

<b>UTAH STATE BOARD OF EDUCATION POLICY</b>	
Policy Number:	5002
Policy Name:	Assessment and Accountability Policy Advisory Committee
Date Approved:	January 8, 2020

By this policy, the Utah State Board of Education, (Board) hereby establishes the Assessment and Accountability Policy Advisory Committee (AAPAC). This policy is subject to Board Policy 1004 – Advisory Committees.

**Purpose:**

1. 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 the education community about the Board’s policies, programs, rules, and procedures.

**Duties:**

1. In support of its purposes, AAPAC may:
  - a. provide valuable insights by representing their stakeholder groups in advising the Board on:
    - i. the impact of accountability and assessment issues; and
    - ii. 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; and
  - c. Perform other specific tasks as may be identified by the Board.

**Meetings:**

1. AAPAC shall meet as needed to accomplish the purposes outlined for the committee in this policy.
2. During a scheduled meeting AAPAC may:
  - a. review matters scheduled to come before the Board, identify assessment and accountability issues, and provide feedback to the Board on those items;
  - b. discuss feedback received from community stakeholders on assessment and accountability items;
  - c. make written recommendations and provide feedback to:
    - i. Board committee chairs on matters coming before the Board's committees; and
    - ii. 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 assessment and accountability that merit consideration by the Board.
3. AAPAC meetings are not subject to the Open and Public Meetings Act.
4. AAPAC shall conduct committee business under Roberts Rules of Order.

**Staff:**

1. The Assistant Superintendent of Student Learning 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.

**Committee Composition:**

1. AAPAC shall be comprised of the following members:
  - i. Voting members:

- i. one member who is a parent of a student enrolled in a public school;
  - ii. one member who is a teacher in a public school;
  - iii. one member who is a local school board member;
  - iv. two members who are school district superintendents;
  - v. one member who is a charter school administrator;
  - vi. one member who is an elementary principal;
  - vii. one member who is a secondary principal;
  - viii. one member with expertise or experience serving students who are at risk for underachievement;
  - iv. two LEA assessment directors; and
  - x. two at-large members with assessment expertise.
- a. Non-voting members:
    - i. two members of the Board;
    - ii. the Board's Assistant Superintendent of Student Learning;
    - iii. one member who serves as staff to the Utah State Legislature; and
    - iv. one member from the Governor's office.
  - b. 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.

#### Appointment:

Interested individuals may apply to serve as voting members of AAPAC. AAPAC voting members shall be appointed by the Board. Staff shall review applications submitted by individuals interested in serving on APPAC and make recommendations to the Board for appointment.

#### 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. If a voting member misses two or more consecutive meetings without being excused by the Assistant Superintendent of Student Learning,

the committee may request that the Board remove the member and appoint a replacement.

Committee Leadership:

1. AAPAC meetings shall be facilitated by Assessment section staff, leveraging the Board's technical assistance consultants for technical assistance when needed. The Assistant Superintendent for Student Learning 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.