

Provo City School District

Policy Series: 1000 Board of Education



Policy No. 1110
Procedure 1

Student Board Members

Further to the attendant policy, this procedure outlines and delineates the purpose and operational aspects of including students as board members on the Provo City School District Board of Education.

Purpose

There are three main purposes for including students on the Board:

1. To invite student perspectives on matters the board is discussing.
2. To encourage more of a liaison function between students throughout the district and the board.
3. To allow student members to actively participate in board meetings and some assigned board activities.

Eligibility

The Board will select one representative each from the Timpview High School boundary and one from the Provo High School Boundary. Eligible students to be considered will be enrolled as full-time students in a high school in Provo City School District. The students must be a ~~junior or~~ senior during the intended year of service.

The following additional eligibility criteria are required:

1. Student officers must be willing to commit the necessary time to attend meetings and perform the duties and responsibilities. This assignment will require approximately 10-12 hours per month.
2. The student must have a good attendance record.
3. The student should have a record that is clear of truancies and major disciplinary infractions for at least twelve months prior to taking on this assignment. This includes violations of state/municipal laws.
4. The student board members must have a minimum cumulative 2.7 GPA, with no failing or incomplete grades in the preceding school year. Students must give consent for their transcript to be accessed by board members. Students must maintain a minimum GPA of 2.7 during their term of service. In the event that a

student member's final academic grades fall below the minimum standard, they will be placed on probationary status for the duration of the school term.

5. Be aware that a Student Member term begins on July 1 and ends on June 30 of the following year.

Role

Student board members will be part of Study Sessions and Business Meetings. This also includes full-day retreats if absences can be pre-arranged at the respective schools. Student board members will not vote on items, nor will they take part in Executive Sessions. Student board members may participate in additional trainings and conferences within the state, if relevant.

Student board members will also choose one of three committees on which to serve: Policy, Legislative, or Capital Facilities. This committee work will require 1-2 hours of service per month.

Student board members must remember that the PCSD Board of Education is a policy-making body and not an administrative body.

Attendance and Reporting at Board Meetings

Student board members are expected to be in attendance and on time for all board meetings. Exceptions to the attendance standard will be made so long as advance notice is provided to the sponsoring Board member and the sponsoring district administrator.

The student board members will be called upon periodically to provide a short report (3 minutes) during the business meeting regarding their relevant activities as student officers. An accompanying presentation including displayed material is acceptable but must be turned in to the sponsoring district administrator at least 24 hours prior to the scheduled board meeting.

Expectations and Responsibilities

The student board members shall:

1. Be prepared to participate fully in each board meeting by reading through the agenda along with accompanying documents
2. Be respectful and courteous with your fellow board members in meetings and in public.
3. Dress properly in business attire.
4. Keep remarks and questions brief, clear, and to the point.
5. Be prepared to report at public meetings.
6. Make every effort to represent all students throughout the district.
7. Get to know the Board members, utilizing opportunities to talk with them informally.

8. Contribute to the discussion by providing student insight and comment on policies, procedures, and decisions.
9. A student school board member who neglects or refuses to attend two (2) regular meetings of the School Board, unless excused due to illness or school-sponsored event, may be removed from their position by the Provo City School District Board. Such removal may occur based upon reasonable cause. Whether the board chooses to replace this individual during the current term is entirely up to the Board.
10. Act only when the Board is in session unless authorized by the Board to perform specific assignments.
11. Refer requests to action via the correct administrative channels.
12. Be enrolled in the Student Government class at the district school they attend, alongside their school-elected and appointed officials. Student board members will be expected to follow requirements the Student Government class set by the advisor at their respective schools. Student Government advisors will note the time commitment required of student board members and ensure that student board members have similar time commitments and responsibilities.
13. Recognize that effective democratic procedure exists when all Board members support the implementation of policy that has been approved by a majority action at an open public meeting.

Board Member and Administrator Mentorship

The board will designate a member of the Board to serve as a mentor for the student board members. Working in consultation with the Board, the Superintendent will designate a member of district administration to serve as the administrative mentor. Together, the board member and administrator will provide relevant and required training for student board members before their term begins and hold regular meetings with the student officers to prepare them for the upcoming board meeting.

Application

The student board members shall be chosen by submitting an application during the same window as their school's student government applications. The Board will decide on the top candidates from each high school and invite them to interview for the position. Students should be prepared to articulate their understanding of a student representative's role on the board. The board will decide who is best fit to serve based on the candidate's ability to represent and advocate for the interest of the students and to portray an inclusive student view. The application must include:

1. Completed Application Form 1110 F1 submitted online.

2. A current resume that includes honors and awards the student has received, extracurricular curricular activities the student has been involved in, and any other information the student believes is important to include
3. A personal narrative, not to exceed 1-2 pages, that includes the reason(s) the student would like to serve as the student representative to the School Board.
4. Three recommendations from adults familiar with the applicant's qualifications, such as teachers, administrators, employers, and ecclesiastical leaders. Students will provide an email address for their references, and a Google Form will be sent to each reference asking for information about the student's qualifications and abilities to fulfill the requirements of this assignment.
5. Permission from the applicant for district leadership to access the student's attendance record for the past 12 months.
6. Permission from the applicant for district leadership to access the student's transcript.
7. Signatures from 50 high school students currently enrolled in the Provo City School District

Selection and Announcement

1. Members of the board, on behalf of the entire board, and a designated member of cabinet will review applications and will narrow the field down to a small group of finalists.
2. The finalists will be interviewed and considered by a group of board members or the entire board, depending on scheduling availability, a designated member of cabinet, and the student government advisors from each of the high schools.
3. The decision and public announcement of the student officers selected will be made by April 1st.

Approved by the Board of Education:

March 21, 2023

Revised:

April 16, 2024