



Legislative Session 2025 Training

Learning Objectives:

1. Legislative Season Overview

2. How You Can Help

- Technical Feedback
- Fiscal Notes
- Participating in Committees

3. Legislation Tracking

Utah State Legislature Session Schedule



45-day Session

- Session starts on Tuesday January 21st
- Session to end on Friday March 7th

Overview of the Bicameral Utah State Legislature

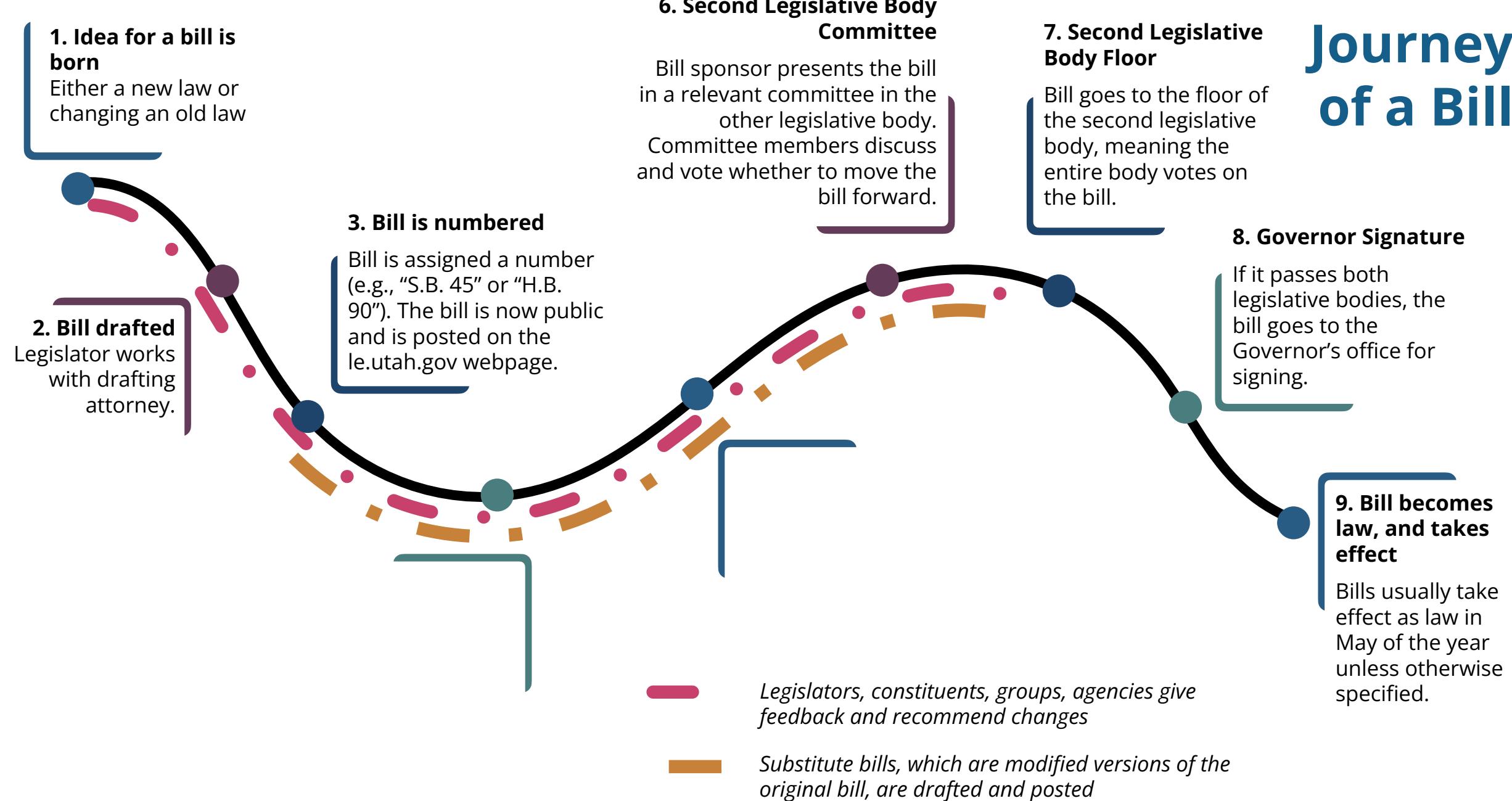
Utah House of Representatives:
75 Representatives



Utah Senate:
29 State Senators



Journey of a Bill



Journey of a Bill

1. Idea for a bill is born

This could be a change to an existing law or a brand new section of law.

2. Bill drafted

Legislator works with drafting attorney to begin drafting. At this point, the bill is “protected” and is only shared with certain individuals for feedback.

3. Bill is numbered

Bill is assigned a number (e.g., “S.B. 45” or “H.B. 90”). The bill is now public and is posted on the le.utah.gov webpage. Bill numbering can start as early as the fall prior to the legislative session, but most bills are numbered during the legislative session.

6. Second Legislative Body Committee

Bill sponsor presents the bill in a relevant committee in the other legislative body. Committee members discuss and vote whether to move the bill forward.

7. Second Legislative Body Floor

Bill goes to the floor of the second legislative body, meaning the entire body votes on the bill.

8. Governor Signature

If it passes both legislative bodies, the bill goes to the Governor’s office for signing.

9. Bill becomes law, and takes effect

Bills usually take effect as law in May of the year they were passed, unless specified otherwise in the bill.

Legislators, constituents, groups, agencies give feedback and recommend changes

Substitute bills, which are modified versions of the original bill, are drafted and posted

Legislative Committees

Senate Education Committee

7 members:

Chair: Sen. John D. Johnson



House Education Committee

16 members:

Chair: Rep. Candice B. Pierucci

Public Education Appropriations Committee

18 members:

Senate Chair: Sen. Heidi Balderree

House Chair: Rep. Stephen L. Whyte

Executive Appropriations Committee

20 members:

Senate Chair: Sen. Jerry W. Stevenson

House Chair: Rep. Val L. Peterson



Utah State Board of Education

2024 Education Bills by the Numbers



Bills Introduced



Bills Passed

61%

**Bill Passage
Rate**

113 Total bills featured in
the 2024 Public Education
Summary

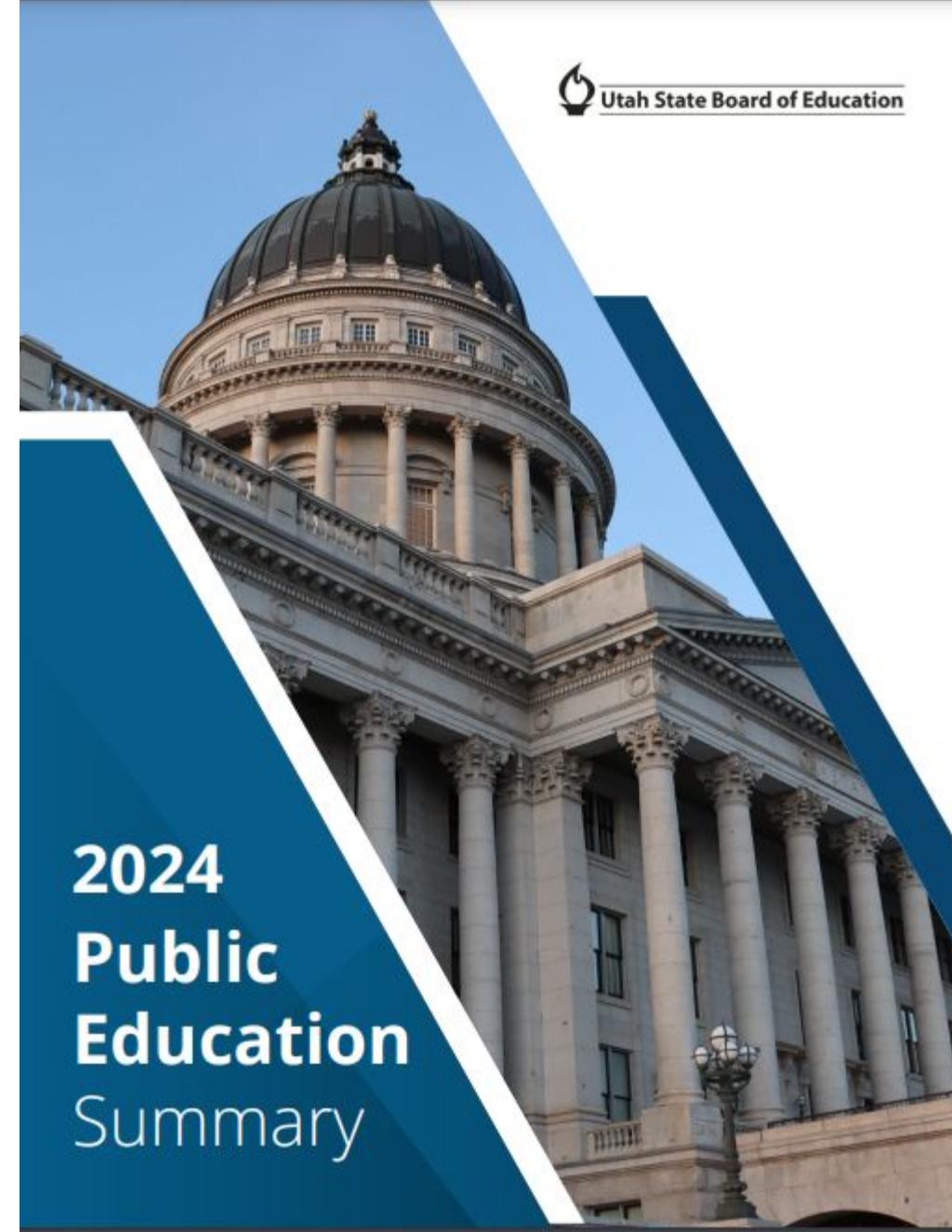


Utah State Board of Education

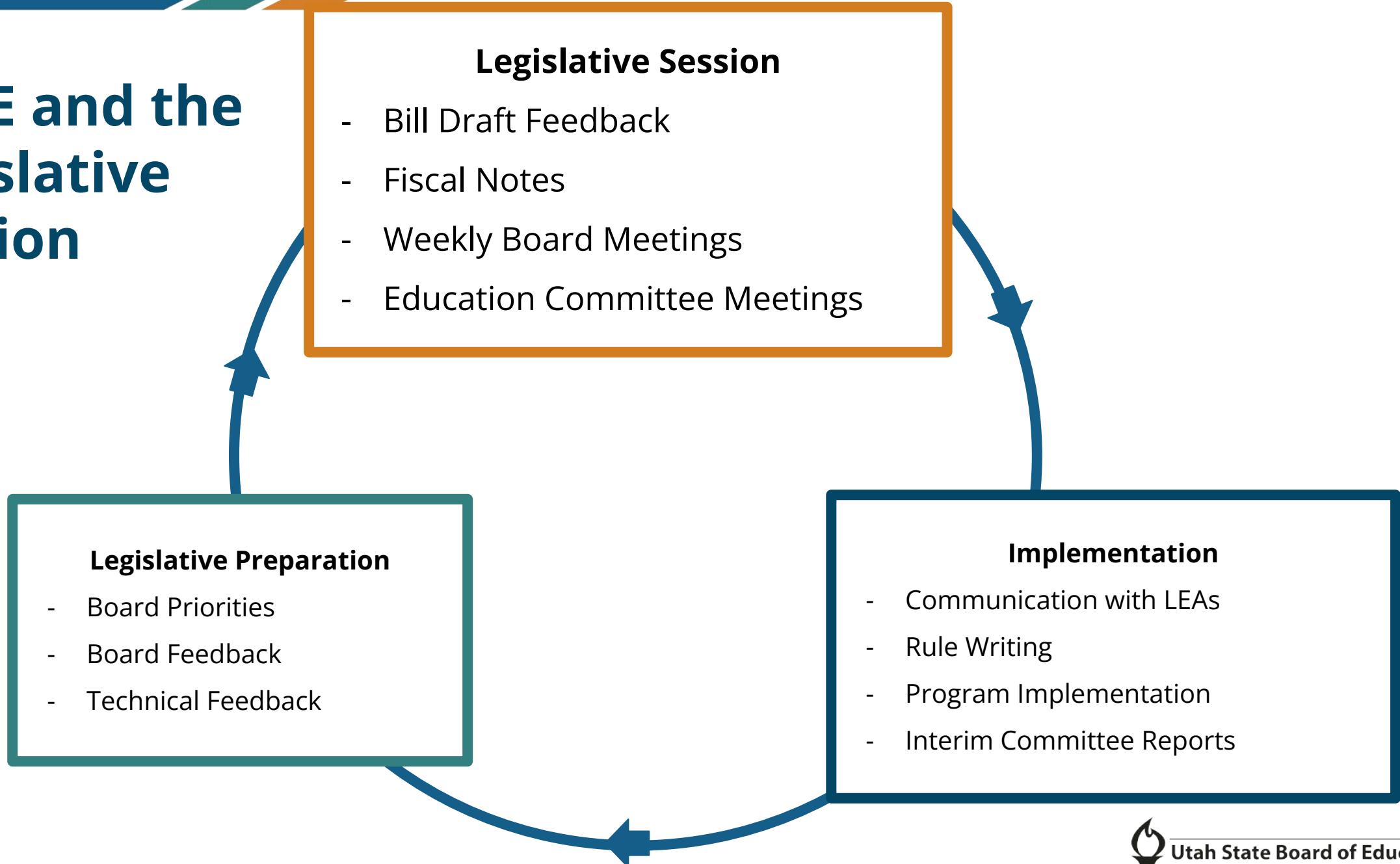
Public Education Summary

This is the booklet where all the most relevant education laws that were passed are sent to local education agencies.

**2024
Public
Education
Summary**



USBE and the Legislative Session



USBE and the Legislative Session

Standard Operating Procedure: General Legislative Interactions

Utah State Board of Education - December 2022

Prepared	Peer Reviewed (for content)	Supervisor Reviewed (for content and conventions)	Section Specific: <i>Proofed</i> (for conventions)	Approved by Management (Director Level)
Name(s)	Sarah Young, Vanessa Barnes	Superintendency Meeting	Vanessa Barnes	Superintendency Meeting
Date	12/07/2022	12/12/2022	1/6/2023	01/09/2023

Purpose

The purpose of this document is to provide guidance regarding the general protocol for how to interact with a legislator as a member of the USBE.

Overview

This provides an outline for how agency staff may interact with a legislator when the legislator has proactively reached out via email, phone, or in spontaneous interactions, such as meeting in a work group. A legislator, or legislative staff, may spontaneously reach out to staff regarding legislative action which may include, but is not limited to:

1. request to participate in a work group;
2. request to participate in a meeting to provide feedback on a draft bill;
3. request to provide research-based solutions for a legislator's consideration; or
4. request to provide information.

Always begin with a reminder that the USBE staff cannot advocate for legislation or funding without Board review and support and that agency staff input or feedback should not be considered as support from the USBE. The key action step to remember for any engagement with legislators is to communicate the outreach to your direct supervisors including your Deputy Superintendent and the policy team.

USBE and the Legislative Session

You may be asked to share your expertise on a certain bill.

You will be sent a link to a document that looks like this.

- Leave a comment on the actual bill draft linked above.
- Write thoughts underneath the instructions (with your initials)

Clancy - School Lunch Proposed Legislation Feedback

Link to bill:
 [Clancy-School Lunch Discussion HB0100.docx](#)

General Description:
This bill amends provisions and programs regarding the operation of the public education system.

Highlighted Provisions:
This bill:

- defines terms;
- requires the Department of Work Force Services to participate in the Summer Electronic Benefits Transfer for Children Program;
- provides all eligible students with free breakfast and lunch;
- requires the State Board of Education to reimburse each LEA for the cost of providing each meal;
- prohibits LEAs from publicly identifying or stigmatizing students who cannot afford meals; and
- requires communications regarding a student's meal debt to be directed only to the student's parent or guardian

The estimated funding needed was based on a snapshot in time and may not accurately reflect the current number of students in need of funding. However, that number is constantly fluctuating.
[Data about School Lunch Spending Linked](#)

Summary from August 2023 to May 2024

Total Cost to Utah State Legislature for Breakfast:	\$8,438,531.80
Total Cost to Utah State Legislature for Lunch:	\$113,936,949.85

Instructions for staff:

Hello fabulous USBE Team -

Please take a moment to carefully review the attached proposed legislation.
We're particularly interested in any aspects that might impact your specific area of expertise.

As you go through the document, please add your initials next to any comments or concerns you may have. This will help us streamline any necessary follow-up discussions.

USBE and the Legislative Session

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USBE and the Legislative Session

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Utah State Board of Education

What is a Fiscal Note?

- A Fiscal Note is a written estimate of the direct, measurable impacts that may result from implementing legislation.
- A Fiscal Note helps state legislators better understand how a legislative bill may affect the state budget, the USBE, or an individual program.
- “Direct, measurable impacts” may include specific USBE or LEA program costs, savings, revenue gains or revenue losses.



Fiscal Impact Statement vs. Fiscal Note


OFFICE OF THE LEGISLATIVE FISCAL ANALYST
FISCAL NOTE AGENCY RESPONSE

State Board of Education Response
Submitted 12/07/2022 06:18:07

HB0124 - Salary Supplement for School Speech-language Pathologists and Audiologists
Any Fiscal Impact - yes Updated 12/07/2022 06:09:52 by Sam Urie
This bill adds SLPs and Audiologists to the Teacher Salary Supplement Program. With approximately 865 FTE for SLPs and 20 FTE for Audiologists, for a total of 885 FTEs at a cost of \$4100 each FTE plus 30.63% benefits, the total cost is \$4,739,900.70.
State Board of Education - yes Updated 12/07/2022 06:10:56 by Sam Urie
This bill adds SLPs and Audiologists to the Teacher Salary Supplement Program. With approximately 865 FTE for SLPs and 20 FTE for Audiologists, for a total of 885 FTEs at a cost of \$4100 each FTE plus 30.63% benefits, the total cost is \$4,739,900.70. USBE administers this program and distributes funds to LEAs to be paid to individual educators.
State Revenue - no Updated 12/07/2022 06:10:30 by Sam Urie
Local Government - no Updated 12/07/2022 06:10:04 by Sam Urie
Business / Individual - no Updated 12/07/2022 06:10:27 by Sam Urie

Appropriation Unit Code(s)
•PUU (MSP) Related to Basic School Programs: Teacher and Student Success Program

Cost By Fund

	FY 2023	FY 2024	FY 2025
2400 (PED) Uniform School Fund: PUU (Recurring)	N/A	\$4,739,901.00	\$4,739,901.00
2400 (PED) Uniform School Fund: PUU (One-Time)			
Total	\$0.00	\$4,739,901.00	\$4,739,901.00

PUU was updated 12/07/2022 06:17:36 by Sam Urie

Cost By Category


Fiscal Note
H.B. 124
2023 General Session
Salary Supplement for School Speech-language Pathologists and Audiologists
by Johnson, D.



General, Income Tax, and Uniform School Funds JR4-4-101

	Ongoing	One-time	Total
Net GF/ITF/USF (rev.-exp.)	\$4,739,900	\$0	\$4,739,900

State Government UCA 36-12-13(2)(c)

	FY 2023	FY 2024	FY 2025
Total Revenues	\$0	\$0	\$0
Enactment of this legislation likely will not materially impact state revenue.			
Expenditures	FY 2023	FY 2024	FY 2025
Uniform School Fund	\$0	\$4,739,900	\$4,739,900
Total Expenditures	\$0	\$4,739,900	\$4,739,900
Enactment of this bill may cost the State Board of Education \$4,739,900 ongoing from the Uniform School Fund beginning in FY 2024 to provide the salary supplements to school Speech Language Pathologists and Audiologists as outlined in the bill.			
Net All Funds	FY 2023	FY 2024	FY 2025
	\$0	(\$4,739,900)	(\$4,739,900)

Local Government UCA 36-12-13(2)(c)

Enactment of this legislation likely will not result in direct, measurable costs for local governments.

Timeline

USBE has 24 hours to respond to LFA, and towards the end of session 4 hours or less

Day 1 - USBE

Day 2 - LFA Analyst

Day 3 - LFA Director

Day 4 - Bill Sponsor

I'm CC'd on a Fiscal Note Email! Help!

- Ensure auto replies/vacation responders are in place
- If you know someone else who could provide valuable input, please let us know!
- Give feedback as soon as possible, and don't hesitate to ask for clarification or guidance or schedule a call



Fiscal Impacts Analysis

1. Read the Bill :)
2. Identify Changes in Legislation - we are only responding to new impacts from this particular bill
3. Determine New or Revised Requirements, Reports, etc.
4. Estimate the Cost or Savings Impact

Estimating Costs and Impacts

Apply a “Unit Cost Approach”:

- Identify each Unit of Impact
- Explain the Impact to each Unit
- Determine the Range of Impacts (as applicable)



Estimating Costs and Impacts

For USBE Impacts:

- New FTE? Must be justified with duties, time commitments, minimum position that meets requirements
- Staff Time? Who, what position, hourly rate, reasonable time estimate
- Is this a one-time or ongoing cost?

For LEA Impacts:

- New FTE? Must be justified with duties, time commitments, minimum position that meets requirements
- Staff Time? Who, what position, hourly rate, reasonable time estimate
- Supplies, equipment?
- Reporting Impacts?
- Is this a one-time or ongoing cost?



Tips on Responses

How do you create a credible, defendable estimate?

- Use a “Unit Cost Approach”
- Cite credible sources
- Use clearly-defined, reasonable assumptions
- Include as many details as practical, “show your work”
- Maintain objectivity in writing

DO's and DON'Ts

Do – Identify costs even if USBE/LEA can absorb, or there is no new FTE

Don't – Inflate costs because you disagree with the bill

Don't – Be afraid to reach out to our team with questions or for guidance

Example - HB84 - School Safety Amendments

2024FL1082 - LEA Cost Analysis							
Applicable Lines	Requirement	Impacted Units	Assumed % of Units	Estimated Unit Cost	Number of Impacted Units	One-Time Cost	Ongoing Cost
448-498	School Guardians (New FTE) ^{1/2}	Schools	30%	\$67,715	1,052	\$0	\$21,370,878
1166-1183	School Resource Officer (New) ^{7/8}	Schools	10%	\$100,000	1,052	\$0	\$10,520,000
1166-1183	Armed School Security Guard (New) ⁹	Schools	10%	\$56,700	1,052	\$0	\$5,964,840
1166-1241	LEA Safety Director - New Full FTE ¹²	LEAs	10%	\$128,282	156	\$0	\$2,001,201
1166-1241	LEA Safety Director - New Partial FTE ^{12/13}	LEAs	90%	\$25,656	156	\$0	\$3,602,162
467-473	Initial Firearms Training - 6 hours ¹⁰	Schools	60%	\$156	1,052	\$98,467	\$0
455-462	Biannual Retraining - 8 Hours ¹⁰	Schools	60%	\$208	1,052	\$0	\$131,290
450-454	Annual Building Safety Training - 4 hours ¹⁰	Schools	60%	\$104	1,052	\$0	\$65,645
523-528	Biometric Safe ³	Schools	60%	\$62	1,052	\$39,134	\$0
1027-1115	Student Intervention Software ¹¹	Schools	95%	\$4,200	1,052	\$2,098,740	\$0
1608-1618	Panic Button - School Button System ⁴	Schools	60%	\$1,600	1,052	\$1,009,920	\$0
1608-1618	Classroom Panic Buttons ^{5/6}	Classrooms	75%	\$120	41,725	\$3,755,250	\$0
	Total Costs					\$3,246,262	\$43,656,015

¹Used Alpine SD's Classified Salary Schedule Lane 11, Step 6 (\$26.12 per hour)

²Assumed ESA's Original Benefits Contribution Rate

24.16%

³https://www.amazon.com/HARDROCK-Fingerprint-Identification-Quick-Access%EF%BC%8CStorage-nightstand/dp/B0C5LJTVNW/ref=sr_1_4_sspa?crid=24L155UHRBYNN&keywords=hardrock+nightstand

⁴USBE Median Class Size Report 2023

⁵<https://www.visiplex.com/faq-items/how-much-does-a-panic-button-system-cost/#:~:text=The%20cost%20of%20a%20basic,would%20start%20at%20approximately%20%241%2C>

⁶<https://www.visiplex.com/wireless-panic-buttons/>

⁷SRO cost estimate provided by Sgt. Barnes (DPS School Liaison)

⁸The number of Utah schools with more than 350 students

⁹<https://dmacstrategic.com/how-much-does-a-security-guard-cost/#:~:text=Standard%20Armed%20Guard%20%F2%80%93%20%2425%20to%20Experience%20%F2%80%93%20%2435>

USBE Performance Measures

Fiscal Note Training 2025

Aligning Legislative Fiscal Notes with Approved Performance Measures

Guidance for Agency Experts:

1. Review Existing Measures

- Examine the list of **approved performance measures** already established by the legislature.
- Available at <https://bit.ly/USBEPerformanceMeasures>

2. Align with Fiscal Notes

- Select one or more measures that **align** with new legislative initiatives.
- Ensure coherence with existing goals and priorities.

Aligning Legislative Fiscal Notes with Approved Performance Measures

Why This Approach?

- **Streamlined Reporting:** Reduces additional reporting burdens for schools and districts.
- **Consistency:** Maintains alignment with the legislature's approved metrics.
- **Efficiency:** Avoids duplicative requirements and leverages existing systems.

Questions?

You can reach out to Sarah Young:
sarah.young@schools.utah.gov

Thank you!

Attending a Legislative Committee

- If you need to listen to/attend a committee meeting, you will be emailed in advance
- Unless directed otherwise, attend by joining the virtual zoom meeting on the committee meeting page
- Be prepared to answer questions from staff or from legislators
- Policy Team will create a text group for every committee for quick communication

Tracking Utah Legislation

A photograph of the Utah State Capitol building at sunset, with the sky filled with orange and yellow clouds. In the foreground, there is a large search bar with a magnifying glass icon and the text "Search le.utah.gov".

Search  Settings  elisse.newey@schools.utah.gov 

Legislators Bills Code Committees Audits Budget Research and Legal

UTAH STATE LEGISLATURE

Thank You!

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Utah State Board of Education