

## **Board of Education Student Member Selection Process**

In the spring of each school year, the Superintendent appoints one high school Junior/rising Senior to serve the Board of Education for a one-year term for the following school year. The student member functions as an advisory member of the Board and does not have voting rights. The student is not able to participate in closed sessions. This regulation outlines the selection process and contains a copy of the application.

**Eligibility** Any student who is a Norfolk High School Junior/rising Senior, and who will be enrolled in good standing in the twelfth grade in the up-coming school year may apply.

**Term of Office** The Student Member will serve a one-year term from August 1 through July 31<sup>st</sup> of that school year term.

**Initial Screening** Student's may download an application from the NPS website or pick up an application from their school counselor. Students must submit their application by the identified deadline and sign the Statement of Understanding for the selection process to their respective High School. Immediately after the application deadline an AD-Hoc Screening Committee at each high school will consider all applications received and select two semifinalists from among the applicants. The committee will review each application holistically, selecting two semifinalists who reflect the best cross-section from the pool of outstanding students who apply. The decision of the screening committee is final. Applicants will not receive evaluations nor will their application materials be returned.

The two students selected from each high school will then be presented to the NPS Office of the Superintendent. The Superintendent will then form an AD-Hoc Screening Committee to review the applications and to interview each of the semifinalists. Three finalists will be selected and forwarded to the Superintendent. The superintendent will then interview the three finalists. Following the interviews, one of the finalists will be recommended to the Board of Education by the Superintendent to be the Student Member of the Norfolk Board of Education.

Norfolk Public Schools Board of Education  
**Student Member Application**

<b>Student Name:</b>	<b>Email Address:</b>	<b>Student ID#:</b>
<b>Mailing Address:</b>	<b>Home Phone:</b>	<b>Cell Phone:</b>
<b>High School:</b>	<b>Principal's Name:</b>	<b>School Phone:</b>
<b>Parent (Guardian) Name:</b>	<b>Parent (Guardian) Phone:</b>	

Please be concise as you complete this application. Observe limits of your responses as indicated.

<b>Letters of Recommendation –please provide three letters of recommendations from the following and enter the names of the individuals who are writing letters below:</b>	
One of your high school teachers <b>Name:</b> _____	
An Administrator (e.g., principal or assistant principal) or counselor at your high school <b>Name:</b> _____	
Someone who knows you personally (other than member of your family) <b>Name:</b> _____	
Transcript –please provide a copy of the most recent high school transcript of your grades	
Application –Question/Information – answer all questions and provide information requested and attach to this form	

Please submit your application with all supporting materials to the office of the principal of your high school. Applications and all supporting materials must be received by 2 p.m. on **Friday, April 24, 2019**. No late applications will be accepted.

**Statement of Understanding:** I have read the information about the Student Member to the BOE and the description of the selection process which appears above. I understand and agree to participate in the selection process. If successful in the selection process and later appointed by the Superintendent to the position of Student Member, I will pledge an oath of allegiance, and will perform the responsibilities of the Student Member to the best of my ability.

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**Signature of Applicant** **Date**

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**Signature of Parent (Guardian)** **Date**

1. Identify and discuss what you consider to be one of the most difficult problems affecting Kindergarten through twelfth grade public education. Indicate the steps you feel should be taken to solve or alleviate the problem. Limit your response to 300 words.
  
2. In what ways have your previous experiences prepared you for this position with the Board of Education? Include your experiences with both peers and adults. Limit your response to 250 words.
  
3. Please list the highlights of your experiences, activities, achievements, and honors in each of the following areas. The list should be in reverse chronological order with the most recent entry first. Only list acquired accomplishments since the beginning of grade seven. You may include documentation of the achievements.
  - A. Academic achievements & honors
    - Achievement/honor -Year(s)
  
  - B. Comment on your academic achievements and honors listed above. Which of these accomplishment has been the most valuable to you? Limit your response to 150 words.
  
  - C. Work experience (if applicable)
    - Employer - Description - Year(s)
  
  - D. Extracurricular, co-curricular and personal activities, including but not limited to student government, Arts, athletics, music, journalism, organized school & community activities, participating as a foreign exchange student and community service
    - Activity or interest - Position held (if applicable)
    - Year(s)
  
4. Select the one activity or interest in section 3D (above) that you value the most and discuss the reasons for your selection. Limit your response to 150 words.
  
5. Why do you want to serve on the NPS Board of Education? Limit your response to 150 words.
  
6. Add anything you would like those involved in the selection process to know about you that is not captured in your responses above. Limit your response to 150 words.