

Education Foundation

of Ottawa

Serving students in need within the



OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

133 Greenbank Road
Ottawa, ON K2H 6L3
Phone: 613.596.8211 x8303
www.educationfoundationottawa.ca
Charitable Registration #: 82373 8349 RR0001



Notes/Questions:



Thank you for your interest in the **Education Foundation of Ottawa** and its Board of Directors.

This package is designed to provide you with the information you may need to make an informed decision about your involvement. Your commitment is important; please take the time to review this information and ask any questions you may have.

In your package you will find:

- An overview of the Education Foundation of Ottawa, its programs, and staff
- A description of how requests for support are received and processed
- An outline of the role, responsibilities, and expectations of a Director on our Board
- List of current members and vacancies
- An application to be on our Board of Directors
- A link to our [Registered Charity Information page on the Canada Revenue Agency \(CRA\) webpage](#)

We look forward to supporting you through this process.

Do you have questions?

Please contact us:

Email: educationfoundation@ocdsb.ca

Website: www.educationfoundationottawa.ca

Phone: 613.596.8211 ext. 8303

Fax: 613.596.8272



Overview

The Education Foundation of Ottawa (est.2005) is the registered, independent charitable arm of the [*Ottawa-Carleton District School Board \(OCDSB\)*](#) which raises and disperses funds to children in need.

Our mission is to level the playing field for all children regardless of personal or socioeconomic circumstances. With a school board that has over **78,000** children in **146** school sites, your help is not only needed... it's crucial!

Quick stats:

- 2019 Operational Budget: approximately \$400,000
- Employees: 1 FT, 1 PT (.5)
- Signature Annual Fundraiser: Toonie Tuesday (last Tuesday in February), 2019 results \$48,000 raised

The Foundation exists to help students through the following ways:

Students in Crisis (Emergency Fund) - Research shows that **1 in 5** children in every classroom in Ottawa may live in poverty. Your donation can help provide emergency funding for clothing, medication, school supplies, and other basic needs. Did you know that more than 2500 OCDSB students start the school year off without a backpack or school supplies? A simple and basic necessity that no child should go without. **Anyone can be affected by a crisis.** It's possible that a parent was in a car accident, lost their job, or was diagnosed with an illness. This happens **every single day**, and can easily throw our Ottawa families into financial hardship. The Education Foundation of Ottawa can provide support during these difficult times when more than approximately 15,000 children in our school board are experiencing the effects of poverty.

Food Security - One of our **greatest areas of need is food security.** For students who may not receive enough nourishment inside and outside of school hours, this program provides nutritional snacks in the classroom and gift cards for groceries during family emergencies. We know that a nourished belly can help students focus more in the classroom. With donor support, more than 9,000 healthy snacks are provided each week! Our goal is to not only sustain this program, but to see growth, because children deserve to not be hungry.



Active Living and Opportunity

Participation in arts, athletics, extra-curricular, and recreational activities enhance the educational experience of young learners. We know that it's about **more** than just learning the skills of a sport. Involvement supports a sense of belonging and provides opportunities to build social skills and life-long, meaningful connections. Bursaries are provided to **individual students** to help meet their needs (both during and after school hours). Support may be in the form of covering registration fees, or providing the funds to purchase appropriate equipment, or the shoes and clothing needed to participate.

OCDSB students in our **Autism Programs** receive funding for swim and water safety lessons (and transportation). These skills are necessary, lifesaving lessons as drowning is one of the most prevalent causes of death among individuals with Autism Spectrum Disorder (ASD). We work alongside community partners to ensure our students have accessible options for participation. In addition to the above mentioned programs, with many thanks to individual and corporate donors, the Education Foundation of Ottawa also distributes a number of **awards and bursaries to support students as they move on to post-secondary studies and pursue their interests**. While we know that there are many needs, our mandate is to **fund individual students, not necessarily entire classes**. Should entire classes require support for a project that involves many students, we may be able to access specific Education Foundation of Ottawa **bursaries and awards** that meet their needs.

We know that poverty does not discriminate, and that there is need in **EVERY** school and in **EVERY** community. Parents, students, teachers, educational assistants, schools officials, and social workers all help us identify where the needs are.

For additional information, visit our website: www.educationfoundationottawa.ca.

With sincere thanks,

A handwritten signature in blue ink that reads "Marissa Arthur". The signature is written in a cursive, flowing style.

Our staff are agents of change.

Our staff are the powerful force behind the good work of the Education Foundation of Ottawa. Their commitment and passion has been a vital strength as we open doors for every OCDSB child and youth in the Ottawa community who need our help to succeed. Get to know them a little better and learn why they come to work every day.



Clarissa Arthur, Executive Director, Education Foundation of Ottawa

As Executive Director, I oversee all operations with supervision and guidance from my valuable Board of Directors and Ottawa-Carleton District School Board officials. In my role, I work to create and execute our fundraising plan, establish and maintain positive donor relations, liaise with school administrators, and lead fundraising campaigns and special events.

I plan to bring with me, my many professional and personal experiences that have led me to where I am today. As a parent, professional, and community member, I believe in the EFO mission of creating a level playing field for all students regardless of personal or socio-economic circumstance. As our vision states: ALL children should have an equal opportunity to learn and participate, and I know you can help us see this through!

I consider myself a lifelong learner who is always up for a challenge. I have diplomas in Early Childhood Education, and Child and Youth Care, a Certificate in Infant Mental Health Promotion, and a Bachelor's Degree in Psychology; I deeply enjoy learning about human behavior and how we can discover equitable and inspiring ways to make this world a better place. I was a young mother to my children, now in their 20's, and feel I have a true empathy and understanding of what some parents and children may face during difficult circumstances. I do hope to inspire others to always look toward the future and to never give up on their dreams.

I look forward to meeting with members of our community who are willing to use their voices and abilities to help the Education Foundation of Ottawa advocate for our youth and ensure that children are not going to school hungry, cold, or missing out on valuable opportunities. **We can make a difference together!**



Laila Labelle, Development and Communications Assistant, Education Foundation of Ottawa

As Development and Communications Assistant, my role includes supporting leadership in all areas of development and communications, public awareness, maintaining positive donor relationships, promoting the team's mission and services, and growing the organization.

While working in this role, I plan to expand the awareness of the organization, explore long-term solutions for solving inequality, and establish new and creative ways for donors to become involved in the organization. I consider myself to be passionate, motivated, and I possess a unique and natural ability for networking and building strong business and personal relationships. I have an innate ability to connect and communicate at all levels which has excelled my career in various positions, including Director of Sales Operations, Marketing Director, and Small Business Consultant.

I have diplomas in both Business Administration and Marketing and also hold a Certificate in XSell, North American Sales Training. I'm involved with Junior Achievers Ottawa, School Parent Council, and am also an Instructor at the West Carleton School of Performing Arts.

“...the power of an authentic, human connection is not to be underestimated.”
– Diedre Moore

Requests for Support

When Principals, Vice-Principals, or Social Workers have identified a need, they will complete a secure online form including the following information:

- Name of the school and Principal/Vice Principal making the request;
- Name of the student and their date of birth;
- Whether or not the need is urgent;
- The area of need for the request (ie. clothing, food, medical, active living);
- Whether or not other funding sources have been explored;
- The nature of the request outlining a brief description of need;
- The amount of funds requested to support the student; and
- The date of the request.

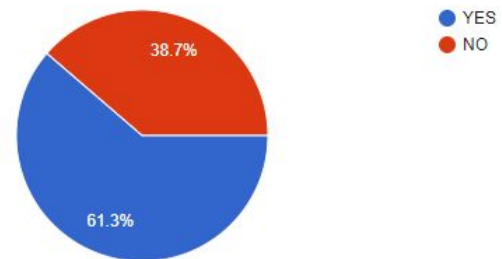
This online form is then processed; the request is then approved, deemed ineligible, or referred to another appropriate community support. Requests are meant to be processed in a timely fashion, and are usually completed within 48 hours of a request being submitted.

Confidential data is collected to track the number of requests processed; it also helps us identify specific areas of need for future funding proposals.

For example, these diagrams identify that out of the **75 requests** received in the **first 8 weeks of the 2019/20 school year**, the majority are urgent and for food.

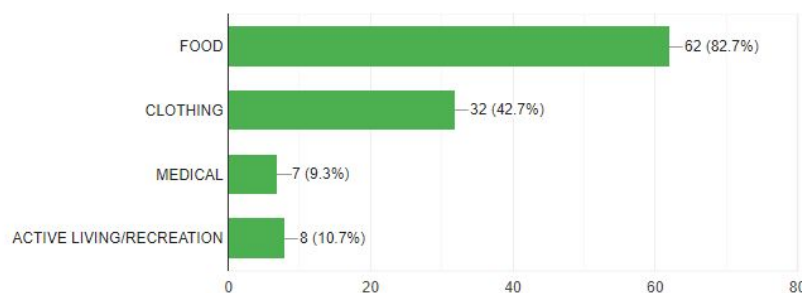
Is this an urgent situation:

75 responses



Area of need:

75 responses





Role, Responsibilities, and Expectations of our Board of Directors

Our board is the leader of change. The Education Foundation of Ottawa's Board of Directors brings together expert knowledge of the academic, public, and private systems, a deep understanding of the importance of education, and an overall passionate commitment to children. Through their leadership and guidance, the Education Foundation of Ottawa continues to provide for the well-being of *Ottawa-Carleton District School Board's* approximately **15,000** students living in poverty.

This volunteer role will require you to be an **ambassador and advocate** for the needs of students within our school board. The goal is to educate others in a way that provides a special understanding about the varied needs of our children and the outcomes expected when the Foundation's efforts are supported.

You will be asked to utilize your personal and professional relationships to identify potential partners interested in engaging with the Foundation. Through task forces and/or working groups, each member is asked to focus on one of three areas for growth: **governance, visibility, and fundraising**. This focus will allow us to respond to the ever changing socio-economic needs of our community.

Each member is elected to a **2-year term**, renewable for up to six years. In addition to duties previously mentioned, overall responsibilities include:

- To attend and actively participate in meetings and committees;
- To ensure the basic legal and ethical responsibilities are fulfilled;
- To provide input, direction, approve, and occasionally revise long term plans for the Foundation;
- To oversee the Foundation's programs, ensuring objectives are being achieved;
- To approve procedures, systems and policies concerning processing gifts/expenses;
- To promote the activities of the Foundation; and
- To support and represent the Foundation at special events.

*It would also be greatly appreciated if Board members named the Education Foundation of Ottawa as their charity of choice.

**please see our General Administrative Bylaws for more information*



The Education Foundation of Ottawa's current Board of Directors and Vacancies

Interim Chair

Camille Williams-Taylor, Director of Education, Ottawa-Carleton District School Board

Directors

Lynn Scott – Chair, Board of Trustees, Ottawa-Carleton District School Board

Geoff Best – Executive Director, Ottawa-Carleton Education Network

Zofia Jurewicz – President, Edward J. Cuhaci and Associates Architects

Dave Smith – Philanthropist, Owner Nate's Deli, Dave Smith Treatment Centre

Sandra Walker – Principal, Mutchmor Public School

Tracy Shapiro – Principal, Brookfield High School

Vacancies

Chair (1) - The Chair shall, subject to any special resolution of the Foundation, when present, preside at all meetings of the Board, the Executive Committee as well as all meetings of members of the Foundation. The Chair shall be the chief executive officer of the Foundation unless otherwise determined by special resolution of the Foundation or resolution of the Board. The Chair shall sign all documents requiring the signature of the Chair, and have the other powers and duties from time to time prescribed by the Board or incident to the office.

Vice-Chair (1) - The Vice-Chair shall perform such duties from time to time prescribed by the Board or Executive Committee or incident to the office including to perform all the duties of the Chair in the absence of such person.

Treasurer (1) - The Treasurer shall be the custodian of all the books of accounts and accounting records of the Education Foundation of Ottawa; shall be responsible for rendering to the Board or Executive Committee, whenever required, an account of all transactions as Treasurer and of the financial position of the Foundation; shall be responsible for co-operating with the auditors of the Foundation during any audit of the accounts of the Foundation; and shall be responsible for performing the other duties from time to time prescribed by the Board or Executive Committee or incident to the office including to act as Chair of the Finance Committee. **This position will have additional support from the Education Foundation of Ottawa staff and the OCDSB accounting department.*

Directors (4) - The duties of all other officers of the Foundation appointed by the Board or Executive Committee shall be such as the terms of their engagement call for or the Board or Executive Committee prescribes.

**please see our General Administrative Bylaws for more information*



Education Foundation of Ottawa **Board Director/External Committee Recruitment**

Location: Ottawa, Ontario

Salary: Unpaid

Organization Type: Not-For-Profit/Charitable Organization

Organization Size: Annual Operating Budget of approximately \$400,000

The ideal Board will be **representative** with each member possessing **experience/skills** in one or more of the following areas:

- Lived experience, shared perspective of people living with adversity, and a true practice of allyship (a lifelong process of building relationships based on trust, consistency, and accountability with marginalized individuals and/or groups of people)
- Finance and Auditing
- Legal
- Communications, Government Relations, and Public Service
- Quality Performance, Improvement, and Rule Management
- Project Management
- Recreation (including organized sports and other activities)
- Community Service Clubs
- Corporate
- Food Security (Distribution, Restaurant, Grocery, etc.)
- Post-Secondary Education
- Parents of students in the OCDSB (preferably with School Council knowledge)
- Student Trustee (past or current)

Committee Structure: Directors are required to be a member of one of the following committees in addition to their regular Board participation. We also invite members from the community with special expertise to sit on our committees, where appropriate, as external members.

1. Governance Committee
2. Finance Committee
3. Fundraising
4. Review and Recommendations
5. Communications

Time Commitment: We have **four** board meetings annually, typically held in September, December, March, and June* (*meeting and AGM) between **4-6pm**. Other committees will meet based on specific needs and scope of tasks.



Board Director/External Committee Application – 2019/20

1) Please summarize your personal and professional background. How do you think your past experience/background will guide you to perform the responsibilities of a Board member? (How would you describe your leadership style and how would your strengths and skills contribute to the Board?)

2) The by-laws of the Education Foundation of Ottawa address the issue of conflict of interest. Can you identify any potential conflicts should you follow through with your interest in the Board of Directors?



3) What values and attributes of the Education Foundation of Ottawa are most appealing to you? How would you describe the Foundation as a potential Board/Committee member? Why do you wish to serve on the Board of the Education Foundation of Ottawa?

4) What do you see as the key functions and responsibilities of the Board?

5) Do you see any factors contributing to a lack of involvement or inability to attend meetings on a regular basis?



6) How will your own personal values support your role as a board member?

7) Based on your knowledge of children, families, and socio-economic issues, what do you think the Education Foundation of Ottawa should be addressing and/or focusing on in the next 3 years?

8) Do you have any questions for us?



Next steps

Applications should be sent via the following methods:

Mail: 133 Greenbank Road, Ottawa, ON K2h 6L3,
ATTN: Education Foundation of Ottawa

Email: educationfoundation@ocdsb.ca
ATTN: Clarissa Arthur

Fax: 613.596.8272

The Nominating Committee will review all applications and selected applicants will be contacted. Interviews are anticipated to occur following the review of applications. New members will be integrated into the Board of Directors on an ongoing basis throughout the school year.



Do you have questions?

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