

**CENTERVILLE CITY SCHOOLS
BOARD OF EDUCATION
111 Virginia Avenue
Centerville, OH 45458**

[937] 433-8841 - Fax [937] 438-6057

M E M O R A N D U M

TO: High School Principals

RE: Board of Education Student Representative Application

It is time to actively advertise the position of Student Representative to the Centerville City Schools' Board of Education to high school students for the 2020-2021 school year.

Attached is an application for distribution to interested incoming sophomores/juniors/seniors. If more applications are needed, please feel free to make copies. Eligible applicants must be incoming sophomores/juniors/seniors for 2020-2021 school year with strong communication and organizational skills, as well as have a special interest in education issues. Please make every possible attempt to communicate this information to all incoming sophomores/juniors/seniors.

The deadline for completed applications is on or before **Monday, March 9, 2020.**

Please make applications available to interested students through your unit office or direct them to Central Unit.



Student Representative to the Centerville City Schools Board of Education

PURPOSE

The opinions and concerns of the students of Centerville City Schools are important to the School Board. To increase Board awareness of the views of students, the Board shall have student representatives. The student representatives will serve in a non-voting capacity, representing the interests of the students of Centerville City Schools

REQUIREMENTS AND RESPONSIBILITIES

The Student representative shall:

Be a resident of Centerville or Washington Township and a student in Centerville City Schools.

Be enrolled as a freshman, sophomore or junior this year.

Participate in Board discussions, but will not have the right to make motions, vote, hold Board offices, or attend Executive Sessions.

Be known as the Board of Education student representative to the School Board and not a member of the Board.

The student may serve more than one term with board approval. The student representative will begin service on June 1 of the year of their appointment.

Receive materials distributed to School Board members, with the exception of materials relating to individual students, individual employees, and other confidential matters exempt from disclosure by law.

Be eligible to propose resolutions for consideration. (The introduction of motions and formal resolutions is restricted to School Board members only.)

SELECTION PROCESS

The student representative to the School Board shall be appointed mid-May of each year and will assume office on June 1. The following individuals will take part in the selection process.

School Board member(s)

School Board member who will be peer mentor

High School Administrator

Outgoing Student Representatives

CENTERVILLE CITY SCHOOLS BOARD OF EDUCATION
2020-2021 STUDENT REPRESENTATIVE APPLICATION INFORMATION SHEET

The Centerville City Schools Board of Education seeks a student representative as a non-voting member. This position is to be filled annually by a Centerville High School sophomore/junior/senior.

The role of the student representative will be:

1. To provide student insight and perspective to the Board and school system administrators;
2. To serve as liaison to the students of Centerville City Schools;
3. To report to students about the work of the school system and the Board of Education.

Eligibility requirements for the student representative will be:

1. To be a rising sophomore/junior/senior who has attended Centerville High School for one year in good standing;
2. Commitment of 6-8 hours per month with occasional meetings after school to meet with a Board of Education mentor. There may be activities that arise that the student representative will participate in with Board Members.

Responsibilities for the successful student representative will be:

1. To be a resident of Centerville or Washington Township and any incoming sophomore/junior/senior at Centerville High School;
2. To be bound by all applicable rules and regulations pertaining to the elected Board of Education members;
3. To maintain appropriate school attendance and conduct;
4. To participate in Board discussions, but not to make motions, vote, hold Board offices, or attend Executive Sessions;
5. To receive materials distributed to Board members, with the exception of materials relating to individual students, employees, and other confidential matters exempt from disclosure by law;
6. The student representative will act as a liaison to student groups who attend Board of Education meetings and brief them about the upcoming meetings;
7. To attend work sessions and board meetings.

Please email COMPLETE APPLICATION PACKET ** (See APPLICATION CHECKLIST)

No later than 4:30 p.m. on **MONDAY, MARCH 9, 2020**

Completed applications may be turned into Central Unit.

If you have any questions, please contact Megan.Sparks@centerville.k12.oh.us

***Typed or handwritten applications will be accepted.*

***Handwritten applications should be completed using blue or black ink — please do not use pencil!*



**CENTERVILLE CITY SCHOOLS BOARD OF EDUCATION
2020-2021 STUDENT REPRESENTATIVE APPLICATION CHECKLIST**

A complete application will include the following:

This Application Checklist (signed by the student applicant)

Application Form (completed by applicant and signed by parent/guardian)

Resume' (not to exceed 1 single-sided page) that includes:

Extracurricular Activities

Community Service

Leadership Roles

Academic Achievements

Awards

Two Recommendation Forms

2 Teacher recommendations

or 1 Teacher and 1 extracurricular advisor

Narrative/Essay (not to exceed 3 single-sided, double-spaced pages)

STUDENT APPLICANT STATEMENT

Please sign the statement below in order to apply and participate if selected.

Return a signed copy of this checklist along with the other required documents as indicated on the information sheet to Centerville High School – Central Unit no later than 4:30 p.m. on **Monday, March 9, 2020**.

Keep a copy of all documents for your records.

I have checked my application to ensure all required items listed above are included. I understand that this position will require a commitment of at least 6-8 hours per month and that I must meet all requirements described on the Application Information Sheet.

Applicant Signature: _____ Date: _____

Thank you for applying to be a student member of the Board of Education!



**CENTERVILLE CITY SCHOOLS BOARD OF EDUCATION
2020-2021 STUDENT REPRESENTATIVE APPLICATION FORM**

Applicant's Full Name: _____

Unit: _____ Circle your grade: 9th 10th 11th 12th

Daytime Telephone: _____ Mobile Telephone: _____

Date of Birth: _____

Mailing Address: _____

City/State/ZIP: _____ Email Address: _____

ATTACH UP TO THREE (3) SINGLE-SIDED, DOUBLE-SPACED PAGES
Please answer the following questions in an attached Narrative/Essay*.
**(Handwritten in blue/black ink or typed - please do not use pencil!)*

1. Why do you want to be a student representative to the Centerville City Schools Board of Education?
2. What specific assets (personality traits, experience, knowledge, etc.) can you offer to the Board of Education?
3. What are your goals as the Board of Education Student Representative?
4. What methods will you use to communicate with the students you represent?
5. How will you generate interest from the student body?

PARENT/GUARDIAN PERMISSION

Please complete and sign the permission statement below in order for your child/student to apply and participate if selected.

*Return a signed copy of this Application Form to Centerville High School – Central Unit no later than 4:30 p.m. on **Monday, March 9, 2020.***

Keep a copy for your records.

I, _____ authorize _____
(Parent/Guardian — print full name) (Print Applicant's full name)

to participate in all Board of Education meetings and work sessions which requires a commitment of at least 6-8 hours per month. I have read and understand the commitment required for full participation and agree to support my child's involvement. I give my consent for use of photos for publicity and promotional purposes and I agree to submit Emergency Contact Information if my child is selected.

Parent Signature: _____ Date: _____

My child/student can participate with reasonable accommodations: _____ YES _____ NO

If No, please attach explanation, not to exceed one single-sided, single-spaced page.

**CENTERVILLE CITY SCHOOLS BOARD OF EDUCATION
2020-2021 STUDENT REPRESENTATIVE RECOMMENDATION FORM**

Name of Student Applicant _____

The above-named student has applied for the position of Student Representative to the Centerville City Schools Board of Education for the 2020-2021 school year. Please attach your recommendation form and return to the student applicant or directly to Centerville High School – Central Unit by **4:30 p.m. on Monday, March 9, 2020**. The role, eligibility requirements, and responsibilities for this position are described below. Questions may be submitted to Annie Self, selfca@aol.com.

The role of the student representative will be:

1. To provide student insight and perspective to the School Board and School Administration.
2. To serve as liaison to the students of Centerville High School through established student government and various student groups ; and
3. To report to students about the work of the Board of Education and school system.

Eligibility requirements for the student representative will be:

1. To be a rising sophomore/junior/senior who has attended Centerville High School for one year in good standing;
2. To commit a minimum of 6-8 hours per month to the Board of Education.

Responsibilities for the successful student representative will be:

1. To be a resident of Centerville or Washington Township and any incoming sophomore/junior/senior at Centerville High School;
2. To be bound by all applicable rules and regulations pertaining to the elected Board of Education members;
3. To maintain appropriate rules and regulations pertaining to the elected Board of Education members;
4. To participate in Board discussions, but not to make motions, vote, hold Board offices, or attend Executive Sessions;
5. To receive materials distributed to Board members, with the exception of materials relating to individual students, employees, and other confidential matters exempt from disclosure by law;
6. The student representative will act as a liaison to student groups who attend Board of Education meetings and brief them about the upcoming meeting;

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Interview Questions for

Student Representative to the Centerville City Schools Board Education

2020-2021

Name of Candidate: _____

Although you are going to be a sophomore/junior/senior next year, in this position you will represent all students at Centerville High School. What kind of contacts do you currently have with students and how might you foster channels of communication with all students?

What do you feel are the current issues of importance to students within our district?

Are there areas of concern at Centerville High School and how might you address those items as a student member of the Board?

Name three areas you feel are positive within Centerville High School.

Are you free on Monday evenings for the coming school year between 6:30 p.m. and 9:00 p.m. twice a month? What kind of time commitment can you make to this work? Is transportation an issue?

Do you foresee a problem with utilizing 2 lunch periods per month to network with your peers?

What is your comfort level with public speaking and what experience in this area have you already had?

What do you plan to gain from this experience of being Student Representative to the Board of Education?

Notes: _____
