

**UTAH STATE BOARD OF EDUCATION RESOLUTION NO. 2016-XX  
RESOLUTION ESTABLISHING THE ASSESSMENT AND ACCOUNTABILITY POLICY ADVISORY  
COMMITTEE**

Adopted by the Utah State Board of Education on \_\_\_\_\_, 2016.

***August 4, 2016 DRAFT***

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David L. Crandall, Board Chair

**Article I  
Committee Establishment**

**Section One**      The Utah State Board of Education, “the Board,” hereby establishes the Assessment and Accountability Policy Advisory Committee, “AAPAC.”

**Article II  
Committee Operations**

**Section One**      **Purpose:** The purpose of AAPAC is to:

- A. Review current assessment and accountability policies, business rules, pending test administration decisions and detailed accountability rules and implementation decisions; and
- B. Assist the Board’s Assessment and Accountability Section to represent and inform to the education community about the Board’s policies, programs, rules, and procedures.

**Section Two**      **Duties:** In support of its purposes, AAPAC may:

- A. Provide valuable insights by representing their stakeholder groups in advising the Board on:
  - 1. the impact of accountability and assessment issues; and
  - 2. business rules in the implementation of assessment and accountability programs;

- B. Advise the Board on the development and implementation of the Board's adopted assessments;
- C. Perform other specific tasks as may be identified by the Board; and
- D. Create taskforces with Board approval.

**Section Three**     **Meetings:** AAPAC may meet monthly/or quarterly.

- A. During a scheduled meeting AAPAC may:
  - 1. review the published agenda for the Board's meeting, identify assessment and accountability issues and provide feedback to the Board on those items;
  - 2. discuss feedback received from community stakeholders on Board agenda items;
  - 3. make written recommendations and provide feedback to:
    - a) Board committee chairs on matters coming before the Board's committees; and
    - b) Board leadership on matters scheduled to come before the full Board; and
  - 4. make written recommendations to Board leadership on other issues of importance for assessment and accountability that merit consideration by the Board.
- B. AAPAC meetings are not subject to the Open and Public Meetings Act.

**Section Four**     **Staff:** The Director of the Board's Assessment and Accountability Section (Director) shall:

- A. Provide clerical support to facilitate meeting logistics, prepare meeting agendas and minutes, and assist with required written communication to the Board;
- B. Send a copy of each AAPAC agenda to the Board at least three days before the AAPAC meeting; and

- C. Prepare a one-two page summary of each AAPAC meeting and send the summary, with any AAPAC recommendations, to the Board by e-mail.

**Section Five**      **Rules of Procedure:** AAPAC shall conduct committee business under Roberts Rules of Order.

**Article III**  
**Committee Membership**

**Section One**      **Composition:** AAPAC shall be comprised of the following members:

A. Voting members:

1. one member who is a parent of a student enrolled in a public school;
2. one member who is an educator;
3. one member who is a local school board member;
4. two members who are school district superintendents;
5. one member who is a charter school administrator;
6. one member who is an elementary principal; and
7. one member who is a secondary principal;
8. one member appointed by the Board’s Advisory Committee on Equity of Educational Services for Students;
9. two LEA assessment directors; and
10. two members with expertise at-large members.

B. Non-voting members:

1. two members of the Board, including the chair of the standards and assessment committee;

2. the Board's Assessment and Accountability Section Director;
  3. one member who serves as staff to the Utah State Legislature; and
  4. one member from the Governor's office.
- C. Another group may request the Board to add the group as a member of AAPAC by submitting a petition to the Board's Assessment and Accountability Section Director. The Director will notify the group of the Board's decision.

**Section Two**      **Appointment:** Interested individuals may apply to serve as voting members of AAPAC. AAPAC voting members shall be appointed by the Board. The Director shall review applications submitted by individuals interested in serving on APPAC and make recommendations to the Board for appointment.

**Section Three**      **Term of Service:** AAPAC voting members shall be appointed for four-year terms. Committee member terms of service shall be staggered so that approximately half of the members are appointed every two years.

**Section Four**      **Committee Leadership:** AAPAC meetings shall be facilitated by the Director leveraging the Board's technical assistance consultants for technical assistance when needed. The Director shall:

- A. Coordinate meeting logistics with AAPAC members;
- B. Preside at AAPAC meetings;
- C. Report to Board leadership and committee chairs as requested; and
- D. Invite other stakeholders and additional Board staff to participate in AAPAC meetings as needed.