



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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**TITLE:** Selection and Appointment of LAUSD  
Student Board Member

**NUMBER:** BUL-137307

**ISSUER:** Shannon Haber, Chief of  
Communications, Engagement, and  
Collaboration

Lorena Franco, Ed.D., Coordinator,  
Student Empowerment Unit

**DATE:** March 27, 2023

**PURPOSE:** The purpose of this Bulletin is to provide information on the appointment process and requirements for the position of Student Board Member.

**POLICY:** The Board of Education recognizes the value of hearing from student perspectives on matters coming before the Board of Education. The Board of Education will appoint a student Board member to the Board using the process described in this bulletin. The selection process will be evaluated before the end of each school year, and changes will be made as deemed necessary by the Superintendent/designee. The student member shall be enrolled in a District high school, and their term of office will be for one year commencing on July 1. The student member will be able to attend all Board Meetings but will not be able to participate in closed-session discussions. The student member can cast an advisory vote as a formal expression of opinion that will be recorded in the minutes of meetings; however, such vote will not serve in determining the final numerical outcome of a vote by the Board.

**MAJOR  
CHANGES:** This is a new policy.

**GUIDELINES:** The following guidelines apply:

## **I. ROLE AND RESPONSIBILITIES**

A. The Student Board Member is expected to perform Board duties, adhere to applicable District policies, and maintain a GPA of 2.0 or above. The duties of the Student Board Member include the following:

1. To serve as a link to foster communication and collaboration

**ROUTING**  
Superintendent  
Board Members



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between the Board and the student body.

2. To serve on behalf of all LAUSD students.
3. To engage with Associated Student Body elected officers to ensure that the overall student body's voice is represented.
4. To engage with peers District-wide on issues of interest to the student body.
5. To contribute information to the Governing Board regarding student interests and issues.

## B. Attendance

1. The Student Board Member shall have the right to attend all meetings of the LAUSD Governing Board, except closed sessions.
2. The Board meeting documents, except for materials that pertain to closed session items, will be delivered to the Student Board Member via email (as arranged with the Board Secretariat's Office) at the same time they are presented to the Governing Board members.
3. The Student Board Member shall have the right to be seated on the dais with the members of the District's Governing Board, be recognized as a full member of the Governing Board at the meetings and participate in the questioning of presenters and the discussion of issues.
4. The Student Board Member shall be appointed to subcommittees of the Governing Board in the same manner as other Board Members, be made aware of the time commitment required to participate in subcommittee meetings and work and may decline an appointment to a subcommittee. The availability of all subcommittee members, including the availability of the Student Board Member, may be considered when scheduling subcommittee meetings.
5. The Student Board Member will be responsible for attending Board meetings and meetings of the standing committee(s) to which they may be assigned.
6. The Student Board Member shall not be considered a member of a legislative body for purposes of the Ralph M.



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Brown Act.

7. The Student Board Member may be invited to attend other Board functions such as forums, meetings with students and parents, and other general assemblies, as appropriate.
8. The Student Board Member is highly encouraged to attend all Superintendent's Student Advisory Council meetings.

## C. Preferential Vote and Motions

1. The Student Board Member will be allowed to cast preferential votes on all matters before the Board, except those subject to closed-session discussion. Preferential voting is an advisory vote – it is a formal expression of opinion that is recorded in the minutes and cast prior to the official vote of the Board. Preferential votes shall not affect the final numerical outcome of a vote.
2. The Governing Board may adopt a resolution authorizing the Student Board Member to make motions that may be acted upon by the Board, except on matters dealing with employer-employee relations. The Student Board Member shall not be included in determining the vote required to carry a measure before the Governing Board.

## D. Mileage

1. The Student Board Member is eligible for mileage reimbursement for travel to and from Board activities, as applicable, to the same extent as other members of the Board, but shall not receive monetary compensation for attendance at Board meetings.

## II. STUDENT BOARD MEMBER ELIGIBILITY

- A. Any candidate applying to become the Student Board Member must meet all of the following requirements:
  1. Currently enrolled LAUSD students who will be 12th graders next school year are eligible to apply.
  2. Must have a 2.0 GPA or above.
  3. Must attend an orientation and training meeting, held after the selection process and before meeting with the Superintendent



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and Board Members.

4. Able to serve a one-year term commencing on July 1.

## B. Application Requirements

1. All applicants are required to submit an application packet (“Application”) to be considered. All applicants must submit all components of the Application for their Application to be considered complete.
2. The Application consists of the following required items:
  - a. Electronic Application
  - b. A copy of the Applicant’s official high school transcript
  - c. Three letters of recommendation, as follows:
    - i. Teacher
    - ii. Principal or designee (administrator, counselor, etc.)
    - iii. Peer
  - d. Responses to the essay questions
  - e. Parent/legal guardian/educational rights holder consent form

## III. STUDENT BOARD MEMBER CANDIDATE SELECTION PROCESS

- A. The appointment of the Student Board Member consists of the following two steps – the Screening Committee and the Voting Slate.

### 1. Screening Committee Review

- a. The Screening Committee is composed of Board Members’ staff and the current Student Board Member.
- b. Once eligible applicants submit the completed Application, the Screening Committee will review, score, and select 15 semi-finalists as approved and verified candidates for the voting slate.
- c. The Screening Committee will interview the semi-finalists and will select 10 finalists based on combined application and interview scores.

### 2. Voting Slate

- a. Students enrolled in LAUSD high schools, including affiliated charter high schools, are a part of the voting



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slate and will be able to cast a vote for Student Board Member from the field of 10 finalists selected based on the Screening Committee review.

- b. In addition, one alternate will be selected. If the elected Student Board Member cannot perform their duties, the alternate will serve as the Student Board Member for the remainder of the one-year term, and the Governing Board shall suspend the prior Student Board Member's rights and privileges related to service on the Board.

### IV. STUDENT BOARD MEMBER ELECTION PROCESS

- A. The election for the Student Board Member will take place over ten days on the District's learning management platform. The results will be announced on the day after the election period closes.
- B. **Only** students currently enrolled in Los Angeles Unified high schools and affiliated charter high schools can participate in the election.
- C. The Student Board Member election will be conducted using a District-designated platform, which can be found under each student's profile page in the District's learning management platform. Reminders about the election will be sent to students regularly.
- D. The candidate **with the most votes** will be declared the Student Board Member. The candidate with the second highest number of votes will become the alternate.
- E. Campaigning for Student Board Member candidates is limited to the activities outlined below. All other campaigning activities or soliciting of votes (e.g., posters, social media posts, incentives) are prohibited and may result in disqualification.
  1. Each candidate must email the following to Dr. Lorena Franco, Student Empowerment Unit Administrator, at [afranco@lausd.net](mailto:afranco@lausd.net).
    - a. A headshot (in color), preferably their yearbook photo, and a [Media Release Form](#) (Media Release Form in [Spanish](#)).
    - b. A short biography (200 hundred words or less) that



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will be shared with LAUSD students. This will provide an opportunity for students to get to know each candidate.

c. A one-minute speech that may include the following:

- i. Candidate's name and school
- ii. Candidate's background
- iii. Reasons for wanting to be the Student Board Member
- iv. Qualifications for the position
- v. Reasons students should vote for the candidate

d. Each candidate will video record a one-minute speech at the KLCS Studios, which is the District's television station. The speech videos will be available on the District's learning management platform along with the election ballot (in the form of a survey).

### F. Voting

1. There is no voting by proxy. Those eligible to vote must cast a vote on the District's learning management platform during the designated voting period.
2. Candidates and the current Student Board Member can cast a vote.
3. If a student votes twice, the student's vote will be voided.

### G. Run-Off Election

1. In case of a tie vote, a run-off election will be held between the candidates with the most votes.

H. The winner of the election will be announced on Schoology and via the District's social media accounts. After the election, the selected Student Board Member will attend orientation and training before meeting the Superintendent and Board Members. The Student Board Member-elect will be sworn in during the first Board meeting of the fiscal year.

## V. TERM

The Student Board Member will serve a term of one school year, commencing on July 1 and concluding on June 30, except that the term of a Student Board Member may be adjusted only in cases where a vacancy occurs.



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## **VI. COMMUNICATION WITH THE STUDENT BOARD MEMBER**

- A. All staff members and all adults in the course of District business must adhere to the [Code of Conduct with Students](#).
- B. Students may contact the Student Board Member, using the designated LAUSD MyMail email account at [studentboardmember.lausd.net](mailto:studentboardmember.lausd.net).
- C. Staff communication with the Student Board Member must be made through the Student Empowerment Unit by emailing Dr. Lorena Franco at [afranco@lausd.net](mailto:afranco@lausd.net).
- D. Event participation requests must be made through the Student Empowerment Unit by emailing Dr. Lorena Franco at [afranco@lausd.net](mailto:afranco@lausd.net).
- E. Adult audience members may not communicate with the Student Board Member during Board meetings without a staff member present, and they may not communicate with the Student Board Member outside of the Board meetings by email or mail correspondence.

**AUTHORITY:** California Education Code, Section 35012 (d)  
LAUSD Board of Education Board Rule 7

**ASSISTANCE:** For assistance or further information, please contact Dr. Lorena Franco at [afranco@lausd.net](mailto:afranco@lausd.net).