



Niagara Catholic District School Board

STUDENT TRUSTEES POLICY

STATEMENT OF POLICY

100 – Board

Policy No 100.4

Adopted Date: March 28, 1998

Latest Reviewed/Revised Date: March 20, 2018

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board values the leadership, perspectives and participation of students at Board and Board committee meetings through the inclusion of two Student Trustees on the Board.

A Niagara Catholic District School Board Student Trustee serves to uphold the Mission, Vision and Catholic values in representing the interest of all students of the Board.

In accordance with the provisions of the Education Statutes and Regulations of Ontario, the Niagara Catholic District School Board shall have two (2) Student Trustees on the Board for a term from August 1 during the year of their election to July 31 during the final year of their term. The Student Trustees shall be elected by the Niagara Catholic Secondary Student Senate (the Student Senate) and the Student Council Presidents of each Niagara Catholic secondary school.

Effective May 1, 2018, one of the two Student Trustees must be enrolled in Grade 10 at a Niagara Catholic secondary school at the time of the election and must be eligible to serve a two (2) year term. The other Student Trustee must be enrolled in Grade 11 at a Niagara Catholic secondary school at the time of election and must be eligible to serve a one (1) year term.

Effective May 1, 2019, one (1) Student Trustee must be enrolled in Grade 10 at a Niagara Catholic secondary school at the time of election, and must be eligible to serve a two (2) year term. This Student Trustee must have at least one year of experience as a Student Trustee when they take office the following school year.

To be eligible to serve as a Niagara Catholic Student Trustee, the following qualifications are required:

- The pupil must be a Roman Catholic.
- The pupil must be enrolled as a resident, full-time, senior division student at the time of their term in one of the Board's Catholic Secondary Schools.
- The pupil must have a signed parental permission to be a Student Trustee if under 18 years of age.
- The pupil must provide a written letter of endorsement from their Catholic secondary school Principal.
- As a Student Trustee, Co-Chair of the Student Senate and a representative of Niagara Catholic, the pupil is expected to conduct themselves with proper demeanour at all times in accordance with the Mission, Vision, Values and Policies of the Niagara Catholic District School Board.

Student Trustees may be disqualified from serving as a Student Trustee based on:

- Legislative criteria
- Ceasing to be a pupil within the Board
- Ineligibility to meet the terms of this Policy and/or Administrative Procedures
- Committing a serious breach of Board Policy or school Code of Conduct infraction as determined by the Director of Education and/or the Board
- Breaking the Conflict of Interest regulations or disclosed in-camera information
- Being absent from three consecutive meetings of the Board

- Conduct as determined by the Board which is incompatible with the roles and responsibilities of the Student Trustee position.

The Board shall provide the Ministry of Education with the names of the Student Trustees elected, not later than 30 days after the date of the election or by-election as required by legislation.

Upon completion of the Student Trustee's term, the Board will suitably recognize the service of the Student Trustee with a token of appreciation, a notation in the student's Ontario Student Record and a letter of recognition co-signed by the Chair of the Board and the Director of Education.

The Director of Education will issue Administrative Procedures for the implementation of this policy.

References

- [*Education Statutes and Regulations of Ontario \(Reg. 07/07\)*](#)
- [*Ontario Municipal Conflict of Interest Act*](#)
- [*Niagara Catholic District School Board Policies/Procedures*](#)
 - [*Board By-Laws \(100.1\)*](#)
 - [*Trustee Code of Conduct Policy \(100.12\)*](#)
 - [*Student Senate Policy \(100.6.1 and 100.6.2\)*](#)



1. ROLE OF THE STUDENT TRUSTEES ON THE BOARD

- 1.1 It is expected that the Student Trustees who serve on the Board will present their own views and the perspective of students within the Board on any matter before the Board. Student Trustees will assist the Board in achieving a better understanding of educational issues among pupils.
- 1.2 As Co-Chairs of the Niagara Catholic Student Senate, Student Trustees will present a verbal report on the activities of the Student Senate monthly at the Committee of the Whole Meeting of the Board.
- 1.3 Student Trustees will represent the Board's students at public and official Board functions and on Board committees as assigned by the Chair of the Board and/or Director of Education.
- 1.4 Niagara Catholic Student Trustees are expected to wear their school uniform when in attendance at Board or Board Committee meetings, when representing the Board at either internal or external Board-related meetings or when representing the Niagara Catholic District School Board. Exceptions require the approval of the Director of Education.
- 1.5 Student Trustees on the Board are expected to regularly attend and participate in the Public Session of the Committee of the Whole Meeting, the Public Session of the Board Meeting and Part A of the In-Camera Session of the Committee of the Whole and Board Meetings. Student Trustees are to inform the Secretary of the Board when they are unable to attend a meeting.

In accordance with the Education Act – Section 207, Student Trustees are not eligible to attend In-Camera meetings when the subject matter under consideration involves:

- The security of the property of the Board;
 - 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;
 - The acquisition or disposal of a school site;
 - Decisions in respect of negotiations with employees of the Board; or
 - Litigation affecting the Board.
- 1.6 A Student Trustee will not count towards quorum at Committee Meetings or at Board Meetings. Student Trustees are not entitled to a binding vote, but they have the right to have their vote recorded in the Board Minutes upon request through the Chair of the Board.
 - 1.7 Student Trustees may request that a matter before the Board or any of its committees, be put to a recorded vote, in which case there must be two votes, a non-binding recorded vote that includes the Student Trustee's vote; and a recorded binding vote that does not include the Student Trustee's vote.

- 1.8 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 moves the suggested motion, the record shall show the suggested motion.

2. CONFLICT OF INTEREST

- 2.1 In accordance with the Education Statutes and Regulations of Ontario, Ontario Municipal Conflict of Interest Act, the Niagara Catholic District School Board By-Laws and the Niagara Catholic District School Board Trustee Code of Conduct Policy, if a Student Trustee is present at a meeting where a matter in which they have a direct, indirect or deemed pecuniary interest is considered, they must act as follows:
- The Student Trustee's interest and the general nature of that interest must be disclosed prior to any consideration of the matter.
 - The Student Trustee must not take part in the discussion of, or vote on any question in respect of the matter.
 - The Student Trustee must not attempt in any way whether before, during or after the meeting to influence the voting on any such question.
 - In the case of a meeting that is closed to the public ("in camera meeting"), the Student Trustee must, in addition to complying with the above, leave the meeting.
 - If absent from a meeting where such a matter is considered, the Student Trustee must disclose their interest and comply with the requirements provided above at the next meeting.
- 2.2 A "pecuniary interest" is an interest in a matter that is related to or measurable in money.
- 2.3 An "indirect pecuniary interest" occurs when the Student Trustee or a parent of a Student Trustee has an interest in or works for a business that has a pecuniary interest in a matter before the Board or is a member of a body or organization that has a pecuniary interest in the matter before the Board.
- 2.4 An exception to an indirect pecuniary interest is when the matter relates to the Student Trustee's whole School Community.
- 2.5 A "deemed pecuniary interest" is a pecuniary interest direct or indirect of a parent. If the parent would have a pecuniary interest in the matter whether direct or indirect, the Student Trustee has a pecuniary interest.

3. ELECTION PROCEDURES

- 3.1 To facilitate the representation of pupils from various schools throughout the Board, each secondary school is eligible to have two (2) pupils as members of the Student Senate and the Elementary Student Senate is represented by their Co-Chairs, who serve as members of the Student Senate.
- 3.2 Secondary student members of the Student Senate will be elected annually by the Student Senate to serve as Student Trustees on the Board from August 1 to July 31 inclusive. A Student Trustee has the opportunity to seek re-election as a Student Trustee. A Student Trustee running for re-election may not participate in any meetings or preparation plans relating to the election process.
- 3.3 Given the importance placed on the role of Student Trustees in serving on the Board of Trustees and as Co-Chairs of the Niagara Catholic Secondary Student Senate, effective May 1, 2018, one of the two Student Trustees must be enrolled in Grade 10 at a Niagara Catholic secondary school at the time of the election and must be eligible to serve a two (2) year term. The other Student

Trustee must be enrolled in Grade 11 at a Niagara Catholic secondary school at the time of election and must be eligible to serve a one (1) year term.

Effective May 1, 2019, one (1) Student Trustee must be enrolled in Grade 10 at a Niagara Catholic secondary school at the time of election, and must be eligible to serve a two (2) year term. This Student Trustee must have at least one year of experience as a Student Trustee when they take office the following school year.

In the event that the elected student cannot serve the two year term as a Student Trustee, the Student Senate will determine a process to replace the student serving on the Board of Trustees and as Co-Chairs of the Niagara Catholic Secondary Student Senate.

- 3.4 Prior to the Friday of Catholic Education Week of each school year, the election of the following year's Student Council members will occur in all secondary schools within the Niagara Catholic District School Board.

Prior to the annual Niagara Catholic Student Leadership Symposium:

- Each Secondary Principal will select (1) Administrative Appointee member for the new school year's Student Senate; and
- Each secondary Student Council will select (1) member of the new school year's elected Student Council to serve on the new school year's Student Senate.
- Each Secondary Family of Schools' Student Council will elect two (2) elementary students to serve as Co-Chairs of their Secondary Family of Schools' Student Council and Senators on the next year's Elementary Student Senate. The elementary students elected will be an intermediate student for the next school year. The new Elementary Student Senate will elect two (2) students who will serve as Co-Chairs of the Elementary Student Senate and the two elementary student representatives on the Secondary Student Senate from August 1 to July 31 inclusive.

- 3.5 Prior to May 20 of each school year, the Niagara Catholic Student Senate will host a Niagara Catholic Student Leadership Symposium where the newly elected Student Senate will elect Co-Chairs of the Student Senate who will also serve as the Board's two (2) Student Trustees from August 1 to July 31 inclusive.

- 3.6 The Student Senate will assist the Student Trustees on the Board by bringing forward pupil issues, gathering pupil opinion and communication with pupils. The Student Trustees on the Board will be responsible for reporting Board activities to the Student Senate on a regular basis.

- 3.7 A minimum of two secondary administrators will be appointed by the Director of Education to facilitate the operation of the Student Senate and to act as a resource. The administrators and Student Senate will dialogue with and report to the Director of Education.

In the fall of each year, a retreat may be organized for all students elected to the Student Senate facilitated by the Board's Chaplaincy Leader.

4. MENTORING FOR THE STUDENT TRUSTEES ON THE BOARD

- 4.1 The Chair of the Board, in consultation with the Student Trustees, will designate a Trustee(s) mentor for the Student Trustees throughout the student's term as a Student Trustee.
- 4.2 The Chair of the Board, the Trustee Mentor(s) and the Director of Education will provide an annual orientation for newly-elected Student Trustees.

- 4.3 Student Trustees have the same status as a Board member regarding access to Board resources and opportunities to participate in Board functions, retreats, OCSTA meetings and Professional Development activities designed for Trustees.

5. FILLING STUDENT TRUSTEE VACANCIES

- 5.1 A vacancy shall be filled by a by-election of Student Senate members if a Student Trustee is disqualified by the Board and/or the Student Trustee is unable or unwilling to fulfill their duties or term. In the event that a by-election is required, the Student Senate and the moderators will determine the process to replace the student serving on the Student Senate. The by-election process must be communicated to all eligible students. The term for an interim Student Trustee will be for the remainder of the school year.

6. REIMBURSEMENT FOR STUDENT TRUSTEES ON THE BOARD

- 6.1 The Niagara Catholic District School Board will provide for reimbursement of the Student Trustees for travel expenses and other expenses incurred in connection with carrying out the responsibilities, approved by the Chair of the Board and the Director of Education in compliance with relevant Board Policy.
- 6.2 A Student Trustee shall receive an honorarium as specified in legislation. The amount of the honorarium shall be 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.
- 6.3 A Student Trustee shall be allocated an amount for professional development in accordance with Board Policy and Administrative Procedures.