



# Perry County School District 32

326 College Street  
Perryville, MO 63775  
573-547-7500

Dr. Fara Jones, Superintendent  
Craig Hayden, Assistant Superintendent

## **PHS juniors are invited to apply to serve on the Board of Education as the District 32 Student Representative**

Perryville High School students in the 11<sup>th</sup> grade (juniors) have the opportunity to apply for the new Student Representative position on the Board of Education at Perry County School District 32.

An information session for interested students and their parents/guardians will be held Wednesday, Sept. 13 from 6-6:45 pm in the PHS Library. It is suggested that interested students also attend the school board meeting which begins at 7 pm that evening at the Central Office (Old Senior High). Attendance at the information session is not required for students to apply for the Student Representative position, but it is recommended.

The application period is open through Sept. 25, 2023. Applications can be found at [bit.ly/3R71vxF](https://bit.ly/3R71vxF), along with eligibility requirements and procedures. Applications are also available in the high school lobby. The application requires the submission of a 400-500 word essay on the importance of including student voices in matters concerning our schools, along with 2 letters of reference, one of which must be from a PHS teacher or staff member.

Applications will be reviewed by the selection committee and narrowed to a list of a maximum of 4 candidates to create the ballot. Each candidate will submit a 30-to-60-second video introducing themselves to the student body, which will be played during Advisory Class on Friday, Oct. 6, and followed immediately by the election. The new Student Representative will become a member of the PHS Student Council and perform duties during that class time. They will be introduced to the Board of Education at the regular board meeting at 7 pm Wednesday, Oct. 11, 2023.

This first Student Representative will serve through June 2024, and is required to attend the open session of the monthly Board meeting on the second Wednesday of each month. The Student Representative will be assigned a mentor in the Central Office to assist them in becoming familiar with board policies and processes and the completion of their other duties.

For more information, please contact Communications Director Kate Martin at [kmartin@pcsd32.com](mailto:kmartin@pcsd32.com) or 547-7500 Ext. 1559.

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Perry County School District 32  
Board of Education Student Representative Procedures

**Selection and Term of Student Representative**

The Student Representative on the School Board (SRSB) will be a high-school junior elected by students each fall from a slate of candidates selected by committee following an open application period. The Student Representative shall serve a term of one year, with each being sworn in at the regular October meeting of the Board of Education.

**Election Process**

- The application period for the position of Student Representative on the School Board shall open the first week of school each year for a period of two weeks.
- Juniors who wish to be selected as the student representative on the school board, or as the alternate representative, must complete an application form and essay by the posted deadline. The student representative must meet the attendance and academic performance requirements as students participating in MSHSAA activities.
- The selection for the slate of candidates (ideally, 3-4 students) will be made by a committee consisting of the superintendent, one board member, a high school administrator, and the student representative mentor who is appointed by the superintendent.
- The election for the Student Representative on the School Board will be held in September each year with all high school students having one vote. The election will be by electronic ballot. The student with the most votes will be the SRSB; the student with the second-highest vote total will serve as the alternate Student Representative on the School Board.
- The Student Representative on the School Board upon election will become a member of the Perryville High School Student Council, if they are not already a member.

**Rights and Responsibilities of Student Representative**

1. The student representative on the school board will attend all regular school board meetings. The student will be provided with regular meeting agenda, packets, minutes, and other materials distributed to the school board, with the exception of closed meeting materials.
2. The student representative will not attend closed meetings, nor have access to closed meeting minutes or board materials that deal with sensitive personnel matters, legal actions, negotiations strategy, individual student disciplinary matters, or any other confidential matters.
3. The student representative will not have the right to make motions, second motions, or vote on business matters before the board.
4. The student representative will not be a member of a board standing committee.
5. The student representative will not commit the Student Council or other student organization to any position or action not approved by the Student Council in consultation with the advisor and school administration.

6. The student representative will receive no compensation for their service to the school board.
7. The student representative may, in consultation with the superintendent, attend school board workshops and special meetings that are open to the public.
8. The superintendent will appoint a district administrator to serve as mentor to the student representative. The superintendent and the mentor are responsible for providing the necessary training for the student representative to be successful in their role.
9. The student representative will have a designated seat at the board table/dias at all regular meetings.
10. The student representative will be bound by all rules, policies, and regulations that bind the school board. This includes dressing appropriately for board meetings and functions, according to board custom, and acting in a manner consistent with other school board members and the School Board Code of Ethics.
11. The student representative will work to represent the opinions of the student body and not solely the representative's own opinions. To this end, the student representative and superintendent will provide avenues for the student body to express opinions and concerns, such as through surveys and by providing the Student Representative opportunities and time to consult with the student leadership organizations in each building.
12. The student representative will present a monthly report at regular board meetings featuring news and/or issues from each of the district schools, and may offer comments on agenda items that affect students.
13. The student representative will disseminate information from school board meetings to the student body in any manner practical, including but not limited to in-person reports, printed materials, and social media messaging.
14. In all matters, the student representative will discuss any questions or concerns about their service to the superintendent or their appointed mentor.
15. The student representative will provide to the alternate student representative the minutes of regular board meetings, and updates about issues and concerns currently before the board.
16. If at any time, the superintendent determines that the student representative is unable to fulfill the duties and responsibilities of the position, the alternate representative will assume those duties and responsibilities. For instance, if the student representative moves out of district, or if the expectation of regular attendance at board meetings is not met, the alternate will become the student representative.

# Application for Student Representative for Perry County School District 32 Board of Education

This application must be completed for any Perryville High School student who will be a junior (Grade 11) in the current school year to be considered for placement on the ballot for the election of the Student Representative on the School Board. The application will consist of this completed, signed form plus the required supporting documents. The application must be returned to the Central Office or emailed to Kate Martin at [kmartin@pcsd32.com](mailto:kmartin@pcsd32.com) before 3 pm on the due date.

Application Due Date:    Monday, Sept. 25, 2023
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Your name \_\_\_\_\_

Your phone number \_\_\_\_\_ School email address \_\_\_\_\_

Your current cumulative GPA \_\_\_\_\_ Cumulative attendance % \_\_\_\_\_ Counselor's Initials \_\_\_\_\_

Please list the school-sponsored activities to which you belong:

Please list any civic organizations or clubs to which you belong:

Please list awards or honors earned while in high school:

What are your post-graduation plans?

Please attach your supporting documents:

- Two letters of reference, one of which must be from a PHS teacher or staff member
- An essay (400-500 words, 12 pt. Times New Roman, single spaced) on the importance of including student voice in matters concerning our schools

I understand that by submitting this application, I am committing to attending the regular monthly meetings of the Board of Education and maintaining MSHSAA eligibility requirements for academics, attendance, and citizenship.

Your signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian's signature \_\_\_\_\_ Date \_\_\_\_\_

All PHS 11th Graders & their parents/guardians  
are invited to an important

# **PARENT & STUDENT INFO SESSION**

on the opportunity to serve on the

**Board of Education**

**as the District 32**

**Student Representative**

**Wednesday,**

**Sept. 13**

**6 - 6:45 pm \***

**PHS Library**

\*It is suggested that you also attend the  
Board of Education meeting at 7 pm in  
the Central Office to observe the process in which  
the Student Representative  
will be involved each month.

