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| NUMBER: | T: 01 |
| EFFECTIVE: | June 23, 1998 |
| AMENDED: | Aug. 2003 June 2005 Feb. 2007 Jan. 26/2010 June 27/2011 Oct 28/2014 |
| RELATED POLICIES: | See References |
| REPEALS: | |
| REVIEW DATE: | 2018-2019 |

1.0 OBJECTIVE:

- 1.1 To establish and maintain two positions of Student Trustees on the Board of Trustees for the Windsor-Essex Catholic District School Board in accordance with Section 55 of the Education Act, Ontario Regulation 07/07 – Student Trustees, and guidelines issued by the Minister of Education.

2.0 GUIDING PRINCIPLES:

- 2.1 The Student Trustees would:
- A. Provide greater insight into student activities, programs, and needs;
 - B. Encourage more student involvement in Catholic school district governance activities;
 - C. Provide a greater awareness and understanding of mutual issues between the Board, school staff and students;
 - D. Provide for the active involvement of students in their education and to foster a spirit of inquiry whereby students may freely express their views and listen to and evaluate the opinions of others.

3.0 SPECIFIC DIRECTIVES:

- 3.1 The Student Trustees shall not be members of the Board and shall not be entitled to a binding vote – that is, their vote doesn't "count." However, a Student Trustee does have the right to have their vote recorded in the board minutes if they request it. In addition, a Student Trustee may request that a matter before the Board or any of its committees be put to a vote, in which case there must be two votes; a non-binding vote that includes the student trustee's vote and a recorded binding vote that does not include the Student Trustee's vote.
- 3.2 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 one of its committees on which the Student Trustee may sit. If no member of the Board or committee moves the suggested motion, the record shall show the suggested motion.

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- 3.3 The Student Trustees may attend all closed (in camera) meetings with the exception of those that require “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”.
- 3.4 Student Trustees will have the same status as a board member with respect to access to board resources and opportunities for training. Similar to Trustees, in order to receive reimbursement for all or part of their out-of-pocket expenses reasonably incurred in connection with carrying out their responsibilities, Student Trustees must follow the Board’s policy/procedure for Trustee expense reimbursement. As detailed within that policy, reimbursement of expenses shall only be approved within budgetary allotments for student trustee expenses.
- 3.5 Student Trustees must apply for prior approval from the Chair of the Board and the Director of Education to attend meetings or conferences outside of Essex County. Applications for approval must be completed in accordance with procedures established by Board administration, and shall be approved or denied at the discretion of the Chair and the Director. Applications for approval shall only be considered where the Student Trustee will be travelling with a parent/guardian. Reimbursement of all travel expenses, including the costs of the parent/guardian, shall be drawn from and limited to the budgetary allotment provided for Student Trustee expenses.
- 3.6 Student Trustees must be aware of and abide by the Conflict of Interest Guidelines issued by the Minister of Education.
- 3.7 To be eligible to serve as a Student Trustee, the following qualifications are required:
- i. Student must be Catholic.
 - ii. He or she must be enrolled in the senior division of a school of the Board and is,
 - a) a full-time student; or
 - b) an exceptional student in a special education program for whom the board has reduced the length of the instructional program on each school day under subsection 3 (3) of Regulation 298 of the Revised Regulations of Ontario, 1990 (Operation of Schools — General) made under the Act, so long as the student would be a full-time student if the program had not been reduced.
- 3.8 The Student Trustees shall serve a one-year term from August 1 to July 31.
- 3.9 Student Trustees will be provided with an honorarium as specified in legislation, with one half of the total to be paid at the end of January and the second half at the end of July of each year. The amount of the honorarium shall be provided according to the proportion of a term for which a Student Trustee holds office, if the Student Trustee holds office for less than a complete term of office.
- 3.10 The Student Trustee will be selected in the following manner:
- i. Student Councils in each of the WECDSB secondary schools will run an annual

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- election prior to the end of February to elect two students who will represent them on the Board wide Student Senate for the coming school year;
- ii. A retreat will be organized for those students elected to serve on the Student Senate;
 - iii. At the conclusion of the retreat an election will be held among the students present to select two qualified students (section 3.7), who will serve as Student Trustees for the following academic year.
- 3.11 The selected students shall fulfill an orientation period as Student Trustee Designates from March that shall extend to August 1, at which time they shall begin their one-year term as Student Trustees.
- 3.12 The current Student Trustees shall act as mentors for the Student Trustee Designates during the orientation period and shall assist the Student Trustee Designates in preparing to assume their roles as the next Student Trustees.
- 3.13 The Student Trustees and Student Trustee Designates may apply to the Chair of the Board and the Director of Education for prior authorization to become members of the Ontario Student Trustees' Association – l'Association des élèves conseillers et conseillers de l'Ontario, also known as OSTA-AECO, and/or to participate in events or to attend meetings conducted by OSTA-AECO, the Ontario Catholic School Trustees Association, or the Diocese of London. Authorization shall be provided at the discretion of the Chair and the Director, and costs of attending an approved event shall be drawn from the Student Trustee expense allotment.
- 3.14 A Student Trustee interested in running for a leadership position in an organization as part of his or her role of Student Trustee, must seek prior approval from the Chair of the Board and the Director of Education. Approval may be provided after consideration of the relevancy of the position in furthering the role of the Student Trustee within the system, as well as the extent of time and travel required. Expenses incurred in fulfilling the requirements of a position will be reimbursed out of the Student Trustee budgetary allotment, only where the required prior approvals are secured.
- 3.15 The Student Trustees and the Student Trustee Designates will be responsible for the establishment of the Windsor-Essex Catholic District School Board Secondary School Student Senate (Appendix A) in the school year that they have been elected to serve. This will be done under the direction of the Superintendent of Education and/or his or her designate. The Student Trustees will provide meeting agendas, reports, minutes of meetings to the Superintendent/designate promptly. All agenda items will be approved by the Superintendent prior to circulation amongst the Student Senate.
- 3.16 Student Trustees on the Board will be removed from the position if the student ceases to be a pupil within the Board, has been involved in a serious infraction of the Board/school Code of Conduct (as determined by the Director of Education), has broken Conflict of Interest rules or disclosed in camera information, or has been absent from three (3) consecutive Regularly Scheduled meetings of the Board without being authorized by resolution entered in the minutes.
- 3.17 If a vacancy occurs during the school year, and the Board determines that the vacancy shall

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be filled, it shall be filled through a by-election of the Student Senate.

4.0 RESPONSIBILITY:

- 4.1 The Student Trustees shall be responsible for attending Board meetings as permitted in the policy and the applicable legislation.
- 4.2 It shall be the responsibility of the Student Trustees to declare a conflict of interest where required, in accordance with the guidelines with respect to conflict of interest issued by the Minister of Education.
- 4.3 The Student Trustee shall be knowledgeable about, and comply with Board Bylaws, Policies and Procedures.
- 4.4 The Student Trustee shall lead the Student Senate and abide by the Constitution of the Student Senate.

5.0 REVIEW AND EVALUATION:

- 5.1 The effectiveness of this policy shall be assessed through trustee, staff and community satisfaction measures.
- 5.2 This policy will be reviewed during the 2018 - 2019 review cycle.

6.0 REFERENCES:

Education Act R.S.O. 1990, section 55
Education Act R.S.O. 1990, section 207 (2)(b)
Ontario Regulation 7/07 – Student Trustees
Ministry of Education Attendance and Conflict of Interest Guidelines, Expenditure
Guidelines and all policies and guidelines issued under Education Act paragraph
3.5, s.8 (1)
Ministry of Education Memorandum of January 17, 2007: Provisions Affecting Student
Trustees
The Broader Public Sector Accountability Act, 2010
The Broader Public Sector Expenses Directive
A:14 Promoting and Supporting Equity & Inclusion Within a Catholic Community
A: 30 Privacy
SC:15 Code of Conduct
SC:18 Bullying Prevention and Intervention
SC:19 Environmental Education
ST:05 Student Discipline Policy
T:02 Conventions, Meetings, Out of Pocket Expenses
T:03 Information to Trustees
T:04 Electronic Participation in Board Meetings
T:05 Negotiation Procedures

Appendices:

Appendix A: Windsor-Essex Catholic District School Board Secondary School Student
Senate Constitution



Windsor-Essex Catholic District School Board

STUDENT TRUSTEES

APPENDIX A

T:01

CONSTITUTION

Article I – Name

- 1.1 The name of this advisory group shall be the Windsor-Essex Catholic District School Board Secondary School Student Senate.

Article II – Mission Statement

- 2.1 The Windsor-Essex Catholic District School Board Secondary School Student Senate shall promote the mission, vision and goals of the Windsor-Essex Catholic District School Board and within this jurisdiction exercise secondary student consultation and representation.

Article III – Composition

- 3.1 Every secondary school within the jurisdiction of the Windsor-Essex Catholic District School Board shall have three representatives as members of the Senate:
 - i) Two students elected by the student body.
 - ii) The Prime Minister, or in cases where the Prime Minister is one of the students elected under section 3.1 (i), the Deputy Prime Minister of the Student Council.
- 3.2 A recognized Catholic High School is defined as any secondary school affiliated with the Windsor-Essex Catholic District School Board.
- 3.3 Where a student, as defined in section 3.7 of Board Policy T: 01 Student Trustees, is selected to participate as a member of the Minister’s Student Advisory Council, the student will hold a non-voting position on and act as a resource to the Windsor-Essex Catholic District School Board Student Senate. The student will not be eligible to hold any other position on the senate.
- 3.4 The Student Trustees shall lead the Student Senate as co-chairpersons.
- 3.5 The senate shall hold elections for the position of:
 - a. Secretary

Article IV – Eligibility of Members

- 4.1 All members other than the Student Trustees of the WECDSB Student Senate shall be eligible to run for the position of Secretary.
- 4.2 If at any time during the school year a Student Representative ceases to be a WECDSB student, he/she shall be replaced by an individual from their secondary school who will continue his/her duties for the remainder of that term on the Senate.

Article V – Duties

- 5.1 The duties of the members of the Student Senate shall commence with the day of the inaugural meeting (in the month of September) and terminate as of the final Student Senate meeting (in the month of June).

The Student Trustees

- 5.2 Shall create the agenda for the meetings of the Senate in consultation with the Student Representatives. The Superintendent of Education responsible for Student Trustees shall approve the agenda prior to circulation amongst the Student Senate.
- 5.3 Shall be the official representatives and spokespersons of the WECDSB Student Senate.
- 5.4 Shall communicate the Board’s decisions and plans to the Student Representatives.
- 5.5 Shall exercise effective communication of the Senate’s concerns, needs and achievements to the Windsor-Essex Catholic District School Board.
- 5.6 May seek approval from the Chair of the Board and the Director of Education in accordance Board Policy, to be members of the Ontario Student Trustees’ Association – l’Association des élèves conseillers et conseillers de l’Ontario, also known as OSTA-AECO and/or to participate in events or to attend meetings conducted by OSTA-AECO, The Ontario Catholic School Trustees Association or the Diocese of London. Subsequent to attending such events, Student Trustees shall report all significant findings to both the Board as well as the Student Senate.

Secretary:

- 5.7 Shall record the attendance of members at all meetings.
- 5.8 Shall make and maintain formal minutes of the meetings of the Student Senate. A summary of these minutes shall be distributed to all members of the Student Senate, the Superintendent of Education responsible for Student Trustees, and the Board of Trustees.
- 5.9 Shall assist the Student Senate in the preparation of reports if called upon to do so.

Article VI – Faith and Leadership Development Conference

- 6.1 It shall be the responsibility of the Student Senate to plan and host a conference for all high school student council members in the Board.
- 6.2 The conference shall promote and develop leadership and faith and shall be held in the fall of each school year.
- 6.3 The agenda and guest speakers must be established in consultation with the Superintendent of Education and must be approved by the Superintendent of Education prior to the event.

Article VII – Meetings

- 7.1 The Chairs of all meetings shall be the Student Trustees.
- 7.2 Meetings can be called by the Student Trustees at any time.
- 7.3 Meetings shall be held at least once every month.
- 7.4 Consensus will be the basis upon which decision-making takes place.
- 7.5 In order to be an official meeting a quorum of five (5) secondary school representatives must be present along with one of the Student Trustees.

Article VIII – Amendments to the Constitution

- 8.1 Any recommended amendments or changes to this constitution must come to the Windsor-Essex Catholic District School Board for approval.
- 8.2 Amendments may be proposed by any Student Senate member but must be agreed upon by two-thirds of the membership at an official meeting of the Student Senate.