

YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i>	Governance
<i>Policy Number</i>	107
<i>Former Policy Number</i>	216
<i>Total Pages</i>	11
<i>Original Approved Date</i>	April 24, 2001
<i>Subsequent Approval Dates</i>	April 10th, 2007 March 25th, 2008 March 1, 2011 February 7th, 2012 June 19, 2018 March 28, 2023

STUDENT TRUSTEES

SECTION A

1. PURPOSE

It is the policy of the York Catholic District School Board that two student trustees be elected to the Board of Trustees to serve for a term of two years. The position of Student Trustee serves to uphold Catholic values, and as such is a valuable and important function allowing the student perspective to be heard through their participation at Board meetings. The purpose of this policy is to outline, in keeping with legislative direction, the guidelines and expectations for Student Trustees.

2. OBJECTIVE

York Catholic District School Board policy shall be in accordance with the provisions of Ontario Regulation 7/07 Student Trustees. The York Catholic District School Board (YCDSB) will establish and maintain the position of Student Trustees on its Board of Trustees.

3. PARAMETERS

- 3.1 One new Student Trustee shall be elected by the membership of the York Secondary Catholic Presidents Council (YSCPC) during a YSCPC spring meeting of each year, no later than April 30. [Note: The Director, the Chair of the Board or their designate(s) will attend the appropriate meeting to observe the election proceedings.] The Student Trustee will commence their two-year term of office at the August Board meeting following the swearing in ceremony (see Appendix 2 for the Student Trustee Oath).
- 3.2 In accordance with section 4 of the Ontario Regulation 7/07, *Student Trustees*, the new Student Trustee shall be elected in one of the following ways:
 - 3.2.1 Directly by students of the board.
 - 3.2.2 Indirectly, by student representative bodies such as student councils.
- 3.3 It is expected that this new Student Trustee will be enrolled in Grade 10 at a YCDSB high school, at the time of the election.
- 3.4 A person is qualified to fulfill the role of a student trustee if they are enrolled in a senior division of a school of the York Catholic District School Board and:
 - 3.4.1 is a “full-time pupil” or

- 3.4.2 is an exceptional pupil in a special education program for whom the York Catholic District School Board has reduced the length of instructional program on each school day as permitted by subsection 3(3) of Ontario Regulation 298, Operation in Schools, under the Act, so long as the pupil would be a full-time pupil of the program had not been reduced; and
- 3.4.3 shall, if under the age of 18, provide consent from their parent/guardian.
- 3.5 A student trustee who ceases to be qualified, must resign from the position.
 - 3.5.1 The principal/or designate of the student trustee shall determine if the student trustee is no longer qualified and will apprise the Chair and Vice Chair of the Board of Trustees.
- 3.6 A student trustee will not be qualified to act as student trustee if they are not a full-time pupil of the York Catholic District School Board; are suspended or expelled, and/or are serving a sentence of imprisonment in a penal or correctional institution.
- 3.7 The Board shall forward the name of the Student Trustees to the Ministry no later than 30 days after the date of a Student Trustee election or by-election.
- 3.8 The term of office for each Student Trustee shall be two years unless a vacancy or termination occurs.
- 3.9 Student Trustees must demonstrate that they are able to complete the duties of a Student Trustee without jeopardizing their academic standing.
- 3.10 Student Trustees will have the opportunity to attend workshops, courses, conferences, symposiums, committee meetings and community events which relate to the governance of education and the delivery of educational programs and services as reviewed and approved by the Superintendent(s) who oversees Student Trustees in accordance with the *Education Act*, s. 55(7).
- 3.11 Student Trustees are expected to regularly attend and participate in both the Public Session and Part A of the In-Camera Session of Board meetings, pursuant to section 207 of the *Act*. If the Student Trustee is unable to attend, they are to inform the Secretary of the Board, Administrator to the Director of Education & Trustee Services. A Student Trustee may also attend other public Board Standing Committee meetings.
- 3.12 Student Trustees will not count towards quorum at Board meetings.
- 3.13 Student Trustees will present a report at each Board meeting that expounds upon the issues/activities related to the student body and is reflective of the Board mission, vision and values.
 - 3.13.1 The report shall be submitted to the Superintendent(s) who oversee Student Trustees one week prior to the Board meeting for revision and approval.
- 3.14 Student Trustees are not entitled to move a motion but are entitled to suggest a motion. If no Board member moves the motion, the record shall show the suggested motion.
- 3.15 Student Trustee votes do not count towards the approval of a motion. A Student Trustee has the right to have their vote recorded in the minutes of the meeting upon request.

- 3.16 Student Trustees are encouraged to attend a meeting of a committee of a Board, including a committee of the whole Board except when meetings are closed to the public under clause 207(2)(b) of the Education Act.
- 3.17 Student Trustees are expected to conduct themselves in accordance with the YCDSB [Code of Conduct](#), the [Electronic Communications and Social Media](#) policy and all other applicable policies to ensure that they are exemplary representatives of the YCDSB and the student body.
- 3.18 The term of a Student Trustee may be terminated at any time for violations of the established parameters as outlined in the Trustee Code of Ethics or for egregious unacceptable behaviours outlined in the Safe Schools - Student Discipline, and Code of Conduct Policies. The decision to terminate the Student Trustee(s) is to be made upon recommendation of the Director of Education as approved by the Board of Trustees.
- 3.19 A vacancy shall be filled through a by-election in accordance with the policy guidelines.
- 3.20 Student Trustees have the same status as a board member with respect to access to board resources and opportunities for training, in accordance with section 55(7) of the *Act*.
- 3.21 Student Trustees have the opportunity to be a member of the OSTA-AECO and to run as a candidate for an Association position.
- 3.22 Student Trustees are expected to play a role in planning and presenting opportunities for the faith formation and leadership development of YCDSB students. Forums may include, but are not limited to, the Leadership Links and Horizons conferences.
- 3.23 Student Trustees are to facilitate the communication of input from the YSCPC (York Secondary Catholic Presidents' Council) to the Board of Trustees.
- 3.24 Student Trustees will participate in the production of two video messages each year:
- (i) An informative and introductory message to be broadcast at all secondary schools during the month of September.
 - (ii) An invitational message to be broadcast to all Grade 10 students regarding the opportunity to apply for the position of Student Trustee.
- 3.25 The Board will reimburse the Student Trustee(s) upon submission of receipts, for out-of-pocket expenses related to Board business, so long as such expenditures have received prior authorization.
- 3.26 Student Trustee expenses for professional development, travel, meals, etc. will be submitted to the Director of Education for reimbursement according to the applicable policy and as outlined in the policy guidelines. Services provided for Student Trustees, and expenses which Student Trustees are permitted to incur, must be:
- 3.26.1 Directly related to the role of Student Trustee;
 - 3.26.2 Consistent with statutory requirements and Ministry guidelines;
 - 3.26.3 Congruent with common values and accepted practices; and,
 - 3.26.4 Able to withstand the test of integrity and independent audit.
- 3.27 Student Trustees may, subject to the discretion of the Director of Education, be allocated a cash advance on a case by case basis.

- 3.28 Student Trustees will be reimbursed the minimum basic subsidy (tech allowance) of \$80 per month to cover internet/cell phone expenses.
- 3.29 The amount of the honorarium referred to in subsection 55(8) of the *Education Act* is:
 - 3.29.1 \$2,500.00 per year if the Student Trustee holds office for a complete term of office;
 - 3.29.2 \$2,500.00 per year prorated according to the proportion of a term for which the Student Trustee holds office, if the Student Trustee holds office for less than a complete term of office.
- 3.30 An annual expenditure report for each Student Trustee based on a September 1st to August 31st time period will be completed and filed with the Board. Expenditure reports will be presented in an open public session and posted on the Board website.

4. RESPONSIBILITIES

4.1 Chair of the Board

- 4.1.1 To attend the Student Trustee election meeting.
- 4.1.2 To support Student Trustee involvement in matters at the local, regional and provincial levels.

4.2 Director of Education

- 4.2.1 To attend the Student Trustee election meeting.
- 4.2.2 To oversee compliance with the Student Trustees policy and procedures.

4.3 Superintendent(s) Overseeing Student Trustees

- 4.3.1 To review Student Trustee reports to the Board and any presentations to committees/conferences/workshops/seminars/symposiums in order that they are in keeping with the Board mission, vision and values.
- 4.3.2 To review and approve attendance at all conferences, workshops, seminars, symposiums and committee meetings occurring during the instructional day in consultation with the Director of Education.
- 4.3.3 To oversee the Student Trustee election process.

4.4 Secondary Principal

- 4.4.1 To communicate to grade ten students, the opportunity to run as Student Trustee on an annual basis.
- 4.4.2 To ensure the criteria for the selection of the school's candidate for Student Trustee is followed in accordance with this Policy.
- 4.4.3 To monitor the student trustees' qualifications and apprise the Chair and Vice Chair of the Board of Trustees should any concerns arise during the student's term of office.
- 4.4.4 To oversee biannually the broadcast of Student Trustee(s) videos.

4.5 Chief Financial Officer

- 4.5.1 To ensure that the Student Trustee receives the annual honorarium, governed by the *Education Act*.
- 4.5.2 To reimburse the student trustee for miscellaneous, travel, communication and professional development expenses incurred while carrying out their responsibilities as a Student Trustee.
- 4.5.3 To provide an annual report to the Board regarding Student Trustee expenses.

4.6 York Secondary Catholic Presidents Council

4.6.1 To facilitate the Student Trustee election process.

4.7 Student Trustee

4.7.1 To perform the duties of “Student Trustee” in accordance with Ontario Regulation 7/07.

4.7.2 To abide by all Board policies and procedures when representing York Catholic District School Board in the role of Student Trustee.

5. CROSS REFERENCE

LEGISLATION

[Education Act](#)

[Ontario Regulation 7/07 Student Trustees](#)

YCDSB POLICIES

[YCDSB Policy 105 Trustee Professional Development](#)

[YCDSB Policy 808 Travel, Meals and Expense Reimbursement](#)

[YCDSB Policy 311 Digital Discipleship: Student Use of Technology](#)

YCDSB PROCEDURES

[YCDSB Procedures Travel, Meals and Expense Reimbursement](#)

6. APPENDICES

Appendix 1 Student Trustee Application Form

Appendix 2 Student Trustee Oath

STUDENT TRUSTEES

SECTION B: GUIDELINES

1. Transitional Support

- 1.1 Given the complexity of the role of Student Trustee and the steep learning curve required, the title of “junior” Student Trustee will be assigned to the newly elected Student Trustee. This Student Trustee will be elected by the YSCPC during their spring meeting each year prior to April 30th.

2. Vacancy

- 2.1 In the event of a vacancy, a by-election shall be held at the next scheduled YSCPC meeting.
- 2.2 The interim Student Trustee shall be elected from among those present at the meeting.
- 2.3 The term for the interim Student Trustee will be for the remainder of the year.

3. Selection of Student Trustee Candidates

- 3.1 Each school is to select one grade ten student to run for Student Trustee.
- 3.2 Students who are interested in running for Student Trustee are to complete the Application Form (Appendix 1) and submit it to the school Principal.
- 3.3 The Principal shall form a committee by inviting the participation of the student Presidents of each Council, as outlined in the Student Government School Constitution. A minimum of three Presidents will form the committee with the Principal. In the event that the committee is unable to reach consensus on the selection of the candidate, the principal shall make the final decision.
- 3.4 The committee is to select the Student Trustee candidate based on responses given on the application form as well as responses given to questions, determined by the committee, that provide information about the candidate related to the Catholic School Graduate Expectations:
 - **A discerning believer** formed in the Catholic Faith community who celebrates the signs and sacred mystery of God’s presence through word, sacrament, prayer, forgiveness, reflection and moral living.
 - **An effective communicator** who speaks, writes and listens honestly and sensitively, responding critically in light of gospel values.
 - **A reflective, creative and holistic thinker** who solves problems and makes responsible decisions with an informed moral conscience for the common good.
 - **A self-directed, responsible, lifelong learner** who develops and demonstrates their God-given potential.
 - **A collaborative contributor** who finds meaning, dignity and vocation in work which respects the rights of all and contributes to the common good.
 - **A caring family member** who attends to family, school, parish, and the wider community.
 - **A responsible citizen** who gives witness to Catholic social teaching by promoting peace, justice and the sacredness of human life.

4. **The Election of the Student Trustee**

The election of the Student Trustee shall be undertaken in accordance with the following parameters:

- 4.1 Each secondary school shall only send one candidate to run for the Student Trustee position.
- 4.2 Each candidate will be given a maximum of two minutes to deliver a speech to the general assembly of the YSCPC. Candidates may not use dubbed audio, visuals, or additional technological aids in their presentation.
- 4.3 Candidates are required to include the following sub-topics in their speech:
 - Faith and Catholic Values
 - Diversity, Equity, and Inclusion
 - Student Achievement
 - Student Well-Being
- 4.4 Candidates shall present one at a time. Only one candidate shall be in the same room as the general assembly of the YSCPC.
- 4.5 Timing shall be displayed to the candidates during their performances, either through a clock display or hand or verbal signal indicating 30 and then 10 seconds remaining.
- 4.6 Candidates who have not yet presented will be in a separate room under the supervision of the senior Student Trustee. Candidates will await their individual retrievals by the YSCPC supervisors.
- 4.7 Candidates who have already presented will wait outside the presentation room and will not be allowed back in until all speeches are delivered. Deliberation between candidates who have presented and those who have not yet presented are prohibited.
- 4.8 Candidates are to be prepared to answer questions from a panel after delivering their two minute speech.
- 4.9 Voting ballots are collected once all candidates have presented. One vote is given to each attending school, regardless of their number of attendees. Schools may not vote for their own school's candidate.
- 4.10 Ballots are tallied by the YSCPC supervisors. The winner is to be announced and the election concluded.
- 4.11 In the case of a tie between candidates, new ballots are distributed to each school and a vote is conducted only between the candidates who have tied. Ballots are collected and tallied by the YSCPC supervisors. The winner is announced and the election is concluded. If a tie occurs a second time, the winner shall be determined by way of a draw.

York Catholic District School Board

(School Year) Student Trustee Application

The following application is to ensure that all applicants are serious and committed to fulfilling the role of student trustee for a two-year term.

What is the role of Student Trustee?

- Student Trustees sit at the table during all regular, monthly Board meetings and during other committee meetings as they choose to attend.
- They participate in debate and voice opinions on Agenda items on behalf of all students in the YCDSB
- They prepare and present reports at Board meetings which highlight student activities and/or issues.
- They participate as Executive members of the YSCPC and facilitate input from this group to the Board of Trustees.
- They actively participate in developing, planning and presenting opportunities/events for student faith formation and leadership development.
- They become members of and may participate in the provincial student organization OSTA/AECO.
- They work to facilitate communication with all students to best represent their voices at the Board table.
- Student Trustees strive to embody the Catholic Graduate expectations in the performance of their role.

What time commitment is required?

- A YCDSB Student Trustee serves for a two-year term (through their Grade 11 and Grade 12 years). To ensure a smooth transition, the “Junior” or first-year Student Trustee is mentored by the “Senior” or second-year Student Trustee.
- As a student representative, Student Trustees will have numerous opportunities to effect change on behalf of all students, therefore the more responsibilities taken on, the more time that will be needed.
- As a minimum, Student Trustees will attend monthly Board and YSCPC meetings. They will also be given the opportunity to attend OCSTA and OSTA conferences (5), internal Board events and other Board Committee meetings.
- Preparation for meetings will involve the reading of Agenda packages, the composition of reports and possibly statements.

York Catholic District School Board
(School Year) Student Trustee Application

Who is eligible to apply?

- The applicant will be enthusiastic, articulate, comfortable with public speaking, dedicated to nurturing and improving their publicly funded Catholic education, committed to playing a leadership role and will exemplify the pursuit and support of the Catholic Graduate Expectations.
- The applicant will presently be enrolled in Grade 10 at a YCDSB secondary school and plan to remain a full-time student for the next two years.

Please note the following:

- Previous experience with Student Leadership within your school, parish/community or with YSCPC is valuable in the role
- The YCDSB Student Trustee Policy #107 and Guidelines describe the selection process in detail. Successful applicants (one per secondary school) will prepare a two minute election speech and respond to questions from a panel.

Applicants must complete the following form and submit a digital copy to your Principal **(principalfirstname.principalsurname@ycdsb.ca)** by _____ using your personal email address. Typed responses may be attached.

York Catholic District School Board
(School Year) Student Trustee Application

SCHOOL PRINCIPAL: PLEASE EMAIL CHOSEN CANDIDATE'S FORM TO the school superintendent by *[enter date]*. **ONLY ONE CANDIDATE** per school.

Name: _____ School: _____
Grade: _____ Student Phone Number: _____

How did you find out about this position?

List any councils, clubs and/or activities you are a part of in your school and in your community:

Outline some of your most valued accomplishments:

Please indicate why you feel you are a good candidate to be Catholic Student Trustee:

I, _____, promise that the above information is in fact true and accurate. I have read the attached Catholic Student Trustee Guidelines and Board Policy and confirm that I meet all of the eligibility criteria.

Applicant's Signature

Parent/Guardian Signature

Principal's Signature

Date

Date

Date

York Catholic District School Board

Student Trustee Oath

"I, [student trustee name], having been selected by my peers to represent the students in this Board, promise to provide leadership each day that reflects the Catholic Graduate Expectations, in all that I do and say. I pledge to work with others and represent all students to the best of my ability. I will serve as an advocate and representative of the York Catholic District School Board and its mission, vision and values.