



ADMINISTRATIVE PROCEDURE STUDENTS, PARENTS AND COMMUNITY	
Effective:	September 1, 2015
Last Revised:	January 16, 2017

STUDENT TRUSTEE

1. PURPOSE

Rainbow District School Board recognizes the benefits which accrue when students are involved in the educational decision-making process. The position of student trustee is established to enable students to participate in the governance of the corporate Board, to understand Board duties and powers, and to increase awareness of issues related to public education.

Rainbow District School Board expects that students who serve as student trustees will bring student perspectives to the discussions of the corporate Board; will bring to the Board an increased awareness of issues of concern to students; will foster effective communication between the Board and students; and will develop as student leaders.

2. DEFINITIONS

Student Senate Committee: The Student Senate Committee is a body of student leaders established by Rainbow District School Board and elected by students. The senate is made up of student voting representatives from district secondary schools. The student senate elects and advises the student trustee.

Student Trustee: A student trustee is an elected student representative to the corporate Board.

3. APPLICATION

This administrative procedure applies to the role of the student trustee for Rainbow District School Board.

PROCEDURES

4. Student Representation

Rainbow District School Board encourages, supports, and values the representation of all students through the election of a student trustee.

5. Student Trustee

- 5.1 The student trustee must be a full-time student in the senior division of a Rainbow District School Board secondary school on August 1 following the election.
- 5.2 The student trustee must have and maintain strong academic standing and have good leadership and communication skills.

6. Term of Office

The term of office shall be from August 1 to July 31.

7. Election

- 7.1 By April 30th, under the direction of the outgoing student trustee, there shall be an election of one (1) student trustee for the upcoming term of office. The process for the election shall be as described in Administrative Procedure Student Senate Committee.
- 7.2 Only in the event that the students fail to democratically elect a student trustee, the director of education shall, in a fair and equitable manner and on a rotation basis, recommend the appointment of a student to fill the term of office.
- 7.3 The student trustee shall be confirmed by motion at the meeting of the Board in August and duly sworn in.

8. Student Senate Committee

- 8.1 Within the resources of Rainbow District School Board, the student trustee shall organize and oversee the formation of a Student Senate Committee comprised of representatives from secondary schools within the district.
- 8.2 It shall be the responsibility of the student trustee to determine the mandate, function, and scope of the Student Senate Committee, and to include the election of the student trustee in that mandate.

9. Mentorship

- 9.1 At the December organizational meeting, two trustee mentors shall be appointed.
- 9.2 The mentors shall:
 - a) assist the student trustee with orientation;
 - b) be available to discuss issues, questions, or ideas that the student trustee may have;
 - c) participate as observers in the Student Senate Committee; and
 - d) assist the student trustee to organize the election of the new student trustee.

10. Role of the Student Trustee

The student trustee is expected to:

- a) attend all public meetings of the corporate Board;
- b) participate in discussions on all current business of the Board with the exception of certain in-camera business;
- c) be knowledgeable about and willing to comply with Board policies and administrative procedures;
- d) provide reports and make recommendations;
- e) organize and chair the Student Senate Committee as described in section 8 above;
- f) consult with and keep the Student Senate Committee informed about Board issues of interest and concern to students;
- g) represent the views of the Student Senate Committee when participating in Board discussions; and
- h) demonstrate confidentiality and discretion at all times.

11. Ontario Student Trustees' Association

Rainbow District School Board shall pay membership fees as required to the Ontario Student Trustees' Association.

12. Local Travel

The student trustee will be reimbursed for travel to and from Board and committee meetings at the current rate per kilometre, upon receipt of approved local travel expense claim forms duly submitted to the superintendent of business.

13. Conferences

- 13.1 The student trustee must submit a request to attend conferences, including a written parental consent form, to the director of education one month prior to the conference.
- 13.2 Through a duly passed motion, a student trustee may attend conferences at Board expense to a maximum annual amount of \$7,000. Conferences must be within the province of Ontario.
- 13.3 Claims for conference expenses must be submitted on the appropriate expense claim form including original, itemized receipts within 30 days of the conference.
- 13.4 A written report by the student trustee attending a conference must be presented to the corporate Board within two months of the conference attended.

14. Meals

- 14.1 All claims for meal reimbursements must be supported by original itemized receipts.
- 14.2 The student trustee may claim meal expenses for Board business outside the Rainbow District School Board (RDSB) jurisdiction to a maximum as follows: breakfast \$10, lunch \$20 and dinner \$35. These rates include all taxes and tips/gratuities. When eligible to claim more than one meal for any day, the combined maximum rates may be allocated between the meals. For example, if eligible to claim both breakfast and lunch the combined rate is \$30.

15. Accommodation

- 15.1 The cost of hotel accommodations in a standard room or conference rate, including taxes and parking fees and internet, will be reimbursed provided original, itemized receipts are attached.
- 15.2 Expenses such as hotel movies and mini-bar contents are not eligible for reimbursement.
- 15.3 If staying in a private residence, reimbursement of \$30 per night in lieu of accommodation charges may be claimed. A receipt is not required.
- 15.4 With the approval of the Director, the student trustee may claim overnight accommodation at a Rainbow District School Board designated hotel following evening meetings.

16. Honoraria

- 16.1 The student trustee shall receive an honorarium of \$2500 per year. If a student does not serve for a full year, the amount shall be pro-rated.
- 16.2 In the event that a student trustee is absent from all the meetings in two successive months (i.e., Board and committee meetings), the student trustee will be deducted the amount of honorarium paid for that period. The application of this section may be dispensed with by leave of the Board when a physician's certificate is submitted certifying the student trustee's inability to attend the required meetings.

17. Voting and Motions

- 17.1 A student trustee is not a member of the corporate Board and is not entitled to exercise a binding vote on any matter before the Board or any of its committees.

- 17.2 If requested, a student trustee has the right to have his or her vote recorded in the Board minutes in which case there must be two votes:
- a) a non-binding vote that includes the student trustee's vote; and
 - b) a recorded binding vote that does not include the student trustee's vote.
- 17.3 A student trustee may not move a motion, but may suggest a motion. If no member of the Board or committee moves the suggested motion, the record shall show the suggested motion.

18. In-Camera Meetings

- 18.1 A student trustee is not entitled to be present at a meeting that is closed to the public under clause 207 (2) (b) of the *Education Act* (i.e., 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).
- 18.2 In all cases the integrity of the Board, staff, and students shall take priority. All exceptions shall be determined in consultation with the director of education, the superintendent of business, and the chair of the Board or committee.
- 18.3 At any time, a trustee requiring clarification on the exception may request that the student trustee leave the in-camera meeting.

19. Conduct

The student trustee shall be required to follow the code of conduct described in section 218.2 of the *Education Act* and in Board Policy No. GOV-05 Code of Conduct: Board Members.

REFERENCE DOCUMENTS

Legal:

Education Act, Section 55 Student Trustees
Education Act, Section 218.2: Conduct of Members of School Boards
Ontario Regulation 7/07 Student Trustees—Election Process

Board:

Board Policy No. GOV-05 Code of Conduct: Board Members
Administrative Procedure Student Senate Committee