

### **Summary of Current Selection Process**

- Any rising sophomore, junior or senior at TC Williams may apply by filling out the application
- The SSLC selects five students from all applicants to be finalists who interview with the board chair and vice chair
- The Chair and Vice Chair make a recommendation to the board about which two finalists to choose
- The board votes on the new student representatives
- Those liaisons serve for one academic year, and, if sophomores or juniors, may apply again in following years

### **Rationale for Changes**

- Currently the SSLC chooses five student liaison finalists who may interview to be chosen as one of two student liaisons. Because the SSLC is such a small group (sometimes as small as 4 members), and many liaison applicants are current members of SSLC, the review process does not really reflect the wide range of ACPS student experiences or diversity of the student body. For example, SSLC rarely has members who are students currently in the International Academy.
- Instead of just SSLC, a small group of self-selected students, acting as the gatekeeper for the liaison position, recruiting more student leaders to the SRSC would ensure the finalists are more well known throughout the student body, more knowledgeable about the diverse experiences of TC students, and more accountable to student voices.
- We have also added some changes to the application process, to streamline the process electronically, and align it better to what we as students on the selection committee would like to know to evaluate the student representatives candidates.

### **Proposal for New Selection Process**

- The student representatives from this year forward will be one senior and one junior at TC Williams.
- The student representative position will be a two year term (or one year if a student is appointed as a rising senior, because of a vacancy).
- Junior representatives will automatically become senior representatives at the end of their junior year unless they violate school board student representative expectations.
- The Student Representative Selection Committee (SRSC) will solicit applications from T.C. Williams sophomores for the junior representative position, and (if necessary, because of vacancy) solicit applications from TC Williams juniors for the senior representative position.
- The SRSC will select three rising juniors as finalists for the junior representative position and (if necessary because of vacancy) three rising seniors as finalists for the senior representative position.
- The SRSC will include:
  - All SSLC members
  - Any president of any TC club who wishes to join
  - All class presidents and the Student Government Association president

- One student from Hammond MS and one from GWMS, nominated by their principal
- Current student representatives may serve on the SRSC.
- The outgoing senior representative will serve as chair of the SRSC.
- Any student who has applied to be student representative may not serve on the SRSC.
- The School Board Chair and Vice Chair will interview the three junior finalists and (if necessary because of vacancy) the three senior finalists.
- From the finalists interviewed, the Chair and Vice Chair will recommend to the rest of the school board one junior and (if necessary because of vacancy) one senior.
- The School Board will vote on the new student representative(s).

#### **Other Application Changes:**

- To streamline the application, students will be asked to submit a resume instead of multiple lengthy lists of extracurricular activities
- Instead of one essay about why students would like the position and what they hope to accomplish, we split the essay requirement into a short detailed list of top three goals for the position and short answer about why students would like the position. We believe this will encourage better and more detailed answers for the SRSC to evaluate.
- We wanted to add an opportunity for students to list the honors and AP courses they have taken to get an idea of the rigor of the applicant's curriculum, and their willingness to take on a challenges.
- We also wanted to add the requirement that student applicants attend at least one school board meeting before they submit their application to show they are genuinely interested in the position and have witnessed the basic structure of board meetings. Applicants will be held to this requirement on the honor system.

#### **Redline with Proposed Edits to Current School Board Student Representative Policies**

File: BBBB ALEXANDRIA CITY PUBLIC SCHOOLS STUDENT REPRESENTATIVES TO THE SCHOOL BOARD The opinions and concerns of the students in Alexandria City Public Schools are important to the School Board. Therefore, the Board establishes two non-voting student representative positions. Including students as non-voting members of the School Board will create a direct link between ACPS students and the elected body that governs them. This relationship will enable the student body to have input into the policies and direction of the school division. The establishment of these positions will provide T. C. Williams High School students the opportunity to serve their community and to gain a more thorough understanding of city and school governance and its role in creating an effective learning environment for every child in Alexandria. The student representatives shall serve in an advisory capacity and shall not vote. The student representatives shall not attend closed meetings. The school division shall provide the meeting agenda and other public materials to the student representatives in advance of each public meeting. The student representatives shall not have access to confidential information, including student or personnel records. The student representatives are expected to attend all regular, open meetings and complete assignments for research and data

collection when requested by the School Board. The Board can remove any student representative if there is a violation of ACPS policy or Virginia law. The Superintendent shall develop regulations to implement this policy. Adopted: February 16, 2012 Amended: December 4, 2014 Amended: June 18, 2015 Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-86.1.

File: BBBB-R ALEXANDRIA CITY PUBLIC SCHOOLS 1 STUDENT REPRESENTATIVES TO THE SCHOOL BOARD REGULATIONS AND APPLICATION The following regulations shall support the appointment of two student representatives to the School Board. These representatives shall serve annual terms from July 1 through June 30 of the school year of their appointments. Applications shall be submitted by April 1st of each year. Appointment by the School Board shall occur at a June School Board meeting. Appointees shall serve an annual term. The student representatives will sit at the Board table. As a standard agenda item, the student representatives will report on behalf of all of the students in the division. The student representatives will not have the power to vote on any issue. As representatives of the T.C. Williams High School student body, the students will be given equal opportunity to voice their own opinions and those of the student body they represent on any and all issues brought before the School Board, except as precluded by law or policy. Student representatives are required to attend at least 75% of the semi-monthly School Board meetings. Additionally, student representatives may choose to attend any School Board work sessions with full participatory non-voting rights. Student representatives will be allowed to leave any meeting at their discretion if the meeting goes past 10 pm, due to school work obligations. If a student representative fails to maintain the required 75% participation at public Board meetings, the position will be re-opened for the selection of a replacement representative. The student representative positions will be open to sophomore, junior, and senior students of T.C. Williams High School. Students may apply at the end of their freshman, sophomore, or junior year. All applications will be reviewed by the Superintendent's Student Leadership Committee at T.C. Williams High School. This committee will choose the five most qualified applicants and submit their applications to the Superintendent for review. The Superintendent will then forward the applications to the School Board Chair and Vice Chair by May 1. The Chair and Vice Chair of the Board will conduct in-person interviews with the top five applicants and recommend to the School Board the two best qualified applicants for the student representative positions. The full Board will vote on this recommendation prior to July 1. The Chair and Vice Chair will oversee the development of an induction process for the student representatives, to include a review of Roberts Rules of Order, School Board protocols, and related information. Among other factors, students who serve as representatives to the School Board will be chosen based on evidence of exemplary character and high personal standards of conduct and adherence to school policies and regulations. June 18, 2015 File: BBBB-R ALEXANDRIA CITY PUBLIC SCHOOLS 2

APPLICATION FOR A STUDENT REPRESENTATIVE POSITION TO THE ALEXANDRIA CITY SCHOOL BOARD Date: \_\_\_\_\_ Name (Last): \_\_\_\_\_ (First): \_\_\_\_\_ (M.I.): \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_ Do you now live in the City of Alexandria?  
(Yes/No) \_\_\_\_\_ If yes, for how long? \_\_\_\_\_ Have you ever served the City of  
Alexandria in any capacity? (Yes/No) \_\_\_\_\_ If yes, please explain:

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\_ In the space provided, please write no more than 250 words about why you are applying for  
the position and what you hope to accomplish if chosen:

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Attendance Requirements: Appointees are required to attend at least 75% of the yearly School  
Board meetings. Absences may be excused because of personal illness or serious illness of  
members of the immediate family, death of a family member, unscheduled or unforeseen school  
trips, and emergency work assignments only. All other absences are recorded as unexcused.  
In light of the above, will you be able to attend at least 75 percent of the regular meetings of the  
Alexandria City School Board? (Yes/No) \_\_\_\_\_ It is expected that the monthly time  
commitment for this position will range between 15 and 20 hours. Educational Background:  
(Please list schools attended and merit awards received)

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\_\_ Summary of work and/or practical experience within the past three years:

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\_\_ References: Please list the name, address, and title of at least three references that you have contacted and who support your application. Recommendations should be returned to you in sealed envelopes with the author's signature across the back seal of the envelope. Recommendations will be opened and reviewed for those students selected as finalists to be interviewed by the School Board Chair and Vice Chair.