



**YORK REGION DISTRICT SCHOOL BOARD**

***Policy and Procedure #221.0, Student Trustees***

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**Executive Summary**

The Student Trustees policy and procedure supports student voice and the contribution of student leaders in the learning process. This policy and procedure outlines the process of student trustee appointments, support structure, professional development and expense reimbursement guidelines for student trustees.

**What has changed?**

Major Changes to the Document	Aligned with Policy and Procedure #220.0, Trustee Services.
Reason for Review	Changes in legislation.
Who is affected by these changes and what is the impact on current practice?	All stakeholder groups with responsibilities.
Implementation Timelines	Immediate.
Lead Superintendents / Subject Matter Experts	Director of Education and Manager Corporate Secretariat and Trustee Services.

**Stakeholders with Responsibilities under this Policy**

- Board of Trustees
- Student Trustees
- Director of Education
- Chief Financial Officer
- Corporate Secretariat and Trustee Services
- Corporate Communications

**Relationship to Board priorities**

The Student Trustee policy and procedure supports student voice, success and well-being by developing positive collaborative relationships among students and engaging students in their public education.

## **What are the timelines and next steps?**

At the January 14, 2020 Board meeting trustees approved the Student Trustees policy to be circulated for comment for six school months.

Comments received during this time will be scheduled for consideration at the appropriate committee meetings.

## **How do I find out more or provide feedback?**

Questions about this policy and/or procedure should be raised with your principal, manager or supervisor. If additional clarification is required, principals, managers and supervisors may contact the lead superintendent and/or subject matter expert.

In accordance with Board Policy #285.0, [Board Policies, Procedures and Supporting Documents](#), the Board welcomes all comments and suggestions on Board policy.

Input is an important component of the review process. If you feel a policy and/or procedure needs to be revised, feedback may be submitted through the school council or by submitting the on-line form. In your response please;

- outline clearly the specific section(s) of the policy and/or procedure in which you are not comfortable,
- suggest specific alternate wording to reflect your position, and
- identify the reason(s) for your concern(s).

Specific recommendations or questions about the review process should be submitted using the on-line form or sent to the Assistant Manager, Corporate Policy via email at [policy.committee@yrdsb.ca](mailto:policy.committee@yrdsb.ca), or via telephone at 905-727-0022 extension 2570 or in hard copy at [The Education Centre – Aurora](#).

## **Legislative Context**

[Education Act](#)

## **Related Policies**

[Travel, Meals and Hospitality Expenditures](#)  
[Student Leadership and Student Voice](#)

## **Department**

Director's Services



# Board Policy #221.0 Student Trustees

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## **Policy Statement**

The York Region District School Board elevates student voice in learning assessment and decision making. It recognizes and values the contribution all students make to the learning process. Therefore, the York Region District School Board is committed to the annual appointment of two student trustees, elected by elementary and secondary students with support from the York Region Presidents' Council.

## **Responsibilities**

*The Board of Trustees is responsible for:*

- reviewing the Student Trustee policy in accordance with the approved policy review cycle;
- understanding and communicating with members of the community about the Student Trustee policy, as required; and
- assigning the Vice-Chair to act as a mentor for the student trustees throughout their term of office.

*Student Trustees are responsible for:*

- promoting student leadership in York Region elementary and secondary schools in accordance with the [Student Leadership and Student Voice](#) policy;
- providing an information report to the Board of Trustees at monthly Board Meetings;
- fulfilling responsibilities as outlined in the [Education Act](#);
- acting as a conduit for information and ideas among the student body, the York Region Presidents' Council and the Board of Trustees;
- attending meetings such as, but not limited to, Board, advisory and other Board committee and meetings;
- working with staff and the York Region Presidents' Council to organize the election of two new student trustees before the last day of February annually, using a process that ensures equity of access to all students in York Region District School Board;
- maintaining strictly confidential materials and related information discussed during Private Session of Board or committee meetings; and
- adhering to Board policy, procedure and related guidelines regarding the [appropriate use of technology](#).

*The Director of Education is responsible for:*

- implementing and operationalizing the Student Trustee policy; and
- overseeing all academic and other requirements for the York Region District School Board Secondary School Cooperative Education Credit Program for student trustees during their term of office in conjunction with the senior staff member assigned, to support the student trustees.

## **Department**

Director's Office

## **History**

Approved: 1996

Revised: 2002, 2004, 2005, 2007, 2011, October 2015

Working Document: December 2014, January 2020

*It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property; or partaking/volunteering in Board or school-sponsored events and activities will respect the policies and procedures of the Board. The term "parents" refers to both biological/adoptive parents and guardians in all Board policies and procedures.*



# **Board Procedure #221.0 Student Trustees**

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## **Procedure Statement**

This procedure outlines the process for providing services to assist student trustees in their capacity as representatives of the student body working with the publicly elected Board of Trustees. It also defines the reimbursement of miscellaneous, professional development and communication expenses incurred by student trustees in the fulfillment of their duties under the Education Act. This procedure also outlines provisions to facilitate student trustee communications with the student body, Board staff, the Board of Trustees, other student trustees and student trustee associations.

## **Application**

Student trustees must be a student in Grade 11 or 12 and hold all qualifications for the position as outlined in [Ontario Regulation 7/07 Student Trustees](#) for the duration of their term of office.

The term of office shall be one year in length and start August 1 in the year in which they are elected to July 31 the following year.

Vacancies shall be filled by a by-election in a manner determined by the Board in consultation with student trustees and York Region Presidents' Council.

## *Communication Expenses*

Legitimate costs for equipment and related services used by student trustees to ensure they are accessible to students, parents, staff and members of the community for the purpose of conducting Board and student trustee business. They include, but are not limited to;

- residential high-speed internet;
- a dedicated trustee residential telephone line; and
- one of the following cellular phone options;
  - a personal dedicated cellular phone and service plan, or
  - a Board-provisioned cellular phone and service plan.

Student trustees may be reimbursed a maximum of \$50.00 one time during a one-year term to cover the cost of purchasing a cellular phone or other telecommunication device dedicated to trustee business.

Additional communication expenses incurred while performing student trustee duties, such as, but not limited to, initial set-up fees for home phone and/or internet and long-distance charges on a personal home phone or cellular phone may be eligible for reimbursement. Student trustees will be required to submit documentation (including original receipts) regarding additional communication expenses, including related rationale, for consideration and reimbursement, where applicable, using a monthly expense form.

Student trustees will not be reimbursed for the cost of conducting personal business (including long-distance charges) on any cellular phone or residential telephone line.

### *Miscellaneous Expenses*

May include, but are not limited to, mileage, public transportation, and other reasonable and legitimate expenses incurred while attending educational community and school events, public forums, and other functions that are related to the role of a student trustee and furthering the business of the Board in their capacity as a student trustee.

Student trustees are encouraged to make arrangements to use public transportation or personal vehicles to attend Board and Committee Meetings and community events.

In exceptional circumstances, where time or safety concerns are a factor, Student trustees may also use a pre-approved Board-provisioned taxi service up to a maximum of \$150.00 per month to attend meetings or events in their capacity as student trustee.

### *Professional Development Expenses (maximum \$2,123.00 per term)*

May include, but are not limited to, registration fees, food, accommodation, parking and travel expenses incurred while attending Board-related professional development activities in their capacity as a student trustee.

Each student trustee will be reimbursed a maximum of \$2,123.00 for professional development expenses over their term.

### *Board-supported Ontario Student Trustees' Association Conferences Participation Guidelines*

Recognizing the important role that the Ontario Student Trustees' Association (OSTA) plays in public education in Ontario, student trustee participation in conferences is supported financially as follows:

- Any student trustee elected as a member of OSTA Executive Council shall attend meetings of the General Assembly (AGM) to represent the Board;
- Each student trustee elect may attend the Annual General Meeting once prior to commencing their term of office;
- Each student trustee may attend Fall General Meeting (FGM) or the Annual General Meeting one time during their term of office;
- Any student trustee elected to a working group and/or Board Council of OSTA may attend FGM and AGM the year in which they are a student trustee.

The costs associated with student trustee participation in OSTA conferences outlined above will be covered by the Board and not charged against their personal professional learning allocation.

Additional funds may be available for trustees to attend OSTA conferences. All requests will be considered by Chair's Committee in order to ensure equitable allocation of funds among all trustees.

Trustees who chose to attend other OSTA sponsored conferences that do not fall into the provisions outlined above, are responsible for the costs using their professional learning allocation or personal resources.

### **Responsibilities**

*Student Trustees shall:*

- be an executive member of the York Region Presidents' Council;
- adhere to prescribed limits regarding requests for reimbursement of miscellaneous, transportation, professional development and communications expenses in accordance with all applicable Board policies, procedures, guidelines and legislation;

- complete the Dedicated Trustee Home Phone and Internet Expenses Reimbursement Request Form and Trustee Cellular Phone Expenses Reimbursement Request Form to certify the maximum amount of communications expenses that are incurred for Board-related business;
- adhere to Canada Revenue Agency requirements with regard to reimbursement for communication expense reimbursement;
- ensure that they continue to be qualified for the duration of their term of office;
- if desired, apply for and meet all academic and other requirements associated with the York Region District School Board Secondary School Cooperative Education Credit Program for Student Trustees;
- have the opportunity to attend professional development opportunities to support their role;
- endeavour to keep all miscellaneous, professional development and communications expenses to a minimum;
- submit, on a monthly basis, all claims for miscellaneous and communications expenses including original itemized receipts in accordance with Board policy #221.0, Student Trustees and other all applicable policies, procedures, guidelines and legislation;
- submit separate claims for reimbursement for professional development expenses including original itemized receipts in accordance with Board policy and procedure;
- understand that professional development expenses will be reimbursed up to a maximum of \$2,123.00 per term;
- complete and submit, on a monthly basis, the Student Trustee Monthly Taxi Report with itemized receipts, when required;
- understand that claims for use of Board-provisioned taxi services will be reimbursed up to a maximum of \$150.00 per month;
- adhere to all requirements with regard to communication tools and professional development allocations, as outlined in the Student Trustees policy and procedure;
- provide Corporate Secretariat and Trustee Services with contact information;
- maintain the student trustee website, in conjunction with Corporate Communications and Corporate Secretariat and Trustee Services;
- ensure that official student trustee letterhead is used solely for communicating student trustee business; and
- if applicable, complete the requirements of the York Region District School Board Secondary School Cooperative Education Credit Program for Student Trustees.

*The Director of Education shall:*

- allocate staff and resources to support the Student Trustee procedure;
- review and approve all student trustee expenses; and
- assign appropriate senior staff to support the work of the student trustees for the duration of their term.

*The Chief Financial Officer shall:*

- ensure that student trustees receive their honoraria as outlined in provincial regulation;
- allocate funds to support student trustees' technology, travel, meals, accommodations, communication and professional development needs associated with performing their duties during their term of office; and
- provide an annual report to the Board regarding student trustee expenses for professional development activities.

*Corporate Communications shall:*

- provide support to Corporate Secretariat and Trustee Services and the student trustees in maintaining the student trustee website; and
- provide guidance to student trustees about the use of social media in their role.

*The senior staff member(s) who support student trustees shall:*

- oversee all academic and other requirements for the York Region District School Board Secondary School Cooperative Education Credit Program for student trustees during their term of office, when required; and
- act in an advisory capacity to support student trustees throughout their term of office.

*Corporate Secretariat and Trustee Services shall:*

- provide an orientation program, administrative support and ongoing guidance to student trustees in their role as elected representatives of the student body;
- facilitate the student trustee election process;
- provide student trustees with necessary resources to support their role;
- in conjunction with Corporate Communications, support the review and development of content for the student trustee website, as required;
- arrange for and support student trustees' use of a Board-owned information technology equipment during their term of office;
- facilitate sharing of the Student Trustees' monthly report to the Board with the broader community;
- facilitate the participation in professional development related to their role as student trustees;
- schedule the annual report to the Board regarding student trustee expenses for professional development activities;
- ensure that candidates for the position of student trustee are aware of the roles, responsibilities and time commitments of the position prior to the election;
- Schedule regular meetings with the student trustees, Vice-Chair of the Board and appropriate senior staff members;
- manage requests from student trustees for specific information or assistance outside the regular Board committee framework in conjunction with the Director of Education and Board Chair; and
- ensure that student trustees' access to information is governed by the [Municipal Freedom of Information and Protection of Privacy Act](#) and other relevant legislation.

### **Related Procedures**

[Travel, Meals and Hospitality Expenditures](#)  
[Student Leadership and Student Voice](#)

### **Department**

Director's Office

### **History**

Approved: 2005

Revised: 2007, 2011, October 2015

Working Document: December 2014, January 2020