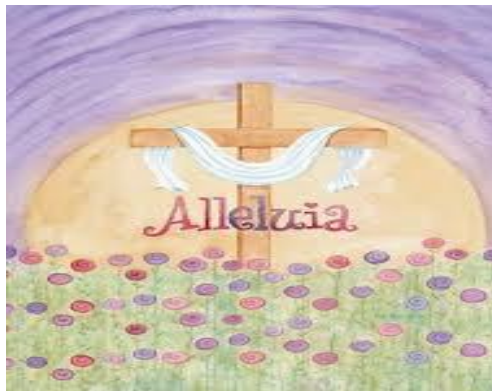
This year's Easter celebration comes at a time when almost navigating out of the challenges of the COVID-19 pandemic. Despite the difficulties we have faced, I am proud of the resilience and determination that our Catholic school community has shown in adapting to these changing circumstances and continuing to provide a high-quality education to our students.

As we celebrate Easter this year, let us take the time to reflect on the values that are at the heart of our mission as Catholic school business officials: faith, compassion, and service. Let us also take the opportunity to express our gratitude for the dedicated work that you do to support our schools and ensure that they continue to be safe and welcoming places of learning.

On behalf of the Ontario Catholic School Business Officials Association (OCSBOA) directors, I wish you and your loved ones a blessed and joyful Easter. May this season bring you hope, renewal, and the joy of new beginnings.

Sincerely,

Khaled Elgharbawy



Board of Directors

*President: Khaled Elgharbawy • Vice-President: Milka Zlomislac • Past President: Kevin Sun • Executive Director: Peter Marchini
Directors: Michael Gray • Brian Capovilla • Cathy McCabe • Tom Pechkovosky • Betty Stavropoulos • Lucy LePera • Vince Artuso •*

UPCOMING OCSBOA EVENTS

OCSBOA Annual Conference
September 27-29, 2023
Keynote Speaker: Dr. Carolyn Albanese
More details to follow.

Carolyn is currently an Education Officer at the Ministry of Education where she is supporting the work of mental health among teacher candidates as well as decentering Whiteness and examining bias and oppression among colleagues. She holds a PhD from OISE at the University of Toronto in Leadership and Higher Adult Education, focusing her research on equitable and inclusive education and improving outcomes and conditions for marginalized students and families through policy.

OCSBOA COMMITTEE REPS

OCSTA	Brian Capovilla
OCSOA	Brian Capovilla
ICE	Khaled Elgharbawy, Peter Marchini
Ministry Liaison	Khaled Elgharbawy
Human Resources	Michael Gray, Cathy McCabe
CEFO	Brian Capovilla
Conference	All Board Members
Membership	All Board Members
Business Facilities/Planning	Vince Artuso, TomPechkovosky
Strategic Communications	
ECAB	Betty Stavropoulos

OCSBOA BOARD OF DIRECTORS

President	Khaled Elgharbawy, York
Vice-President	Milka Zlomislic, Toronto
Past President	Kevin Sun, Dufferin.Peel
Directors:	Michael Gray, York Cathy McCabe, Dufferin-Peel Brian Capovilla, Wellington Tom Pechkovosky, York Betty Stavropoulos, Toronto Lucy LePera, Toronto Vince Artuso, Toronto
Executive-Director	Peter Marchini <i>marchinip@sympatico.ca</i>



Early Bird Draw Winner!

Members who submitted membership payments by February 1, 2023 were eligible for the Early Bird Draw! The prize is a \$250.00 Visa Gift Card. The winner is:

MARY LYNN SCHAUER
RENFREW CATHOLIC DISTRICT SCHOOL BOARD

Congratulations!!

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ONTARIO CATHOLIC SCHOOL
BUSINESS OFFICIALS ASSOCIATION

Conference and General Meeting 2023
September 27-29, 2023

This year the annual Conference and General Meeting will be held in Niagara on the Lake, Ontario. The venue is the Queens Landing Hotel and Conference Centre.



Registration details have been sent out to all members in March. Please join us for another great event. Some of the presentations are:

CIBC		Mitigating Cyber Security and Fraud Risk
QAIR	Chris Assard	What's New in School Ventilation Systems
Miller Thomson	Drazen Bulat	Procurement and Contracts
OMERS	Chris Hayle/Martin Diokno	

There will also be the many opportunities for networking. The Presidents Dinner will feature entertainment by Sandy Vine and the Midnights.

Please join us for this year's event. If you have not received registration information, please contact Peter Marchini at marchinip@sympatico.ca or Lesley McDowell at info.ocsboa@gmail.com.

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Committee Updates

Human Resources Committee Meeting Dates

Currently all meetings are held virtually. Meeting agendas and links will be sent out just prior to meetings. Please contact Cathy McCabe for more details.

April 14, 2023
May 19, 2023
June 16, 2023

Job Postings

Did you know that you can post your job postings at no cost on the OCSBOA website? If you would like to have your opportunities listed on the OCSBOA website just send all the information for the timing of the posting and a PDF copy of the opportunity to Lesley McDowell at Lesley.mcdowell@tcdsb.org.

New Email Address

OCSBOA has a new email address. Documents and information may be sent to you from this email address, please be sure to add this address to your safe senders list! The email address is:
info.ocsboa@gmail.com

You will still also receive emails from marchinip@sympatico.ca

Executive Assistant Changes

I am pleased to announce the appointment of Lesley McDowell as Executive Assistant for OCSBOA. Lesley holds the position of Training, Documentation and Support Officer with the Toronto Catholic District School Board.

Lesley has already shown her ability to assess a situation and think out of the box to bring a new perspective to what needs to be done. Lesley's experience and professional qualifications in workshop training and documentation and knowledge of IT systems will benefit the board through enhanced communication with our membership.

I look forward to working with Lesley, she is enthusiastic, and has great communication skills.

With every new hello there is most often a heartfelt goodbye. So as we welcome Lesley we also wish to extend to Marie Osborne a huge THANK YOU for all that you have given to OCSBOA .

Marie has been a fountain of knowledge and experience and selfless devotion to OCSBOA for over 20 years. It has been my honor to work closely with Marie for the past 12 years and I know many members have felt her warm presence at our annual Conference.

It is her season of change and on behalf of the membership and Board of Directors I wish her many happy and healthy years of full-time retirement.

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Tech Tips and Tricks

Welcome to our Tips and Tricks page. Here you will find some interesting and hopefully, new ideas to help you navigate your on line and digital world!

Did you know that you can customize the look of your Office Applications like Outlook and Word and Excel. From any of these applications do the following:

1. **Click on File**
2. **Choose Account**
3. **Click on the drop down menu for the Office Background. Choose the one you would like. Try School Supplies!**
4. **Click on the drop down menu for Office Theme, if you you prefer a darker background you can choose grey or black.**

If you have a phrase or information that you often use in emails you can create a quick part to insert this into emails in a few clicks!

1. **From an email where you have typed this information copy the text**
2. **Choose Insert from the menu**
3. **Choose Quick Parts**
4. **Choose Save Selection to Quick Part Gallery, then the Quick Part Dialog Box will open.**
5. **Here you can name your content and choose how you want it to be inserted, you can also create different folders for your Quick Parts.**
6. **When you would like to use your Quick Part you can either type the name you gave your Quick Part or you can choose Insert and select your Quick part from the list.**

You can use Quick Steps to simplify repetitive steps, perhaps you have a category of emails you receive often and you save them to a specific folder.

1. **In Outlook from the Quick Steps category choose Create New**
2. **Name your Quick Step**
3. **Choose an action from the list (Lets do a Reply of Thanks!) so Choose Reply**
4. **Choose More Actions**
5. **In the Text Area type Thanks!**
6. **Click Finish**
7. **When you want to use the Quick Step, choose it from your list in the menu**
8. **Click send in your message**

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MEMBERSHIP FORM 2022-23

NEW MEMBER RENEWAL

PERSONAL DATA:

Name	
Title	
Board	
Address	
City	
Postal Code	
Telephone	
E-mail	

COMMITTEE INTEREST:

The Board of Directors has developed a new committee structure in order to meet the needs of Catholic School Business Officials. Typically, committees meet approximately four (4) - six (6) times a year:

COMMITTEE	√
Membership Services – this committee will develop services that can be provided to members to enhance value of OCSBOA for all members: some examples include workshops, seminars, communications	
Conference – this committee will develop the conference program for 2020 and will aim to provide current and relevant topics to members at the conference	
Facility & Planning – this committee will provide a forum to address items specific to Catholic boards. This committee will facilitate collaborative sharing of our collective expertise and knowledge with our colleagues while ensuring the perspective of Catholic Education is paramount.	
Human Resources – this committee will provide a wide range of consultative services to OCSBOA members in the areas of negotiations, benefits, arbitrations, contract language, Health & Safety, etc.	
Communication – this committee will meet 3 or 4 times a year to share ideas and develop best practices for communication within the context of publicly-funded Catholic education	
Board of Directors – chart the future of OCSBOA by participation as a Director	

Membership Fee 2022-23 (September to August): \$210.00 (\$185.85 + \$24.15 HST)

Please make cheque payable to Ontario Catholic School Business Officials’ Association and return this form with your fee. You can email it to: marchinip@sympatico.ca

Signature _____

Date _____

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