



# **ASD-S Student DEC Member Policy Design**

**October 2021**

# Policy Design Methodology

**Goal** - Student DEC member in place on or before  
January 12<sup>th</sup>, 2022

## ▶ **Approach**

- SME Consultations
- Timing Definition
- Recruitment Process
- Selection Process
- Onboarding Process
- Role Definition
- Monitoring



# Policy Design Methodology

## ▶ **SME Consultation Process**

- NBSLA President - Melissa Wright
- HVHS SRC Advisor Team
- Manager District Education Councils - Stacey Brown
  - Fédération des jeunes francophones du Nouveau - Brunswick (FJFNB) - MOU
  - Katherine Smith - Study
- GNB EECD
- ASD-E DEC Chair – Harry Doyle
- Ontario Student Trustee Association



# Policy Design Methodology

## ▶ Timing

### ◦ Proposed Standard Process

- Nominations open third Monday in February
- Nominations close third Friday in March
- Vote starts second Monday in April
- Vote ends third Friday in April
- DEC motion to submit candidate's name for appointment to Minister of Education and Early Childhood Development
- Letter to Minister of Education and Early Childhood Development explaining the selection process and requesting an appointment in April



# Policy Design Methodology

## ▶ Timing

### ◦ Proposed Interim Process

- DEC approval Nov 10, 2021
- Nominations Open Nov 15, 2021
- Nominations Close Nov 26 11:59pm, 2021
- Voting Opens Dec 1, 2021
- Voting Closed Dec 3 11:59pm, 2021
- DEC's motion to submit the successful candidate's name for appointment to Minister of Education and Early Childhood Development Dec 8, 2021
- Letter to Minister of Education and Early Childhood Development explaining the selection process and requesting an appointment in time for the January DEC meeting on Dec 8, 2021



# Policy Design Methodology

## ▶ Recruitment Process

### ◦ Call for Nominations:

- Send nomination package to all HS SRC's via NBSLA ASD-S Representative

### ◦ Candidate Qualifications:

- Any HS SRC member can submit a nomination
- Candidates must complete the nomination form, collect the support of 10 current students in ASD-S, must produce a video, no more than three minutes, explaining why they should be the student DEC member
- Completed nomination package(s) will be delivered to NBSLA ASD-S Representative electronically on or before the nomination closing deadline
- Interested students may advertise on their own initiative during the dates of the election campaign



# Policy Design Methodology

## ▶ Selection Process

### ▶ Voting Process:

- NBSLA ASD-S Representative will deliver names and videos of qualified candidates to all HS SRCs in ASD-S
- Each HS SRC will submit a vote for one candidate electronically to the NBSLA ASD-S Representative
- NBSLA ASD-S Representative will tabulate the votes and submit the results to the DEC
- The results of the vote will be announced during DEC open session
- The DEC will submit the name for appointment to the Minister of Education and Early Childhood Development

**Note:** In the event of a tie - names will be submitted to the Minister of Education and Early Childhood Development for consideration and the Minister of Education and Early Childhood Development will make the appointment.



# Policy Design Methodology

## ▶ Onboarding Process

### ▶ Available Training Materials:

- DEC Handbook
- Recorded DEC virtual training modules
- Online governance modules
- ASD-S DEC orientation session
- Shadow DEC meeting(s) before official term starts





# Policy Design Methodology

## ▶ Role Definition

- DEC's develop broad policies and directives on a wide range of issues. DEC's vote and decide on matters such as how money gets spent, school closures, and the approval of district and school improvement plans and performance reports.
- The student DEC member is encouraged to communicate monthly DEC packages to all ASD-S HS SRC's in advance of DEC meetings, requesting questions/feedback from the HS SRC's.
- The number of meetings held during the mandate may vary. Each DEC must hold a minimum of 10 meetings per year. DEC members are expected to attend all meetings and to provide notice if they have a reason they can not attend.



# Policy Design Methodology

## ► Role Definition

- DEC members will have the option to attend DEC meetings virtually or in person.
- DEC members are responsible for transportation to meetings if they choose to attend in person.
- DEC members are reimbursed by ASD-S for expenses related to travel to meetings as per normal DEC expense approval process.
- DEC members are paid an annual and taxable amount of \$3,000. However, this remuneration only applies to members who are not present as an observer. This payment amount will be prorated on a monthly basis in the event of a mid year term.



# Policy Design Methodology

## ▶ Role Definition

- The mandate of the student DEC member is from July 1<sup>st</sup> to June 30<sup>th</sup> of each year. To facilitate a transition between student representatives, the student selected as the DEC nominee will be invited as an observer to DEC meetings in May and June leading up to the appointment.
- The student DEC member can reoffer at the end of their term provided they are a student in ASD-S for the duration of the upcoming term.
- The student DEC member can be named to subcommittee(s).



# Policy Design Methodology

## ▶ Role Definition

- The student DEC member can not be named chair or vice-chair of the DEC.
- The student DEC member will be excluded from closed meetings and subcommittee(s) at which discussion of personnel, including Superintendent reviews, takes place.
- The student DEC member is responsible to have a chaperon for any DEC related activity that requires a person to be the age of majority.



# Policy Design Methodology

## ▶ **Measurement of Success**

- Annual policy monitoring report



# Questions

