

## **COORDINATOR OF STUDENT BOARD MEMBERS**

DUE SEPTEMBER 15, 2023

### **Summary and Purpose**

The Coordinator and student board members' roles will (1) improve education, (2) give insight and perspective from students, (3) directly address any issues amongst students at all schools, and (4) give a voice to current and future students for years to come. This role would create more efficiency, for there will be a collaboration of all student board members when addressing concerns/possible improvements regarding their respective schools. This role will help all students by giving them a chance to be heard as well as an opportunity to voice their concerns.

### **Coordinator of Student Board Members for Da Vinci Schools**

Each school (Da Vinci Science, Da Vinci Connect, Da Vinci Design, Da Vinci Communications, and Da Vinci Connect TK-8) will have 2 student board members. All student board members will meet on the first Monday of each month with the CEO of Da Vinci Schools to discuss how students' daily experience has been at school. After the first few meetings with the CEO, the rest of the meetings will be student-led, coordinated by the Coordinator.

### **Student Board Member Pre-Meetings**

The purpose of student board meetings is to ensure that all student board members are prepared to present their school's update at the upcoming Da Vinci Schools Board meeting. Pre-meetings are held on the Monday evening prior to the Wednesday evening Board meetings. Pre-meetings are held over Zoom.

The Coordinator assists student board members in preparing before these Monday evening meetings in order for the meetings to run smoothly. The form of communication for the student board members would be through email and a messaging system (currently GroupMe, but could change). Student board members should prepare together, but only one student board member should present at each meeting, trading off at each meeting, in order to allow each student Board member to present.

Board meetings are currently held in-person with a Zoom component; student Board members should be prepared to attend via Zoom, but may attend in person if they wish. Meetings are held at the 201 N. Douglas Street campus.

### **The schedule for Da Vinci Schools Board meetings this year**

Weds. Oct. 25

Weds. Nov. 15

Weds. Dec. 13

Weds. Jan. 24

Weds. Feb. 28

Weds. Mar. 27

Weds. April 24 - Spring break is April 1-5

Weds. May 22

**Coordinator of Student Board Members - Selection Process**

(1) The application process will be sent out to all schools (refer to dates below). The student who wishes to apply to become the Coordinator must have attended their respective school for at least one year. (2) The student must get permission from his/her/their Principal before applying. (3) Submit the application to Dr. Wunder's administrative assistant, Alison Wohlwerth: [awohlwerth@davincischools.org](mailto:awohlwerth@davincischools.org) by September 15, 2023.

**Selection process this year**

September 15, 2023	Coordinator application due to Alison Wohlwerth: <a href="mailto:awohlwerth@davincischools.org">awohlwerth@davincischools.org</a>
September 22, 2023	Notification to Applicants
October 2, 2023	Pre-Meeting with Dr. Wunder
October 23, 2023	Pre-meeting to run through slide deck for board meeting
October 25, 2023	Da Vinci Board Meeting - 1st Presentation coordinated by the Coordinator of Student Board Members
11/15, 12/13, 1/24, 2/28, 3/27, 4/24, and 5/22	Da Vinci Board Meetings (pre-meeting = Monday prior)

## COORDINATOR OF STUDENT BOARD MEMBERS APPLICATION

NAME \_\_\_\_\_

SCHOOL \_\_\_\_\_

GRADE LEVEL \_\_\_\_\_

SCHOOL EMAIL \_\_\_\_\_

### RESPONSIBILITIES FOR THE COORDINATOR OF STUDENT BOARD MEMBERS

#### **COORDINATE MEETINGS & PRESENTATIONS FROM STUDENT BOARD MEMBERS:**

- Coordinator assists in the following:
- Student board members will report on the student experience (such as student activities and concerns).
  - The agenda item would be titled “Student Board Member Report” when student board members inform the board of their student experience.
- Student board members will be voicing opinions on behalf of their fellow students; they will not exclusively voice their own.
- The Da Vinci Schools board will provide the necessary resources and support to the student board members for the student board members to properly complete their tasks.
- The CEO or Designee will meet with student board members before the first few meetings to plan for the upcoming board meetings.
  - The meetings will be student-led.
- Students must behave with professionalism appropriate to Board meetings.
- Students may not complete their term as a student board member if:
  - a. The student does not fulfill the required duties
  - b. The student’s behavior is found inappropriate by the board members

#### **PARTICIPATION**

- Coordinator & Student Board Members:
  - Will abide by all rules, regulations, and policies which the school board members are bound by
  - Are not permitted to vote on business matters, make motions, or second motions before the board does so
  - Must act/dress appropriately in a manner that is consistent with the other school board members and Code of Ethics
  - Will participate in Board training sessions, as appropriate
  - Will participate in public/regular Board meetings that are held during the school year
  - Will not be allowed to attend closed meetings
  - Will attend school board workshops/special meetings (excluding Executive Sessions), as appropriate



**#2 Why do you think you qualify to become a Student Board Member Coordinator?**

**#3 Please describe your school involvement.**

