



Student Packet

This student packet contains all of the materials necessary to apply for the position of Student Member of the Board of Education.

- Directions for Completing the Application and Timeline
- Position Description
- Nomination Form
- Recommendation
- Applicant Questions

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- Use the attached materials to submit your application for Student Member of the Board of Education for the 2017–2018 school year. Students may access the application packet at the FCPS website under the School Board tab, in the left shortcut sidebar, or directly at <http://www.fcps.org/boe/Student-Board-Member-Election.cfm>.
 - Please follow the timeline for submission of applications. Applications submitted beyond the due date (4:00 PM, Friday, January 6, 2017) will not be considered.
 - All eligibility requirements for extra-curricular activities apply.
 - If there are any questions please contact your principal, Student Government advisor, or Colleen Bernard, Curriculum Specialist for Secondary Social Studies at 301-644-5256 or Colleen.Bernard@fcps.org.
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**January 6, 2017
4:00 PM**

**Student packet (nomination form,
recommendation, résumé, and student
member responses) due to
Ms. Colleen Bernard
Frederick County Public Schools
191 South East Street
Frederick, MD 21701**

Directions and Timeline

Directions for Completing the Application Packet

1. Read the timeline carefully to meet all deadlines and be prepared for interviews and election if selected.
2. Students must complete the Nomination Form, obtaining all required signatures.
3. Complete the Applicant Questions. Responses must be brief paragraphs, not bulleted lists, of 250 words or less.
4. Submit the required recommendation in a sealed envelope.
5. Students must attach a résumé, no more than the front and back of **one page** that should include but not be limited to:
 - positions of responsibility or leadership, both in and outside of school, including time of service or membership
 - school clubs and/or activities of which you are/were a member including year(s) of involvement and offices held in these clubs or activities
 - out-of-school clubs and/or activities, or community service of which you are/were a member including year(s) of involvement and offices held in these clubs or activities
 - work experience, jobs held with a specific employer; indicate dates of employment
6. Please submit all the materials in one packet.

Students may answer on these pages or fill in the application using an electronic version available from the their SGA Advisor or students may access the application packet at the FCPS website under the School Board tab, left shortcut sidebar, or directly at <http://www.fcps.org/boe/Student-Board-MemberElection.cfm>

Timeline

December 9, 2016	Packet sent to school principals and SGA advisors, posted online.
January 6, 2017	Student packet (Nomination Form, Letter of Recommendation, Résumé, Applicant Questions) due to Ms. Bernard, FCPS, 191 South East Street by 4:00 PM.
January 17, 2017	Selection and notification of five candidates. As Frederick County Association of Student Councils (FCASC) determined to limit the field to five candidates, if more than five apply; all completed packets will be judged on a scale of 0-4 (4 being the highest) by a panel of the Frederick County Association of Student Councils, Student Government Advisors and Central Office personnel.
January 26, 2017 5:00–6:30 PM Board Room, COB	Town Hall - Each candidate will have two minutes to introduce themselves. Candidates will participate in a “town hall” style meeting. Questions will be directed from the audience to candidates. Candidates are required to prepare a one page platform statement for posting.
February 2, 2017 5:00–6:30 PM Board Room, COB	Candidate Forum - Each candidate will have 2 minutes to introduce themselves and summarize their platform. Questions from the moderator and the audience will proceed along the row of candidates, left to right. Each candidate may choose to answer another candidate’s question, not to exceed two (2) responses per candidate. All initial responses must remain under two (2) minutes, choice responses (1) minute.
February 9, 2017	Snow date for the Town Hall and/or the Candidate Forum.
February 10 – March 10, 2017	Students in all middle and high schools cast ballots for the 2017-2018 SMOB.
April 27, 2017	FCASC General Assembly cast official SMOB ballots.
May/June, 2017	New Student Member of the Board will have the opportunity to job shadow the outgoing member.

Selection Procedures/Requirements

1. Any student currently enrolled as a sophomore or junior in Frederick County Public Schools who meets the criteria for participation in extracurricular activities, may self-nominate or be nominated for the position of Student Member of the Board of Education.
2. Applicants must complete the entire student packet including:
 - nomination form
 - letter of recommendation
 - response to questions in 250 words or less.

If needed to limit the field to five candidates, the completed packets would be judged on a scale of 0-4 (4 being the highest) by a panel of the Frederick County Association of Student Councils, Student Government Advisors, and Central Office Personnel.

3. Town Hall Meeting – January 26, 2017, Board Room, Central Office. Each candidate will have prepared a two-minute introduction and platform speech. These must be sent electronically to Ms. Bernard prior to air time. Students in attendance will have an opportunity to address specific questions to specific candidates. The event will begin at 5:00 PM and end at 6:30 PM. Candidates are expected to arrive at 4:45 PM. Snow date is February 9, 2017.
4. Candidate Forum – February 2, 2017, Board Room, Central Office. Candidates participate in a candidate forum. Each candidate will have 2 minutes to introduce themselves and summarize their platform. Questions from the moderator and the audience will proceed along the row of candidates, left to right. Each candidate may choose to answer another candidate's question, not to exceed two (2) responses per candidate. All initial responses must remain under two (2) minutes, choice responses one (1) minute. The event will begin at 5:00 PM and end by 6:30 PM. Candidates are expected to arrive at 4:45 PM. Snow date is February 9, 2017.

Questions for the candidates shall be developed by the advisor of the Frederick County Association of Student Councils (or his/her designee), president of the Frederick County Association of Student Councils (or his/her designee), and Student Government Advisors.

5. Online voting, February 10–March 10, 2017. Online voting will be made available for all students. The candidate who collects a majority of the votes cast within every middle and high school shall be considered to have won the electoral votes of that school. Each school total votes are based on the number of students enrolled. The chart below is in the FCASC Constitution and the MASC Constitution.

The number of representatives shall be determined in the following manner:

<u>Student Enrollment</u>	<u>Representative Votes</u>
0-400	5
401-800	6
801-1200	7
1201-1600	8
1601-2000	9
2001-up	10

Each school shall send one representative delegate empowered to cast the official ballot for the prevailing candidate at the April 27, 2017 FCASC General Assembly. Every representative delegate shall be required to cast their electoral ballot adhering to the outcome of the vote in their school.

The student with a majority of the representative/delegate votes cast by school delegates at the election forum shall have their name forwarded to the Superintendent of Frederick County Public Schools to be the Student Member of the Board of Education.

Position Description

ROLE

The student member brings a student viewpoint on educational issues to Board of Education meetings. The function of the Student Member of the Board of Education is not to represent any particular special interest group of students on an issue, but rather to respect the diversity of students' points of view in order to express a position that will be in keeping with the best interests of all Frederick County students.

RESPONSIBILITIES AND PREPARATION

Whereas the Student Member of the Board of Education is expected to attend various meetings and represent a multitude of educational issues, thorough preparation to accomplish the following is a priority.

1. Review the packet of Board materials and documents in preparation for bi-monthly Board meetings. These materials, consisting of approximately 50–150 pages, include but are not limited to:
 - a) agenda
 - b) minutes of the previous meeting
 - c) resolutions/legislation
 - d) budget documents
 - e) background information for policy and program discussions
 - f) reports on matters governing Frederick County Public Schools
2. Develop a thorough understanding of those Board proceedings which particularly impact Frederick County students, and share this knowledge and information with students and student leaders in order to:
 - a) improve communication between the student body, staff, and Board members
 - b) inform students and student leaders of policies and decisions executed by the Board
 - c) incorporate learning and the transferring of information effectively to the students of Frederick County
3. Prepare comments for “Student Member Comments” in advance of the meetings.
4. Standing member of the Nutrition Advisory Committee. As appropriate, attend student-related events, meetings, or functions in areas such as at-risk youth, substance abuse prevention, youth representation, etc.
5. Research topics thoroughly before speaking to the school community or media.
6. Participate in the Frederick County Association of Student Councils regular and executive board meetings.
7. Participate in the Maryland Association of Student Councils meetings.
8. Participate in the selection process of the incoming student board member.
9. Develop a transition plan and provide orientation to the next Student Member of the Board of Education.

COMMUNICATION

As the Student Member of the Board of Education is expected to interact with varied stakeholders, it is essential that social and personal communication skills are employed appropriately.

1. Respect diversity of students' and citizens' points of view when expressing a position.
2. Demonstrate proper grammar and language skills in all written and verbal communications.
3. Speak in a poised, confident manner demonstrating maturity and professionalism.
4. Use direct eye contact when addressing any audience in person.
5. Listen intently before responding to ensure that you have shown interest and accurately heard a speaker's view.
6. Be aware of proper etiquette to use in various environments, including digital media.

REPRESENTATION

The Student Member of the Board of Education is a public figure, therefore it is important that all BOE operating protocol are followed as outlined in the BOE manual.

1. Professional dress should be worn when attending BOE functions, FCPS functions, or when formally meeting with FCPS staff and students.
2. Use the position and title only for BOE related business, not for personal access to personnel, staff or events.
3. Model exemplary demeanor at all times.
4. As a student, the representation extends into the school day, adhere to and be an exemplar for all school rules and policies.
5. Be prepared to discuss votes taken as representation of the student body.

ATTENDANCE REQUIREMENTS

1. Frederick County Board of Education meetings and all committees assigned.
2. Attend Board of Education Conference in Ocean City in the fall.
3. Other meetings involving the Frederick County Board of Education as appropriate.
4. Monthly Secondary Executive meetings of FCASC.
5. Educational/social functions across the county as invited.
6. Special meetings when called upon to do so.

REMOVAL FROM OFFICE

1. The Board of Education or two-thirds of the voting members of the Frederick County Association of Student Councils may, following a review, dismiss a student member for invalid absences from two board meetings, or if the member moves, or is otherwise unable or is unwilling to fulfill the duties, meet the obligations and requirements or commits any action bringing disrepute to the position.
2. The student member is subject to the eligibility requirements for participation in extracurricular activities and may be removed from the position if those requirements are not met.

NOMINATION FORM
2017-2018

Name of Nominee	First	Middle I.	Last
<hr/>			
Home School	<hr/>		
Grade (current)	<hr/>		
Home Address	<hr/>		
	<hr/>		
	<hr/>		
Home Phone	<hr/>		
Cell Phone	<hr/>		
E-mail address	<hr/>		

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References: (Two references below AND one letter of recommendation.)

1. Each candidate must supply two references, one of which must be a current (non-relative) employee of Frederick County Public Schools; the second may be from employers, religious leaders, teachers, administrators, etc.

Name	Title	Phone number
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2. Each candidate must supply a letter of recommendation, using the form included in the packet on page 10, and submit in a sealed envelope.

Nomination Form

Page 2

I agree to be nominated for the office of Student Member of the Board of Education of Frederick County. I agree to allow the use of my school photo for advertisement and campaign material for FCASC. I further agree to follow all rules and procedures related to the selection process, and, if elected, further agree to fulfill the responsibilities of this office, beginning immediately following the selection. By my signature I affirm that I have no derogatory or disparaging information, nor will I post any defamatory statements, pictures or phrases on any social network during the course of my tenure as an officer.

Signature of Nominated Student

Date

I/We, as parent(s)/guardian(s) of this nominated student, hereby give permission for him/her to be nominated for this office.

Signature of Parent(s)/Guardian(s)

Date

As principal of this student's high school, I support his/her nomination for this office and certify that, from the school's perspective, there are no reasons why he/she should not seek this office.

Signature of Principal

Date

Applicant Questions

Respond with paragraphs of no more than 250 words per question, not bulleted lists.

1. What is your plan to effectively represent all students in Frederick County Public Schools, K-12?
2. Describe how you will change the way you manage your time to be able to meet the demands of Board of Education meetings, FCASC meetings, MASC meetings and your own academic and extracurricular demands.
3. As the Student Member of the Board of Education, what will be your priorities, the policies you might advance, or topics you might wish to discuss?
4. Legislation is being drafted that could provide voting rights to the SMOB. What steps will you take to insure that you are fully informed of issues on which you may vote?

Recommendation for the Position of Student Member of the Board of Education

This recommendation must be returned to Ms. Bernard at the Central Office or to the nominee in a sealed envelope with the respondent's signature over the seal.

Nominee's Name _____

Respondent's Name (please print) _____

Respondent's Occupation _____

Respondent's Relationship to Nominee _____

Respondent's E-mail _____

Nominee's personal qualities

	Excellent	Good	Satisfactory	Unsatisfactory
Maturity				
Professionalism				
Sensitive to the attitudes of others				
Honesty in relationships				
Initiative				
Follow through				
Communications skills				
Time management skills				

Please indicate nominee's strengths and reasons for your belief that the nominee would be a strong candidate for SMOB.

Stipulate any reservations you may have about the nominee serving in this position.

Signature

Date