



220.1PR STUDENT SCHOOL BOARD COMMITTEE (SSBC) OPERATIONS

I. COMMITTEE

A. Membership and Goal

1. January: three members of the school board and designate the committee chair for the Student School Board Committee (SSBC);
2. Goal: identify up to four (4) students (two sophomores and two juniors) to serve a one year term as student representatives during the subsequent academic year.
3. To achieve this goal, the committee will:
 - a) Review applications and supporting documents;
 - b) Establish interviewing team, two committee members & high school principal to conduct interviews;
 - c) Use the established rating system and interview guide;
 - d) Committee will announce the recommendations to the board during the regular board meeting in May; and
 - e) Committee members will protect the identity of student candidates throughout the entire process.

B. Meetings

1. The committee members will set a schedule for one (1) meeting per month from February to May and one additional meeting during the summer months;
2. The committee chair is responsible for creating and providing a meeting agenda prior to each meeting and also for creating a meeting summary after each meeting;
3. Meeting summaries will be shared with the board at each regular board meeting; and
4. SSBC shared Google Drive Folder will be maintained as a record of the committee's work, all committee members shall have access to the shared folder, and at a minimum the folder will contain meeting agendas, meeting summaries, selection procedure and appointment process documents.

C. Mentorship

1. Committee members will mentor student representatives;

2. Mentorship begins in May and will continue until the end of the student's term; and
3. Mentors will provide onboarding using the School Board Member Handbook during the summer preceding the academic year of the student school board member(s) term.

II. APPLICATION

A. Application

1. Application questions will remain the same each year, until or unless new questions are recommended;
2. The committee will work with administrative assistant to ensure the application is posted to the district website;
3. Applications will open on March 1 and close at 5 PM on March 31,, if the number of applicants is insufficient, the application deadline may be extended.
4. "Application is Now Open" messaging should be sent to the high school principal, school board members, superintendent, and administrative assistant for district announcements (board members utilize social media to help spread the word).

B. Qualifications

1. Candidates must submit an application, permission slip signed by a parent/guardian, and a recommendation letter from an educator within the district (if the application is missing any of these 3 documents, the applicant is disqualified and will not be interviewed);
2. Candidates must be a sophomore or junior at Hastings High School, Hastings Alternative Learning Program, or Hastings Online Academy and must be enrolled for the upcoming school year;
3. Candidates must be making satisfactory progress towards graduation to be considered for an interview (Hastings High School principal or designee will determine whether a candidate meets this criteria); and
4. Candidates must have a desire and willingness to represent all students in the district.

C. Application Review

1. Committee members will review applications and recommendation letters from April 1 to the school board's scheduled work session in April (students must be making satisfactory progress towards graduation);
2. All students meeting the four qualifications listed above will be offered an interview. Candidate list will be sent to the high school principal and/or designee, the day after the

April work session; and

3. During the April work session, the committee will confirm the number of students that will be offered interviews.

III. INTERVIEW

A. Notification

1. The high school administration will send candidates an email invitation to schedule an interview. (If student is unavailable to interview in person, a zoom interview will be offered); and
2. All communications will be sent to the students' ISD 200 email account.

B. Time, Place, and Location

1. Interviews will be scheduled between mid-April and mid-May. Interviews will be conducted during the school day at Hastings High School (location will be communicated within the invitation email);
2. Interviewing team includes the high school principal and two school board members from the Student School Board Representative Committee;
3. To maintain an impartial selection process, any interviewer with a direct connection to an applicant must recuse themselves from the interview process and be replaced by another administrator or committee member; and
4. Interviews will last approximately 20 minutes.

C. Selection

1. Each member of the interviewing team will complete the "Interview Guide" document for each student, and rate each students' answers using the 1-4 rating scale;
2. After all students are interviewed, each student will have three "Interview Guide" scores;
3. The interviewing team will create a combined total score for each student, by combining the scores from all three "Interview Guides";
4. Using the combined total scores, the committee will identify the top two scoring sophomores and the top two scoring juniors. During the May work session, the committee will provide an update to the board and, if four students have been identified, recommend those candidates to the full board for approval.
5. The committee will contact students by phone call offering them the position and invite

them to the May Regular Board meeting for official announcement and introduction to the school board.

IV. ONBOARDING

- A. The committee will provide one onboarding opportunity for student representatives during August.

Cross References: *ISD 200 Policy 220 (Student School Board Representatives)*
Interview Guide

Reviewed: 06.11.2026