



## YORK REGION DISTRICT SCHOOL BOARD

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

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#### **Application**

The Student Trustees policy and procedure supports the 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.

#### **Stakeholder Groups with Responsibilities**

- Board of Trustees
- Student Trustees
- Director of Education
- Chief Financial Officer
- Superintendent of Schools, Operations
- Board and Trustee Services
- Public Affairs and Communication Services

#### **Relationship to Board priorities**

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

#### **Implementation Timelines**

Revisions regarding communication expense reimbursement will take effect for the 2015-2016 Student Trustee Term of Office



# Board Policy #221.0 Student Trustees

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## **Policy Statement**

The York Region District School Board values the importance of student voice and 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 (Grades 5-8) and secondary students in conjunction with 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 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, committee and other meetings;
- being an executive member of the York Region Presidents' Council;
- working with the York Region Presidents' Council to organize the election of two new student trustees before April 30 annually;
- adhering 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;
- completing 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;
- adhering to Canada Revenue Agency requirements with regard to reimbursement for communication expense reimbursement;
- ensuring that they are registered full-time students in a York Region public school in Grade 11 or 12 during their term of office;
- if desired, applying for and meeting all academic and other requirements associated with the York Region District School Board Secondary School Cooperative Education Credit Program for Student Trustees;
- 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.

*The Chief Financial Officer is responsible for:*

- ensuring that student trustees receive the annual honoraria, in the amount of \$2,500, provided by provincial regulation;
- allocating funds to support student trustee technology needs;
- reimbursing student trustees for miscellaneous, transportation, communication and professional development expenses incurred while furthering the business of the Board and in carrying out their responsibilities as student trustees;
- providing an annual report to the Board regarding student trustee expenses for professional development activities;
- facilitating reimbursement to student trustees for expenditures not covered within the framework of this policy and related procedure that are approved by specific Board resolution.

*The superintendent assigned to support student trustees is responsible for:*

- with the Director of Education, 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, when required; and
- acting in an advisory capacity to support student trustees throughout their term of office.

*Board and Trustee Services is responsible for:*

- providing an orientation program, administrative support and ongoing guidance to student trustees in their role as elected representatives of the student body;
- working with the superintendent assigned to support student trustees to facilitate the student trustee election process.

## **Definitions**

### *Communication Expenses*

Communication expenses are 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.

Each student trustee is entitled to request reimbursement for residential high-speed internet and a dedicated residential telephone line up to a maximum total of \$150.00 per month. Student trustees who chose not to obtain a Board-provisioned cellular phone and service plan may be eligible to receive an additional reimbursement of \$80.00 per month (maximum) for a dedicated personal cellular phone. All associated costs including, but not limited to, hardware, accessories, set-up, change penalties and monthly service plans are to be covered by this amount. Student trustees are required to complete appropriate documentation certifying that they incur these expenses for Board business.

Student trustees may be reimbursed a maximum of \$50.00 one time during a four-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*

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)*

Professional development expenses 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.

## **Legislative Context**

*Education Act, R.S.O. 1990*

## **Related Policies**

Policy #175.0, Travel, Meals and Hospitality Expenditures  
Policy #672.0, Student Leadership

## **Department**

Director's Office

## **Policy History**

Approved 1996  
Revised 2002  
Revised 2004  
Revised 2005  
Revised 2007  
Revised 2011  
Working Document December 2014  
Revised October 2015

*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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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.

### **Responsibilities**

*Student Trustees shall:*

- have the opportunity to attend workshops, courses, conferences and symposiums which are related to the governance of education and the delivery of educational programs and services for students;
- endeavour to keep all miscellaneous, professional development and communication expenses to a minimum;
- only submit for reimbursement expenses related to their own participation in student trustee- related workshops, courses, conferences, symposiums and student trustee-related business;
- submit to the Director of Education, 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 to the Director of Education, as required, 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 to the Director of Education, 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;
- make all initial and ongoing arrangements for cellular phone and/or other telecommunication devices and services, as outlined in the Student Trustees policy;
- understand that the Board will only reimburse \$50.00 towards the cost of a cellular phone or other communications device during the student trustee's term of office and that any additional cost associated with upgrading cellular phones or residential equipment will be at their own cost;
- complete the Dedicated Trustee Residential Telephone Line and Internet Reimbursement Request Form and Trustee Cellular Phone Expense Reimbursement Request Form, at the beginning of the student trustee's term, and as required through the term, to receive reimbursement for communication expenses, where applicable;
- provide Board and Trustee Services with contact information;
- maintain the student trustee website, in conjunction with Information Technology Services and Board and Trustee Services staff, in accordance with Board policy and procedure;
- ensure all Board-provisioned information technology equipment is used in accordance with Board policies and procedures;
- ensure that official student trustee letterhead is used solely for communicating student trustee business;
- if applicable, complete the requirements of the York Region District School Board Secondary School Cooperative Education Credit Program for Student Trustees;

- work with the York Region Presidents' Council to organize elections for the position(s) of student trustee by April 30<sup>th</sup> annually; and
- report student trustee election results to Board and Trustee Services and Corporate Communications immediately following the election.

*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:*

- provide an allowance of up to \$2,123.00 per term for each student trustee to participate in external professional development activities;
- consider hospitality meals as a legitimate miscellaneous expense for student trustees, only under exceptional circumstances;
- allocate funds within the budget to reimburse student trustees for all costs associated with performing their duties during their term of office;
- approve payment, if required, for the pre-approved Board-provisioned taxi service up to a maximum of \$150.00 per month; and
- process monthly payments to each student trustee to cover the cost of communication expenses identified in the Dedicated Trustee Residential Telephone Line and Internet Reimbursement Request Form and Trustee Cellular Phone Expense Reimbursement Request Form.

*Corporate Communications shall:*

- provide support to Board and Trustee Services and the student trustees in maintaining the student trustee website.

*Board and Trustee Services shall:*

- provide student trustees with letterhead to be used exclusively for the purpose of communicating student, Board and related educational matters in their role as student trustees;
- provide student trustees with information about Board-provisioned taxi services;
- in conjunction with Corporate Communications, review the content on the student trustee website and work with the student trustees to update information r, 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 attendance of student trustees at workshops, courses, conferences and symposiums which are directly related to their role as student trustees;
- coordinate the selection, provision, set up and maintenance of information technology for student trustee business with support from Information Technology Services;
- 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;
- provide an orientation and ongoing support;
- participate in bi-monthly meetings with the student trustees, Director of Education 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**

Procedure #175.0, Travel, Meals and Hospitality Expenditures  
Procedure #672.0, Student Leadership

### **Department**

Director's Office

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