



NUMBER:	T: 01
EFFECTIVE:	June 23, 1998
AMENDED:	Aug. 2003 June 2005 Feb. 2007 Jan. 26/2010 June 27/2011
RELATED POLICIES:	See References
REPEALS:	
REVIEW DATE:	2014 - 2015

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.

- 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 Any expenses or other resources provided to board members – with the exception of the trustee honorarium – will also be provided to the Student Trustees. Student Trustees also have the same access to professional development opportunities conferences, etc. as provided to other trustees.
- 3.5 Student Trustees must be aware of and abide by the Conflict of Interest Guidelines issued by the Minister of Education.
- 3.6 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.
- 3.7 The Student Trustees shall serve a one-year term from August 1 to July 31.
- 3.8 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.
- 3.9 The Student Trustee will be selected in the following manner:
- i. Student Councils in each of the WECDSB secondary schools will run an annual election prior to the end of February to elect a student 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 3.6), who will serve as Student Trustees for the following academic year.
- 3.10 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.

- 3.11 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.
- 3.12 The Student Trustees and Student Trustee Designates shall be members of the Ontario Student Trustees' Association – L'association Des Eleves Conseillers Et Conseillers De L'Ontario, also know as OSTA-AECO.
- 3.13 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.
- 3.14 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.
- 3.15 If a vacancy occurs during the school year, and the Board determines that the vacancy shall 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 2014 - 2015 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

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

Section: 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 two representatives as members of the Senate:
- i) a student elected by the student body.
 - ii) the Prime Minister, or in cases where the Prime Minister is the student 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 The Student Trustees shall lead the Student Senate as co-chairpersons.
- 3.4 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.
- 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 Shall be members of the Ontario Student Trustees' Association – L'association Des Eleves Conseillers Et Conseillers De L'Ontario, also known as OSTA-AECO.
- 5.7 Shall attempt to attend all of the meetings of the OSTA-AECO and report all significant findings to both the Board as well as the Student Senate.

Secretary:

- 5.8 Shall record the attendance of members at all meetings.
- 5.9 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 and the Board of Trustees.
- 5.10 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.

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.

APPENDIX A - POLICY T: O1 STUDENT TRUSTEES

- 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.