Board of Education Intern Program Overview
Open to Rising Juniors & Seniors for the 2023-24 School Year

Program Purpose: Two board interns per school year will share the student voice with Bloomfield Hills Schools Board of Education for the incorporation of student perspective in district policy, strategic planning, and decision making. Interns, along with the program’s student advisory council members, will also help in the dissemination of important district information to the student body. This role will be even more critical in the 2023/2024 School year as we will be needed student input in the following:

Program Composition: The Board Intern Program will consist of two board interns, and up to six student advisory council members. The two board interns will be the primary point of contact for district leadership and board members. Student advisory council members will work collaboratively with the two interns on all initiatives.

Program Expectations: Throughout the school year, students will work primarily with the Board Intern Program Committee, the Board of Education, and the Office of the Superintendent. Students selected to be part of the Board Intern Program can expect to be involved in the following ways throughout the school year:

- Develop ways to gather student feedback and share student concerns to the Board
- Create channels of communication to reach the students and convey information to the student population
- Understand and follow guidelines of Board behavior, including:
  - Confidentiality
  - Spokesperson
  - Working as part of a team
  - Conflicts of interest
  - Punctuality
  - Preparedness
  - Civil discourse
  - Chain of command
- Embrace public speaking, and be comfortable presenting to audiences of varying sizes
- Demonstrate respect for all people and issues addressed

Criteria for Candidacy:
- Must be currently enrolled in a Bloomfield Hills Schools high school (BHHS, Bowers, IA)
- Must be a rising junior or senior in the upcoming school year
- Must commit to participating in the program for one school year
- Must have a GPA of 3.0 or above
- Must be comfortable working collaboratively with students, staff, and trustees
- Must be actively involved within the school community, and be willing to contribute to the betterment of Bloomfield Hills Schools on behalf of students K-12
- Must be willing to commit to representing a large constituency of students, and the responsibility of collecting or sharing information with stakeholders
Criteria for Candidacy (continued):
- Must be willing to attend and participate in meetings and events that are broadcasted and recorded
- Must be able to manage the time commitment which includes preparing for and attending meetings,
- Must be willing to participate in student leadership development opportunities that may be offered
- Must be willing to participate in training to learn about advocacy, governance, and/or other duties and responsibilities affiliated with being a member of a Board of Education

Application Process: By Monday, May 8, 2023 at 4 p.m., please email Rebecca Catherincchia (rcatherincchia@bloomfield.org) in the Office of the Superintendent the following three documents in PDF format:
- Scanned PDF of the completed application, inclusive of the three signatures required.
- Current resume (limited to one page)
- Letter of interest (not to exceed 250 words) on why you are interested in applying to be part of the Board Intern Program for the 2023-24 school year, and what you hope to accomplish and learn from the experience, if selected

Next Steps: Please reference the following time frames, methods of communication, and important dates as next steps as part of the Board Intern Program:
- Application deadline is Monday, May 8, 2023 at 4 p.m.
- Interviews will be held the weeks of May 15, 2023. First round interviews will be conducted virtually and will include three board members. Candidates will be able to pick from a list of pre-selected dates and times.
- The Board of Education will present its recommendation at the May 25, 2023, Regular Board Meeting. Students' names will not be announced or referenced during this meeting.
- All candidates will receive an email from the Office of the Superintendent notifying them of the decision of the Board of Education on Wednesday, May 31, 2023.
- The formal announcement and appointment of the 2023-24 Board Interns and Student Advisory Council members will take place at the broadcasted June 8, 2023 Study Session held at the Booth Center at 6:30 p.m.