



**Howard County Association of Student Councils**

Affiliated with the Maryland Association of Student Councils

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January 8, 2009

Dear Student Government Advisor:

The Education Article of the Annotated Code of Maryland authorizes the election of a student member of the Howard County Board of Education. Amended in 2006, Howard County Policy 2010 specifies that Howard County students in grades 6-11 shall have the opportunity to elect the Student Member of the Howard County Board of Education to a one-year term.

The responsibilities of this position are extensive. A copy of the position description is enclosed for your information. The student members must spend at least two evenings per month in attendance at Board meetings. Considerable time prior to each meeting must be devoted to reviewing policies and programs scheduled for action or review by the Board. In addition to the twice-monthly meetings, the student member attends public Board functions and all Howard County Association of Student Council (HCASC) meetings.

It is now time to receive applications for the next Student Member of the Howard County Board of Education. Any current sophomore or junior in Howard County may apply for this position. The student must be regularly enrolled in a public high school, academically eligible, and a junior or senior in the 2009-2010 school year. The student elected by the students of Howard County will serve a one-year term on the Howard County Board, July 1, 2009 to June 30, 2010.

Applicants must submit an application, a resume, essay responses, a confirmation of academic eligibility signed by a guidance counselor, and the principal's recognition that the student is running for this position. The applicant must assemble the complete application packet and return it to Ms. Ronnie Bohn, HCASC Advisor, HCPSS, 10910 Route 108, Ellicott City, MD 21042, Fax Number: 410-313-5661. **The complete application packet must be received no later than 4:00 PM on Friday, February 13, 2009. Incomplete or late applications will not be considered.**

All applications will be checked for completeness and eligibility. If more than three complete applications are received, a committee will convene on Monday, February 23, 2009 to select two applicants to become the candidates. This committee will be made up of the current Student Member, the HCASC President, the HCASC 2<sup>nd</sup> Vice President, an SGA Advisor from a school not represented by the candidates, and the Superintendent's designee.

The candidates selected will 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 Cable 72. Guidelines for this process will be distributed to the candidates.

**Dates to remember:**

- |                     |  |
|---------------------|--|
| ⇒ February 13, 2009 | Completed application packets due to Ms. Ronnie Bohn                       |
| ⇒ February 19, 2009 | Meeting of applicants and a parent – Central Office, 5:30 p.m.<br>Room ML2 |
| ⇒ February 23, 2009 | Meeting of committee to narrow applicants (if necessary)                   |
| ⇒ April 17, 2009    | Election in middle and high schools  |

Surely I do not need to tell you the critical role the student member of the board plays in bringing the student voice to the Board. Please help HCPSS by seeking out students who may be interested in this position, encouraging strong candidates to apply, and helping students complete the application. I appreciate your help.

Sincerely,

Ms. Ronnie Bohn, Advisor  
Howard County Association of Student Councils  
Howard County Public School System

cc: Principal  
Assistant Principals

Enclosures:

1. Letter to Student Nominee
2. Position Description
3. Application Packet
  - Application Form
  - Essay Prompts
  - Principal and Guidance Counselor Forms



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Dear Student:

Thank you for your interest in serving as the Student Member of the Howard County Board of Education for the 2009-2010 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, which is described in the enclosed Position Description.

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 complete the application by **Friday, February 13, 2009. Incomplete or late applications will not be considered.**

All applications will be checked for completeness and eligibility. If more than three complete applications are received, a committee will convene on February 23, 2009 to select two applicants to become the candidates. This committee will be made up of the current Student Member, the HCASC President, the HCASC 2<sup>nd</sup> Vice President, an SGA Advisor from a school not represented by the candidates, and the Superintendent's designee. More details about this committee will be communicated to you and a parent/guardian at the Applicants' Meeting on February 19, 2009.

The candidates selected will 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 Cable 72. Guidelines for this process will be distributed to you at the meeting on February 19.

The election will take place on April 17, 2009 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 at 410-313-1505 or [Ronnie\\_Bohn@hcpss.org](mailto:Ronnie_Bohn@hcpss.org). You may also contact our Special Elections Coordinator, Julie Morse, at [pulie91@aol.com](mailto:pulie91@aol.com).

Sincerely,

Ms. Ronnie Bohn  
Advisor, Howard County Association of Student Councils  
Howard County Public School System  
(410) 313-1505



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

**ROLE OF THE STUDENT MEMBER:**

The Student Member is expected to participate in all public Board of Education meetings as well as all functions except when the Student Member and Board Chairman concur that there would be a significant sacrifice to schoolwork. Unless invited to attend by the affirmative vote of a majority of the Board, the Student Member may not attend closed sessions of the Board.

The Student Member shall receive all Board information, with the exception of confidential personnel and closed session items, at the same time as the Board members. The Student Member of the Board of Education shall 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. They should identify which view or views are being expressed.

The Student Member may not vote on personnel and appeal issues in general.

**RESPONSIBILITIES OF THE STUDENT MEMBER:**

1. Participate in public Board of Education meetings and exercise the right to vote in accordance with policy and Maryland statute.
2. Participate in all public functions of the Board of Education except when the Student Member and Board Chairman concur that there would be a significant sacrifice to schoolwork.
3. Meet with Student Representatives as necessary.
4. Establish the rotation for Student Representatives to participate in the regular Board of Education meetings.
5. Revise and update the Student Member handbook and pass it on to 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 except when the Student Member and Board Chairman concur that there would be a significant sacrifice to schoolwork.
5. To attend an introductory meeting with the chairman of the Board of Education.
6. To work closely with the HCASC Advisor who serves as the Superintendent's designee.

#### CANDIDATE SELECTION:

1. Completed applications are due by **February 13** to Ms. Ronnie Bohn, HCPSS, 10910 Route 108, Ellicott City, MD 21042.
2. An Applicant Meeting will be held on February 19 at 5:30 p.m. at the central office in Room ML2 to review the election process and answer any questions about the process or the position. You are to bring a parent/guardian with you to this meeting.
3. If there are more than three qualified applicants, a committee will be convened on February 23 to select the final two candidates. The HCASC Special Elections Coordinator will moderate and chair the committee. Voting members of the committee will include the current Student Member, the HCASC President, the HCASC 2<sup>nd</sup> Vice President, an SGA Advisor from a school not represented by the candidates, and the Superintendent's designee. The panel will announce the two candidates by February 26, 2009.
4. Guidelines for the campaign process will be given to applicants at the February 19 Applicant Meeting.
5. The election of the Student Member shall be through confidential ballot. Balloting shall be conducted on April 17, 2009.
6. The Superintendent's designee shall certify to the Board at the first meeting in July that the Student Member Elect was elected in accordance with all policies and procedures in and enforceable by Policy 2010.



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**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:

(Please place your name and school name at the top of each page)

- a. This application form
- b. Resume (on white paper)
- c. Three essay responses (on white paper)
- d. Signed Forms

**Essay Prompts**

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

1. Describe what you think is the most important issue or concern facing students today.
2. How do you think the Howard County Board of Education should address that or another significant issue?
3. What do you think is the role of the student member of the Howard County Board of Education and how would you fulfill this role?

Your **complete application packet** must be **received via mail or fax by February 13** by:

*Ms. Ronnie Bohn*  
*Howard County Public School System*  
*10910 Route 108*  
*Ellicott City, MD 21042*  
*Fax Number: 410-313-5661*



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**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 academically eligible in accordance with Policy 9070--meaning that he/she has no failing grades and at least a 2.0 for this marking period.

\_\_\_\_\_

Guidance Counselor Signature



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**APPLICANT 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 running for the position of Student Member of the Board of Education for Howard County for the 2009-2010 School Year.

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