

<b>UTAH STATE BOARD OF EDUCATION POLICY</b>	
Policy Number:	5001
Policy Name:	Advisory Committee on Equity of Educational Services for Students
Date Approved:	June 6, 2019

The Utah State Board of Education, “the Board,” hereby establishes the Advisory Committee on Equity of Educational Services for Students, “ACEESS.”

This policy is subject to Board Policy 1004 – Advisory Committees.

Committee Operations

1. ACEESS shall advise the Board regarding the Board’s efforts to support equity of educational services for students. In support of its purposes, ACEESS may:
  - a. Provide information and consult with the Board, at all levels of the decision making process as education decisions are formulated, and in facilitation of future education needs and services;
  - b. Establish and maintain contact with persons, groups, or associations having an interest in the welfare of students who are at-risk for underachievement, to solicit feedback and remain knowledgeable and informed relative to public and private interests in education;
  - c. Perform other specific tasks as may be identified by the Board; and
  - d. Create taskforces with Board approval.
  
2. ACEESS shall meet monthly before each regularly-scheduled meeting of the Board. During its monthly meeting ACEESS shall:
  - a. Review the published agenda for the Board’s meeting and identify items of interest relating to educational services for students who are at-risk for under achievement;
  - b. Discuss feedback received from community stakeholders on Board agenda items;
  - c. Make written recommendations and provide feedback to Board leadership on matters scheduled to come before the full Board; and
  - d. Make written recommendations to Board leadership on other issues of importance for educational equity of students that merit consideration by the Board.

3. The Board approves the following policy regarding expenses in connection with ACEESS operations:
  - a. ACEESS members may receive travel reimbursement for expenses incurred incident to attending:
    - i. regularly scheduled ACEESS meetings;
    - ii. committees to which ACEESS members are assigned by the Board; and
    - iii. meetings of Board standing committees to which ACEESS members have been specially assigned to attend.
  - b. The Superintendent shall provide clerical support to facilitate meeting logistics, prepare meeting agendas and summaries, and assist with required written communication to the Board. The Superintendent may provide additional staff assistance to ACEESS as necessary.
    - i. Board staff shall email a copy of each ACEESS agenda to the Board at least three days before the ACEESS meeting.
    - ii. Board staff shall prepare a one-two page summary of each ACEESS committee meeting and send the summary, with any ACEESS recommendations, to the Board by email.
4. ACEESS shall conduct committee business under Roberts Rules of Order.
5. ACEESS meetings are not subject to Title 52, Chapter 4, Open and Public Meetings Act.

#### Committee Membership

1. ACEESS shall be comprised of 15 members, as follows:
  - a. Ten members, two representing each of the following communities:
    - i. American Indian;
    - ii. African American/Black;
    - iii. Asian American;
    - iv. Hispanic/Latino American; and
    - v. Pacific Islander American; and
  - b. Five members with expertise or experience serving students who are at-risk for underachievement.

2. The Board chair shall designate a panel of Board members to interview applicants for ACEESS positions. The Board will appoint ACEESS members following review of the panel's recommendations.
3. ACEESS members shall be appointed for two-year terms and may serve no more than two terms within a ten year period. Member terms shall run from July 1 through June 30 of the year of the expiration of the term. For a member appointed mid-year, the member's term will run through June 30, and then extend into a regular two-year term beginning on July 1. Member terms shall be staggered so that approximately half of the committee is up for appointment each year.

### Committee Leadership

1. ACEESS members shall appoint a Chair and a Vice-Chair from among the membership of ACEESS.
  - a. The Chair shall:
    - i. Coordinate meeting logistics with USBE support staff;
    - ii. Preside at ACEESS meetings; and
    - iii. Report to Board leadership and committee chairs as requested.
  - b. The Vice-Chair shall assist the Chair in fulfilling assigned responsibilities and preside at ACEESS meetings in the Chair's absence.