



BOARD ADMINISTRATIVE PROCEDURE	
Administrative Procedure Student Trustees	Administrative Procedure Number 105
Directional Policy 100 - Governance, Vision and Strategic Priorities	

Title of Administrative Procedure:

Student Trustees

Date Approved:

April 30, 2024

Projected Review Date:

2029

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:

Administrative Procedure 105, Student Trustees is aligned with the PVNCCDSB Board Vision, Mission and Strategic Priorities of the multi-year strategic plan, [Building a Community that Accompanies](#), most notably through the Valuing Relationships pillar that calls us to empower our students and staff as we work together to realize the great promise of Catholic Education.

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.

Every spring, each of the secondary schools is required to determine a Junior Student Liaison Representative who will represent his/her secondary school and become a member of the Student Council Liaison Committee (SCLC) for a two-year term. It is from the SCLC that the Junior Student Trustee is elected by its members to serve on the Board of Trustees for one year as the Junior Student Trustee and for a second year as the Senior Student Trustee.

A student trustee's term of office shall be 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 a 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 Junior Student Liaison Representative/ Junior Student Trustee candidate from each school shall be by a direct (peer election) or indirect (interview selection) process. The Secondary Administration team at each secondary school will determine which process they will follow.
- b) Interested students in Grade 10 will submit an application package to the school principal.
- c) The application package will consist of the application form (Appendix A) résumé and a cover letter including
 - (i) reasons for seeking the position;
 - (ii) educational background;
 - (iii) achievements and interests;
 - (iv) written statement outlining a commitment to the principles of Catholic Education.

- (v) other pertinent information including references from parish priest/school chaplaincy leader, secondary school principal/vice-principal; guidance counsellor/student council staff advisor.
- d) Secondary school principals will ensure that a direct or indirect election process is in place before the end of March to allow eligible and interested individuals to be nominated as student trustee candidates. The school administration team will determine the candidate's suitability for the role including their commitment to furthering the principles of Catholic Education.
- e) Secondary school principals will communicate to the Director or designate the name of the individual selected to be the junior student liaison representative for their school and will submit the candidate's application package to the Director or designate.
- f) The student trustee candidates, as a group, shall be known as the Student Council Liaison Committee and will represent his/her secondary school and be a member of the Student Council Liaison Committee (SCLC) for a two-year term.
- g) By April 30 each year, the Student Council Liaison Committee shall elect from among the group a member to recommend to the Board as the junior student trustee. 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 junior student trustee.
 - (i) The nominees from each secondary school will have the opportunity to present themselves as a junior student trustee candidate and, following the presentations, a vote will take place to determine the individual to serve as junior student trustee. SCLC representatives from each school will collaborate to vote as each school will have one vote. A winner is declared when they have received a majority of the votes.

2. Eligibility

To be eligible, the student trustee candidate 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 student 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 Trustees, excluding those related to age;
- (d) maintain 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 acceptable academic achievement;

3. 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.

4. 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.

5. Honorarium and Expenses

Each student trustee will be paid an honorarium as set out in section 55(8) of the Education Act. The honorarium is \$2,500 per school year paid on a bi-monthly basis.

Student Trustees will be reimbursed for travel on board business, i.e. travel to and from their residence to a meeting of the board and other events where he or she is representing the board. Reimbursement for travel to attend conferences, conventions or workshops as outlined in AP 617, Trustee Expenses, will be made

using customary expense limits as outlined in AP 612, Reimbursement for Expenditures Incurred on Board Business.

6. Administrative Support

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

7. Materials

Appropriate agendas and supporting materials pertaining to Board and committee meetings will be provided to the student trustee.

8. 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.

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, that they are given opportunities to voice their opinions and views on matters being discussed and that they will deliver a student trustee to report to the board at its regular monthly meetings;
- assigning the Vice-Chairperson to mentor the student trustees.

The Student Trustees are responsible for:

- Meeting the eligibility criteria.
- Accepting and abiding by the Student Trustee Expectations and Responsibilities Agreement (Appendix B).

- Completing onboarding procedures as required by Human Resource Services and Payroll Services.
- acting as Co-chairs of the Student Council Liaison Committee to 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.
- taking the lead, as Co-Chair of the Student Council Liaison Committee, in planning the annual leadership event for secondary student council members.

The Director of Education is responsible for:

- communicating the process for the selection of the student liaison representatives and student trustee election to the secondary principals and vice-principals each year.
- facilitating the election of student trustees each year before April 30th;
- providing an orientation to the student trustee at the time of the commencement of office, including a detailed review of Appendix B - Student Trustee Expectations and Responsibilities which will be signed by the student trustee, parent and the director of education.
- 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;

Superintendents are responsible for:

- supporting secondary principals 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:

- establishing and executing a selection process within their schools to choose a junior student liaison representative/junior student trustee candidate for their school.
- ensuring that candidates for the junior student liaison representative/junior student trustee are recruited and brought forward, properly screened, and given appropriate support for their candidacy in the student trustee election;

- communicating with the Director/designate the candidate's name and information to facilitate the student trustee election process.

Parents are responsible for:

- ensuring that their students who have chosen to run for election have their written consent;
- supporting their student in the role by ensuring transportation to and from meetings and other special events requiring the participation of the student trustee.
- supporting their student in the role by accepting and abiding by the Student Trustee Expectations and Responsibilities as set out in (Appendix B).

Teachers and Staff are responsible for:

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

Students are responsible for:

- if an election is held, 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 help form part of the student trustees' monthly reports.

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 and standing committee meetings during the year.
- 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.

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

who plays 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. Each representative serves for a two-year term.

In-Camera: A meeting held in private that is 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 allowed 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 a selection committee determined by the principal. The committee will select the candidate

to become that school's representative on the Student Council Liaison Committee.

Related Documents

Appendix A - Application

Appendix B - Student Trustee Expectations and Responsibilities

References :

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

Education Act, Sections 1 (1), 55, 58.9 (3), 67, 207 (2), 219.1

[Peterborough Victoria Northumberland and Clarington Catholic District School Board By-Laws](#)

[AP 612, Reimbursement for Expenditures Incurred on Board Business](#)

[AP 617, Trustee Expenses](#)