



Student Trustees

Board Received:	April 29, 2019	Review Date:	April 2023
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1. Number and Term

- a) Each March the Grand Erie District School Board will receive the results of the elections for three Student Trustees. The term of the Student Trustees will be for one year, from August 1 to July 31, and will extend past the election of the Board, every fourth year.
- b) One Student Trustee will be elected from the northern part of the Board (Brantford/Brant County); one will be elected from the southern part of the Board (Haldimand and Norfolk Counties) and one will be elected from the Indigenous student community of Grand Erie.

2. Qualifications

- a) Any student may apply to be a Student Trustee who:
 - i) will be registered as a full-time student in the senior division on August 1st in a secondary school of the Grand Erie District School Board;
 - ii) will be a full-time pupil in the senior division;
 - iii) has written parental consent (if under 18 years of age) (Appendix A);
 - iv) agrees to adhere to the Provincial Code of Behavior for Schools and Bylaw 28 -Trustee Code of Conduct at all times while performing the functions of a Student Trustee;
- b) Any student who applies for the position of Student Trustee must indicate a willingness to make the necessary commitment to attend scheduled Board meetings.
- c) Student Trustee applicants must complete the Student Trustee Permission Form (Appendix A) and forward to it to the principal along with the application (see 4(b)).

2.1 Indigenous Student Trustee

Any student may apply to be the Indigenous Student Trustee following all the qualifications above and in addition must be self-identified as Indigenous.

3. Mentors

Three Grand Erie District School Board Trustee(s) will be appointed by the Board Chair to act as mentors to the Student Trustees. In addition to the Board Trustee mentors, the outgoing Student Trustees of the Grand Erie District School Board shall act as contact persons for information and advice to the incoming Student Trustees.

4. Selection of Student Trustees

- a) The Director shall notify secondary school principals by December 15th of the Student Trustee application process (Appendix B).
- b) Any student who is interested in the position of Student Trustee must apply in writing to the principal of their school by the third Friday in January. The application should consist of a one-page resume and a two paragraph explanation of why the student is interested in the position of Student Trustee. The one-page resume should include volunteer activities and/or extra-curricular activities, job experience, leadership skills, etc. that the applicant has acquired.
- c) Each secondary school principal will forward the eligible applications from their school to the Director of Education (c/o Executive Assistant to the Board of Trustees) by the first Friday in February.
- d) The Selection Committee will be the Grand Erie District School Board Student Senate. Each secondary school has the right to have two voting members on the Student Senate. Schools

with Indigenous Student Clubs will also have one voting Indigenous student member on the Student Senate. For the purposes of this selection process the Student Senate may meet separately as a north, south and Indigenous Senate (selecting the Student Trustees from their group). To be considered eligible, student trustee applicants must attend the student senate elections. If there are exceptional circumstances and a candidate cannot be in attendance, the Director will be consulted to assist with a resolution. The Selection Committee will invite all eligible candidates for interviews. All candidates will be asked the same questions and will be asked to elaborate on their written applications. Interview questions will be sent out 24 hours prior to the election.

- e) After completion of all interviews, the Selection Committee will conduct secret ballot votes to elect one Student Trustee for each group. Balloting will be conducted by removing the candidate's name receiving the fewest votes until one name from each area of the Board achieves a simple majority. The election process will be completed no later than the last day of February each year.
- f) The names of the elected Student Trustees will be presented to the Board as information, at the Board Meeting in March of each year.

5. Dismissal of a Student Trustee

- a) If a Student Trustee misses three regularly-scheduled, consecutive Board meetings without the permission of the Board, they will be deemed to have vacated their seat.
- b) A Student Trustee who ceases to be qualified according to the Education Act and the associated Regulation shall resign;
- c) A Student Trustee shall be disqualified if they fail to adhere to the Provincial Code of Conduct and Bylaw 28 -Trustee Code of Conduct.

6. Filling a Vacated Seat During the Year

If a Student Trustee seat is vacated during the term the Board will determine if the vacancy shall be filled. If it is the determination of the Board that the vacancy be filled, applicants will be sought and a by-election process will be held by the Student Senate as appropriate.

7. Type and Extent of Participation

- a) Student Trustees are non-voting members at the Board table. Student Trustees may participate fully in discussions on all matters before the Board except as defined in part (d) of this section.
- b) On any motion the Student Trustee may have their position officially recorded in the minutes but their vote is non-binding.
- c) Student Trustees may sit on Board committees. They may not take the place of an elected Trustee on committees that have a legislated requirement for Trustee participation.
- d) Student Trustees may attend in-camera meetings except when the agenda item includes 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 guardian.
- e) Student Trustees are expected to host Student Senate Meetings with support from a Student Success Consultant
- f) Student Trustees, under the age of 18, are permitted to attend Student Trustee events if they adhere to the requirements of SO15 Out of Classroom Field Trips and Excursions and are accompanied by Board administrative or academic staff, an elected Trustee, or their parent/guardian.
- g) Student Trustees must have prior approval from the Chair of the Board and their school Principal before registering for Student Trustee events.

8. Honorarium and Expenses

Student Trustees will be paid an honorarium in the amount of \$2,500.00 per year. This honorarium shall be prorated for a student trustee who holds office for less than a complete term. Student Trustees can choose to have the honorarium paid bi-monthly or at the end of the term on July 31.

Student Trustees will be eligible to claim travel and previously approved professional development expenses following the process for reimbursement as outlined in Bylaw 15 – Trustee expenses.

9. Co-op Credit

Service as a Student Trustee may be eligible for either a co-op credit or community service hours, with the approval of the Student Trustee's principal and co-op teacher. The Director shall support the Student Trustee in working through the requirements for a co-op credit.

10. Communication with Students

A major responsibility of the Student Trustees consists of communication between the Student Trustee and the students from their particular area (North/South/Indigenous). Student Senate meetings, and the Grand Erie District School Board website are available to the Student Trustees as a means of communicating with all students.



Student Trustee Permission Form

The job of a Student Trustee is to represent all students of the Grand Erie District School Board.

Please select which Student Trustee position you are applying for:

- North (Brantford/Brant)
- South (Haldimand/Norfolk)
- Indigenous

1. Student Trustee

- a) will act as a representative of the students and members of the Grand Erie District School Board at all times;
- b) will obtain permission from parents/legal guardians (if student is under the age of 18) and the principal of their high school before leaving for any Student Trustee function
- c) will follow the Provincial Code of Conduct and Bylaw 28 -Trustee Code of Conduct while fulfilling their obligations as a Student Trustee.

Student's Signature: _____

Date: _____

2. Parent/Legal Guardian

I give approval for my son/daughter to apply for the position of Student Trustee for the Grand Erie District School Board from August 1, 20__to July 31, 20__.

We reviewed Bylaw 29and agree, if the applicant is acclaimed/elected to the position of student trustee, we confirm we are responsible for:

- a) Regular attendance and transportation to Board and Committee of the Whole meetings (two meetings per month) at the Education Centre in Brantford.
- b) Ensuring the applicant remains a full-time student for the trustee term

Parent/Legal Guardian's Signature:

(required for a student under the age of 18) _____

Student Signature _____

Date: _____

3. School Principal

I acknowledge that _____, if elected to serve as a Student Trustee for the Grand Erie District School Board, may, from time to time, be required to provide leadership and input outside of the regular classroom.

Principal's Signature: _____

Date: _____

APPENDIX B**Letter to Secondary School Principals**

Dear Principal,

Grand Erie supports a strong student voice. Each year the students of the Grand Erie District School Board elect three Student Trustees to represent students from this Board. One Student Trustee is elected from the northern (Brant County/City of Brantford) area of the Board, one is elected from the southern (Haldimand/Norfolk) area of the Board and one is elected by Indigenous students.

Student Trustees are (senior students) who are involved, passionate, and have demonstrated leadership capabilities. The position of Student Trustee is not an easy one. Some of the responsibilities include: communication between Board members and students throughout the Board and regular attendance at scheduled Board meetings.

The election of Student Trustees occurs each February, with the term running from August 1st to July 31st. You may submit one or more application(s) for consideration. Schools that have active Indigenous Student Clubs can nominate one or more Indigenous students. Each application should include specific references to those qualifications as outlined in Section 2 of the Bylaw. Applications must be received in your office by the third Friday in January and forwarded to the Director's office (c/o Executive Assistant to the Board of Trustees) by the first Friday in February.

Please ensure that all qualified students in your school are apprised of this opportunity and that good candidates are encouraged to apply. Please direct any questions from potential applicants or parents/guardians about the role of student trustee or application form to the Director's office. We appreciate your continued support for a strong student voice in the Grand Erie District School Board.