



HAWAII STATE STUDENT COUNCIL
475 22nd Avenue Room 211
HONOLULU, HAWAII 96816

March 12, 2012

TO: Public Secondary School Student Council Officers and Student Activities Coordinators

FROM: Keagan Sakai-Kawada, Chairperson *Keagan Sakai-Kawada*
Hawaii State Student Council

SUBJECT: Board of Education Student Representative Selection Process

Since 1988, the Hawaii Department of Education has had a Board of Education (BOE) student member selected by the students, for the students. On March 14, 2011, Governor Abercrombie signed into law Act 5 establishing an appointed board which included a non-voting military and BOE student representative. Act 5 specifies that the Hawaii State Student Council (HSSC) shall select a public high school student to serve as a non-voting BOE representative. To this end, the HSSC established guidelines and procedures in the 2011-2012 school year. All students eligible to run for this position are highly encouraged to apply.

Timeline

March

State Level: HSSC disseminates a memo to all high schools regarding the selection process, minimum qualifications, and application.

School Level: Each high school may select or elect one BOE student representative candidate who meets all minimum qualifications for district review.

District Level: Each district council will select or elect one candidate for state review by 4/2/12 and submit candidate's application documents to susan_sato@notes.k12.hi.us.

April

State Level: State Selection Committee interviews and selects the BOE student representative.

May

State Level: HSSC announcement of the 2012-2013 BOE student members.

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Attached are the guidelines for the selection process. Your assistance is respectfully requested in publicizing the selection process and identifying potential candidates for this prestigious position.

Should there be any questions, please contact Ms. Susan Sato, Educational Specialist for Student Activities, Student Support Branch, via Lotus Notes or call 203-5505, extension 2117.

KSK:SS:ss

Attachments

c: Superintendent
Assistant Superintendents
Complex Area Superintendents
Superintendent's Office Directors
Charter School Administrative Office
Board of Education Office

**Hawaii State Student Council
Board of Education Student Representative
Selection Guidelines**

I. Purpose

- Since 1988, pursuant to the Hawaii State Constitution, Article X, a student has been serving as a non-voting member of the Board of Education.
- As specified in Act 5, (2011 SB8 SD1 HD2), "The Hawaii State Student Council shall select a public high school student to serve as a non-voting representative on the Board of Education." To this end, the Hawaii State Student Council (HSSC) has established procedures and selection guidelines for the Board of Education student representative.
- The following guidelines set forth by the HSSC shall be used to coordinate the annual selection of the Board of Education student representative.

II. Duties of the BOE Student Representative

All applicants shall be expected to fulfill the duties and obligations of the BOE student representative including:

1. Participate in BOE General Business Meetings (twice a month).
2. Participate in BOE Committee Meetings (twice a month).
3. Participate in all HSSC meetings and activities.
4. Represent his/her fellow students.
5. Maintain a 3.0 cumulative grade point average and be a student in good standing that is able to keep up with schoolwork.
6. Must be able to provide own transportation to and from all meetings. If from the neighbor island, the BOE (pending budgetary constraints) will make travel arrangements or utilize technical options such as video/desktop conferencing.
7. Must be able to work well with others as well as be able to work independently.
8. Must be able to follow through on assignments and maintain effective communication with the HSSC.
9. Must shadow current BOE Student Representative one month prior to being sworn in.
10. If the BOE Student Representative becomes incapacitated and/or is unable to fulfill his/her responsibilities, the HSSC shall ask for his/her resignation and shall appoint a replacement.

III. Eligibility and Qualifications

All applicants for BOE student representative position are required and expected to meet the following criteria in order to be considered as a candidate:

1. Entering the 11th or 12th grade at a public school in Hawaii.
2. Skilled in oral and written communication.
3. Understand current issues of student concern.
4. Understand the political process and the responsibilities of the Board of Education student representative position.
5. Have collaborative leadership experience.
6. Have integrity, civic virtues, and high ethical standards.
7. Committed to being a conscientious and attentive BOE representative.
8. Exhibit model behavior throughout the course of his/her high school career (record checks will be administered if necessary).
9. Possess a 3.0 cumulative grade point average or higher.
10. Meet all deadlines set forth by the HSSC and BOE.

IV. Application Procedures

All interested applicants must:

1. Complete the BOE student representative application, essay, and letters of recommendation.
2. Submit completed application, essay, and letters of recommendation by deadlines set by school, district, and state.

V. HSSC Selection Procedure Guidelines

- HSSC members will reclude themselves from all discussions, deliberations, and work involving the BOE student representative selection process if they are also candidates for the position.
- HSSC members will not divulge confidential information regarding internal discussions or deliberations related to the BOE student representative selection process to candidates for the office or non-HSSC members.
- HSSC members will refrain from participating in the campaigns of BOE student representative candidates. All students that file for candidacy and meet all qualifications established by HSSC are eligible to participate in the selection process.
- In the event no students have filed for candidacy, the HSSC has the authority to appoint a BOE student representative for one term from July 2012 to July 2013.

VI. Selection Process

Three levels of vetting/selection processes are established. The levels are school, district, and state.

- March
- State Level: The Hawaii State Student Council (HSSC) disseminates a memo to all high schools regarding the selection process, minimum qualifications, and application.
- School Level: Each high school may select or elect one BOE student representative candidate that meets all minimum qualifications for district review. Schools will determine their own selection process and have the option to conduct an election.
- District Level: Review of school candidates. Select one district candidate for state consideration by 4/2/12 and submit candidate's application documents via e-mail to susan_sato@notes.k12.hi.us.
- April
- State Level: State Selection Committee interviews and selects BOE student representative. The State Selection Committee will be comprised of the HSSC Chairperson, HSSC Vice Chairperson, current BOE Student Representative or Political Action Chairperson, BOE Chairperson or designee, and the Department of Education Student Activities Coordinator. The State Selection Committee will review and interview all the district candidates using a rating system developed by HSSC. The final selection of the BOE Student Representative will be the candidate who receives the highest rating. The HSSC Chairperson will notify the HSSC and DOE of the candidate selected.
- May
- State Level: HSSC announcement of the 2012-2013 BOE student representative.
- May-June
- State Level: Incoming BOE student representative shadows the current BOE student representative and receives training on BOE standards of practice by a BOE staff representative.
- July
- State Level: The BOE student representative is officially sworn into office by the BOE.

Amended: 12/11;1/12

**Hawaii State Student Council
Board of Education Student Representative
APPLICATION**

Please type or print legibly. Submit this application to your Student Activities Coordinator by the deadline date established by your school.

Eligibility

All applicants for BOE student representative position are required and expected to meet the following criteria in order to be considered as a candidate:

1. Entering the 11th or 12th grade at a public school in Hawaii.
2. Skilled in oral and written communication.
3. Understand the current issues of student concern.
4. Understand the political process and the responsibilities of the Board of Education student representative position.
5. Have collaborative leadership experience.
6. Have integrity, civic virtues, and high ethical standards.
7. Committed to being a conscientious and attentive BOE representative.
8. Exhibit model behavior throughout the course of his/her high school career (record checks will be administered if necessary).
9. Possess a 3.0 cumulative grade point average or higher.
10. Meet all deadlines set forth by the HSSC and BOE.

Basic Responsibilities of the Position, Incorporating the Criteria for Selection

1. Participate in BOE General Board Meetings (twice a month). The BOE conducts meetings in Honolulu and in the seven school districts. Additional meetings are called as needed. The meetings may be conducted during the school day. Each BOE member is expected to be aware of education issues. He/she is expected to familiarize himself/herself with the reading materials that are provided to each member prior to each meeting. He/she will be prepared for the items on the agenda through consultation with the DOE/BOE advisor.
2. Participate in selected BOE Committee Meetings. The BOE student representative serves on up to three committees at his/her discretion. Committee meetings are usually held once a month during the school day in the Liliuokalani Building Board Room. Additional meetings are called as needed.
3. Participate in all HSSC meetings and activities. The BOE student representative presents a report on BOE proceedings and serves as a voting member of the HSSC. Meetings may be held monthly or quarterly. During the summer, the HSSC plans for the Student Leadership Conference (SLC) held in July. The BOE student representative is expected to assist with planning and facilitation of the SLC.
4. Represent his/her fellow students.
5. Maintain a 3.0 cumulative grade point average or higher and be a student in good standing that is able to keep up with schoolwork.
6. Must be able to provide own transportation to and from all meetings. If from the neighbor island, the BOE (pending budgetary constraints) will make travel arrangements or utilize technical options such as video/desktop conferencing.
7. Must be able to work well with others as well as be able to work independently.
8. Must be able to follow through on assignments and maintain effective communication with the HSSC. He/she is expected to report regularly on the Board's proceedings to HSSC and get input from the schools through the HSSC representatives.
9. Must shadow current BOE Student Representative one month prior to being sworn in.
10. The BOE student representative is expected to attend the Secondary Student Conference in the Fall.
11. If the BOE Student Representative becomes incapacitated and/or is unable to fulfill his/her responsibilities, the HSSC shall ask for his/her resignation and shall appoint a replacement.

**Hawaii State Student Council
Board of Education Student Representative
APPLICATION**

Please type or print

Applicant's Name: _____
Last First M.I.

Home Mailing Address: _____
Street City State Zip

Home Phone: _____ Male () Female () Grade: _____

E-mail: _____ Name of High School: _____

SAC's Name: _____ Phone: _____ Fax: _____

School District: _____ Principal's Name: _____

Parent/Guardian Names: _____
Father's Name Mother's Name

Attach an official school transcript, including the first semester of the 2011-2012 school year.

I certify that the information on this application is correct and that all submittals by me as part of the application are my own work.

Applicant's Signature Date

I affirm that the applicant is a student in good standing at my school and that the above is correct to the best of my knowledge. I give permission for him/her to be an applicant for the Board of Education student representative position.

Applicant's Signature Date

I have read the responsibilities of the BOE student representative position. I consent to my daughter/son running for the position of BOE student representative. I understand that if she/he is selected, she/he will be attending BOE meetings on Oahu. My child will be responsible for ground transportation to and from the BOE meetings. If my child is from the neighbor island, the BOE (pending budgetary constraints) will make travel arrangements or utilize technical options such as video/desktop conferencing.

Parent/Guardian Signature Date

Parent/Guardian Signature Date

WRITTEN RESPONSE

Please type out all responses and submit with your application as instructed below.

Essay Questions: (250 words or less per question)

1. How much time will you be able to devote to this position on a weekly basis?
2. Why should you be selected to be the BOE student representative?
3. How will you assure that you represent the student's voices?
4. What qualities do you possess which will be assets to the Board of Education?

LETTERS OF RECOMMENDATION

Submit two letters of recommendation from adults (i.e. teacher, counselor, club advisor, community member, administrator) who can describe how you address the following attributes of the ideal BOE student representative candidate traits.

- Skilled in oral and written communication
- Knowledgeable about current issues
- Knowledgeable about political processes
- Knowledgeable about the responsibilities of BOE representative positions
- Have integrity, civic virtues, high ethical standards

Submit your completed application and supporting documents to your school SAC by the school-designated deadline.

Amended: 1/12