

**YORK CATHOLIC DISTRICT SCHOOL BOARD  
AGENDA  
SPECIAL BOARD MEETING  
Wednesday, February 7, 2024  
Approximately 8:30 pm**

Watch the Special Board  
Meeting **STREAM**  
event on our YCDSB TV Channel:  
<http://bit.ly/YCDSB-TV>

**LAND ACKNOWLEDGEMENT**

*We are gathered on the ancestral lands and waters of all Indigenous Peoples, who have left their footprints on Mother Earth before us.  
We respectfully acknowledge, those who have walked on it, those who walk on it now, and future generations who have yet to walk upon it.  
We pray to the Creator for strength and wisdom that all may continue to serve as stewards of the earth.*

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| <b>1. OPENING PRAYER</b>   | E. Crowe           |
| <b>2. LAND ACKNOWLEDGEMENT</b>   | J. Sarna           |
| <b>3. ROLL CALL</b>  | J. Sarna           |
| <b>4. APPROVAL OF NEW MATERIAL</b>   | E. Crowe           |
| <b>5. APPROVAL OF THE AGENDA</b>   | E. Crowe           |
| <b>6. DECLARATIONS OF CONFLICT OF INTEREST FOR CURRENT MEETING</b>   | E. Crowe           |
| <b>7. DECLARATIONS OF CONFLICT OF INTEREST FROM PREVIOUS MEETING</b>   | E. Crowe           |
| <b>8. APPROVAL OF THE PREVIOUS MINUTES: N/A</b>  |                    |
| <b>9. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING: N/A</b>   |                    |
| <b>10. CHAIR’S REPORT / UPDATE / INSPIRATIONAL MESSAGES: N/A</b>   |                    |
| <b>11. OCSTA BOARD OF DIRECTOR’S UPDATE: N/A</b>   |                    |
| <b>12. DIRECTOR’S REPORT / UPDATE: N/A</b>   |                    |
| <b>13. STUDENT TRUSTEES’ REPORT: N/A</b>   |                    |
| <b>14. RECOGNITIONS / OUTSIDE PRESENTATIONS: N/A</b>   |                    |
| <b>15. DELEGATIONS: N/A</b>  |                    |
| <b>16. JOURNEY TOWARDS OUR VISION – STAFF PRESENTATIONS</b>  |                    |
| <b>17. ACTION ITEM(S) (including Committee Reports)</b>  |                    |
| a) Approval of Report No. 2024:09 Special Committee of the Whole (Feb 7)   | M. Iafrate         |
| b) Approval Authority Schedule (AAS) – Table 1   | C. McNeil <b>2</b> |
| <b>18. DISCUSSION ITEM (S): N/A</b>  |                    |
| <b>19. INFORMATION ITEM(S): N/A</b>  |                    |
| <b>20. NOTICES OF MOTION</b>   |                    |
| <i>(Notices of Motion are to be submitted in writing and will return to the subsequent meeting as Information, the following meeting as Discussion, and finally Action at the next Board Meeting.)</i> |                    |
| <b>21. FUTURE AGENDA ITEM(S) / REQUEST FOR INFORMATION</b>   |                    |
| <b>23. ADJOURNMENT</b>   | E. Crowe           |

Almighty and Eternal God,  
We give You praise  
for Your abundant mercy and grace,  
that we receive.  
We thank You always  
for Your faithfulness.  
Amen.

# REPORT

## York Catholic District School Board

**Report To:** Special Board  
**From:** Administration  
**Date:** February 7, 2024  
**Report:** Approval Authority Schedule (AAS) – Table 1

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### **EXECUTIVE SUMMARY:**

This report is submitted to provide the Board of Trustees with changes to the Approval Authority Schedule - Table 1.

### **BACKGROUND INFORMATION:**

According to Table 1 of the Approval Authority Schedule, currently all cheques under \$25,000 would need electronic signatures from the Director of Education & Secretary of the Board and the Chief Financial Officer & Treasurer of the Board.

By adding a third name (Associate Director), this will allow any two of the primary signers for processing cheque payments efficiently.

### **RECOMMENDATION:**

THAT Table 1 be amended as presented.

Reviewed and Submitted by: Calum McNeil, Chief Financial Officer & Treasurer of the Board

# APPROVAL AUTHORITY SCHEDULE TABLES

## TABLE 1 - CHEQUES SIGNING, PAYMENT REGISTER AND SUMMARY, ON-LINE BANKING

Action/Process	Level	# of Signatures Required	Type	Authority (Minimum Requirement)
Cheque Signing	< \$25,000 or Exceptions (>= \$25,000 as outlined in Chart A)	2	Electronic Signatures	<p>Any two of:</p> <ol style="list-style-type: none"> <li>1. Director of Education &amp; Secretary of the Board; and</li> <li>2. Associate Director</li> <li>3. Chief Financial Officer &amp; Treasurer of the Board</li> </ol>
	>= \$25,000	2	Manual Signatures	<p>Any two of Primary Signers or one Primary Signer and one Secondary signer.</p> <p><b>Primary Signers:</b></p> <ul style="list-style-type: none"> <li>• Director of Education &amp; Secretary of the Board</li> <li>• Associate Director</li> <li>• Chief Financial Officer &amp; Treasurer of the Board</li> </ul> <p><b>Secondary Signers:</b></p> <ul style="list-style-type: none"> <li>• Manager – Accounting &amp; Financial Services</li> <li>• Manager – Budget</li> </ul>
	Registered Charity	2	Manual Signatures	<p>Any two of Primary Signers or one Primary Signer and one Secondary signer.</p> <p><b>Primary Signers:</b></p> <ul style="list-style-type: none"> <li>• Director of Education &amp; Secretary of the Board</li> <li>• Associate Director</li> <li>• Chief Financial Officer &amp; Treasurer of the Board</li> </ul> <p><b>Secondary Signers:</b></p> <ul style="list-style-type: none"> <li>• Manager – Accounting &amp; Financial Services</li> <li>• Manager – Budget</li> </ul>
	School Generated Funds "SGF" (Policy #803 and SGF Procedures)	2	Manual Signatures	<p>1. Principal and</p> <p>Any one of:</p> <ol style="list-style-type: none"> <li>1. Vice Principal</li> <li>2. Senior Secretary</li> <li>3. School Bursar</li> </ol>
On-line Banking Transfers between YCDSB bank accounts	< \$5,000	1	On-line approval through Financial Institution	<p>Any one of:</p> <ol style="list-style-type: none"> <li>1. Manager – Accounting &amp; Financial Services; or</li> <li>2. Manager – Budget</li> <li>3. Chief Financial Officer &amp; Treasurer of the Board</li> </ol>
	>= \$5,000	2	On-line approval through Financial Institution	<p>Any two of:</p> <ol style="list-style-type: none"> <li>1. Manager – Accounting &amp; Financial Services; or Manager – Budget</li> <li>2. Chief Financial Officer &amp; Treasurer of the Board</li> </ol>
On-line Banking Wire Transfer	> \$0	2	On-line approval through	<p>Any two of:</p> <ol style="list-style-type: none"> <li>1. Manager – Accounting and Financial Services; or Manager – Budget Chief Financial Officer &amp;</li> </ol>

			Financial Institution	Treasurer of the Board (Note: all wire transfers are to be pre-authorized based on cheque signing authorities noted above.)
Employee expense reimbursement register via payroll (EFT and Cheques)	> \$0	2	Manual Signatures	1. Accounting Specialist 2. Manager – Accounting and Financial Services 3. Chief Financial Officer & Treasurer of the Board
Payment summary and Register	< \$25,000 or Exceptions (>= \$25,000 as outlined in Chart A)	2	Manual Signatures	Any two of: 1. Accounting Specialist 2. Manager – Accounting & Financial Services 3. Chief Financial Officer & Treasurer of the Board
	>= \$25,000	4	Manual Signatures	1. Accounting Specialist 2. Manager – Accounting & Financial Services 3. Chief Financial Officer & Treasurer of the Board 4. Director of Education & Secretary of the Board