

MINUTES

Castor Valley Elementary School Council Meeting Thursday, September 9, 2010 7 – 9 pm.

1. Welcome & Introductions

In attendance were: Diane Abboud, Cindy Ace, Ann Arden, Shannon Bain, Lori Blinn, Chrystal Brown, Leon Brown, Marg Clunie, Jen Danby-McDonald, Lisa Eggens, Mark Fisher (trustee candidate), Gisèle Gratton, Crystal Kirkpatrick, Luisa Kuca, Tracy Lager, Julie McDonald, Susanna Penning, Laurel Perry-Hapli, Marnie Patterson, Rebecca Park, Laurie Rail, Natasha Robb-Burrows, Tania Salvi, Leslie Segal, Kim Sheldrick, Gail Souliere, Wendy Spenst, Tammy St. Jean, Caroline Stevenson, Mike Stevenson, Tara Ten Den, Lauriel Wills, Tracy Windsor, Heather Wilson, Heather Wyche

Zone 7 Trustee Candidate – Mark Fisher introduced himself and stayed for the meeting

2. Dissolution of Council – Marnie Patterson

3. CVES Council Overview – Heather Wilson

Heather described many of the initiatives of the CVESC and roles for volunteers in the Castor Valley school community.

4. Distribution of Self-nomination Forms – Heather Wilson

Nominations & Elections of 2010-2011 Council Members

Members at Large – 20 parents maximum

21 people indicated interest in being Council members. We will introduce a motion at next meeting to increase the number of members to 25 and will then appoint all new members. The CVESC constitution requires 2 weeks notice for change. This notice is being given tonight. Those individuals who submitted their self-nomination forms in June were appointed as Members at Large including Ann Arden, Lori Blinn, Leon Brown, Marg Clunie, Jen Danby-McDonald, Luisa Kuca, Tracy Lager, Susanna Penning, Laurel Perry-Hapli, Marnie Patterson, Rebecca Parke, Laurie Rail, Natasha Robb-Burrows, Tania Salvi, Leslie Segal, Kim Sheldrick, Lauriel Wills, Heather Wilson

The following people volunteered to let their names stand for Council:

Executive Officers

Chair - Heather Wilson
Vice-Chair – Kim Sheldrick
Secretary – Ann Arden
Treasurer – Susanna Penning

Members with Portfolio

Fundraising/Activities Coordinator – Marg Clunie & Laurel Perry Hapli (Mike Stevenson offered to help)
Ottawa Carleton Assembly of School Councils Representative – Heather Wilson
Communications Coordinator – Tania Salvi
Volunteer Coordinator – Luisa Kuca
Community Liaison Officer – Kim Sheldrick
Environment Coordinator – Natasha Robb-Burrows
Website Coordinator – Tracy Lager (Leon Brown and Leslie Segal offered to help)

All positions were acclaimed.

5. Approval of Agenda

Lori Blinn made a motion to approve tonight's agenda, seconded by Gisèle Gratton, motion carried.

6. Approval of June minutes

Laurie Rail made a motion to approve June minutes, seconded by Tracy Lager, motion carried.

7. Appointment of Signing Officers

Susanna Penning made a motion for the CVESC signing officers to remain the same as last year (signing officers: Susanna Penning, Heather Wilson, Jen Danby-McDonald). Laurel Perry-Hapli seconded the motion. Motion carried.

We are considering moving our account from the RBC in Metcalfe at the end of the year because our service fees will be increasing (we currently have a \$10 flat fee account and this will be ending). We still have pre-printed items that we have paid for (e.g. cheques) to use up this year. We will consider Scotiabank for next year due to their sponsorship of CVESC and school events.

8. Constitutional Amendments – notification of 2 proposed changes – vote at October meeting

- a. Introduce a Non-Voting Affiliate Member category – Kim Sheldrick
- b. Class Rep Coordinator – change from Member at Large to Member with Portfolio – Heather Wilson

Proposed Constitutional Changes are noted in **RED**:

Article IV – MEMBERS

3. The number of parents who may be elected to Council is limited to a maximum of twenty **Members at Large and no limit to the number of Non Voting Affiliate Members.**

Article V – ELECTIONS

2. In the event that the number of candidates for parent **Member at Large** positions is less than the maximum outlined in the constitution, all candidates will be acclaimed as Council Members at Large and the election will be cancelled. **If the number of candidates exceeds twenty, an election will occur with all non-elected Members becoming Non Voting Affiliate Members by acclamation.**
3. **Voting Members at Large**, once elected, shall in turn elect the Council's officers.

Article VI – EXECUTIVE OFFICERS

3. The responsibilities of the Executive Officers, Members at Large, **Non Voting Affiliate Members**, and School Principal in relation to Council, and are detailed in Appendix A and may be amended by a simple majority vote of Council.

Article VII – OPTIONAL PORTFOLIOS

1. **At the discretion of the Chair or CoChairs**, optional portfolios may be held by **any** member of Council, **voting or non voting**, including the following:
 - a) Communications Coordinator;
 - b) Community Liaison Officer;
 - c) Fundraising and Activities Committee Coordinator;
 - d) Volunteer Coordinator; and
 - e) Ottawa-Carleton Assembly of School Councils Delegate.
 - f) Environment Coordinator
 - g) Website Coordinator
 - h) **Class Representative Coordinator**

Article VIII– MEMBERS AT LARGE/ NON VOTING AFFILIATE MEMBERS

1. All members of Council, who are not serving as an officer will sit as **either** Members at Large **(to a maximum of twenty five) or Non Voting Affiliate Members.**
2. The responsibilities of Members at Large **and Non Voting Affiliate Members** are outlined in Appendix A and may be changed by a simple majority vote of Council.

Article IX-MEETINGS

7. Quorum is established when a simple majority of Council Members **at Large** is present and when a majority of **these** members present are parents. **Quorum shall not be affected by the number of, presence of or absence of Non Voting Affiliate Members.**
8. All Council Members, except the Principal **and Non Voting Affiliate Members**, have equal voting rights on Council and its committees. **This** includes the Chair.
14. Any Member **at Large or Officer** who is absent from three (3) consecutive meetings shall submit their resignation as it directly impacts quorum. The member may approach the Chair and under special circumstances the Chair may waive the resignation.

**Responsibilities of Officers and Members at Large, Representative
Members, Members with Optional Portfolios, the Ottawa-Carleton District School Board and Committees**

Officers may only be elected from the current list of Members at Large. Non Voting Affiliate Members do not qualify for Officer positions unless they first are elected to the position of Member at Large.

1. Officers and Members at Large:

f) Non Voting Affiliate Members

- Do Not have voting rights for Council
- May attend and participate in Council meetings and other activities;
- May participate in information and training programs relating to the work of Council;
- Act as a link between Council and the school community generally and their representative group specifically; and
- Encourage the participation of all parents and other members of the community in the life of the school.

3. Members with Optional Portfolio

Upon the discretion of the Chair/Co-Chairs, Members with Optional Portfolios may be selected from either Members at Large or Non Voting Affiliate Members

h) Class Representative Coordinator

- Shall enlist parent volunteers to formulate a list for the homeroom classes with all email addresses and/or phone numbers.
- Provide names to the various coordinators of the various events throughout the school year.
- Enlist volunteers as needed. (for example, if an event is at risk of being cancelled, or a request is short notice.)
- Facilitate communication/act as liaison between parents and School Council

9. **Principal's Report** – Marnie Patterson

- a) School start up this year was the smoothest in recent memory. Marnie expressed thanks to the whole CVES team for all their hard work.
- b) There has been decreased enrolment (684) which is concerning (we were projected at 704). We are seeing some Grades 5/6 families moving away or choosing alternate education. Marnie has been in touch with HR and is waiting for further direction about a possible re-organization which will likely affect mainly Junior grades. She will know on Sept 27.
- c) Friday, Sept. 3rd was a Ministry of Education Professional Activity day for staff, with a focus on Parental Engagement. Teacher learning and staff dialogue will be shared with Council at the October meeting. Marnie thanked all parents for attending the Council meeting and being engaged in their children's education.

10. **Teaching & Support Staff Reports**

Recycling Program – now same as at home

Photo Day is scheduled for Thursday, Sept. 23 – Gail will let Council know if volunteers are needed
Family photos will be available after school again on photo day this year.

a) **Teaching Staff Report - Gisèle Gratton**

Staff are busy at this time of year and happy to be getting to know their new students!

b) **Library Technician Report - Coreen Atkins-Sheldrick**

Over the summer we rec'd a generous donation of approx. 50 books from the Braahms-Diamond Family of Greely. THANK YOU.

We will be receiving a donation of 120+ pieces of 2 by 4s from the Wood Source to used in our library to be used as labelled section dividers to make it easier for students to locate books of interest (for sample of use see non-fiction bookshelves). High School students are being recruited to assist with painting of (I hope) as part of their Volunteer Hours.

The Board installed a newer version of the Library software (Alexandria). Unfortunately, there have been problems with our systems. Coreen anticipates having the students start visiting the Library and borrowing books as of Sept 22 (barring any more problems).

SCHOLASTIC BOOK FAIR 14 - 16 September, including "Meet the Teacher" night. The goal is to raise \$3200.00. We are a "test" school for expanded French resources being available. Instead of the usual box of 20 titles in French, we will be getting a full cart of 40+ French titles. Also now available from Scholastic, are French Magazine Subscriptions (4 different magazines). Please come visit our Fair and see all the new titles and resources!

c) Jeff, Chief Custodian

- part time cleaning hours have increased from 7 to 10 but still has temporary staff
- will be off from Nov 8 to Jan 3 for surgery
- Heather added that the school recycling program is now aligned with the City of Ottawa blue and black box recycling programs (juice boxes can now be recycled at school)

d) Office

- our enrolment is currently 684 (down from projected numbers in April). Good thing from our projected Spring numbers is that we welcome Leslie Belair-Leslie to the office staff in the afternoons (1:00 to 4:30 pm). She is at Ridgemont HS in the mornings.
- start-up was extremely smooth

11. Treasurer's Report – Susanna Penning

Financial Report

- Closing bank balance as at June 21st \$14016.56 (last meeting)
- Few transactions over the summer
- Expenses: \$1000 to Rideauwood, \$21.90 bank charges, \$60 CDN Parents for French, \$86.46 last of Ad Hoc (pizza party)
- Revenues: \$3000 Scotiabank Fun Night donation, \$208.24 consignment/Mabel's
- Current book balance \$16066.21
- Full draft budget to be drafted for next council meeting, but known expenses listed below

Presentation & Discussion of Proposed School Council 2010/11 School Year Expenses

Administration Fund: \$2,390

photocopy costs	\$500
bus driver gifts	\$200
staff recognition (custodian, office & admin staff, teacher rep, library technician)	\$200
staff appreciation lunch (dish rentals and flowers)	\$250
student recognition (library helpers, green team, Kelso's Pals & Ambassadors)	\$400
Council appreciation gifts	\$ 75
bank charges (monthly service charges, cheques)	\$250
OCASC membership	\$ 35
Constant contact email service	\$200
Webmaster honorarium	\$100
Council liability insurance	\$180

Reserved \$13,600

Council reserve fund	\$1,000
Classroom resource fund	\$3,750
Dance-A-Thon prizes	\$ 500
Playground Improvement Project	\$7,500
Playground Painting	\$ 850

TOTAL: \$15,990

Financial Decision Making Discussion

- a) Ad Hoc Finance Meeting/Request for Funds/Phase 2 of playground improvement project
- b) Notification of motions for spending funds as agenda items on pre-circulated meeting agenda
- c) Treasurer to report YTD itemized summary of funds approved & funds spent at each meeting
- d) June 30 deadline for approved expenditures – do not to carry funds over to next year, spend funds in year generated unless special motion (e.g., playground improvement project)
- e) Other items:
 - Playground Consumables (chalk, crazy carpets, sand toys) & gardens \$500
 - Library (French books – requested by C. Atkins) \$500
 - Music ?
 - Phys Ed/DPA (daily physical activity) ?

More information about finances will be forthcoming at the next meeting.

In the past we have had an October meeting for Ad Hoc requests from staff. Our fundraising focus this year is for the playground so we will not need this meeting.

Other notes: We would like notice for motions involving approval of expenditures in advance so they can be on the agenda. Also, as a standard practice, Council funds are spent in the year they are raised with the exception of major capital expenditures where long term planning is required.

Motions - Finance

Heather Wilson made a motion to approve for \$35 for OCASC membership. Lori Blinn seconds. Motion carries.

Heather Wilson made a motion to approve up to \$200 for liability insurance recommended by the OCDSB for all school councils. Lauriel Wills seconded. Motion carries.

Rebecca Parke made a motion to approve up to \$3,800 for teacher resource fund. Lauriel Wills seconded. Motion carries.

12. Update on Playground Improvement Project – Natasha Robb-Burrows & Ann Arden

A focus this year is on playground improvement. A survey was conducted several years ago (students, parents, staff) as part of “greening” project and results indicated broad support for play structure. Old structures (including play structure & swing) were removed due to revised safety standards so the primary play yard has no active, challenging play equipment. The proposed play structure will complement other improvements recently made including the addition of trees and planters with seating, shade belt plantings, “no-mow” flowers zones with boulders for seating, emphasizing a welcoming park-like setting for the community and student body.

Play Structure Estimates - provided by Henderson Recreation Equipment Ltd.

Quote #1 – Initial quote (August 2010)

site preparation costs	\$ 13,000.00
costs (major components, freight, installation, tax)	\$ 32,000.00
Total Project Cost	\$ 45,000.00

Quote #2 – More specific quote (September 2010)

site preparation costs	\$ 13,000.00
costs (major components, freight, installation)	\$ 31,429.77
taxes (GST and/or PST)	\$ 4,085.87
Total Project Cost	\$ 48,515.64

Diagrams of two possible structures were shown at the meeting and can be modified.

We are going to sell Entertainment books this year as a fundraiser. One book will be sent home with each student and can be sold or returned. If students can sell more books then more can be ordered. Selling 500 books will get us \$8,700. We will also sell the Entertainment books at the Metcalfe Fair (in the lobby of Community Centre) on Friday and Saturday. Six total day passes are available for people staffing the concession table (Ann suggests: 2 passes for Friday night & 4 passes for Saturday).

Other suggestions – sell the Entertainment books at Metcalfe Farmers Market; Refresheverything.ca

Chocolate fundraiser may still run in the new year (if needed).

13. Chair's Report – Heather Wilson

Heather gave an overview of the draft goals for Council this year and asked everyone to review them as we will make a motion at the Oct. meeting.

Mission of the Ottawa Carleton District School Board: Educating for Success, Inspiring Learning, Building Citizenship

Mission of the Castor Valley Elementary School Council: To foster the spirit of cooperation, enthusiasm, accountability and reciprocity of information among all stakeholders, including but not limited to: teachers, support staff, school administration, school council, students, parent community, community-at-large, the Ottawa Carleton District School Board, the **Ministry of Education and People for Education**¹.

The goals of the Castor Valley Elementary School Council for 2010-11 are to:

1. Fill all executive and portfolio positions and achieve quorum at each meeting.
2. Raise funds required to:
 - cover the costs of classroom teacher & staff resource fund²;
 - raise \$45,000 required to meet the costs associated with phase 2 of the Playground Improvement Project;
 - retain \$2000 for the School Council Administration Fund; and
 - retain \$1000 for the School Council Reserve Fund.
3. Plan and implement fundraising events and programs that appeal to the needs and preferences of our school community and target specific projects. Whenever possible, fundraising events and programs should identify, in their promotional materials, the purpose for which the funds are being raised and should be tied to specific Council goals. Feedback should be communicated regularly to the Castor Valley community via the newsletter **and website** on the progress of funds raised to date.
4. Manage funds prudently in accordance with Council Financial Accountability Guidelines www.castorvalley.ca.
5. Inform the parent community about school events and programs by producing and distributing a newsletter (either electronically or paper copy) to all parents and keeping our website www.castorvalley.ca up to date.
6. Support the School Improvement Plan **and the School Effectiveness Framework** through the provision of parent volunteers to support learning (as required) and financial resources (as funds become available).
7. Support initiatives to maintain and enhance the unique characteristics of our school (i.e., large playground and pond, outstanding sports and music programs, French environment).
8. Communicate and advocate school-wide parent concerns to the principal, teachers and support staff and to the Ottawa Carleton District School Board through our trustee and our superintendent.
9. Share information with and provide input and feedback to the Ottawa Carleton District School Board through Ottawa Carleton Assembly of School Councils by attending monthly OCASC meetings.
10. Identify and support initiatives to foster the development of the OCDSB's ten character traits among our students (acceptance, appreciation, cooperation, empathy, fairness, integrity, optimism, perseverance, respect, responsibility).

Other items from Chair's report:

- People for Education – report on fundraising & fees <http://www.peopleforeducation.com/fundraising-fees/2010>
- Canadian Parents for French – we need a “point person”
- PD Day Sept. 3 on Parent Engagement
- Annual Report including Financial Statement of Revenues and Expenses (sent to OCDSB, distributed in hard copy to incoming JK parents and on school council website)
- Playground painting – Western Signs local company \$750 plus tax primary, junior and intermediate yards (basketball keys, four squares, hopscotch, picture frames, fox and goose - teach Kelso's Pals for primary students), A-Z, a-z & 1-30 for JK/SK)

¹ Advocates for public education in Ontario.

² \$100 per staff member.

- School Supply Kits – 90 + 3 kits donated (raised \$360)
- SK Open House – Heather greeted SK parents and invited participation on Council
- Meet the Teacher BBQ – Thursday, Sept. 16 from 5 to 7 pm – we need volunteers
- Income Tax Receipts for Charitable Donations – contact Heather Wilson (and see attached information at the end of the minutes)
- Alternative Lunch Program – Trudy Dockstader forms (logo with website) to go home shortly and cheques payable to CVESC – start date, choices offered, nutrition break time TBD – new Ministry of Education nutrition guidelines
- Milk Program – Debra Dowling - forms (logo with website) to go home shortly and cheques payable to CVESC start date and free milk distributed on World Milk Day TBD
- Terry Fox National School Run Day Thursday, September 30 (Toonie for Terry)
- PRO Grant – we have applied for a grant again this year to run the 6 parent info nights
- Consider renaming Eager Beaver newsletter due to issues with it being flagged as spam/junk

14. OCASC Representative Report – Heather Wilson

First meeting Thursday, September 23 (not Sept 16 as previously stated so does not conflict with Meet the Teacher night)

15. Fundraising/Activities Report – Heather Wilson on behalf of Laurel Perry-Hapli & Marg Clunie

Meet the Teacher BBQ (sponsors include Greely Foodland, Independent in Manotick, Produce Depot and W.O. Stinson and Son with the volunteer fire fighters helping out on the BBQ)
 Entertainment Books & Fundraising Summary Letter home – we would like known events put on the Parent Survey
 MacMillan's Frozen Products Sale (hoping to get order forms out before Thanksgiving weekend; pick up date is November 25)
 Parent Angela Hayward would like to run a fundraiser for a Grade 8 event (perhaps a Grade 8 trip)

Proposals for new fundraising activities to be presented at October meeting for discussion and approval.

16. Volunteer Coordinator Report – Luisa Kuca & Jen Danby-McDonald

Luisa has updated the database with this year's class lists (SK to Grade 8 – JK will be updated as info forms come in). The next step is to confirm the names of students who may not have returned this year and then generate a report to determine missing emails (missing from last year or NEW students).

17. Parent Class Rep Update – Jen Danby-McDonald

Parent class reps have email addresses for class – can communicate information or requests about class specific items. Only 3 classes still need a rep (Anderson JK-PM; Grade 7 LFI ; Grade 8 LFI)

18. Community Liaison Officer Report – Kim Sheldrick

We have advocated for a school speed zone for Snake Island road. Kim has put in a request for the intersection to be looked at – perhaps paved shoulders. Kim contacts local media to publicize events – will publicize Meet the Teacher night and may include information about the Entertainment book fundraiser.

Marnie stated that we are on the list to be considered for a new school sign at the corner of Grey's Creek and Snake Island.

19. Communication Coordinator Report – Tania Salvi/Crystal Kirkpatrick

Volunteer Survey – Crystal has constructed the survey through Constant Contact so we may implement the an on-line survey this year which we hope will be easier for parents and for Luisa when consolidating the information. Crystal will continue to help for September (transition)

We are looking for volunteers to sew so that there can be a Nobody doll in each class (homeroom) – Rebecca and Lauriel will follow-up.

20. **Website Coordinator Report** – Tracy Lager

Council Web Coordinator Francine Hopley transferred this responsibility to Tracy Lager last week. The volunteer web developer (Larry) who worked with us last year is no longer able to update the Council web site. Luisa's husband Ed Kuca has volunteered to help out temporarily and will require a longer turn-around time. We need someone to help update the website (Leon Brown and Leslie Segal indicated they may be able to help).

Need to update: Annual report, final Ad Hoc report, Meet the Teacher and BBQ order form, Entertainment Book Promotion, Terry Fox National School Run Day, Photo Day, need people to sew to create a Nobody Doll for each classroom

21. **New Business**

a) **Think Recycle Program** – Lori Blinn

This is an environmental fundraising program to help educate students on recycling. Students collect used cell phones, digital cameras, ink cartridges and laser cartridges from friends and family and bring them to school to be placed in the special recycle collection box. These items are to be completely recycled and will not end up in a landfill. Through partnership with the Tree Canada foundation, Think Recycle will sponsor, in our school's name, the planting of one tree for every 24 items collected. This recycling initiative is also in support of "grandmas AIDing grandmas", a local grandmothers' group, one of more than 200 groups across Canada which raise awareness and support for the remarkably resilient African grandmothers who are raising their orphaned grandchildren. Our grandmothers group will earn funds for each cartridge, cell phone and digital camera that CVES students bring in to school, The proceeds earned from the recycled products will then go directly to support grassroots projects in Sub Saharan Africa through the Stephen Lewis Foundation. Support includes food, medical care, adequate housing, school fees and uniforms, HIV awareness and bereavement counselling. For more information see www.thinkrecycle.com.

Marnie supported this program and would like students to understand the whole initiative. We will need to liaise with Mr. Jeff and teachers. Gisele indicated teachers would support this program.

b) **Notes about the Playground** – Natasha Robb Burrows

- Junior play structure recently had pieces removed due to safety – is on short list to be removed.
- Kelso's Pals – Grade 5/6 CVES students volunteer to teach younger kids on the play yard using painted lines (e.g. four square); the students get training through Ottawa Public Health; still need a lead teacher for this

c) **Other events/upcoming talks that may be of interest to parents** – Heather Wilson

- "Parents as Coaches" - Roger Ellerton, PhD; Thursday, October 7 at 7 pm (75 min) at Manotick Public Library
- "Bringing out the best in our children and Raising responsible children" – Marion Balla; Osgoode Public School – Sept 28 (7-9 pm)
- "A World without Bullying: Roles for Adults" – Professor David Smith; September 15 (7 pm) Room 4101 Desmarais Building, 55 Laurier Avenue East

d) **CVES Logo & Branding** – Jen Danby-McDonald

- we have a new sign with the CVESC logo to go in the foyer above the board
- t-shirts were distributed to Council members who ordered last year (\$20 each)

22. **Adjournment** (9:09 pm)

Laurie Rail made a motion to adjourn the meeting, seconded by Ann Arden, motion carried.

Next Meeting: Thurs. Oct. 14 (there will be a presentation from Marnie Patterson on "Parent Engagement")

Important CVESC Dates

CVESC meetings are held on the second Thursday of the month from 7 to 9 pm in the school library with the exception of December and March when there will not be a meeting and June when it is held after Fun Night.

September 9
October 14
November 11
January 13
February 10
April 14
May 12
June 23 TBD (after Fun Night)

Meet the Teacher BBQ Thurs. Sept. 16 from 5 to 7 pm
Volunteer Survey target Mon. Sept. 20
Photo Day Thurs. Sept. 23 (to be confirmed)
Entertainment Books to go home Thurs. Sept. 23 and campaign ends Fri. Oct. 8
Terry Fox National School Run Day Sept. 30
Macmillan's Frozen Products Sale Pick-Up Thurs. Nov. 25 (orders due Fri. Nov. 5)
Christmas Craft Day & Christmas Shopping Day week of Dec. 13
Danceathon ?
Used Book Sale suggest Fri. April 29 & Sat. April 30?
Fun Night – mid June possibly Tues. June 14?

OCASC Meeting Dates

OCASC meetings are held on the third Thursday of each month at Fisher Park School 250 Holland Ave., just north of Queensway in the Library on the second floor with first meeting on Sept. 23.

Tax Receipts for Charitable Donations

Cheques made payable to CVES (not school council).
Minimum donation is \$10.
Name and address for income tax receipt.
All tax receipts are issued by the OCDSB.
Charitable registration number for the OCDSB is 119249233RR0003.

The following information is required by the OCDSB in order to issue an income tax receipt:

- Photocopy of the cheque.
- Copy of the OCDSB deposit slip generated by the school office and signed by the Principal if deposited into the school's board account or record of deposit into the school's bank account at the Royal Bank in Metcalfe
- Name in which the income tax receipt is to be made out to and mailing address to which to the receipt is to be mailed.

The above information is to be placed in an envelope and mailed through the OCDSB mail system to the attention of:
Karen Wittwer
Finance Department, OCDSB
Karen can be reached at 613-596-8211 ext 8137.

CVESC Chair to keep a copy of the above information sent to the OCDSB.