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STATE OF HAWAII
DEPARTMENT OF EDUCATION
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OFFICE OF CURRICULUM AND INSTRUCTIONAL DESIGN

March 13, 2023

TO: Complex Area Superintendents
High School Principals
Student Activities Coordinators

FROM: Teri Ushijima, Ed.D.
Assistant Superintendent

SUBJECT: **Hawaii State Board of Education Student Representative Selection 2023**

The Hawaii State Board of Education (BOE) recognizes the importance of providing students with meaningful democratic experiences. Since 1988, the Hawaii State Student Council (HSSC) has assisted in the selection of a non-voting BOE student representative. All eligible students are encouraged to apply. The State Selection Committee will interview and select the student representative in April.

Attached are the guidelines for the selection process, minimum qualifications and application. Your assistance is requested in publicizing the selection process and identifying potential candidates. Submit applications and supporting documents by **Friday, April 14, 2023**, to Office of Curriculum and Instructional Design - Student Activities Program, 475 22nd Avenue, Room 207, Honolulu, Hawaii 96816.

Should you have any questions, please contact Ms. Tiffany Frias, Educational Specialist for the Student Activities Program, at (808) 305-9774 or via email at tiffany.frias@k12.hi.us.

TU:tf
Attachments

c: Superintendent
Assistant Superintendents
State Public Charter School Commission

HAWAII STATE STUDENT COUNCIL
Board of Education Student Representative 2023-2024
Selection Guidelines

I. Purpose

- Since 1988, pursuant to the Hawaii State Constitution, Article X, a student has been serving as a non-voting member of the Board of Education.
- As specified in Act 5, (2011 SB8 SD1 HD2), "The Hawaii State Student Council shall select a public high school student to serve as a non-voting representative on the Board of Education." To this end, the Hawaii State Student Council (HSSC) has established procedures and selection guidelines for the Board of Education student representative.
- The following guidelines set forth by the HSSC shall be used to coordinate the annual selection of the Board of Education (BOE) student representative.

II. Duties of the BOE Student Representative

Applicants are expected to fulfill the duties and obligations of the BOE student representative including:

- Participate in BOE General Business, Committee and Special Meetings.
- Participate in all HSSC meetings and activities.
- Represent his/her fellow students.
- Maintain a 3.0 cumulative grade point average and be a student in good standing that is able to keep up with schoolwork.
- Provide your own transportation to and from all meetings. If from the neighbor island, the BOE may utilize technical options such as online conferencing. Occasional travel to Oahu is possible.
- Work well with others as well as independently at other times.
- Follow through on assignments and maintain effective communication with all parties.
- Shadow the current BOE Student Representative one month prior to being sworn in.
- If the BOE Student Representative becomes incapacitated and/or is unable to fulfill his/her obligations, the Student Representative shall resign and the HSSC shall appoint a replacement.

III. Eligibility and Qualifications

Applicants must meet the following criteria for candidacy:

- Be a Hawaii public high school student in good standing who is entering the 11th or 12 grade.
- Skilled in oral and written communication.
- Understand current issues of student concern.
- Understand the political process and the responsibilities of the Board of Education student representative position.
- Have collaborative leadership experience.
- Have integrity, civic virtues, and high ethical standards.
- Committed to being a conscientious and attentive BOE representative.
- Exhibit model behavior throughout the course of his/her high school career (record checks will be administered if necessary).
- Possess a 3.0 cumulative grade point average or higher.
- Meet all deadlines set forth by the HSSC and BOE.

IV. Application Procedures

All interested applicants must:

- Complete the BOE student representative application, questions, and letters of recommendation.
- Submit completed application, essay, and letters of recommendation by the deadline.

V. HSSC Selection Procedure Guidelines

- HSSC members will recuse themselves from all discussions, deliberations, and work involving the BOE student representative selection process if they are also candidates for the position.
- HSSC members will not divulge confidential information regarding internal discussions or deliberations related to the BOE student representative selection process to candidates for the office or non-HSSC members.
- Current HSSC members will refrain from participating in the campaigns of BOE student representative candidates.
- All students that file for candidacy and meet all qualifications established by HSSC are eligible to participate in the selection process.
- In the event no students have filed for candidacy, the HSSC has the authority to appoint a BOE student representative for one term from July 2023-July 2024.

HAWAII STATE STUDENT COUNCIL
Board of Education Student Representative 2023-2024
Application

Please type legibly and submit to your school coordinator by the deadline.

Eligibility and Qualifications

All applicants are required and expected to meet the following criteria to be considered as a candidate:

- Entering the 11th or 12th grade at a public school in Hawaii.
- Skilled in oral and written communication.
- Understand current issues of student concern.
- Understand the political process and the responsibilities of the Board of Education (BOE) student representative position.
- Have collaborative leadership experience.
- Have integrity, civic virtues, and high ethical standards.
- Committed to being a conscientious and attentive BOE representative.
- Exhibit model behavior throughout the course of his/her high school career (record checks will be administered if necessary).
- Possess a 3.0 cumulative grade point average or higher.
- Meet all deadlines set forth by the Hawaii State Student Council (HSSC) and Board of Education (BOE).

Duties of the BOE Student Representative

All applicants are expected to fulfill the obligations of the BOE student representative including:

- Participate in BOE General Business Meetings that are held during the school day online or in the Liliuokalani Building Board Room. Additional meetings are called as needed. The BOE student member is expected to review reading materials prior to each meeting and be prepared for agenda items through consultation with the DOE Advisor.
- Participate in BOE Committee Meetings. The BOE Student Representative serves on committees at his/her discretion. Meetings are held during the school day online or in the Liliuokalani Building Board Room. Additional meetings are called as needed.
- Participate in all HSSC meetings and activities. The BOE Student Representative presents a report on BOE proceedings and serves as a non-voting member. He/she is expected to assist in planning and leading HSSC events.
- Represent his/her fellow students.
- Maintain a 3.0 cumulative grade point average and be a student in good standing that is able to keep up with schoolwork.
- Provide your own transportation to and from all meetings. If from the neighbor island, the BOE may utilize technical options such as online conferencing. Occasional travel to Oahu is possible.
- Work well with others as well as independently at other times.
- Follow through on assignments and maintain effective communication with all parties.
- Shadow the current BOE Student Representative one month prior to being sworn in.
- If the BOE Student Representative becomes incapacitated and/or is unable to fulfill his/her obligations, the Student Representative shall resign and the HSSC shall appoint a replacement.

HAWAII STATE STUDENT COUNCIL
Board of Education Student Representative 2023-2024
Application

Applicant's Name: _____
Last *First* *M.I.*

Home Mailing Address: _____
Street *City* *Zip Code*

Home/Cell Phone: () _____ Personal Email: _____

School District: _____

High School: _____ Grade: _____ Gender: _____

Name of School Principal: _____

Name of Student Activities Coordinator: _____

Phone: () _____ Email: _____

Name of Parent/Legal Guardian: _____ Phone: () _____

Name of Parent/Legal Guardian: _____ Phone: () _____

Attach an official school transcript.

I certify that the information on this application is correct.

Applicant's Signature *Date*

I affirm that the applicant is a student in good standing at my school and that the above is correct to the best of my knowledge. I give permission for him/her to apply for the Board of Education Student Representative position.

Principal's Signature *Date*

I have read the responsibilities of the BOE Student Representative position. I consent to my son/daughter/ward running for the position of BOE Student Representative. I understand that if he/she is selected, he/she will attend BOE meetings on Oahu or online. My child will be responsible for ground transportation to and from the BOE meetings. If my child is from the neighbor-island, the BOE may provide technical options such as online conferencing.

Parent/Legal Guardian's Signature *Date*

STUDENT ACTIVITIES

List student activities in which you have participated and place an "X" in the appropriate grade levels. Also, list leadership positions held and any awards or accomplishments received.

Activities	Grade		
	9	10	11
Leadership Positions	Grade		
	9	10	11
Accomplishments	Grade		
	9	10	11

COURSES

What classes do you plan to take during the 2023-2024 school year?

First Semester	Second Semester

In what extracurricular activities do you plan to be involved in during the 2023-2024 school year?

WRITTEN RESPONSE

Please type out all responses and submit as an attachment with your application as instructed below.

Essay Questions:

1. Why do you want to be the BOE Student Representative?

2. What strengths do you possess that would be beneficial to this position?

3. How will you represent the students of Hawaii?

4. Given the demands of the position, how will you manage your time and continue to maintain schoolwork and other activities?

LETTERS OF RECOMMENDATION

Submit two letters of recommendation from administrators, teachers, counselors, advisors, mentors, coaches, community members, mentors, or other adults.

SUBMISSION

Submit your signed application and supporting documents to your Student Activities Coordinator by the designated school deadline.

