

January 9, 2017

Dear Student:

Thank you for your interest in serving as the Student Member of the Howard County Board of Education for the 2017-2018 school year. The responsibilities associated with shaping county education policies are extremely challenging and rewarding, and your desire to serve the citizens of Howard County in this capacity is commendable. The Howard County Association of Student Councils (HCASC) carries out the selection process; this process is described in the attached information.

The responsibilities of this position are extensive. Prior to making the decision to pursue this position, please carefully consider your ability to commit a significant amount of time outside of school as well as your ability to transport yourself to meetings.

In order for you to be considered for this position, you must submit a completed application by **4:00 p.m. Friday, February 10, 2017. Incomplete or late applications will not be considered.**

All applications will be checked for completeness and eligibility. A nominating panel will convene on **Wednesday, February 15, 2017 to interview** qualified applicants and to nominate two election candidates. Qualified applicants will be given appointment times to appear for an interview. Serving on the panel will be the current Student Member, the HCASC Vice President, the HCASC 2<sup>nd</sup> Vice President, an SGA Advisor from a school not represented by the applicants, and the Administrative Director of Middle Schools .

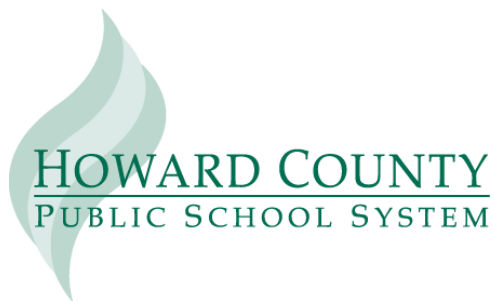
On **March 1**, nominated candidates and at least one of their parents will meet to talk about responsibilities. Candidates may do no campaigning until after this meeting where campaign guidelines will be distributed. Candidates may then participate in the campaign process by creating and distributing campaign materials, including a video to be produced by HCASC that will be shown at all voting schools and on Comcast 72 and Verizon 42.

The election will take place on April 26, 2017 at all Howard County middle and high schools.

Please review the attached information and carefully complete the application packet. If you have any questions, please do not hesitate to contact me [Cindy\\_Drummond@hcpss.org](mailto:Cindy_Drummond@hcpss.org) .

Sincerely,

Ms. Cindy Drummond  
Advisor, Howard County Association of Student Councils  
Howard County Public School System



## **HOWARD COUNTY BOARD OF EDUCATION Student Member Position Description**

### **ROLE OF THE STUDENT MEMBER:**

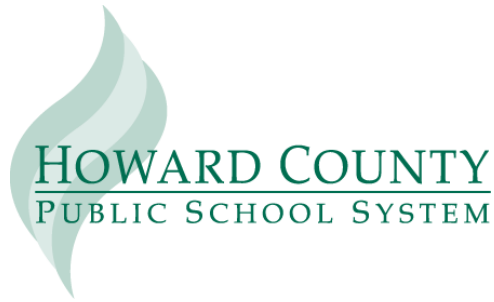
The Student Member serves as a member of the Board of Education in accordance with the Annotated Code of Maryland, Education Article §3-701. The Student Member has all the rights and responsibilities of a Board member with the exception of statutory restrictions against voting on specific matters, participation in appeals or confidential personnel matters, and attendance at closed sessions relating to restricted matters.

The Student Member is expected to participate in all public Board of Education meetings. He or she will attend other Board functions as he or she wishes if parent consent is given to miss classroom time. Unless invited to attend by the affirmative vote of a majority of the Board, the Student Member may not attend closed sessions when the Board is addressing matters on which a Student Member is prohibited from voting. The Student Member shall receive all information needed to prepare for participation in meetings and will maintain the confidentiality of that information until it is appropriate to do otherwise.

On matters that come before the Board at public meetings, Student Members may express their own views and/or the views of Howard County Public School System students and other constituents. They should identify which views are being expressed.

### **RESPONSIBILITIES OF THE STUDENT MEMBER:**

1. Participate in all public Board of Education meetings and exercise the right to vote in accordance with policy and Maryland statute.
2. Participate in public functions of the Board of Education, following procedures stated in Policy 2010 if attendance requires missing classroom time.
3. Read the relevant pre-meeting materials to prepare for Board meetings and discussions.
4. Establish the rotation for Student Representatives to report at regular BOE meetings, and meet with high school Student Representatives as necessary.
5. Accept that all Board policies and school rules applicable to students apply equally to the Student Member.
6. Conduct himself/herself appropriately and be subject to removal from office for immorality, misconduct in office, incompetence, or willful neglect of duty.



#### RESPONSIBILITIES OF THE STUDENT MEMBER (CONTINUED):

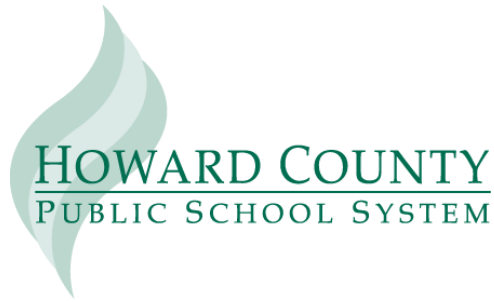
7. Provide his/her own transportation and supervision for conference attendance.
8. Work closely with the HCASC Advisor who serves as the Superintendent's Designee.
9. Assist with updating the Orientation Binder to be passed on to the next student member.

#### ATTENDANCE REQUIREMENTS:

1. To serve a one-year term from July 1 through June 30.
2. To attend two regular Board meetings each month.
3. To attend all HCASC executive committee and general assembly meetings.
4. To participate in public functions of the Board of Education, following stated procedures if it is necessary to miss classroom time to attend.
5. To attend an introductory meeting with the Chairman of the Board of Education.

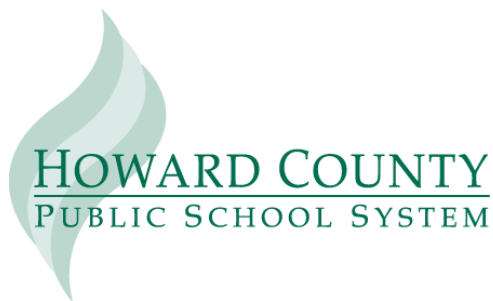
#### CANDIDATE SELECTION:

1. Completed applications are due by **4:00 p.m. February 10** to Ms. Cindy Drummond, HCPSS, 10910 Route 108, Ellicott City, MD 21042.
2. A panel will convene on **February 15** to interview qualified applicants and to nominate two candidates. The HCASC Advisor will moderate and chair the committee. Voting members of the committee will include the current Student Member, the HCASC Vice President, the HCASC 2<sup>nd</sup> Vice President, an SGA Advisor from a school not represented by the candidates, and the Administrative Director of Middle Schools. The two candidates will be announced no later than March 1.



### CANDIDATE SELECTION (CONTINUED):

3. A scoring rubric will be used to evaluate each applicant based on information in the application and on the interview using the following criteria:
  - a. Academic eligibility to participate in extra-curricular activities
  - b. Leadership experiences
  - c. Understanding of the function of the SGA and/or HCASC
  - d. Understanding of the function of the Board of Education
  - e. Understanding of the role of the Student Member
  - f. Reasons for pursuing the position of Student Member
  - g. Personal goals for the position of Student Member
  - h. Plan for balancing the workload as the Student Member
4. A meeting of the nominated candidates will be held on **March 1 at 6:00 p.m.** at the Board of Education, to review the election process and answer any questions about the process or the position. **A parent/guardian must attend with the candidate.**
5. Guidelines for the campaign process will be given to applicants at the March 1 candidates' meeting. **No campaigning may begin before this meeting.**
6. The election of the Student Member will be through confidential ballot. Balloting will be conducted on April 26, 2017.
7. The Superintendent's designee will certify to the Board by the end of June that the Student Member Elect was elected in accordance with all policies and procedures in and enforceable by Policy 2010.



**APPLICATION FOR THE POSITION OF  
STUDENT MEMBER OF THE HOWARD COUNTY BOARD OF EDUCATION**

**Student's Name:**

**School:**

**Home Address:**

**Current Grade:** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Home telephone:** \_\_\_\_\_ **Cellular telephone:** \_\_\_\_\_

Your Application Packet must include:

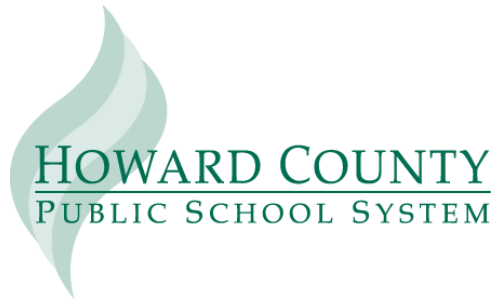
- a. This application form
- b. Your resume (Use white paper.)
- c. Three essay responses (Use white paper and place your name at the top of each page.)
- d. Three signed forms (One each from your guidance counselor, principal, and parent.)
- e. Two letters of recommendation from adults who know you well but are not related to you. At least one must be from someone who knows you **through school**. In this packet there are two forms with instructions for the two people who are writing your letters of recommendation. Give a form to each of them.

**ESSAY:** Please respond to EACH of the following prompts in **250 or fewer words**. Please put each response on a separate sheet of paper.

1. Review the list on the next page, a summary of what a successful SMOB will do. Discuss the skills and/or experiences you've had that you feel will help you rise to the challenges of the role of Student Member of the Board of Education.
2. Describe what you think is the most important issue or concern facing the Board of Education today and how you think the Board should address this issue.
3. Briefly describe your reasons for pursuing the position of Student Member.

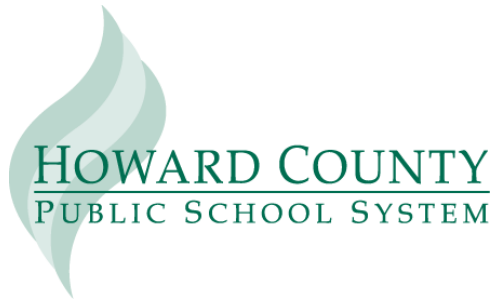
Your **complete application packet** must be received via mail, hand delivery, or email by **4:00 p.m. February 10** to:

*Ms. Cindy Drummond*  
*Howard County Public School System*  
*10910 Route 108*  
*Ellicott City, MD 21042*  
[cindy\\_drummond@hcpss.org](mailto:cindy_drummond@hcpss.org)



A successful SMOB will:

- Articulate and understand the function of the Board of Education
- Demonstrate maturity and tact while dealing with adults
- Maintain regular communication through email and/or phone with his/her mentor and assigned staff
- Collaborate with HCASC to promote and broadcast board issues to HCPSS students at large
- Engage in meaningful conversation with adults about HCPSS issues
- Proactively address concerns with the appropriate person/organization
- Participate in Board meetings and events
- Prepare for Board meeting discussions
- Maintain confidentiality
- Conduct himself/herself in ways appropriate for public leadership
- Voice a student perspective on business coming before the Board



**GRADE AND ACADEMIC ELIGIBILITY RECOGNITION- GUIDANCE COUNSELOR**

**APPLICATION FOR THE POSITION OF  
STUDENT MEMBER OF THE HOWARD COUNTY BOARD OF EDUCATION**

**Student's Name:** \_\_\_\_\_

**School:** \_\_\_\_\_

This student is currently in the \_\_\_\_\_<sup>th</sup> grade and is on target to be in the \_\_\_\_\_<sup>th</sup> grade for the 2017-2018 school year.

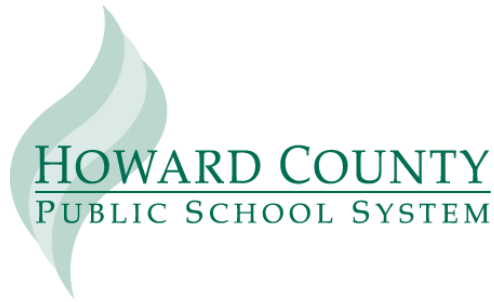
This student is academically eligible for extra-curricular activities in accordance with HCPSS Policy 9070--meaning that he/she has no failing grades and at least a 2.0 GPA on the most recent report card.

If you have questions before signing this, please contact Cindy Drummond [cindy\\_drummond@hcpss.org](mailto:cindy_drummond@hcpss.org).

\_\_\_\_\_  
Guidance Counselor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guidance Counselor's Printed Name



**APPLICANT AND POLICY RECOGNITION- PRINCIPAL**

**APPLICATION FOR THE POSITION OF  
STUDENT MEMBER OF THE HOWARD COUNTY BOARD OF EDUCATION**

**Student's Name:** \_\_\_\_\_

**School:** \_\_\_\_\_

I am aware that this student is applying to be a nominated candidate for the position of Student Member of the Board of Education for Howard County for the 2017-2018 School Year.

I understand that if this student becomes elected Student Member of the Board, he/she may wish to attend public functions of the Board that occur during the school day. If so, the Student Member will obtain parent permission to be absent from school, follow all school attendance procedures, and notify the HCASC Advisor of the need to miss all or part of a school day(s). When all of these procedures are followed, the absence will be coded as "lawful."

Further, I understand that all Board policies and school rules applicable to students apply equally to the Student Member of the Board.

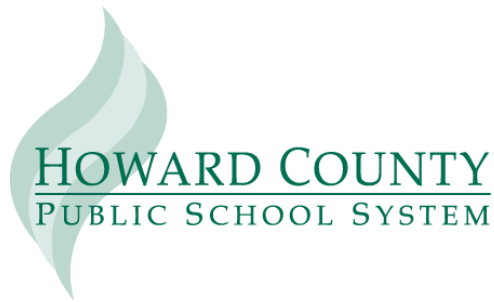
If you have questions before signing this, please contact Cindy Drummond  
[cindy\\_drummond@hcpss.org](mailto:cindy_drummond@hcpss.org).

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Printed Name





January 9, 2017

Dear Parent or Guardian:

Your child has expressed an interest in being elected to the position of Student Member of the Howard County Board of Education for 2017-2018. This is a tremendous opportunity for your son or daughter to grow and mature while serving the Howard County students and community in a challenging and rewarding capacity.

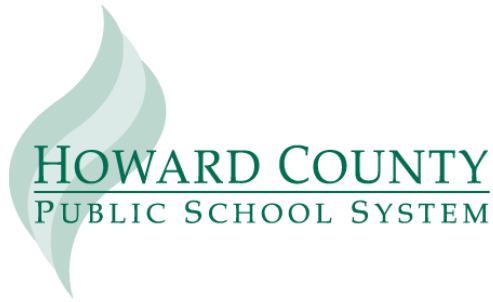
To fulfill the requirements of the position, your child will be expected to spend at least two evenings per month in attendance at Board meetings. As a voting member of the Board, the Student Member must devote considerable time prior to each meeting to reviewing policies and programs scheduled for action or review by the Board. In addition to the twice-monthly Board meetings, the student member attends public Board functions and all Howard County Association of Student Councils (HCASC) meetings. As a Board member, there will be numerous other meetings and events, and a large part of the position will be speaking to other students and community members to gather information and opinions to be used when making informed decisions.

Accepting the position of Student Member of the Board and making the required time and energy commitments affect not only the student but also his or her family. The student and student's family are responsible for transportation to and from meetings, conferences, and other events and for providing supervision when the student attends overnight conferences. Your student's time away from schoolwork and family obligations may be an adjustment for your family. To verify that you and your family are aware of the responsibilities that are part of your child's being elected Student Member of the Board, I ask that you sign the attached letter of understanding.

Please know that I serve as one of the Student Member's mentors, supporters, and teachers and will be a reliable source of information for both you and your child. Best wishes to your child in his or her pursuit of this honor, and congratulations to you for raising a young adult who is eager to serve in this significant capacity! Thank you for your support.

Sincerely,

Cindy Drummond, HCASC Advisor  
Howard County Public Schools



**PERMISSION TO APPLY - PARENT**

**APPLICATION FOR THE POSITION OF  
STUDENT MEMBER OF THE HOWARD COUNTY BOARD OF EDUCATION**

**Student's Name:** \_\_\_\_\_

**School:** \_\_\_\_\_

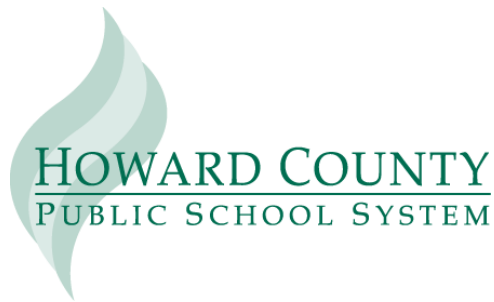
I have read the attached letter to parents and the other included materials. I understand and accept the responsibilities that my child, \_\_\_\_\_, and our family will assume if he/she is elected to the position of Student Member of the Board. I give permission for my child to apply to be a candidate for this position. I also realize that if my child is nominated for the position, **one of his/her parents must attend a meeting on Wednesday, March 1, at 6:00 p.m. at the Board of Education.**

If you have questions before signing this, please contact Cindy Drummond at [cindy\\_drummond@hcpss.org](mailto:cindy_drummond@hcpss.org).

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Printed Name



**LETTER OF RECOMMENDATION FOR THE POSITION OF  
STUDENT MEMBER OF THE HOWARD COUNTY BOARD OF EDUCATION**

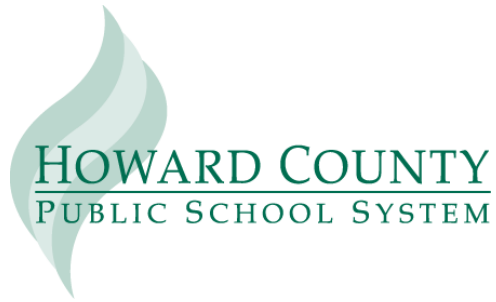
When recommending a student for the position of Student Member of the Board of Education (SMOB), please consider the following.

To fulfill the requirements of the position, the SMOB will be expected to spend at least two evenings per month in attendance at Board meetings. As a voting member of the Board, the Student Member must devote considerable time prior to each meeting to reviewing policies and programs scheduled for action or review by the Board. In addition to the twice-monthly Board meetings, the student member attends public Board functions and all Howard County Association of Student Councils (HCASC) meetings. As a Board member, there will be numerous other meetings and events, and a large part of the position will be speaking to other students and community members to gather information and opinions to be used when making informed decisions.

In addition to the time requirements above, a successful SMOB will:

- Articulate and understand the function of the Board of Education
- Demonstrate maturity and tact while dealing with adults
- Maintain regular communication through email and/or phone with his/her mentor and assigned staff
- Collaborate with HCASC to promote and broadcast board issues to HCPSS students at large
- Engage in meaningful conversation with adults about HCPSS issues
- Proactively address concerns with the appropriate person/organization
- Participate in Board meetings and events
- Prepare for Board meeting discussions
- Maintain confidentiality
- Conduct himself/herself in ways appropriate for public leadership
- Voice a student perspective on business coming before the Board

**By 4:00 p.m. February 10, send your letter in a sealed envelope with your signature over the seal to Cindy Drummond, HCPSS, 10910 Route 108, Ellicott City, MD 21042 or by email to [cindy\\_drummond@hcpss.org](mailto:cindy_drummond@hcpss.org)**



# Student Member of the Board of Education Application Packet 2017

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**DATES TO REMEMBER:**

- ⇒ February 10, 2017      Completed application packets due by 4:00 p.m.
- ⇒ February 15, 2017      Interviews for qualified applicants 3:00-7:00 p.m.
- ⇒ March 1, 2017           Meeting of nominated candidates and a parent/guardian  
Board of Education 6:00 p.m.
- ⇒ April 26, 2017           Election in middle and high schools