

to do so, the trustees render themselves personally responsible for any money lost to the section in consequence of such neglect, and will be required to make it good out of their own pockets.

7. *School Section Accounts.*—The law requires trustees or their secretary-treasurer to furnish the school section auditors with all vouchers for the payment of school money during the year, together with such papers, books, &c., and verbal information on the subject as may serve to explain the items in the accounts. "In case of difference of opinion between the auditors on any matter in the accounts, it shall be referred to and decided by the County Inspector."

8. *Adequate School Accommodation.*—The law declares Trustees "shall provide adequate accommodations for all the children of school age [i.e., that is between the ages of five and twenty-one years resident] in their school division," (i.e., School section, city, town, or village.) These "accommodations" to be "adequate," should include

(1.) A site of an acre, in extent, but in no case less than half an acre.

(2.) A school house (with separate rooms where the number of pupils exceeds fifty), the walls of which shall not be less than ten feet high in the clear, and which shall not contain less than nine square feet on the floor for each child in the section or division, so as to allow an area in each room, for at least one hundred cubic feet of air for each child.* It shall also be sufficiently warmed, and ventilated, and the premises properly drained.

(3.) A sufficient paling or fence round the school premises.

(4.) A play ground, or other satisfactory provision for physical exercise, within the fences, and off the road.

(5.) A well, or other means of procuring water for the school.

(6.) Proper and separate offices for both sexes, at some little distance from the school house, and suitably enclosed.

(7.) Necessary school furniture and apparatus, viz.: desks, seats, blackboards, maps, library, presses and books, &c., required for the efficient conduct of the school. (See also note to (a) of regulation 4, of the "Duties of Inspectors.")

9. *Site of School House.* In any school section should a new school site be deemed desirable, the trustees, or the County Inspector, can call a school meeting to decide the question. Should a difference of opinion arise between a majority of the trustees and the ratepayers on the subject, the matter must be referred to arbitration as provided by law; but the trustees alone have the legal right to decide upon the size and enlargement of a school site.

10. *Erection of School House, Teacher's residence, etc.* The trustees alone have also the power to decide upon the cost, size and description of school house, or teacher's residence, which they shall erect. No ratepayer, public meeting, or committee, has any authority to interfere with them in this matter. They have also full power to decide what fences, outbuildings, sheds and other accommodations shall be provided on the school site, adjacent to the school house, as provided in regulation 9. To them also exclusively belongs the duty of having the school plat planted with shade trees, and properly laid out.

12. *Use of School House.*—No school house or lot (unless so provided for in the deed), or any building, furniture, or other thing pertaining thereto, shall be used or occupied for any other purpose than for the use and accommodation of the public schools of the section or division, without the express permission of the trustee corporation, and then only after school hours, and on condition that all damages be made good, and cleaning, sweeping, &c., promptly done.

13. *Care and Repair of School House.*—Trustees should appoint one of their number, or other responsible person, and give him authority, and make it his duty to keep the school-house in good repair. He should also see to it that the windows are properly filled with glass; that, at a proper season the stove and pipe are in a fit condition, and suitable wood provided; that the desks and seats are in good repair; that the outhouses are properly provided with doors, and are frequently cleaned; that the blackboards are kept painted, the water supply abundant, and everything is provided necessary for the comfort of the pupils and the success of the school.

14. *Right of Trustees in regard to Teacher, Apparatus, Books, etc.*—The trustees alone, and not any public meeting have the right to decide what teacher shall be employed, how much shall be paid to him, what apparatus, library, and prize books shall be purchased, what repairs, &c., shall be authorized (as provided in regulation 13); in short, every thing they may think expedient to do for the interest of the school.

*Thus for instance, a room for fifty children would require space for 5,000 cubic feet of air. This would be equal to a cube of the following dimensions in feet, viz.: 25 x 20 x 10, which is equivalent to a room 25 feet long by 20 wide and 10 feet high.

15. *Expenses of the School.*—The majority of the trustees of every school section, have the right to decide what expenses they will incur for maps, school apparatus, library and prize books, salaries of teachers, and all other expenses of their school (as provided in regulation 14). The trustees are not required to refer such matters to any public meeting whatever; but they alone have the right to decide as to the nature and amount of any expenses which they may judge it expedient to incur for such purposes.

16. *Half-yearly Returns.*—In filling up the return, the trustees should see that the teacher transcribes from the school register, according to the register number, the name of each pupil admitted to the school during the half year, and the number of days such pupil may have attended during each month of that period. The attendance of no child can exceed the number of authorized teaching days at the head of each monthly column of the return. The names of all children whose parents or guardians reside, or have taxable property in the school section, are to be included as "residents," but no others. "Non-resident children" are those whose parents or guardians do not reside, but may, in some cases, have taxable property in the section. Such children are to be separately reported in the place assigned for non-resident children in the return. Children who are visitors in the section, or boarders, for less than a year, whose parents or guardians do not live in the section, are also non-residents. See note to regulation 16 of the *Duties of Inspectors*.

17. *Trustees to send in Returns.*—The law requires trustees to transmit their returns, signed by a majority of the corporation and the teacher, (with the corporate seal attached) to the Inspector immediately (or within ten days at farthest), after the close of the year or half-year, to which they refer. Trustees neglecting to make their returns, forfeit the amount which might otherwise have been payable to their school, and become personally liable to their section for the amount thus forfeited or lost, on the complaint of any person to a magistrate:—See thirty-first section of the Consolidated Public School Act, and regulation of the *Duties of Inspectors*.

18. *Union School Section Returns.*—The trustees of union school sections will transmit exact copies of their return to the Inspectors concerned,—distinguishing the pupils belonging to each township.

19. *False Returns.*—Every trustee or teacher signing a false return in order to obtain a larger share of the school fund, renders himself liable to a fine of twenty dollars, or punishment for misdemeanor, besides forfeiture of any share in the school fund:—See one hundred and thirty-eighth section of the Consolidated School Act.

20. *Use of Corporate Seal.*—The trustees' seal should not be affixed to mere notices or letters, but only to contracts, agreements, deeds, or other papers which are designed to bind the trustees as a corporation for the payment of money, or the performance of any specified duty.

21. *Free Public School Library.*—The twenty-sixth section (23), of the School Act declares that "It shall be the duty of the trustees of each school section to appoint a librarian, and to take such steps as are authorized by law and as they may judge expedient, for the establishment, safe keeping and proper management of a school library for their section," etc. In case they neglect to appoint a librarian, regulations 10 & 11, of the *Duties of Masters* provide that the master shall act as librarian, and shall see that the regulations in regard to the libraries are duly carried out. Trustees are not required to consult a public meeting on the subject; but the law makes it their duty as trustees to provide a library for the school, under the departmental regulations.

XIII. Rules for Public School Meetings in Rural School Sections.

I. **MEETING ORGANIZED.**—The senior, or other trustee, present, shall at the proper hour (10 o'clock, and not later than 10½) call the meeting to order, and request the ratepayers present to appoint a Chairman and Secretary from among themselves.

(1) *Chairman's Duty.*—The chairman, on election, shall at once take the chair, and shall preserve order and decorum, and shall decide questions of order, subject to an appeal to the meeting. He may give a casting vote, but no other.

(2) *Secretary's Duty.*—The secretary shall record in writing all the votes and proceedings of the meeting.

II. **ORDER OF BUSINESS** to be followed at the meeting:—

(1) Calling the meeting to order.

(2) Election of chairman and secretary.

(3) Reading of trustees' annual report and auditors' statement of receipts and expenditure.

(4) Reception of trustees' report and auditors' statement.

(5) Election of trustee to fill the vacancy of the year.

(6) Election of trustee or trustees to fill any other vacancy.

NOTE.—The school meeting has no power to alter the trustees' estimate of these expenses of the School, or reduce the salary of the Teachers, etc.