

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	BOARD AND ADMINISTRATION		
Management Guideline	STUDENT TRUSTEE		
Applicable Policy	STUDENT TRUSTEE		210
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Board Approved:	January 22, 2019 March 26, 2013 September 18, 2012 December 4, 2007	Reviewed: November 6, 2018 March 7, 2013 February 5, 2013 September 4, 2012 June 5, 2012	Review by: December 2024
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PROCEDURE

1.0 Purpose

The purpose in electing a Student Trustee(s) to the Board is two-fold:

- to bring a student perspective to the deliberations of the Board
- to encourage and provide leadership development

2.0 Election and Term of Office

2.1 Board Resolution

A Student Trustee shall be confirmed by formal Board resolution and shall have no status until such time as this is accomplished.

2.2 Term

The Student Trustee's term of office starts on August 1st of the year in which he or she is elected and ends after two years on July 31st. Each term shall be for two years only. The election of each student trustee is staggered from one year to the next to provide mentorship, build capacity and ensure a smooth transition. The Student Trustee is permitted to attend the June Regular Board meeting prior to their term to provide continuity and an opportunity for orientation.

2.2 Limit

A student elected as a Student Trustee shall be elected for a two-year term only. In order to serve for a second term, a Student Trustee must be re-elected by his/her peers.

2.3 Rotation of Trustees

The Student Trustee positions will rotate amongst secondary schools within the Superior-Greenstone District School Board.

2.4 Honoraria

The Student Trustees will be paid an honorarium up to \$5,000. The honorarium will be pro-rated for the number of months served for a student who does not serve a full term.

2.5 Disqualifications

- 2.5.1. A Student Trustee will be disqualified if the student is absent without approval of the Board for three consecutive regular Board meetings which s/he has been designated to attend.
- 2.5.2 A Student Trustee who ceases to be qualified to act as a Student Trustee shall resign from the position.
- 2.5.3 If a Student Trustee wishes to resign, the student must notify the Chair of the Board in writing, preferably 30 days in advance. Such a letter will be deemed to be a resignation.

3.0 The Student Senate

- 3.1 The Student Senate means the organization composed of the members of the secondary Student Councils, as well as one student voting member from each of the 10 area elementary schools. Student Senate membership will be comprised of 15 students in total.
- 3.2 At the beginning of the fall term, the Student Trustees shall invite Students' Councils from each of the ten area elementary schools to submit the name of one student representative.
- 3.3 It shall be the responsibility of the Student Trustee(s) to provide leadership within Student Senate to ensure that the mandate, function and scope of the Student Senate are achieved.
- 3.4 Mandate of the Student Senate
 - 3.4.1 To advise the Student Trustee(s) in matters relating to students and business of the Board.
- 3.5 Meetings and Communications
 - 3.5.1 The Student Senate shall convene at least four (4) meetings in each school year.
 - 3.5.2 Meetings may be conducted via teleconference or electronic means.
 - 3.5.3 The Student Senate will facilitate the opportunity for matters and/or information submitted by students or through its Students' Councils to be brought forward by the Student Trustee during Regular Board meetings each month.
 - 3.5.4 In a like manner, Student Trustees will facilitate the opportunity for matters and/or information it receives during Regular Board meetings to be communicated to students during Student Senate meetings.
 - 3.5.5 At its first annual meeting, a chair and a recorder shall be selected from members of the Student Senate. The Student Trustee(s) shall report on the activities of the Student Senate to the Board at the Regular Board meetings.
- 3.6 Budget

A budget for the operation of the Student Senate will be established annually in the Board's approved expenditure budget.

4.0 The Student Trustee Elections

- 4.1 No later than April 30th each year, under the direction of the outgoing Student Trustee(s) and Senate, there shall be an election of a Student Trustee for the upcoming term of office.
- 4.2 If the board determines that a vacancy shall be filled, it shall be filled by a by-election.
- 4.3 Should a Student Trustee be unable to complete the term, the Board will determine whether the vacancy should be filled and the Student Senate and Student Council Presidents shall jointly elect a replacement through a by-election.

5.0 Student Trustee Attendance at Board Meetings

- 5.1 Regular Meetings
It is expected that the Student Trustee(s) will attend Regular Board meetings on the same basis and with the same expectation and regulation as Trustees.
- 5.2 Electronic Attendance
It shall be possible for the Student Trustee to attend meetings "electronically" provided this attendance is within the requirements as laid out in Board policy.
- 5.3 Requirements
The Student Trustee(s) shall conform to the Code of Ethics required of board members. The Student Trustee(s) shall act in accordance with the By Laws and Rules of Order of the Board.
- 5.4 Committee(s)
Any involvement with Board Committees will be at the discretion of the Chair in consultation with the Director and conditional upon the student's interest and availability.

6.0 Responsibilities of a Student Trustee

The Student Trustee will submit one written report on their activities and/or those related to the Student Senate at the Regular Board meetings. At the final Regular Board meeting of the year, the Student Trustee will be expected to provide an annual report.

7.0 Mentorship

- 7.1 The Chair of the Board shall appoint a Trustee to act as a mentor for each Student Trustee.
- 7.2 A Trustee of the Board assigned to mentor a Student Trustee shall:
 - a) assist the Student Trustee on orientation,
 - b) be available to discuss issues, questions or ideas that the Student Trustee may have,
 - c) guide, coach and mentor the Student Trustee in his/her activities related to the Student Senate.,
 - d) assist the Student Trustee to organize the election of the new student trustee.

- 7.3 A Student Trustee mentor, staff member or parent/guardian will supervise/chaperone the Student Trustee while performing his/her role at an approved conference or trustee event. The Director will ensure appropriate supervision.

8.0 Membership

Upon election, the Student Trustee will have limited membership.

8.1 MAY....

The Student Trustee MAY...

- a) regularly attend Board meetings and the Committee of the Whole in camera sessions; however, will be excused from discussions related to the "Personnel" section of in-camera agendas and those related to students and/or their parent/guardians),
- b) request items be placed on or added to the agenda, subject to the approval of the Chair and/or the Director,
- c) request that a matter before the board or one of its committees, on which the Student Trustee sits, be put to a recorded vote and in that case there shall be:
 - i) a recorded *non-binding* vote that includes the Student Trustee's vote; and
 - ii) a recorded *binding* vote that DOES NOT include the Student Trustee's vote,
- d) make presentations to the Board, and,
- e) generally provide advice to the Board from the perspective of a student within the system
- f) sit on board committee meetings as other trustees; however, not on a committee that requires one or more "members of the board". When board policy governs committee membership the board could amend its policy to allow a Student Trustee to sit on the committee.

8.2 MAY NOT....

The Student Trustee MAY NOT...

- a) move or second a motion; however 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, and if no member of the board or committee, as the case may be moves the suggested motion, the record shall show the suggested motion
- b) vote on a motion, nor,
- c) participate in any committee or subcommittee dealing with employee matters, nor,
- d) serve as Chair or Vice-Chair.

9.0 Miscellaneous

9.1 Expenses

A Student Trustee shall be reimbursed allowable expenses associated with their role as a Student Trustee on the Board, subject to the approval of the Board's treasurer.

9.2 Resources and Training

A Student Trustee shall have the same access to professional development opportunities, conferences, etc. as provided other trustees.

9.3 Academic Performance

The Principal shall monitor the Student Trustee's academic performance to ensure that their involvement on the Board does not jeopardize their school performance.

9.4 Recognition for Student Trustee (Credit)

A Student Trustee may earn up to two (2) independent study credits. The principal may award the Student Trustee a cooperative education credit, if the student has been enrolled in a Cooperative Education Program throughout his/her term of office and has successfully completed all required components and learning outcomes of the Cooperative Education Program

9.5 Interaction with School Community

The Student Trustee, in consultation with the principal, shall seek ways to interact on a regular basis with the Student Council and School Council of the Student Trustee's school.