

UTAH STATE BOARD OF EDUCATION POLICY	
Policy Number:	5001
Policy Name:	Advisory Committee on Equity of Educational Services for Students
Date Approved:	May 2, 2024

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

1. The purpose of ACEESS

The purpose of ACEESS is to:

- a. advise the Board regarding the Board’s efforts to develop and support equity of educational services for students.

2. Duties

In support of its purpose, ACEESS may:

- a. Provide information and recommendations to the Board;
- b. Establish and maintain contact with persons, groups, or associations that have an interest in the welfare of underrepresented students including those who are at-risk for underachievement;
- c. solicit feedback and remain knowledgeable and informed about educational equity; and
- d. Perform other specific tasks as may be identified by the Board.

3. Meetings

- a. ACEESS shall meet monthly before each regularly scheduled meeting of the Board.
- b. During its monthly meeting ACEESS shall:
  - i. Review the published agenda for the Board’s meeting and identify items of interest related to educational equity for students including those who are at-risk for underachievement;
  - ii. Discuss feedback received from community stakeholders on Board agenda items; and

- iii. Make written recommendations to the Board or Board leadership on matters scheduled to come before the Board or other issues of importance for educational equity of students.
  - c. ACEESS meetings shall be facilitated and organized by Board staff.
  - d. ACEESS may conduct committee business under Roberts Rules of Order.
  - e. ACEESS meetings are not subject to Title 52, Chapter 4, Open and Public Meetings Act.
4. ACEESS Staff
- a. 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.
  - b. Board staff shall email a copy of each ACEESS agenda to the Board at least three days before the ACEESS meeting.
  - c. Board staff shall prepare a summary of each ACEESS committee meeting and send the summary, with any ACEESS recommendations, to the Board.
5. Membership
- a. ACEESS shall be comprised of 15 members with expertise or experience serving underrepresented students or students at risk for underachievement.
  - b. The Board chair shall designate a panel of Board members to interview applicants for ACEESS positions.
  - c. The Board will appoint ACEESS members following review of the panel's recommendations.
  - d. ACEESS members shall be appointed for two-year terms and may serve no more than two terms within a ten-year period.
  - e. Member terms shall run from July 1 through June 30.
  - f. 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.
  - g. Member terms shall be staggered so that approximately half of the

committee is up for appointment each year.

- h. If a member fails to attend two or more consecutive meetings without being excused, the committee chair may recommend that the Board appoint a new member as provided in this policy.
- i. The Board may appoint a new member to complete the term of a committee member who is unable to complete the member's term of service. A committee member shall be appointed to complete the remainder of the predecessor's term.

#### 6. Committee Leadership

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

#### 7. Applicability of Board Policies

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

This policy will sunset June 30, 2024.