



STUDENT MEMBER OF THE BOARD OF EDUCATION OF FREDERICK COUNTY APPLICATION 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
- Application 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 2024–2025 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 <https://www.fcps.org/boe/student-board-member-election> or contact Colleen.Bernard@fcps.org for an electronic packet.
 - Please follow the timeline for submission of applications. Applications submitted beyond the due date (**4:00 PM, Monday, October 30, 2023**) 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.

Student Application Packet

(application form, resume, recommendation, & candidate responses)

Due October 30, 2023

4:00 PM

All materials must be submitted **online** by deadline to:

Dr. Colleen Bernard
191 South East Street
Frederick, MD 21701

Use this e-mail for submissions: Colleen.Bernard@fcps.org

STUDENT MEMBER OF THE BOARD OF EDUCATION OF FREDERICK COUNTY

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 Application Form, obtaining all required signatures – an e-mail from your principal supporting your candidacy is acceptable in place of their signature – include a copy of the e-mail in your complete application package.
3. Complete the Applicant Questions. Responses must be typed in 12 point Times New Roman font, brief paragraphs, not bulleted lists, of 250 words or less.
4. **Required Recommendations need to be submitted electronically directly from the writer to Colleen.Bernard@fcps.org by the application deadline.** It is the applicant's responsibility to ensure that recommendations have been completed on time.
5. Students must attach a résumé, no more than the front and back of **one page** that should include the following:
 - 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 materials in one packet to Colleen.Bernard@fcps.org.

Students may answer on these pages or fill in the application using an electronic version available from 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 <https://www.fcps.org/boe/student-board-member-election>

STUDENT MEMBER OF THE BOARD OF EDUCATION OF FREDERICK COUNTY
Application Timeline

No later than October 9, 2023	Application Information sent to school principals and SGA advisors, posted online.
October 30, 2023	Student packet (Application Form, Résumé, Applicant Questions) due to Colleen.Bernard@fcps . Only complete electronic packages will be accepted. Ensure that your letter of Recommendation has been transmitted successfully.
November 7, 2023	Applicant Interview Panel- All candidates will take part in the in-person interview panel held at the Central Office, 191 S. East Street, Frederick, MD. Candidates will be interviewed by a panel of the Frederick County Association of Student Councils, Student Government Advisors and Central Office personnel. Candidate application packets and interviews will be scored on a scale of 0-4 (4 being the highest). The top scoring applicants (maximum of five) will move forward as the candidates for the SMOB election. All applicants will be notified of the panel results by November 10, 2023.
November 15, 2023	Candidate Orientation- The final official candidates for the position are required to participate in the orientation. A Google Meeting will be held from 3:00-4:00 PM.
December 11, 2023	FCASC Presentation- Each candidate will have an opportunity to do a formal speech to the FCASC General Assembly. The meeting will be held in the Board Room at the FCPS Central Office building. Meeting time is 9:00 AM-12:30 PM.
January 4, 2024 4:30–7:00 PM Board Room, COB <i>Snow date (1/9/24)</i>	Town Hall /Candidate Forum - Each candidate will have 2 minutes to introduce themselves and summarize their platform. Candidates will first participate in a “town hall” style meeting. Questions will be directed from the audience to candidates. We will then move into the Forum with questions from the moderator. 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. Candidates are required to prepare a one-page platform statement for posting.
January 4-26, 2024	Students in all middle and high schools cast online ballots for the 2023-2024 SMOB.
February 6, 2024	FCASC General Assembly school delegates cast official SMOB ballots. Meeting will be held at the Staff Development Center in Walkersville. Meeting time is 9:00 AM-12:30 PM. Candidates will have advance notice.
March-May, 2024	SMOB-elect will attend regular monthly meetings of the SMOB Advisory Council
Spring 2024	New Student Member of the Board will have the opportunity to job shadow current member.

STUDENT MEMBER OF THE BOARD OF EDUCATION OF FREDERICK COUNTY

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 apply for the position of Student Member of the Board of Education.
2. Application: Applicants must complete the entire student packet including:
 - application form
 - letter of recommendation (transmitted electronically)
 - response to questions in 250 words or less.All application materials MUST be received electronically by the October 30, 2023 deadline.
3. Candidate Interviews: All applicants will complete an interview with our selection panel on November 7, 2023. Completed packets and interviews 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. A maximum of 5 candidates will move forward as official candidates for SMOB.
4. Campaigning: There shall be no campaigning prior to the Candidate Orientation on November 15th. All guidelines and expectations for campaigning will be review at the Candidate Orientation.
5. Town Hall/Candidate Forum Live Broadcast: January 4, 2024, 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. Each candidate will have 2 minutes to introduce themselves and summarize their platform. Candidates will answer questions from students. Students will have an opportunity to address specific questions to specific candidates. At the end of the student questions we will move into the candidate forum. Questions from the moderator will proceed along the row of candidates. 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. Candidates will have an opportunity to make a closing statement, limit to one (1) minute. The event will begin at 5:00 PM and end at 6:30 PM. Candidates are expected to arrive at 4:30 PM.
6. Online voting, January 4-26, 2024: 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’s electoral votes are based on the official number of students enrolled. The chart below is based on the representative charts in the FCASC and MASC Constitutions used to determine representation for schools. The number of electoral votes is the same as the number of representative votes.

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

<u>Student Enrollment</u>	<u>Representative Votes</u>
0-200	2
201-400	4
401-800	6
801-1200	7
1201-1600	8
1601-2000	9
2001 +	10

Each school shall determine one representative delegate empowered to cast the official ballot for the prevailing candidate at the February 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.

STUDENT MEMBER OF THE BOARD OF EDUCATION OF FREDERICK COUNTY

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. Serve as the leader/chairperson for the SMOB Student Member Advisory Council, working with the FCASC advisor to coordinate meeting dates and agendas.
7. Participate in the Frederick County Association of Student Councils regular and executive board meetings.
8. Participate in the Maryland Association of Student Councils meetings.
9. Participate in the selection process of the incoming student board member.
10. 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.

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Position Description-Page 2

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. Regular meetings of the SMOB Student Advisory Council
5. Monthly Executive Board meetings of FCASC.
6. Quarterly General Assembly meetings of the FCASC.
7. Educational/social functions across the county as invited.
8. 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.

STUDENT MEMBER OF THE BOARD OF EDUCATION OF FREDERICK COUNTY
APPLICATION
2024-2025

Name of Applicant _____
 First Middle I. Last

Home School _____

Grade (current) _____

Home Address _____

Home Phone _____

Cell Phone _____

E-mail address _____

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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

2. Each candidate must supply a letter of recommendation, using the form included in the packet on page 11, and submit electronically directly to Colleen.Bernard@fcps.org.

STUDENT MEMBER OF THE BOARD OF EDUCATION OF FREDERICK COUNTY
APPLICATION- PAGE 2

I am applying 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 Student Applicant

Date

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

Signature of Parent(s)/Guardian(s)

Date

As principal of this student's high school, I support his/her application 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

An e-mail of support from the principal may be included in the package in lieu of the principal's signature.

STUDENT MEMBER OF THE BOARD OF EDUCATION OF FREDERICK COUNTY Applicant
Questions (page 2 of 2)

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

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 ensure that you are fully informed of issues on which you may vote?

STUDENT MEMBER OF THE BOARD OF EDUCATION OF FREDERICK COUNTY
Recommendation

This recommendation must be returned electronically to Colleen.Bernard@fcps.org.

Applicant's Name _____

Respondent's Name (please print) _____

Respondent's Occupation _____

Respondent's Relationship to Applicant _____

Respondent's E-mail _____

Applicant'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 applicant'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 applicant serving in this position.

Signature

Date