



Jefferson Union High School District
ADMINISTRATIVE OFFICES - SERRAMONTE DEL REY
699 Serramonte Boulevard, Suite 100
Daly City, CA 94015-4132
650-550-7900 - FAX 650-550-7888

Board of Trustees: Andrew Lie, Carla Ng-Garrett,
Nick Occhipinti Kalimah Y. Salahuddin,
Rosie Tejada
Superintendent: Dr. Terry A. Deloria

Student Trustee/Advisory Council Candidate Application

Date

School

Last Name

First Name

Middle Initial

Permanent Home Address (number, street, city, zip code)

Home Phone #

Cell Phone #

Personal Email Address

I would like to apply for: (You may apply for one or both positions)

Student Trustee – Sits with the Board of Trustees at all Regular Board Meetings (open to the Public) and participates in all discussions. Receives the same materials as other Trustees (except information for Closed Session); casts advisory vote at meetings; attends

agreed upon meetings of the Board of Trustees and Jefferson Union High School District's Student Advisory Council (*see attached detailed description*).

□ **Student Advisory Council** – Comprised of student representatives from each JUHSD school; meets monthly to bring forward school/student related issues, and helps influence Board and education policy; members act as student advocates from their respective schools and share student issues with Council.

Required Qualifications for a Student Trustee/Student Advisory Council Member

- Be currently enrolled in a school within the Jefferson Union High School District
- Have grades in good standing, and maintain a 2.0 GPA
- Be a Junior or Senior during term in office
- Be able to attend the Jefferson Union High School District Board Meetings (Student Trustees only) and Student Advisory Council Meetings.

Please answer the following questions on a separate sheet, and attach to this document.

1. List your prior experiences serving on a student council, club or school-based organization, as well as leadership, community or business activities in which you have participated. Please list your roles, responsibilities, and achievements.
2. Why do you want to be a Student Trustee or Student Advisory Council Member, and what do you hope to gain from this experience? What differences would you make for the JUHSD student body?
3. What issues would you address as a Student Trustee or Student Advisory Council Member, and how would you address those issues?
4. What additional information would you like to share regarding your qualifications for this position?

Appointment Procedures

- All eligible students may apply
- **Applicants MUST RSVP online to attend the below scheduled meetings, just so the council has an idea of who is interested. Attending these meetings are important, just so you can see the flow of the meetings, and to find out what is expected of you at each meeting.**
 - March 18, 2019 Student Advisory Council Meeting

- Jefferson Union High School District Office (699 Serramonte Blvd., Room 200)
 - 6:00 p.m.
 - March 19, 2019 Regular School Board Meeting
 - Jefferson Union High School District Office (699 Serramonte Blvd., Room 223)
 - 7:00 p.m.
- Applicants **MUST** submit applications (either online or hard copy)...**NO LATER THAN 4:00 p.m., Friday, March 22, 2019.** See Ways To Submit.
 - NOTE: If submitting online application, please complete, save as a document, and send to Candice Bell via email (see email address below).
 - NOTE: You may find hard copies at the Main Office or with your school's Director of Student Activities.
- Applicants will be notified (the week of March 25th) for an interview on one of the following dates:
 - Thursday, April 4th
 - Friday, April 5th
- Finalists will be selected on Monday, April 15th.

APPLICATION SUBMISSION DEADLINE: ALL applications MUST be submitted...NO LATER THAN 4:00 p.m., Friday, March 22, 2019.

Ways To Submit

Please complete and submit your application by one of three ways.

1. Email directly to candice.bell@jeffersonunion.net
2. Deliver to Candice Bell at the Jefferson Union High School District Office (699 Serramonte Blvd., Suite 100, Daly City, CA 94015).
3. Give to your school Principal, and they will send to Candice Bell.

Applicant Signature

Date

District Administration Signature

Date Received

**JEFFERSON UNION HIGH SCHOOL DISTRICT
STUDENT TRUSTEE JOB DESCRIPTION – 2019/2020 ACADEMIC YEAR**

ROLE SUMMARY

- To contribute to the collective responsibility of the overall governance and strategic direction of the Jefferson Union High School District.
- To provide and enhance the student voice and provide a student perspective to the Jefferson Union High School Board of Trustees.
- To ensure that the Board of Trustees is acting in the best interest of the students.
- To bring forward school/student related issues, and help influence board and education policy.
- Hold a seat, and attend the Jefferson Union High School District Student Advisory Council Meetings.

ROLE OF STUDENT TRUSTEE

Rights

- Seated with the Board of Trustees at all Regular Board Meetings (open to the Public), and participate in all discussions.
- Receive the same materials as other Trustees (except information for Closed Session).
- Receive District-related advice from the general counsel.

Privileges

- Student Trustee Advisory Vote
- Make and Second motions (except on matters dealing with employer-employee relations).
- Learning and networking opportunities through trainings, workshops and conferences, including the annual California School Boards Association conference, at the District's expense.

Responsibilities

- The Student Trustee has the same general responsibilities as the publicly elected trustees to be a contributing and ethical member of the Board, including adherence to the Board's Governance Standards (Board Bylaw 9005(a)).

Additionally, the Student Trustee has the following specific responsibilities:

- Attend agreed upon meetings of the Board of Trustees.
- Attend the Jefferson Union High School District's Student Advisory Council meetings.

- Prepare for Board Meetings
 - Review the Board agenda and related materials.
 - Seek clarification when necessary from the Superintendent or other administrative staff.
 - Prepare a monthly report on student activities at our schools within Jefferson Union High School District.
 - Understand policy as it relates to the Board Bylaws (9000 – 9400).
 - Understand the Brown Act.
 - Advocate for the students at a board level and the District at a State Level.
 - Understand and apply parliamentary procedure.
 - Possible focus on a specific topic that is reported out at end-of-year.

Term of Office

- The term of the Student Trustee is one year (June 1 through May 31)
- A Student Trustee who has held office for a full term or who is disqualified from office under the provisions of Board rules (TBD), may not run for a second term

Eligibility

- Be currently enrolled and have grades in good standing (2.0 GPA)
- Have good attendance (cannot have more than 5 unexcused absences).
- Not hold any other elected or appointed office at the school sites or county level.
- Be a Junior or Senior during term of office.

Disqualification from Office

- The Student Trustee will forfeit office, including all rights and privileges thereof, if the Student Trustee:
 - Is suspended or expelled from school/the District
 - Moves out of District
 - Grades fall below 2.0 GPA
 - Misses more than three meetings