



February 22, 2016

Dear Principal, Student Council Member, Student Leadership Coordinator and All Students,

For the last 18 years the Toronto Catholic District School Board has implemented the position of **Student Trustee**. Last year the board passed a policy initiated by the students to have 2 student trustees on the Board of Trustees in which the Student Trustees will serve two successive one year terms beginning August 1<sup>st</sup>. (Please see Policy No. T.02) This year (2016) Karina Dubrovaskya trustee from grade 11 and will serve the second year of her two-year term. Also, a second student trustee will be elected from grade 10 and will serve a two-year term.

The Student Trustee elects will work with the incumbent Student Trustees from their election in April until **August 1 2016**. The position of Student Trustee provides a wonderful opportunity for students to have their voices heard on a decision making level.

The Rights and Responsibilities of the Student Trustee are:

RIGHTS	RESPONSIBILITIES
<ul style="list-style-type: none"> <li>To receive public and private session materials for all Board and Standing Committee meetings except where excluded by legislation;</li> <li>Attend and participate in all public and private session meetings of the Board and Standing Committees except where excluded by legislation.</li> <li>To reimburse, upon request, for travel to and from Board and Standing Committee meetings and on other Board related business at the Board's travel rate in effect at such time;</li> <li>To reimburse, upon submission of receipts for out-of-pocket expenses related to Board business if such expenditures have received prior authorization by the Board</li> <li>The honorarium for the term of office for the school year <b>2016/2017</b> is \$2500.00 for each student trustee (prorated for Student Trustees who do not complete their term).</li> <li>To suggest a motion on any matter at a meeting at the board or of one of its committees on which the Student Trustee sits and if no member of the board or committee moves the suggested motion, the record shall show the suggested motion.</li> <li>A student trustee is entitled to require that a matter before the board or one of its committees be put to recorded vote (a recorded non-binding vote that requires the student trustees vote and a recorded binding vote that does not include the student trustees vote).</li> </ul>	<ul style="list-style-type: none"> <li>To promote a student voice within the TCDSB;</li> <li>To inform the student body at large through liaison with TCDSB Student Councils, and with the Ontario Student Trustees' Association (OSTA-AECO);</li> <li>Attend public session meetings of the Board and its Standing Committee;</li> <li>Demonstrate confidentiality and discretion where required and act in accordance with the Board's policies, by-laws, and rules-of-order;</li> <li>Uphold and promote the Board's Mission and Vision in performance of his/her duties.</li> <li>To Co- Chair the Catholic Student Leadership Impact Team and its subcommittees.</li> <li>To organize and facilitate the Voices that Challenge Conference.</li> <li>To prepare a report to Board about issues concerning students</li> <li>To ensure the CSLIT website is kept up to date including all meeting dates.</li> </ul>

### Student Trustee Criteria

- Must be registered in the last two years of the intermediate division or in the senior division at the time he or she takes office;
- Must be returning for the entire academic year in which he or she will service;
- Must receive the written approval of his or her parent or guardian, if under 18 years of age;
- Must receive a letter of reference from his or her school principal to stand for election and present a letter of reference from either one of his or her teachers or guidance counsellors;
- Must be aware of the time commitment and the obligations of the student trustee's position and be able to manage both the required school work, maintaining a good academic standing throughout his or her term of office, along with the duties of student trustee; and
- Must meet the eligibility requirements within the Education Act related to Catholic District School Board Trustees, excluding those related to age.
- Must be maintaining a grade average of 70% or better at the time you become a candidate and must maintain a good academic standing throughout your term.
- Must be Catholic
- If elected, cannot serve as the Student Council president of his/her school;
- **ONLY 1 Candidate per school can run for the position of student trustee.**

As a leader in your school, we are again asking your assistance in promoting the position of Student Trustee. This position is a challenging one, as the candidates must possess the following:

- A keen interest in addressing issues
- Flexibility in school schedule
- Time management skills
- Experience in public speaking
- Work in partnership with the Catholic Student Leadership Advisor

#### **And be prepared to:**

- Read and analyze reports, prepare for meetings accordingly
- Participate in meetings and gather student opinions in between meetings
- Write letters, memos and update the Board on students' perspectives about the issues

Please distribute the attached nomination form to interested students at your school. **Only one student may be nominated from each school** to attend the candidates' election meeting which will be held **Tuesday April 26<sup>th</sup> 2016 between 4:30 and 6:00 pm in the Board Room of the Toronto Catholic District School Board**. Should you have more than one interested and qualified applicant, it will be up to the school to determine their selective process. The student who is nominated from your school must receive an endorsement signature from the principal and a letter of reference from a teacher and an administrator at your school. Please verify that the student applying for the position meets the criteria listed in the attached policy. **Please note it is not mandatory that you have a nominee from your school, however, we ask each school to send a representative for the Student Trustee Selection Committee on April 26, 2016.** Please note Toronto Catholic District School Board Policy T.02, section (b):

*Each Secondary School, via the Principal and Student Council, is requested to appoint either the “President of the Student Council or his/her designate to sit on a Student Trustee Selection Committee” for the purpose of reviewing applications for the position of Student Trustee and electing a candidate for ratification by the Board.*

Please email to [gregory.rogers@tcdsb.org](mailto:gregory.rogers@tcdsb.org) by Tuesday **March 29<sup>th</sup>, 2016** the name of your **Selection Committee representative**. This is usually a school’s CSLIT rep.

**17 schools must be represented in order for the election to be valid but it is hoped that every secondary school would participate in this important event.**

The Student Trustee nominee application forms for the two-year candidates (2<sup>nd</sup> year of school) are attached. The Student Trustee nominee application form must be submitted by email [Gregory.rogers@tcdsb.org](mailto:Gregory.rogers@tcdsb.org) , by fax (416 512 4988) or mailed to the Director’s Office **no later than March 29<sup>th</sup>, 2016**. Candidates will be asked to attend a meet the candidate’s night at the CSLIT GA at the CEC, in the Board room on **Tuesday, March 29<sup>st</sup> between 4:30pm and 6:00pm**.

If you have any questions about this process or about the position of Student Trustee, please contact:

**Allison Gacad**  
**Current Student Trustee**  
[Allison.Gacad@tcdsb.org](mailto:Allison.Gacad@tcdsb.org)

**Karina Dubrovskya**  
**Current Student Trustee**  
[Karina.Dubrovskya@tcdsb.org](mailto:Karina.Dubrovskya@tcdsb.org)

**Greg Rogers**  
**Student Leadership**  
**416-222-8282 ext. 2588**  
[gregory.rogers@tcdsb.org](mailto:gregory.rogers@tcdsb.org)

**Dan Koenig**  
**Superintendent**  
**416 222 8282 ext. 2157**  
[Dan.Koenig@tcdsb.org](mailto:Dan.Koenig@tcdsb.org)