

Parish of Saint Marys: Lower Durham, No. 9; Upper Durham, No. 10; Zion, No. 11; McCallum, No. 14.
Parish of Southampton: North Greenlow, No. 12; Woodstock Road, No. 13; Baker Settlement, No. 14; Waterville East, No. 16; Waterville, No. 17.
Parish of Stanley: Urquart, No. 1; Red Rock, No. 2; Giant's Glen, No. 4; Maple Ridge, No. 7; South Portage, No. 8; Taxes River, No. 10.

No. 7.

The attention of the Board of Trustees of all School Districts other than those embracing cities and incorporated towns, is respectfully called to the following matters of importance:—

1. That it is the duty of the Trustees to cause to be prepared and read at the Annual Meeting, a Report, which Report shall, amongst other things, contain a statement of the educational condition of the District for the past year, and of its educational needs for the ensuing year, and exhibit a full account of the receipt and expenditure of all School moneys during the year, which account shall have been duly audited. See the *Chapter of the Consolidated Statutes relating to Schools* (published in this CIRCULAR), Secs. 83 (1), 35, 36, 24, 74 (5), 75. The statement of INCOME and EXPENDITURE, with all agreements, vouchers, the Tax List, County Funds, Memorandums, &c., should be ready for the Auditor "at least two weeks before the Annual Meeting," Sec. 34. If the School meeting failed to appoint an Auditor, or if the Auditor is dead, or refuses, or has become incapable of acting, or has permanently left the District, application should be made by the Trustees to the Inspector to appoint one, Secs. 10 (4), 48. The Trustees' Annual Report should be adopted at a meeting of the Board, before being presented to the School Meeting. It is not the duty of the Secretary to the Trustees to prepare or present the Report, except under the direction of the Board of Trustees.
2. That it is the duty of the Trustees to convene the Annual School Meeting on the second Thursday in January (the 11th) at 10 o'clock in the forenoon, by Notices posted at least six days (of twenty-four hours each) previously, in two of the most public places in the District. A suitable form of Notice will be found on p. 80 of the *Manual*. The School is not to be kept in operation on the day fixed by law for the Annual School Meeting.

No. 8.

The outline of the order of business at the School Meeting, revised in conformity with the Chapter of the Consolidated Statutes relating to Schools, is published hereunder. The Trustees should place this outline in the hands of the Chairman of the School Meeting for his guidance.

OF THE SCHOOL MEETING.

Continuation and adjournment of School Meetings, sec. 55.

One of the Trustees or their Secretary, or a person authorized in writing by the Trustees or by the Inspector, to call any School Meeting to order, and to act as temporary Chairman until the election by qualified voters of a regular Chairman, (who must be a qualified voter), sec. 51.

Rate-payers [sec. 1] entitled to vote. [if, at the time of any meeting subsequent to the first, they have paid their School rates imposed under the Act] secs. 52, 54.

Declaration in case of a voter being challenged as unqualified, sec. 54.

Duties and powers of the Annual School Meeting:—

1. To elect, from among the qualified voters present, a Chairman of the meeting; his duties, sec. 53.
2. To elect (if the Secretary of the Board of Trustees, who is by law Secretary to the District School Meeting also, sec. 53, is absent, or if there is no Secretary of the Board at the time) a Secretary to record its proceedings, sec. 53.
3. To receive (after the first annual meeting) the written report of the Board of Trustees, (which may be presented by one of the Trustees, or by the Secretary to the Trustees) as to the educational condition of the District the receipt and expenditure of all School moneys, and the requirements and needs of the District for the ensuing year, secs. 93 (1), 35, 36, 24.
4. To receive (after the first annual meeting), the Auditor's Report upon the Trustees' Accounts, sec. 84.
5. To create by lot, at the second and third annual meetings, a vacancy in the Board of Trustees, secs. 61, 63.]
6. To elect, from among the qualified voters, three Trustees at the first meeting, secs. 60, 48, 64; and at subsequent meetings one, to fill the regular vacancy occurring in the Board, secs. 62, 63, 64, 56. Teachers not to be Trustees, sec. 70. Each Trustee to hold office three years; exception, secs. 61, 70.
7. Declaration of office by the newly elected Trustee (or Trustees), secs. 65, 66.
8. To elect an Auditor of the School Accounts for the ensuing year, secs. 48, 84.