



MUSCATINE COMMUNITY SCHOOL DISTRICT
Student Representative to the School Board
Application Packet

Packet includes:

Job Description and Qualifications
Application
Teacher Recommendation Forms

Please fill out and return to Lisa Bunn, Board Secretary, by **Friday, January 15, 2021.**

Interviews will be held scheduled at the end of January/early February, 2021.

Student Representative to the Board of Directors

What is a Student Representative to the Board of Directors?

Purpose

1. The purpose of the student representative to the Muscatine School District Board of Education is to serve as a liaison between the governing body of the school district and Muskie students.
 - a. The student representative will communicate between school-based leadership and the school board and community and the student body.
2. Represent student interests (and voice) on policy and procedures.
3. Two (2) high school student representatives (one Junior and one Senior) will serve as liaisons to the Board of Directors.
4. The student representatives will provide insight and support to the Board's understanding of student issues and perspectives, concerns and questions, and student successes.
5. The student representative will represent the Muscatine School District in accordance with the responsibilities, qualifications, and selection procedures listed in this document.

Responsibilities of the Student Representative

The student representative will:

1. Adhere to all the rules and regulations pertaining to Board members.
2. Attend all regular school board meetings which occur while school is in session. Since regular board meetings occur during the evening hours of a school night, the Board of Directors may grant permission for the student representative to leave a meeting before the conclusion of the meeting if the student report has been given.
 - a. Regular school board meetings are held on the second Monday of each month at 7 p.m. at City Hall in Council Chambers.
 - b. Work sessions are held on the fourth Monday of those months when a work session is deemed necessary. Work sessions begin at 6 p.m. and are held at the MCSD Administration Center in the Muskie Room.
3. Attend special meetings if requested but not Executive or Closed Sessions.
4. Review the Board of Director's board packet and reading materials prior to all regular Board meetings.
5. Participate in discussion at regular open meetings of the Board when applicable. However, the student representative may not make any motions or vote.
6. Provide reports to the Board during the agenda item titled "Student Representative Board Report." The reports will include student activities, topics, and concerns from the student body to apprise the Board.
7. Report Board deliberations and actions to the student body as applicable (including policy) in a variety of ways, including but not limited to:

- a. At leadership meetings (student council or student advisory group).
 - b. Through social media utilized via administrative-approved student organizations.
8. Orient a new student representative.
9. Participate in Board training sessions when invited. When these sessions occur on school days, student representatives will follow the established pre-arranged absence procedures at the high school.

Term of Office

1. The term of office is for two school years beginning in September and concluding in June.
 2. A Junior representative is selected in the spring of the year (as a Sophomore) for that student's first-year term as a Junior for the following fall.
 - a. The Senior representative will remain on the Board to finish the two-year term.
 3. In the event of a vacancy during the school year, a student is selected from qualified applicants to serve the remaining term of the school year.
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What are the Benefits of Being a Student Representative to the Board of Education?

Benefits

Student Board Representatives have the opportunity to work closely with the Muscatine Community School Board, provide input, and share their student perspectives. It is a clear leadership position that will enhance future college applications. Students also have the ability to build important relationships with leaders of the Muscatine Community School District.

Student representatives will receive .5 elective credits for each semester of successful Board service.

How do I apply?

Qualifications for Application

1. The student must be in grade 11 or 12 during their term as a student representative and attend high school in the Muscatine Community School District.
2. The student must be in a proper academic standing equivalent to participation in athletic or other student activities and maintain proper academic standing throughout his or her term.

3. The student is expected to maintain personal standards of behavior appropriate for participation in student activities.
4. The student must be willing to convey student opinion to the Board of Directors and report Board deliberations and actions to the student body.
5. If the selected student representative is not a member of the student council, the student representative becomes a member of the superintendent's Student Advisory Group.

Application and Selection Process

The high school principal will notify all students of the opening for student representative(s) on the school board and work with the high school staff to identify and encourage students to apply. An informational meeting may be scheduled for students interested in applying for the position. (An administrator(s), school board member(s), and other staff should be in attendance to discuss the position and answer questions.)

1. Students submit a completed Student Representative Application packet to the School Board Secretary. The application packet must include:
 - a. Two letters of reference.
 - b. The essay answering the questions posed on the application.
 - c. The application must be signed by all required parties.
2. Selected applicants are interviewed by two or more members of the Board of Directors. The selection committee will read the essays and teacher recommendations. The selection committee will recommend the student representatives to the Board of Directors for appointment.

Other Information

Responsibilities of the Superintendent and the Board of Directors

The Superintendent and the Board Secretary will meet with the student representative at the beginning of the school year to review expectations, responsibilities, and participation.