

Achieving Our Full Potential

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Conference Registration
Administration and Support, CESBA

Brenda King
President, CESBA
Upper Canada DSB

cesba

**Ontario Association of
Adult and Continuing Education
School Board Administrators**

KEYNOTE ADDRESS

Donna Messer
President, ConnectUs
Communications Canada
Chair, Nexpro
Chair, Women in Politics
Board Member, Women in
International Trade

Increased Connectivity=Increased Opportunity

- ◆ Adult Day Schools
- ◆ Alternative Adolescent Education
- ◆ Career Programs
- ◆ ESL and LINC
- ◆ Evening Credit
- ◆ General Interest
- ◆ International Languages
- ◆ Literacy and Basic Skills
- ◆ Summer School
- ◆ International Education

ANNUAL MEETING SPECIAL GUEST

Kathleen Wynne, MPP
Parliamentary Assistant, MCTU
"The Role of Adult Education in Ontario"

FRIDAY CLOSING SPEAKER

Donna Kirby
Director
Learning Strategies and Support Division
HRSDC



**Sheraton Fallview
Niagara Falls**

SPRING CONFERENCE

www.cesba.com

May 13 & 14, 2004

THURSDAY PROGRAM

7:30 - 8:20 Continental Breakfast & Registration

7:45 - 8:20 Newcomer Orientation - *Haida Room*

8:25 - 9:15 Welcome & Keynote Address:
Donna Messer
"Increased Connectivity = Increased Opportunities"
Oakes Ballroom North

9:30 - 11:00 Networking Sessions

N1 Adult Credit/PLAR - Robert Fitzgibbon, Durham Catholic DSB

N2 Adolescent Alternative - Brenda Deshane, Halton DSB

N3 International Languages (Elem & Sec) - Ken De'Ath, Durham DSB

N4 ESL/FSL/LINC - Hanna Cabaj, Toronto Catholic DSB

N5 LBS - Liz D'Andrea, Toronto DSB

N6 International Education - Marilyn O'Donnell, Peel DSB

N7 Éducation permanente en français - Linda Mainville, CSDCEO

Break - refreshments available

11:15 - 12:15 Workshops

T1 De la PPN 132 à la réalité

Michel Comtois et Rita Lefebvre, CEPEO
Comment l'école des adultes Le Carrefour à Ottawa s'y prend pour mettre en oeuvre la PPN 132 (partage d'idées, de gabarits et de ressources).

T2 Serving Your Rural Community- Employment Services On-Line

Margo Whitehead, South Frontenac Community Resource Centre and Tracy Vandenburg, Kawartha Pine Ridge DSB
Margo will give an overview of her rural ERC's one-on-one services and provide a tour of the South Frontenac employment web site. Tracy will give an overview of the various services her site provides to their clients: Casual Labour Exchange, Rural Outreach Program, Job Search-specific Packages and many more.

T3 Lost Contacts- Results from Ontario Literacy Coalition Survey

Anette Chawla, Ontario Literacy Coalition
The results of the January 2004 OLC survey will be presented and discussed. The survey included questions on best practices used to reduce lost contacts, what supports programs need, and learner satisfaction surveys.

T4 Con Ed Registers 101 - The Basics

Namita Aggarwal, Toronto DSB and Rene Bourget, UCDSB
Review the 'basics' of Con Ed registers and how funding is determined. FTEs, pupil hours, enrolment, PLAR reporting and funding will be covered. Participants will also learn how to access register guidelines from the Ministry of Ed website.

12:15 - 2:00 Lunch and Door Prizes

Oakes Ballroom North

2:15 - 3:15

Workshops

T5 Collective Bargaining- The Do's and Don'ts

Pete Martin, Thames Valley DSB
This workshop will address the Collective Bargaining Process. Topics will include parameters for Effective Bargaining, the rights of both parties, various strategies, and the role of the Labour Board. Question/Answer period will follow.

T6 E-learning for At-Risk Students

Laurie Hazzard, Avon Maitland DSB and Linda Newnham, Toronto DSB
This workshop will explore the various online educational possibilities for both adult and at-risk students. See how these students are using internet technology to succeed in a specialized Cooperative Education and secondary school program.

T7 "Policy to Practice": A Provincial Resource Document on Assessment and Evaluation

Bruce Galbraith, Toronto DSB
An overview of this provincial resource document will be given to clarify issues around Assessment and Evaluation that have been unclear in Ministry policy documents. Applicable to all credit subject areas.

T8 Quality Assurance in Adult Non-Credit ESL Programs

Grainne O'Donnell, Toronto DSB; Tania Connell, York CDSB
This workshop looks at the development of procedures and practices to ensure uniformity of program standards (assessment, curriculum, and evaluation) across a large system with a variety of delivery models.

Break - refreshments available

3:30 - 4:30

Workshops

T9 Unlocking the Job Market

Trudy Lothian and Christine Harwood, Ottawa-Carleton CDSB
"Unlocking the Job Market" is a successful eight-week curriculum that helps Level 2 LBS learners through the job search process.

T10 Inkwell Administration Software: Overview, ESL, and ILC

John Rutledge and Chris Austin, Inkwell Incorporated
An overview of Inkwell Administration software with emphasis on the latest reporting features and advances made in the last four months in Ministry Register and Report Card creation.

T11 Delivering ESL Using Web-Based Tools

Subhadra Ramachandran and Robert Yin, CLTA- Peel DSB
CLTA has produced an effective delivery tool that implements theories of Communicative Approach of language learning and the Principles of Instructional Design. This workshop explores ways of teaching listening, speaking, reading, and writing through this and other web-based tools.

T12 Virtual Schools: Working in Cyberspace

Brent Wilson, Laurie Bizerro, Ottawa-Carleton CDSB
Working in Cyberspace presents unique challenges and rewards. Learn about a very successful e-learning school that opened its doors in February 2003. Here is your chance to interact with the facilitators, share your experiences, and pose your questions.

4:30-5:30

President's Reception

Loretto Room

FRIDAY PROGRAM

7:45 - 8:15 Continental Breakfast & Registration

8:15 - 9:00 Plenary Session with EDU & TCU

Peter Gooch, Director, Education Finance Branch, EDU

Dave Christie, Co-ordinator of Financial Audits, EDU

Patti Redmond, Director, Skills Investment Branch, MTCU

Oakes Ballroom North West

9:00 - 9:25 Annual General Meeting and Election of Board of Directors and Officers

9:25 - 9:55 Kathleen Wynne "The Role of Adult Education in Ontario"

Oakes Ballroom North West

10:00 - 11:00 Workshops

F1 Motivating the Unmotivated

Larry Sirianni, DSB of Niagara

An energetic workshop that demonstrates how applying the principles of fairness, respect, and trust in your staff will ensure positive outcomes and enhance your leadership credibility.

F2 Follow the Money- Program Funding Part II

Ward Levine, Trillium Lakelands DSB

This follow-up session to "Show Me the Money" builds on the review of registers and the dollar value they generate. Scenarios will show what your program could be worth using day school registers and grid staff. Bring your program's data including numbers of teaching staff, over 21 and under 21 students.

F3 New for Skilled Worker Assessment: CLBA 2004

Carolyn Cohen, CLTA-Peel DSB

A new CLB 2000 referenced assessment tool has been developed for testing Speaking, Listening, Reading, and Writing. This workshop will provide an overview of this test and its development.

F4 Forging New Links With Family Literacy

Hazel Lambert, Trudy Lothian, and John McGrath, Ottawa-Carleton CDSB

This panel presentation will discuss different ways family literacy has provided a vehicle for effective and lasting links between Continuing Education and Day Schools.

Break - refreshments available

11:15 - 12:15

Workshops

F5 PLAR, Part Two...The Sequel

Panel discussion facilitated by Brenda King, CESBA President

This workshop takes the operationalising of PLAR for mature students to the next level. Adult educators share strategies, documentation, and sample assessments they have developed and are in the process of delivering. Funding processes will also be discussed.

F6 OSSLC- The Ontario Secondary School Literacy Course

Dianne Fenner, Toronto DSB

This workshop will introduce the new Ontario Secondary School Literacy Course. Participants will understand the relationship of the course to the Literacy Test and become acquainted with the course expectations, course profile, and key resources.

F7 A Second Chance for At-Risk Students

Peter Mintsoulis, DSB of Niagara and Paula Bertollo-Connell, York Region DSB

Successful alternative programs for "at-risk" adolescent students will be presented. Emphasis will be on the structure of the programs, the target group, and how the programs meet the needs of at-risk students. Academic and Co-op models will be discussed.

F8 Effective Ways to Market

Julian Luke, Durham DSB

Tight budgets mean you need a big bang for your buck! Learn some tips and tricks to stretch your marketing dollars.

12:15 - 1:30

Lunch, Door Prizes & Concluding Speaker:

Donna Kirby, Director

Learning Strategies and Support Division, HRSDC

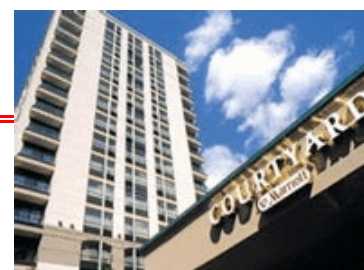
Oakes Ballroom North West

AGENDA AT-A-GLANCE

WEDNESDAY PRE-CONFERENCE	THURSDAY CONFERENCE	FRIDAY CONFERENCE
9:00 - 4:00 LBS - Round Table Canadiana Ballroom	7:30 - 8:20 Breakfast & Registration	7:45 - 8:15 Breakfast & Registration
	7:45 - 8:20 Newcomer Orientation	8:15 - 9:00 Plenary Session
	8:25 - 9:15 Welcome & Keynote	9:00 - 9:45 AGM & Elections
12:00 - 3:00 International Languages Round Table Cree Rm	9:30 - 11:00 Networking Sessions	10:00 - 11:00 Workshops
	11:15 - 12:15 Workshops	11:15 - 12:15 Workshops
	12:15 - 2:00 Lunch, Prizes	12:15 - 1:30 Lunch, Prizes & Speaker
9:00 - 3:00 Personal Support Worker Round Table Hennepin North	2:15 - 3:15 Workshops	
	3:30 - 4:30 Workshops	
	4:30 - 5:30 President's Reception	

Bring your continuing education promotional materials to display!

Plan ahead for the 2004 CESBA Fall Conference Courtyard Marriott, Downtown Toronto December 2 & 3, 2004



PLEASE RETURN YOUR REGISTRATION FORM AS SOON AS POSSIBLE

Those rec'd by April 8, with full payment, will be entered in an early-bird draw; prize to be drawn at conference. Registrations processed on a first-come basis; complete one form for each person; may duplicate. Prize: Overnight accommodation plus breakfast for two at the Sheraton Fallsview, Niagara Falls.

CESBA Conference Registration Form & Information

LOCATION

Sheraton Fallsview

6755 Fallsview Blvd.

Niagara Falls, Ontario, L2G 3W7

Single/Double guest room rates/night:

Greenview Rm \$119

Fallsview Rm \$169

(add 12% taxes)

Parking is free

Call

905.374.1077 or 1.877.353.2557

Rooms are limited- please book by April 13, 2004.

Quote group code: CESBA 4

CONFERENCE FEES (Please select one)

		Member*		Non-Member**	
OPTION 1	Full conference Thursday & Friday	\$330	<input type="checkbox"/>	\$385	<input type="checkbox"/>
OPTION 2	Thursday Only	\$220	<input type="checkbox"/>	\$275	<input type="checkbox"/>
OPTION 3	Friday Only	\$220	<input type="checkbox"/>	\$275	<input type="checkbox"/>

The fourth and more Option 1 registrations, sent together from the same organization, pay only \$220 (plus \$55 for membership, if applicable).

*Your membership runs from Dec. 1, 2003 - Nov. 30, 2004.

**Your conference fee includes \$55 to cover membership to November 30, 2004.

All fees include GST. GST # 882254410RT **Total Enclosed** \$ _____

PLEASE PRINT CLEARLY

This is my first CESBA conference Yes No

Last Name First Name

Title

Mailing Address

City/Town Postal Code

School Board you represent

Business Phone Fax

E-mail

Method of Payment Chq Visa M/C

If Visa or M/C, complete the following:

Credit Card No. Expiry Date

Name on Card Signature of Cardholder

To ensure room assignment is made to accommodate registrants comfortably, **please circle your choice of workshops:**

Thursday

9:45-11:00 N1 N2 N3 N4
N5 N6 N7

11:15-12:15 T1 T2 T3 T4
2:15-3:15 T5 T6 T7 T8
3:30-4:30 T9 T10 T11 T12

Friday

10:00-11:00 F1 F2 F3 F4
11:15-12:15 F5 F6 F7 F8

HOW TO REGISTER

Complete and submit this form along with payment

Credit Card Payment

FAX to:

519-750-1333

or

MAIL to:

CESBA

Conference Registrations

P.O. Box 22073

RPO Brantford East

Brantford, ON

N3S 7V1

Cheque Payment:

make payable to CESBA and mail to above address

For further information, call CESBA Office at:

519-754-4550