

UPPER GRAND DISTRICT SCHOOL BOARD

DECEMBER 1, 2010 TO NOVEMBER 30, 2011

ORGANIZATIONAL MEETING - TUESDAY, DECEMBER 7, 2010

A G E N D A

Boardroom – 7:00 p.m.

1. **MEETING CALLED TO ORDER BY THE CHIEF EXECUTIVE OFFICER OF THE BOARD**

2. **CONFIRMATION OF AGENDA**

Moved by _____, Seconded by _____

THAT the agenda be confirmed as printed.

3. **INAUGURAL PRAYER**

4. **PROCESS AND PROCEDURES FOR CONDUCT OF MEETING**

5. **REPORT ON THE RETURNS OF THE OCTOBER 25, 2010 ELECTION TO THE BOARD AS CERTIFIED BY THE MUNICIPAL CLERKS**

6. **TRUSTEES' DECLARATIONS OF OFFICE AND OATHS OF ALLEGIANCE**

7. **ELECTION OF THE CHAIR OF THE BOARD** for the year December 1, 2010 to November 30, 2011, in accordance with Clause 6 of the Board's By-law No. 1

- a) Naming of Scrutineers to act, if required
- b) Receipt of nominations
- c) Election, if necessary, will be in accordance with Clause 8 of By-law No. 1, calling for a vote by secret ballot

The Chair of the Board will then take office and assume the Chair.

8. **ELECTION OF THE VICE-CHAIR OF THE BOARD** (to Chair the Budget Liaison Committee of the Board for the year December 1, 2010 to November 30, 2011), in accordance with Clause 9 of By-law No. 1.

9. **ELECTION OF CHAIRS OF THE TWO STANDING COMMITTEES** for the year December 1, 2010 to November 30, 2011, in accordance with Clause 10 of By-law No. 1.

- a) Program Committee
- b) Business Operations Committee

10. **ELECTION OF VICE-CHAIR FOR EACH OF THE TWO STANDING COMMITTEES** for the year December 1, 2010 to November 30, 2011, in accordance with Clause 10 of By-law No. 1.

- a) Program Committee
- b) Business Operations Committee

11. **MOTION TO RISE AND SIT IN COMMITTEE OF THE WHOLE**

Moved by _____

THAT the Board rise and sit in Committee of the Whole with Chairperson presiding.

12. **ROYAL BANK OF CANADA**

Moved by _____

THAT the Royal Bank of Canada continues to be the Banker for Upper Grand District School Board.

13. **AUTHORIZATION RE: LINE OF CREDIT**

Moved by _____

THAT the Budget Liaison Committee be authorized to activate a line of credit or Banker's Acceptances, up to \$10,000,000 if required, at The Royal Bank of Canada.

14. **AUTHORIZATION TO BORROW FUNDS**

Moved by _____

THAT, in accordance with Section 243 of the Education Act, the Board authorize the Chair of the Board and the Director of Education as Secretary-Treasurer to borrow, from time to time, such funds as this Board considers necessary to meet the current expenditures of the Board; further, that the amounts that may be borrowed at any one time, together with the total of any similar borrowings that have not been repaid, shall not exceed the unreceived balance of estimated revenue of the Board for the current year; and that the Chair of the Board and the Director of Education as Secretary-Treasurer be authorized to sign any required forms.

15. **SIGNING AUTHORITY**

Moved by _____

THAT:

- (a) the signing officers for financial transactions by the Chair of the Board and the Director of Education and Secretary-Treasurer.
- (b) the Chair of the Board,, and the Director of Education and Secretary-Treasurer, Dr. Martha C. Rogers, be named as the cheque-signing authorities of the Board for the period December 1, 2010 to November 30, 2011, and that they be authorized to sign the required banking forms, including the authority to make use of a mechanical facsimile of their signatures, and
- (c) The Royal Bank of Canada be authorized and directed to pay any and all cheques against the account of the Board which may be presented for payment bearing the facsimile signature impressed thereon by mechanical means, of the Chair of the Board and the Director of Education, as Secretary-Treasurer of the Board, to all intents and purposes as though such cheques had been signed in their own handwriting and duly issued by such signing officers with the authority on behalf of the Board, it is also agreed that, in consideration of the Bank's paying or negotiating cheques issued on behalf of the board and bearing the mechanically imprinted facsimile signature of the Chair of the Board and the Director or Education, as Secretary-Treasurer of the Board, the Board will and hereby does undertake to hold the Bank harmless from, and indemnified against, all loss, costs, damages and expenses arising out of the payment or the negotiation or any cheque on which the facsimile signature has been wrongfully affixed.

16. **PROVISION FOR RESERVE**

Moved by _____

THAT:

- a) the Board provide for either a Provision for Reserve for Classroom Expenditures or a Transfer from Reserve for Classroom Expenditures,
- b) the Board provide for either a Provision for Reserve for Pupil Accommodation or a Transfer from Reserve for Pupil Accommodation,
- c) the Board provide for either a Provision for Reserve for Special Education or a Transfer from Reserve for Special Education, and
- d) the Board provide for either a Provision for Working Funds Reserve or a Transfer from Working Funds Reserve in its Financial Statements equal to the amount of surplus or deficit as determined after the year end audit.

17. ESTABLISHMENT OF THE COMMITTEE ON SUPERVISED ALTERNATIVE LEARNING FOR EXCUSED PUPILS

Moved by _____

THAT, in accordance with Ontario Regulation 308/90, the Board appoint a Committee for Supervised Alternative Learning for Excused Pupils, to be composed of a Trustee representative appointed by the Board; a Supervisory Officer who will chair the committee, a Community Representative; and the Attendance Counsellors, with one to be appointed secretary of the Committee; with power to substitute or add, as required.

18. AUTHORITY TO CLOSE SCHOOL

Moved by _____

THAT the Director of Education be authorized to act as Agent for the Board on the matter of school closing for a temporary period, in accordance with Section 19 of the Education Act, and that such action be reported to the Board as soon as possible.

19. ONTARIO PUBLIC SCHOOL BOARDS' ASSOCIATION MEMBERSHIP

Moved by _____

THAT Upper Grand District School Board's annual membership in the Ontario Public School Boards' Association (OPSBA) be approved for the term of the new Board of Trustees (December 1, 2010 to November 30, 2014).

20. TRUSTEE REPRESENTATION ON COMMITTEES

21. APPOINTMENT OF COMMUNITY MEMBERS TO AUDIT COMMITTEE

Moved by _____

THAT the Board appoint ... and ... as volunteer community members to the Audit Committee for the three year term ending November 30, 2013.

22. SPECIAL EDUCATION ADVISORY COMMITTEE APPOINTMENT

Moved by _____

THAT the following representatives of associations and the community be appointed to the Special Education Advisory Committee effective December 1, 2010 to November 30, 2014:

23. **TRUSTEE SCHOOL LIAISONS**

24. **MEETING SCHEDULE**

Moved by _____

THAT the monthly meeting schedule be as follows:

First Tuesday (of month)	-	Program Committee
Second Tuesday	-	Business Operations Committee
Fourth Tuesday	-	regular Board Meeting

The Board By-law No 1 states that Board Meetings start at 7:00 p.m.

Moved by _____

THAT the Board continue the practice of holding a Committee of the Whole meeting in camera (if required) immediately prior to the regular Board meeting, or immediately following the Board meeting.

25. **REPORT TO BOARD**

Moved by _____

THAT the Committee of the Whole rise and report to the Board.

26. **RATIFICATION OF BUSINESS**

THAT the business transacted by the Committee of the Whole be now ratified by the Board.

27. **ADJOURNMENT**

Moved by _____, Seconded by _____

THAT the Board adjourn and this meeting now close at XX p.m.