

Oxford Area School District

Oxford Area High School

David A. Woods
Superintendent

Brian Cooney
Business Administrator

Margaret Billings-Jones, Ed.D.
Assistant Superintendent

James A. Canaday, Principal
Dana Douglas, Assistant Principal Andrew Wendle, Assistant Principal

March 7, 2023

Student School Board Representative
OASD Policy 9130

Class of 2024:

Any student interested in representing Oxford Area School District as our student school board representative is required to submit a completed application to the building principal. Applications must be submitted with all necessary materials and meet the designated due date. Please see the attached information.

- Copy of OASD Policy 9130
- Submit a general letter of interest, resume, and three letters of support from an OAHS teacher and/or administrator.
- Completion of Application Form with peer signatures
- Application Material Due Date: Thursday, March 30, 2023, by 3 p.m. to Mr. James A. Canaday, Principal

Sincerely,



James A. Canaday
Principal

No. 9130
SECTION: BYLAWS OF THE BOARD
TITLE: STUDENT SCHOOL BOARD
REPRESENTATIVE

ADOPTED: 11/24/08
READOPTED: 6/19/12;1/29/14;11/15/16;
4/16/19
REVISED:

OXFORD AREA SCHOOL DISTRICT

PURPOSE

The student school board representative shall be an advisor to, and meet and work constructively with, the Oxford Area School Board and Administration in the formulation and evaluation of policy and regulations in the operation of our school system. The only meetings the student school board member shall attend in his/her representative capacity are the regular monthly public school board meetings of the Oxford Area School District. The student school board representative shall be a nonvoting participant in the Board of Directors for the Oxford Area School District. He/she shall also provide a communication link with the student body, and by participation provide a practical governmental experience for the student selected.

ELIGIBILITY

Any student in their Junior year attending Oxford Area High School, having good moral character, a resident of the Oxford Area School District and a citizen of the Commonwealth of Pennsylvania for at least one (1) year prior to the date of selection, shall be eligible as a student representative.

The Superintendent of Schools will be responsible for the development of the procedures for the selection, responsibilities and expectations of the student school board representative.

OXFORD AREA SCHOOL DISTRICT
9130. STUDENT SCHOOL BOARD REPRESENTATIVE

ADMINISTRATIVE PROCEDURES

STUDENT SCHOOL BOARD REPRESENTATIVE

- A. Junior students who desire to serve as a student School Board representative during their senior year shall submit an application at the same time as those who desire to serve as student council officers. The application will consist of a general letter of interest, resume and three letters of support from Oxford Area School District teachers and/or administrators.
- B. The School Board will choose the student representative from the three (3) names recommended by the principal.
- C. The term of office for the student representative shall be a one-year term beginning in June and continuing through May of his/her senior year.
- D. Should a vacancy occur that is not covered by this procedure, then the high school principal shall, within thirty (30) days, recommend a representative to fill the unexpired term.

THE STUDENT SCHOOL BOARD REPRESENTATIVE SHALL:

- A. Be aware of the great responsibility of his/her position in representing the total student community and not an individual group.
- B. Be aware that the Board is a policy making body rather than an administrative body.
- C. Act only when the Board is in session unless authorized by the Board to perform a specific assignment.
- D. Refer request for action through proper administrative channels.
- E. Recognize that effective democratic procedure exists when all Board members support the implementation of policy that has been approved by majority action at an open public meeting.
- F. Be willing and able to attend all meetings except sessions concerning specific personnel matters, including, but not limited to, employee performance, student discipline hearings, negotiations and grievances as well as consideration of the sale or transfer of property and/or any other matter permitted to be discussed by the Board of School Directors in closed executive session under the Public Open Meeting Law 1974.
- G. Be nonvoting participants of the Board of Directors.
- H. Not attend executive sessions unless by invitation of the Board.
- I. Receive the agenda which is sent to all Board members and other related materials as deemed appropriate by the superintendent.
- J. Serve as School Board representative to the Student Council for one year and attend all scheduled Student Council meetings.
- K. Sit at the Board table along with other Board members, voting and nonvoting, and have a place to speak on the agenda.
- L. The advisors shall be the principal of the senior high school or designee

and an appointed School Board member.

- M. May attend the annual PSBA convention for student delegates with prior Board approval.

EXPECTATIONS FOR STUDENT REPRESENTATIVES

- A. Be prepared with the agenda at each meeting including review of any appropriate items with the high school principal. Be prepared to make a presentation at each public monthly meeting.
- B. Be courteous with Board Members and public at all times.
- C. Keep remarks brief and to the point; ask clear and concise questions.
- D. Learn the identity of Board members so that they can be addressed by name; make opportunities to talk with them informally.
- E. Dress according to school code -- appearance is important as it reflects the school you represent.
- F. Meetings sometimes can run late; have a clear understanding as to time commitment and transportation.
- G. A student school board representative who neglects or refuses to attend two (2) successive regular meetings of the Board, unless detained by sickness or prevented by necessary absences from the district may be removed from his/her position by the high school principal.

Eligibility:

One representative will be selected from the junior class in May to serve a one-year term beginning in June and continuing through May of his/her senior year.

The representative must meet and maintain all eligibility requirements for extra-curricular activities as detailed in the "Student/Parent Handbook."

The representative must exhibit characteristics of good citizenship and have no history of serious disciplinary actions.

The representative must maintain at least 95% attendance and minimum GPA of 2.0.

Selection Process:

The representative candidates will submit a written essay explaining their reason(s) for wishing to be the student representative to the board and their schoolmates and,

The candidates will submit a petition with signatures of at least fifty (50) students and two (2) members of the faculty.

A committee consisting of the student council advisor, the freshman class advisor, the sophomore class advisor, the freshman class president, the sophomore class president and the student council vice-president will review the essays and interview all candidates. The student council advisor and vice-president will act as co-chairs of the committee.

The committee will narrow the list of candidates to three who will be forwarded to the next step without recommendation.

A committee consisting of the principal, assistant principal, school board member, student council president, junior class president and the exiting student representative will interview the three candidates. The group will decide on the representative by consensus. The principal and the student council president will chair the committee.

Policy 9130
Adopted: 11/24/08
Readopted: 6/19/12;1/29/14;11/15/16;4/16/19
Revised:

OXFORD AREA SCHOOL DISTRICT

Application Form

Student School Board Representative

The application will consist of a general letter of interest, your resume, an essay that explains your reasons for seeking the position, and three letters of support from Oxford Area School District teachers and/or administrators. You will also submit a petition with signatures of at least fifty (50) students and two (2) members of the faculty.

Please fill out the form below and return it to the Principal on or before the date listed below. If you have any questions about the nomination process, please feel free to speak to the Principal regarding the application and selection process.

Name of Applicant: _____

Grade 11

Affirmation: *I have read the attached documents and am aware of the responsibilities of this position. If selected, I promise to meet the requirements and to represent the students to the best of my ability.*

Signature: _____

Date _____

Peer Signatures:

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Teacher/Administrator:

1. Name: _____

Signature: _____

2. Name: _____

Signature: _____

The completed application must be submitted to Mr. Canaday no later than 3:00 pm on Thursday March 30th, 2023.

Application review and initial interviews will take place the week of April 10th, 2023.

Interviews of the three finalists will take place the week of April 17th, 2023.

GUIDELINES FOR STUDENT SCHOOL BOARD REPRESENTATIVES

1. Students who desire to serve as a student School Board representative during their senior year shall submit an application.
2. The application will consist of a general letter of interest, resume, essay that explains their reasons for seeking the position, and three letters of support from Oxford Area School District teachers and/or administrators. The candidates will also submit a petition with signatures of at least fifty (50) students and two (2) members of the faculty.
3. The term of office for the student representative shall be a one-year term continuing through May of his/her senior year.
4. The representative must meet and maintain all eligibility requirements for extra-curricular activities as detailed in the "Student/Parent Handbook."
5. The representative must exhibit characteristics of good citizenship and have no history of serious disciplinary actions.
6. The representative must maintain at least 95% attendance and minimum GPA of 2.0.
7. A committee consisting of the principal, assistant principal, school board member, student council president, junior class president and the exiting student representative will interview the three candidates. The group will decide on the representative by consensus. The principal and the student council president will chair the committee.

THE STUDENT SCHOOL BOARD REPRESENTATIVE SHALL:

8. Be aware of the great responsibility of his/her position in representing the total student community and not an individual group.
9. Be aware that the Board is a policy making body rather than an administrative body.
10. Act only when the Board is in session unless authorized by the Board to perform a specific assignment.
11. Refer request for action through proper administrative channels.
12. Recognize that effective democratic procedure exists when all Board members support the implementation of policy that has been approved by majority action at an open public meeting.
13. Be willing and able to attend all meetings except sessions concerning specific personnel matters, including, but not limited to, employee performance, student discipline hearings, negotiations and grievances as well as consideration of the sale or transfer of property and/or any other matter permitted to be discussed by the Board of School Directors in closed executive session under the Public Open Meeting Law 1974.
14. Be nonvoting participants of the Board of Directors.
15. Not attend executive sessions unless by invitation of the Board.
16. Receive the agenda which is sent to all Board members and other related materials as deemed appropriate by the superintendent.
17. Serve as School Board representative to the Student Council for one year and attend all scheduled Student Council meetings.
18. Sit at the Board table along with other Board members, voting and nonvoting, and have a place to speak on the agenda.
19. The advisors shall be the principal of the senior high school or designee and an appointed School Board member.
20. May attend the annual PSBA convention for student delegates with prior Board approval.

EXPECTATIONS FOR STUDENT REPRESENTATIVES

21. Be prepared with the agenda at each meeting including review of any appropriate items with the high school principal. Be prepared to make a presentation at each public monthly meeting.
22. Be courteous with Board Members and public at all times.
23. Keep remarks brief and to the point; ask clear and concise questions.
24. Learn the identity of Board members so that they can be addressed by name; make opportunities to talk with them informally.
25. Dress according to school code -- appearance is important as it reflects the school you represent.
26. Meetings sometimes can run late; have a clear understanding as to time commitment and transportation.
27. A student school board representative who neglects or refuses to attend two (2) successive regular meetings of the Board, unless detained by sickness or prevented by necessary absences from the district may be removed from his/her position by the high school principal.