



NUMBER:	T: 01
EFFECTIVE:	June 23, 1998
AMENDED:	Aug. 2003 June 2005 Feb. 2007 Jan. 26/2010 June 27/2011 Oct 28/2014 Nov. 24, 2020 Feb. 22, 2022 May 23, 2023
RELATED POLICIES:	See References
REPEALS:	
REVIEW DATE:	2027-2028

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 does not “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” (Education Act, section 207, s.2(b)).
- 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. They 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 term of office for Student Trustees shall be August 1 in the year of election, to July 31 of the following year, with the Student Trustees commencing office following their election by the student senate and approval by the Board.

Student Trustees shall normally occupy the position for a one-year term. A Student Trustee can, however, stand for re-election for an additional term providing they continue to meet all qualifying requirements.

- 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 elected by the Student Councils in each of the WECDSB secondary schools.
- i. Student Councils in each of the WECDSB secondary schools will run an annual 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. The Student Council will elect one of the Student Senate representatives to attend a Board retreat.
 - 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 commencing 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 their role of Student Trustee, must seek prior approval from the Chair of the Board and the Director of Education. Approval maybe 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 or 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 be filled, it shall be filled through a by-election of the Student Senate.
- 3.18 As per Board Resolution dated June 15, 2021, annually Student Senate members will be invited to sit on the following Board Committees:
 - Equity and Inclusion Advisory Committee
 - French Immersion Advisory Committee
 - Indigenous Education Advisory Committee

Appendix B outlines the Process to Invite Student Senate Members to Board Committees.

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 By-Law, and Board 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 2027-2028 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
Ontario Regulation 354/18, s. 4 (1)
Ontario Regulation 189/20, s. 2
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

Appendices:

Appendix A: Windsor-Essex Catholic District School Board Secondary School Student Senate Constitution
Appendix B: Process to Invite Student Senate Members to Identified Board Committees