



BOARD ADMINISTRATIVE PROCEDURE

<i>ADMINISTRATIVE PROCEDURE</i>	<i>ADMINISTRATIVE PROCEDURE NUMBER</i>
STUDENT TRUSTEES	105 (NEW) 1110 (OLD)
<i>Directional Policy</i> 100 Governance, Vision and Strategic Priorities	

TITLE OF ADMINISTRATIVE PROCEDURE:

Student Trustees

DATE APPROVED:

October 23, 2018

PROJECTED REVIEW DATE:

March, 2022

DIRECTIONAL POLICY ALIGNMENT:

100 Governance, Vision and Strategic Priorities:

The exercise of good governance includes the intentional creation of opportunities for student voice to be exercised and heard. To that end, the board is committed to maintaining the position of student trustee whereby the student voice may be heard at the board table.

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:

The Governance, Vision and Strategic Priorities Policy supports our Vision for Achieving Excellence in Catholic Education through Learning, Leadership and Service. This is most clearly made visible in the board's efforts to engage student voice and to provide opportunities for student leadership. This Vision calls the Board to the following Strategic Priorities:



Strategic Priorities 2017-2020

Vision

Achieving Excellence in Catholic Education
LEARN • LEAD • SERVE

Mission

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body and spirit of all.

LEARN

Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

ACTION REQUIRED:

The board and senior administration recognize the importance of student trustees and their role in bringing forward the student voice of the system. There are two positions for student trustees: a junior student trustee who is in Gr. 11 and a senior student trustee who is in Gr. 12. The term of office of each trustee will be two years.

In the spring of each year, a new junior student trustee from Gr. 10 will be elected by the Student Council Liaison Committee comprised of representatives of all the secondary school student councils. .

A student trustee’s term of office shall run from August 1 of the year in which he or she is elected and shall end July 31 two years later.

The student trustee does not have a counted vote on any matter and shall not affect quorum. The student trustee shall otherwise participate as a regular trustee to examine and debate issues leading up to a vote, with their position on the matter being recorded in the minutes upon request.

The Vice-Chairperson of the Board shall be designated as mentor to the student trustees. The Director of Education shall designate a member of the Board administration for ongoing support and contact.

1. SELECTION

- a) The election of a student trustee **candidate** from each school shall be by a direct or indirect peer election process. The Secondary Administration team at each secondary school will determine which process they will follow. The student trustee candidates, as a group, shall be known as the **Student Council Liaison Committee**. By April 30 each year, the Student Council Liaison Committee shall elect from among the group a member to recommend to the Board as student trustee.
- b) Secondary school principals will ensure that a direct or indirect election process is in place prior to the end of March to allow eligible and interested individuals to be nominated as student trustee candidates they will also determine the candidate's suitability for the role including their commitment to furthering the principles of Catholic Education.
- c) The Director of Education or his or her designate will meet with the student trustee candidates elected by each school, as well as members of the current Student Council Liaison Committee, to review the student trustee role and expectations, and assist with the election of a candidate to the Board as student trustee.
- d) The nominees from each secondary school will present their information packages and, following the presentations, all those in attendance will elect the individual to serve as student trustee.
- e) The information packages will consist of a résumé and cover letter including:
 - (i) reasons for seeking the position;
 - (ii) educational background;
 - (iii) achievements and interests;
 - (iv) written statement outlining commitment the principles of Catholic Education.
 - (v) other pertinent information; and references from parish priest/pastoral care worker; secondary school principal/vice-principal; guidance counsellor/student council staff advisor.

2. ELIGIBILITY

The student trustee will:

- (a) be Roman Catholic; or, if not a baptized Roman Catholic, be fully supportive of the mission, vision, and responsibilities of Catholic Schools in Ontario;

- (b) be a **full-time pupil** of the Board in the senior division as of August 1 after the election and remain so for the duration of his or her term of office;
- (c) shall meet the eligibility requirements within the Education Act and Municipal Elections Act related to Catholic School Board Trustees, excluding those related to age;
- (d) be maintaining a grade average of 70% or better at the time he or she becomes a candidate for the position, and must maintain that average throughout his or her term of office;
- (e) receive written approval of his or her parent/guardian, if under 18 years old by the date of the commencement of office;
- (f) receive the written recommendations of the principal or vice-principal, parish priest or school pastoral care worker, and his or her guidance counsellor or student council staff advisor of the Catholic secondary school he or she attends;
- (g) have displayed proven leadership experience, parish and community involvement, and an acceptable academic achievement;
- (h) for the position of senior student trustee, have previously served as a junior student trustee for the board (with the exception of the election for the 2017/2018 school year).

3. RESPONSIBILITIES

The Board of Trustees is responsible for:

- ensuring there is a process in place for the encouragement, election and support of student trustees;
- ensuring that the student trustees are welcome and that they are given opportunities to voice their opinions and views on matters being discussed, and to give a student trustee report at each board meeting;

- assigning the Vice-Chairperson to mentor the student trustees.

The Director of Education is responsible for:

- facilitating the election of student trustees each year;
- along with the Vice-Chairperson, orienting and mentoring the student trustees in their role;
- facilitating the leadership of the student trustees at the Student Liaison Committee;
- providing an orientation to the student trustee at the time of the commencement of office.

Superintendents are responsible for:

- supporting secondary principal in preparing for the election of their student trustee candidates;
- working with the Director of Education in facilitating and supporting the work of student trustees;

Secondary Principals are responsible for:

- ensuring that candidates for student trustee are recruited and brought forward, properly screened, and given appropriate support for their candidacy in the student trustee election;
- establishing an election process within their schools for the election of their school candidate.

Teachers and Staff are responsible for:

- supporting and encouraging appropriate candidates for the role of student trustee.

Parents are responsible for:

- ensuring that their students who have chosen to run for election have their written consent;
- support their decision and will ensure transportation to and from meetings and other special events that require the participation of the student trustee.

Students are responsible for:

- voting for appropriate student trustee candidates in their schools;
- supporting their student trustees elected by their student liaison committee;
- communicating with their student trustees or Student Liaison Committee their ideas, concerns, and vision to be help form part of the student trustees monthly reports.

The student trustees will:

- (a) attend public sessions of regular meetings of the Board and its standing committees; normally, the student trustees will not attend the in-camera portion of a board meeting;
- (b) uphold and promote the Board's Mission and Vision in the performance of his or her duties;
- (c) demonstrate confidentiality and discretion, where required, and act in accordance with Board Policies, By-laws, and Rules of Order;
- (d) participate fully with other trustees in discussions, giving voice to the interests of all students and reporting regularly to the Board, and to act on behalf of the well-being of the student population within the Board;
- (e) act as Co-chairs of the Student Council Liaison Committee
- (f) take the lead, as Co-Chair of the Student Council Liaison Committee, in planning the annual leadership event for secondary student council members;
- (g) liaise with the student population through local school student councils by means of the Student Council Liaison Committee, and communicate with them on Board matters;
- (h) follow the normal process of dealing with complaints, questions, or suggestions regarding a school or service by advising the appropriate Board personnel;

- (i) represent the Board at various functions when specifically designated to do so by the Chairperson of the Board or the Director of Education;
- (j) maintain a 70% average and conduct himself or herself with proper demeanor at all times in accordance with the Catholic School Graduate Expectations for students of Catholic secondary schools;
- (k) be required to wear his or her school dress code, or casual business attire when in attendance at Board or Board committee meetings;
- (l) complete the Student Trustee Profile Form and return to the Communication Services for media purposes;
- (m) have a photograph taken for use in publications and media documents produced by the Communication Services.

PROGRESS INDICATORS:

- Student trustees will be in place for the commencement of each school year, and are ready to participate in the first and subsequent board meetings of the year.
- The transition from one to two student trustees has effectively taken place.
- The student liaison committee gives positive feedback to the Director as to the process for election and that their voices are being effectively represented at the board table.

4. ATTENDANCE

The student trustees are expected to attend public sessions of regular meetings of the Board and its standing committees. A member of the Student Council Liaison Committee may be designated to attend a meeting when a student trustee is unable to attend. Absence from three consecutive Board meetings, regardless of replacement, will result in disqualification of the student trustee in accordance with the Education Act.

5. VACANCY

The Student Trustee Liaison Committee will be called upon to elect from among its members a new student trustee upon the resignation or disqualification of a student trustee.

6. EXPENSES

Each student trustee will be paid an honorarium as set out in section 55(8) of the Education Act.

The honorarium is \$2500 per school year paid on a bi-monthly basis.

7. ADMINISTRATIVE SUPPORT

Student trustees will receive orientation and in-service by the Board Chairperson, or designate, and Board administration, prior to the beginning of his or her term of office. Orientation will include an introduction to the Board Mission and Vision, as well as issues of confidentiality and conflict of interest. Student trustees will be provided with normal support services afforded to trustees. The Board will make arrangements to provide the student trustee access to computer, phone, fax, voice mail, and photocopy services in order to support their role.

8. MATERIALS

Appropriate agendas and supporting materials pertaining to Board and committee meetings will be provided to the student trustee. Business cards will be provided by Communication Services.

9. COMMISSIONING SERVICE

A commissioning service will be organized in September of each year to welcome the new student trustee into his or her position. Such a service will be celebrated at a Board meeting and will include the family and guests of the student trustee.

DEFINITIONS:

STUDENT TRUSTEE: Student trustee is a contributing, non-voting student member on the Board of Trustees who represents the voice of the students served by the Board, and play a key role in Board issues through active participation in the decision-making process at the Board level.

STUDENT COUNCIL LIAISON COMMITTEE: Student Council Liaison Committee members include the student trustee candidates from each secondary school.

IN-CAMERA: In-camera is a meeting of a committee of the Board, including a committee of the whole Board, and may be closed to the public when the subject under consideration involves:

- (a) the security of the property of the Board;
- (b) the disclosure of intimate, personal or financial information in respect of a member of the Board or committee, an employee or prospective employee of the Board or a pupil or his or her parent or guardian;
- (c) the acquisition or disposal of a school site;
- (d) decisions in respect of negotiations with employees of the Board; or
- (e) litigation affecting the Board.

(Education Act, Section 207)

VOTING: Student trustees are not Board members and are, therefore, not entitled to a binding vote - that is, their vote doesn't "count". However, a student trustee does have the right to have his or her vote recorded in the Board minutes if they request it. In addition, a student trustee may request that a matter before a Board or any of its committees be put to a vote, in which case there must be two votes:

- (a) a non-binding vote that includes the student trustee's vote, and
- (b) a recorded binding vote that does not include the student trustee's vote.

A student trustee is not entitled to move a motion, but is entitled to **suggest** a motion on any matter at a meeting of the Board or of one of its committees on which the student trustee sits. If no member of the Board or committee, as the case may be, moves the suggested motion, the record shall show the suggested motion.

DIRECT ELECTION PROCESS: Once eligibility is established, student trustee candidates will be given the opportunity to present themselves to the **student body** and a school-wide election will be held. The student elected will become that school's representative on the Student Council Liaison Committee.

INDIRECT ELECTION PROCESS: Once eligibility is established, student trustee candidates will be given the opportunity to present themselves to the **sitting Student Council**. An election by members of the Student Council will be held. The student elected will become that school's representative on the Student Council Liaison Committee.

REFERENCES:

Municipal Elections Act, 1996, Section 17 (2) and 29.1

Education Act, Section 1 (1)

Education Act, Section 55

Education Act, Section 58.9 (3)

Education Act, Section 67

Education Act, Section 207 (2)

Education Act, Section 219.1

Peterborough Victoria Northumberland and Clarington Catholic District
School

Board By-Laws