

UTAH STATE BOARD OF EDUCATION POLICY
Policy Number: 5008
Policy Name: Student Advisory Council
Date Approved: May 2, 2024

By this policy, the Utah State Board of Education (the Board) hereby establishes the Student Advisory Council (SAC):

1. The purpose of the Advisory Council

The purpose of SAC is to:

- a. meet with the Board as statewide representatives of students to provide student suggestions, reactions, insights, and opinions concerning the Board's policies, initiatives, and efforts regarding relevant educational issues; and
- b. provide the Board with information and data regarding issues relevant to students on a Statewide level that may require Board consideration or action.
- c. provide the feedback as requested by the Board.

2. Duties

In support of its purposes, SAC may:

- a. review and discuss the proper role of government.
- b. review and discuss relevant statutory provisions as requested by the Board.
- c. review work of relevant taskforces as assigned.
- d. provide valuable insights by advising the Board on:
  - i. technology needs;
  - ii. college and career-readiness;

- iii. dropout rate;
  - iv. student leadership;
  - v. graduation requirements;
  - vi. testing;
  - vii. school climate;
  - viii. at risk behaviors including suicide and student mental health;
  - ix. career and technical education;
  - x. other areas as voted upon by SAC; and
  - xi. other areas as assigned by the Board.
- e. advise the Board in real-time on the student perspectives regarding Board actions.
  - f. suggest possible areas for future legislation with consent and approval of the Board.
  - g. create task forces with Board approval; and
  - h. perform other specific tasks as identified by the Board.

### 3. Meetings

- a. SAC shall meet quarterly and may meet electronically. SAC may conduct council business under Roberts Rules of Order.
- b. During a scheduled meeting SAC may:
  - i. review the published agenda for the Board's meeting, identify relevant issues and provide feedback to the Board on those issues;
  - ii. discuss feedback received from fellow students on Board agenda items;
  - iii. make written recommendations and provide feedback to:
    - A. Board committees on matters coming before those committees;
    - and

- B. Board leadership on matters scheduled to come before the full Board; and
- iv. make written recommendations to Board leadership on other issues of importance as deemed by the SAC to merit consideration by the Board.
- c. SAC meetings shall be facilitated and organized by Board staff.
- d. SAC meetings are not subject to Title 52, Chapter 4, Utah Open and Public Meetings Act.
- e. SAC meetings will be held at the Utah State Board of Education Offices at least twice in each school year.
- f. At least three Board members may attend each SAC meeting as the first agenda item of meeting to engage in free form discussions with the SAC .
  - i. Board members shall attend in a rotation with no member attending two consecutive SAC meetings;
  - ii. Each member is encouraged to bring at least one discussion topic to engage in with the SAC; and
  - iii. Board members attending a meeting shall be excused once that portion of the meeting has concluded and may not attend the rest of the meeting.
- g. No more than seven Board members at a time may attend a SAC meeting.

#### 4. Staff

- a. An Advisor to the SAC shall be appointed by the Superintendent from the Board staff. The Advisor or the Advisor's designee(s) shall:
  - i. provide clerical support to facilitate meeting logistics, prepare meeting agendas and summaries, and assist with required written communication to the Board;
  - ii. send a copy of each SAC agenda to the Board at least three days

- before the SAC meeting;
- iii. prepare a summary of each SAC meeting and send the summary, with any SAC recommendations, to the Board;
- iv. coordinate meeting logistics with SAC members;
- v. prepare additional reports to Board leadership and committee chairs as requested; and
- vi. invite other stakeholders and additional USBE staff to participate in SAC meetings as needed.

## 5. Membership

SAC shall be comprised of the following members:

### a. Voting members:

#### i. 15 total student members as follows:

- A. Membership shall be split between Grades 11 and 12 with members being at least 16 years old by September 1 of the application year. In the first year there will be 11 Grade 8 members and 12 Grade 7 members.
- B. Each year the Board shall appoint the same number of new Grade 11 members as there were Grade 12 members from the previous year. The previous Grade 11 members will become the subsequent year's Grade 12 members.
- C. Any vacancies created by resignations of voting members shall be filled by the Board from any remaining applicants that were not selected during the ordinary application cycle and must be in the same grade level as the vacating SAC member.
- D. If there are no remaining applicants or none choose to accept an invitation to join, the Board member(s) whose district(s) will lack representation on SAC will be asked to recommend an eligible candidate.
- E. If no recommendations are made or if no recommended student accepts an invitation to join, the Board may seek an

eligible student from the statewide student population.

- b. SAC members shall be appointed for one two-year term.
- c. Committee member terms of service shall run two state fiscal years beginning on July 1 of the year of application submission and ending on June 30 two years after application submission.
- d. Interested individuals may apply to the board via an application prepared and distributed by the Board's staff. SAC voting members shall be selected from the applications and appointed by the Board;
- e. Every applicant will be considered by the Board.
- f. The Advisor may form a selection committee to review applications submitted by individuals interested in serving on SAC.
  - i. If formed, all applications will be forwarded to the Board with recommendations amongst the full set of applications being highlighted by the selection committee.
  - ii. The selection committee shall narrow down applications to the top three candidates for each open position and specify a first, second and third choice for each open position.
  - iii. The Advisor shall forward all applications and the top three candidates for each open position to the Board member of the respective open district for input.
  - iv. The Advisor shall make a recommendation to the Board based upon the application, selection committee recommendation, Board member input, and the current composition of the SAC membership.
- g. To ensure a wide range of student experiences and views are represented by the SAC, the Board shall consider diversity in SAC applicant selection including:
  - i. geographic diversity, with one member from each of the 15 USBE districts when possible;
  - ii. academic achievement diversity, including students with

- average or below average grade point averages;
- iii. educational and pedagogical model diversity, including charter, online and traditional school experiences;
- iv. extracurricular involvement; and
- v. exposure to educational barriers, including socioeconomic barriers and disabilities.

## 6. Council Leadership

- a. SAC meetings shall be facilitated by the Advisor with assistance from Board staff when needed.
- b. At the first SAC meeting of the school year, the SAC shall elect a Chair from among its membership and a Vice chair to serve as the Chair when the Chair is unable.
- c. The Chair shall:
  - i. serve as the SAC Liaison to the Board;
  - ii. preside over SAC meetings;
  - iii. coordinate with the Advisor on all needs for the SAC meetings including appropriate trainings, tutorials, and agenda items;
  - iv. delegate relevant assignments among SAC membership; and
  - v. coordinate with the Advisor on appropriate action items and other tasks as requested and assigned by the Board.

## 7. Funding and Reimbursement

- a. SAC funding shall be made from the Board's general operating budget.
- b. Per Board Policy 2001 Section 3, reimbursement for travel and travel-related expenses will be made pursuant to Section 63A-3-107 and R25-7 rules.
- c. Reimbursements shall be directly to SAC members and not to an accompanying parent/guardian of a SAC member.

## 8. Applicability of Board Policies

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