



Annual General Meeting Agenda

CEC Boardroom & Virtual | November 11, 2025 | 7:00 pm

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CEC Boardroom & [Virtual](#)

- A. Call to Order and [Land Acknowledgement](#) (C. Frangione, Student Trustee)
- B. Prayer
- C. National Anthem
- D. Designation of Scrutineers by Secretary-Treasurer of the Board
- E. Nominations and Election of Chairperson and Vice-Chairperson
 - 1. Nomination and Election of Chairperson
 - Chairperson - In-person or electronic Voting
 - 2. Nomination and Election of Vice-Chairperson
 - Vice-Chairperson - In-person or electronic Voting
- F. Election/Appointment of Trustees to Board Committees
 - 1. Statutory Committees and Candidacy Lists
 - a. [Audit Committee](#)
 - b. [Parent Involvement Committee \(PIC\)](#)
 - c. [Special Education Advisory Committee \(SEAC\)](#)
 - d. [Student Suspension and Expulsion Committee](#)
 - e. [Supervised Alternative Learning Committee \(SAL\)](#)
 - 2. Other Committees and Candidacy Lists
 - a. [Director of Education Performance Appraisal Committee](#)
 - b. [Honours and Awards Committee](#)
 - c. [Policies and Procedures Steering Committee](#)
 - d. [Trustee Support Services Committee \(TSSC\)](#)
 - 3. Affiliated Organizations and Candidacy Lists
 - a. [Catholic Education Foundation of Ottawa \(CEFO\)](#)
 - b. [Ottawa Student Transportation Authority \(OSTA\)](#)
 - c. [Chair/Vice-Chair Alternate](#)
 - 4. Destruction of Ballots and Electronic Spreadsheets related to the Election
- G. [Designation of Signing Officers of the Board](#)
- H. [Acknowledgement of Board Auditor | Appointment of Banker & Legal Counsel|Bank Borrowing By-Law 01-2025](#)
- I. Recognition of Past Chairperson and Vice-Chairperson

- J. Address by newly elected Vice-Chairperson
- K. Address by newly elected Chairperson
- L. Presentation of Director's Annual Report
- M. Adjournment

Information Items - [Procedural By-Laws](#)

STATUTORY COMMITTEE: AUDIT COMMITTEE

Mandate: *Education Act, Regulation O. 361/10*

The role of the Audit Committee is to assist the Board of Trustees in fulfilling its duties related to governance and oversight as prescribed by Ontario Regulation 361/10.

The duties of the Audit Committee include:

- *Oversee the financial accounting and reporting practices and issues,*
- *Oversee the Board's system of internal controls,*
- *Oversee the internal audit function,*
- *Oversee the external audit function,*
- *Oversee the Board's system for monitoring compliance with legislative requirements,*
- *Oversee the Board's risk management system.*

Composition:

The Committee shall consist of:

- 3 Trustees
- 1 Trustee alternate
- 2 External Members

Meeting Frequency: the Committee meets a minimum of three (3) times a year (September, November and May) in the early evening.

Trustees serve 2 year terms; ending November 10, 2026	
Brian Coburn	Trustee
Sandra Moore	Trustee
Scott Phelan	Trustee
Spencer Warren	Trustee alt

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STATUTORY COMMITTEE: PARENT INVOLVEMENT COMMITTEE (PIC)

Mandate: *Education Act, Regulation O. Reg. 330/10*

The purpose of a parent involvement committee is to support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being.

Composition:

The Committee shall consist of

- 1 Trustee
- 1 Trustee alternate
- Minimum 4 Parent Representatives (the chair of CSPA is a Committee member)
- Director of Education
- Designated resource staff appointed by the Director of Education

Meeting Frequency: the Committee meets four times a year in the early afternoon

Eugene Milito	Trustee
Scott Phelan	Trustee alternate
Spencer Warren	Trustee alternate

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STATUTORY COMMITTEE: SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)

Mandate: *Education Act Section 57.1(1)*

Special education advisory committees: Every district school board shall establish a special education advisory committee.

Education Act Regulation 464/97 11.(1)

A special education advisory committee of a board may make recommendations to the board in respect of any matter affecting the establishment, development and delivery of special education programs and services for exceptional pupils of the Board.

Composition:

The Committee shall consist of:

- 2 Trustees
- 2 Trustee alternates
- one representative from each of the local associations that operates locally within the area of jurisdiction of the board, as nominated by the local association and appointed by the board

Meeting Frequency: The Committee meets at 7 pm the third Wednesday of the month

Luka Luketic-Buyers	Trustee
Sandra Moore	Trustee
Scott Phelan	Trustee alternate
Cindy Simpson	Trustee alternate

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STATUTORY COMMITTEE: STUDENT SUSPENSION AND EXPULSION COMMITTEE

Mandate: *Education Act, Section 311.3(9)*

The board may authorize a committee of at least three members of the board to exercise and perform powers and duties on behalf of the board under this section, and may impose conditions and restrictions on the committee.

Composition:

The Committee shall consist of:

- Chairperson
- 3 Trustees
- 1 Trustee alternate
- 1 member of Senior Administration

Meeting Frequency: The Committee meets as required in the afternoon

Eugene Milito	Trustee
Mark D. Mullan	Trustee
Scott Phelan	Trustee
Cindy Simpson	Trustee
Spencer Warren	Trustee alternate
Joanne MacEwan	Trustee alternate

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STATUTORY COMMITTEE: SUPERVISED ALTERNATIVE LEARNING (SAL)

MANDATE: *Education Act, O.Reg. 374/10, s.28*

In this Regulation, ...

“program” means a supervised alternative learning program in respect of a pupil that is approved by a committee. The purpose of supervised alternative learning is to provide pupils who have significant difficulties with regular attendance at school with an alternative learning experience and individualized plan to enable the pupil to progress towards obtaining an Ontario secondary school diploma or achieving his or her other education and/or life and goals.

Composition:

- 1) A board shall establish a committee to be known as the Supervised Alternative Learning Committee for the purposes of this Regulation and designate the secretary of it.
- 2) A committee shall be composed of such persons, not fewer than three, as may be appointed by a board in each year, and a quorum of a committee shall consist of:
 - a. 1 Trustee
 - b. 1 Trustee alternate
 - c. a supervisory officer who qualified as such as a teacher and is employed by the board (or designate as appointed by the superintendent)
 - d. at least one person who is not an employee of the board

Meeting Frequency: The Committee meets as required

Eugene Milito	Trustee
Scott Phelan	Trustee alternate

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Director of Education Performance Appraisal Committee

Mandate: *Education Act Section 169.1 (1) (h)*

Every board shall monitor and evaluate the performance of the board's director of education, or the supervisory officer acting as the board's director of education.

Composition: The Committee shall consist of:

- Chairperson
- Vice-Chair
- 2 Trustees

Meeting Frequency: The Committee shall meet in October, February and May each year with meetings scheduled as needed.

Luka Luketic-Buyers	Trustee
Sandra Moore	Trustee
Mark D. Mullan	Trustee
Scott Phelan	Trustee
Cindy Simpson	Trustee
Spencer Warren	Trustee

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HONOURS AND AWARDS COMMITTEE

Mandate: The Ottawa Catholic School Board Honours and Awards Committee will develop, implement, and review Board Honours and Awards.

Composition: The Committee shall consist of:

- Trustees (unlimited)
- 1 Member of Senior Administration
- 2 Principals (elementary and secondary)
- Other representatives plus resource staff

Meeting Frequency: The Committee meets as required in the daytime

Luka Luketic-Buyers	Trustee
Mark D. Mullan	Trustee
Scott Phelan	Trustee
Jeremy Wittet	Trustee

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POLICIES AND PROCEDURES STEERING COMMITTEE

Mandate: To develop, revise and monitor policies and procedures for the Ottawa Catholic School Board.

Composition: The Committee shall consist of:

- Trustees (Unlimited)
- Associate Director of Education
- Manager of Human Resources Labour Relations
- 1 Student Trustee
- Representatives of the Catholic Principals' Council - Ottawa
- Representative of the Ottawa Catholic School Parents Association
- Representative of Parent Involvement Committee
- OECTA Representative
- Non-Affiliated Staff Representative
- Representative of CUPE, Local 2357
- Representative of CUPE , Local 3689
- Representative of Unite Here, Local 272
- Representative of OPSEU

Meeting Frequency: The Committee meets as required

Joanne MacEwan	Trustee
Sandra Moore	Trustee
Spencer Warren	Trustee

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TRUSTEE SUPPORT SERVICES COMMITTEE

Mandate: To identify trustee support services required to enhance trustee internal and external communication with staff and community at large; to assist trustees in performing their duties, and to enhance trustee effectiveness.

Composition: The Committee shall consist of:

- All Trustees (with a quorum of 6)
- Director or Associate Director of Education
- Designated resource staff as appointed by Director

Meeting Frequency: The Committee meets in the evening as required.

Brian Coburn	Trustee
Luka Luketic-Buyers	Trustee
Joanne MacEwan	Trustee
Eugene Milito	Trustee
Sandra Moore	Trustee
Mark D. Mullan	Trustee
Scott Phelan	Trustee
Cindy Simpson	Trustee
Spencer Warren	Trustee
Jeremy Wittet	Trustee

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CATHOLIC EDUCATION FOUNDATION OF OTTAWA (CEFO)

Mandate:

1. To raise and/or review and maintain a charitable fund or funds to counter the effects of poverty on students within the English Catholic schools in the City of Ottawa.
2. To raise and/or review and maintain a fund or funds directed to educational/ recreational programs or emergency response requests for impoverished children and their families.

Composition: The Committee shall consist of:

- 2 Trustees
- 1 Trustee alternate
- Director of Education
- Executive Director, Catholic Education Foundation of Ottawa (ex-officio)
- Manager of Finance
- Up to 10 Members from the community and private sector including:
 - Principal, Elementary, Ottawa Catholic District School Board
 - Principal, Secondary, Ottawa Catholic District School Board
 - Two Student Trustees, Ottawa Catholic District School Board (ex officio)
 - Representative, Catholic Women's League
 - Representative, Knights of Columbus
 - Representative, Ottawa Catholic School Council Parents' Association
 - Representative, Archdiocese of Ottawa
 - Representative, Ontario English Catholic Teachers' Association (OECTA), Ottawa-Unit

Meeting Frequency: The Committee meets in the early evening two times a year

Brian Coburn	Trustee
Mark D. Mullan	Trustee
Cindy Simpson	Trustee alternate

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OTTAWA STUDENT TRANSPORTATION AUTHORITY (OSTA)

Mandate: To facilitate, organize and deliver safe, effective and efficient school transportation services to students in the Ottawa area.

To ensure that the structure of the “Ottawa Student Transportation Authority” meets the requirements set out by the Ministry of Education, the Ottawa Catholic School Board and the Ottawa-Carleton District School Board.

Composition: Representatives from both the Ottawa Catholic School Board and the Ottawa-Carleton District School Board include:

- 2 Trustees
- 2 Trustee alternates
- Director of Education
- Superintendent of Business
- Total 8 representatives plus resource staff

Meeting Frequency: The Committee meets monthly on Monday at 5:30 pm.

Trustees serve 2 year term, alternating years	
Representatives from Ottawa Catholic School Board	
Joanne MacEwan	2 year term ending November 10, 2026
Cindy Simpson	Trustee
Eugene Milito	Trustee alternate
Scott Phelan	Trustee alternate

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Chair/Vice Chair Alternate

Mandate:

Composition: Trustees to serve as first alternate and one to serve as second alternate

- 2 Trustees

Frequency: On an as needed basis

Trustees serve 1 year term,	
Joanne MacEwan	Trustee - First Alternate
Scott Phelan	Trustee - Second Alternate

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Designation of Signing Officers of the Board

THAT in accordance with Board policy – Signing Officers of the Board and Procedural By-law 12.01, the following individuals be appointed as signing officers of the Board for the period indicated:

<u>Name</u>	<u>Title</u>	<u>Period</u>
	Chairperson	Nov. 11, 2025 to Nov. 10, 2026
	Vice-Chairperson	Nov. 11, 2025 to Nov. 10, 2026
Mary Donaghy	Secretary-Treasurer	Nov. 11, 2025 to Nov. 10, 2026
Benito Vallati	Assistant Secretary	Nov. 11, 2025 to Nov. 10, 2026
Lisa Schimmens	Assistant Treasurer	Nov. 11, 2025 to Nov. 10, 2026

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Acknowledgement of Board Auditor Appointment of Banker and Legal Counsel

Acknowledgement of Board Auditor

The Ottawa Catholic School Board Audit Committee, at its meeting on April 27, 2021, appointed Deloitte LLP as the Board's external audit services provider for a five-year term, effective for the fiscal year-end of August 31, 2021, with an option for a one-year extension until August 31, 2026. A procurement process is currently in progress to secure a new contract for audit services.

Appointment of Board Banker

THAT the National Bank of Canada be re-appointed as the Board's Banker for the year ending December 31, 2026.

Appointment of Board Legal Counsel

THAT the following four law firms be re-appointed as Board Legal Counsel for the year ending December 31, 2026:

Borden Ladner Gervais LLP
Emond Harnden LLP
Hicks Morley LLP
Nelligan O'Brien Payne LLP

Bank Borrowing By-Law 01-2025

First Reading

THAT By-law 01-2025, a by-law to authorize the borrowing of up to one hundred and sixty million dollars (\$160,000,000), be approved by the Board.

Second Reading

THAT By-law 01-2025 be approved by the Board.

Third Reading

THAT By-law 01-2025 be approved by the Board.

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