



North Dakota Department of Public Instruction
Kirsten Baesler, State Superintendent
600 E Boulevard Ave, Dept. 201
Bismarck, ND 58505-0440

APPLICATION FOR SELECTION

State Superintendent's Student Cabinet School Year 2020-2022

October 22, 2020

The North Dakota Department of Public Instruction, Superintendent of Public Instruction, invites you to submit an Application for Selection to the **State Superintendent's Student Cabinet**.

1. Program Summary

The Department of Public Instruction is looking for students in grades 3 -12 to serve as members of the State Superintendent's Student Cabinet. The purpose of the State Superintendent's Student Cabinet is to provide a forum for North Dakota students' voices to be heard.

Students from different grade levels, backgrounds, cultures, school size, and areas within North Dakota will share their opinions and offer advice about educational opportunities and policy in North Dakota with State Superintendent of Public Instruction, Kirsten Baesler.

Cabinet meetings will be held throughout the coming school year. Most meetings will be held at the State Capitol in Bismarck, ND if possible. Virtual meetings may need to occur based on Covid 19 conditions requirements. Cabinet Members will be notified of the first meeting date upon selection.

Selected students will be expected to attend all scheduled meetings, prepare for each meeting as needed, work collaboratively with each other and with the Department of Public Instruction staff as needed; and express views and opinions openly, constructively and respectfully.

By becoming a member of the State Superintendent's Student Cabinet, students will benefit by:

- Having a direct role in improving education for all students in North Dakota;
- Gain important leadership, public speaking, decision making, and team-building skills;
- Develop a network of support and mentors through exposure to leaders across the state; and
- Have a great addition to their resume and college applications.

2. Specifications

Students interested in serving on the State Superintendent's Student Cabinet will need to submit the application provided along with any other criteria stated within this Application for Selection. Applications are **due by November 23, 2020, by 5:00 PM CDT** and should be submitted to dpipa@nd.gov **by email or Fax** to 701-328-0203.

The [application](#) is included as Attachment 1 is also available on the NDDPI website.

3. Minimum Eligibility Criteria

To be eligible to apply, students must:

- Be currently enrolled in grades 3-12 in a North Dakota public or nonpublic K12 school;
- Be willing to and able to travel to Bismarck or an alternative location for meetings;
- Have an available adult to chaperone student to Bismarck or alternate location for meetings; and
- Must complete **all** sections of the Application.

4. Submission Requirements

Students must provide:

- A cover letter that is compelling and highlights the student's background knowledge and personal experiences. Please feel free to be as simple or as expansive as you like.
- Completed Application Form;
- A parent or legal guardian signature on the application form, approving participation on the Cabinet;

For liability and insurance purposes, the parent/legal guardian signatures MUST be on the application form where indicated or the application will be rejected.

5. Selection Process

All Applications will be evaluated according to the submission requirements and evaluation criteria in this Application for Selection. Considerations will also be given to create a broad representation of students across North Dakota, including geographic location, school, grade level, interests, and experiences as outlined in the Application.

Students who have previously served on the State Superintendent's Student Cabinet are eligible to reapply.

6. Application Schedule

Application Posted	October 22, 2020
Applications Due	November 23, 2020 by 5:00pm
Notice of Selection Issued approximately	December 16, 2020
First Student Cabinet Meeting	Selected applications will receive notification of meeting date, time, and location

7. Assistance to Applicants with a Disability

Applicants with a disability who need accommodations should contact the State Superintendent's Executive Assistant at dpipa@nd.gov before the deadline for applications so reasonable accommodations can be made.

8. Contact Information

The State Superintendent's Executive Assistant is the contact for this application process. Applicants must direct all communications regarding this application to her.

Fax: 701-328-0203

Email: dpipa@nd.gov

9. Reimbursement

STATE will reimburse parent/legal guardians for round trip travel from home to meeting location and reimbursement for meals and lodging (if appropriate) for both student and one parent/legal guardian according to North Dakota state guidelines and rates.



APPLICATION FOR THE 2020-2022 STATE SUPERINTENDENT'S STUDENT CABINET

INSTRUCTIONS: Please submit the application no later than **5:00 PM on Monday, November 23, 2020**. Additional pages may be attached. The application may be duplicated.

APPLICANT INFORMATION

NAME (Last, First, Middle Initial)	BIRTHYEAR (yyyy)	HOME PHONE NUMBER
HOME ADDRESS (Street, City, State, Zip Code)		CELL NUMBER
EMAIL ADDRESS		GENDER: <input type="checkbox"/> Male <input type="checkbox"/> Female

SCHOOL INFORMATION

NAME OF SCHOOL	NAME OF PRINCIPAL	GRADE/YEAR IN SCHOOL
SCHOOL ADDRESS (Street, City, State, Zip		SCHOOL PHONE NUMBER
GRADE LEVELS IN YOUR SCHOOL (ex. K-6, PK-5, K-12, 9-12, 6-8, etc.)	NUMBER OF STUDENTS AT YOUR SCHOOL	

PARENT/GUARDIAN INFORMATION

PARENT/GUARDIAN NAME	PHONE NUMBER	EMAIL ADDRESS
PARENT/GUARDIAN NAME	PHONE NUMBER	EMAIL ADDRESS

Notice of Selection: All applicants will be notified in writing whether or not they are selected to be a member of the 2020-2022 State Superintendent's Student Cabinet. Approximate notification date: December 16, 2020

Please provide a written response to the following questions (may use a separate sheet of paper if necessary):

1. Why are you interested in serving on the Superintendent's Student Cabinet? Please include information about yourself that will assist us in getting to know you.
2. How do you feel equity is recognized and supported in your school? If you do not feel it is recognized and supported, how could it be improved?
3. Why do you feel a representative from your school is needed on the cabinet?
4. Describe a challenge facing students in school today. Do you have ideas to help with this issue?
5. What is one thing you think your State Superintendent needs to know about your school?
6. If you could change one physical element and one educational element at your school, what would they be? Why?
7. What experience outside of school has influenced your views and/or attitude about education? In what way?
8. Have you included a Cover Letter and a parent or legal guardian signature on the form?
<input type="checkbox"/> Yes <input type="checkbox"/> No
I understand if I am selected as a member of the 2020-2022 State Superintendent's Student Cabinet, I will be expected to attend all meetings held throughout the Cabinet term. I will also be expected to provide my own transportation to the meeting destinations. Cabinet members will be reimbursed for travel expenses to attend scheduled meetings. <input type="checkbox"/> Yes <input type="checkbox"/> No

Signatures

I certify that the essay written and submitted with this application represents my own work.

Date

Signature of Student

I understand that my support will be essential in making my son/daughter a successful Superintendent Student Cabinet Member.

Date

Signature of Parent or Guardian

I support this candidate's application and understand my support will be essential in making this candidate a successful Superintendent Student Cabinet Member.

Date

Signature of Principal or Guidance Counselor

Typed/Printed Name of Principal or
Guidance Counselor



State Superintendent's Student Cabinet ~ School Year 2020-2022

Evaluation Criteria

Maximum Points Possible is 80

Applicant Name _____

Evaluator Printed Name _____

Evaluator Signature _____ Date of Evaluation _____

Applications will be evaluated against responses received from the application form and other required criteria.

Point Value	Explanation
0	Did not answer the question.
1-5	Fair-Good. Limited or some applicability.
6-10	Good – Excellent. Substantial or excellent applicability.

1. To what degree was the response clear, complete, and compelling as to why the applicant is interested in serving on the State Superintendent's Student Cabinet and does the information about the applicant assist us in getting to know him/her?

Comment:

Points Awarded for #1:

2. To what degree was the response clear, complete, and compelling as to why the applicant feels equity is or is not recognized and supported in their school? Did the applicant provide ideas on how it could be improved?

Comment:

Points Awarded for #2:

3. To what degree was a clear, complete, and compelling response provided on why a representative from his/her school is needed on the Cabinet?

Comment:

Points Awarded for #3:

4. To what degree was a clear, complete, and compelling response provided on a challenge facing students today? Did the applicant also provide ideas to resolve the issue?

Comment:

Points Awarded for #4:

5. To what degree did the applicant express his/her thoughts in a clear, concise and compelling manner on what the State Superintendent should know about his/her school?

Comment:

Points Awarded for #5:

6. Did the applicant provide one physical element and one educational element and to what degree did the applicant provide clear, concise, and compelling reasons for his/her choices?

Comment:

Points Awarded for #6:

7. Did the applicant provide an experience and to what degree did the applicant provide a clear, concise, and compelling explanation of how it influences his/her views and/or attitude about education?

Comment:

Points Awarded for #7:

8. A completed application was submitted with all necessary signatures.

Comment:

Points Awarded for #8:

TOTAL POINTS AWARDED:

(80 Maximum Points)