

# Regulation KCB-R Las Cruces Public Schools

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Related Entries: KCB  
Responsible Office: Associate Superintendent for Instruction

## SCHOOL ADVISORY COUNCILS

### I. PURPOSE

School advisory councils shall assist the school principal with school-based decision-making and involve parents in their children's education.

### II. BACKGROUND

The New Mexico Public Education Department provides that a local board of education may adopt a regulation to guide each School Advisory Council (Council) in a decision making process which reflects an equitable balance between school employees, parents and community members. Each Council shall function as an advisory council to the principal in accordance with Section 22-5-16 NMSA 1978.

### III. PROCESS

#### A. Role of the Council

Each Council shall function as an advisory council to the principal in accordance with 22-5-16 NMSA 1978. The Council shall:

1. Work with the principal and give advice, consistent with state and school district rules and policies, on policies relating to instructional issues and curricula and on the public school's proposed and actual budgets;
2. Determine how the "Incentives for School Improvement" funds shall be used should the school be awarded the funds. The money received shall not be used for salaries, salary increases or bonuses, but may be used to pay substitute teachers when teachers attend professional development activities (22-2A-9 NMSA 1978).
3. Develop creative ways to involve parents in the schools and provide input on district School and Community Involvement Plans;
4. Where appropriate, coordinate with any existing work force development boards or vocational education advisory councils to connect students and school academic programs to business resources and opportunities;
5. Serve as the champion for students in building community support for schools and encouraging greater community participation in the public schools;
6. In a Title I school, work to ensure the school is following and supporting federal mandates, including the Title 1 Activity Plan, applicable to parent and community involvement;

7. Maintain minutes of meetings and provide a year-end summary to the school principal and superintendent.

#### B. Membership

1. Each Council shall be comprised of a minimum of seven adult members and membership shall reflect an equitable balance between school employees (certified and/or classified) and community members (parents and business): three school employees, three parents (non-school employees) and one business member.
2. If such person is available, at least one community member shall represent the business community. It is preferred, but not mandatory, that the business representative reside within the school community and/or is the parent of a child enrolled in the school. The business representative must reside within the LCPS district.
3. In the event insufficient interest is shown in a seven-member Council as demonstrated by the failure of adequate numbers of applicants to declare for positions, the principal may solicit membership to reflect as closely as possible, an equitable ratio of categories of members.
4. In addition to the adult members, one middle or high school student may be selected by the Council to serve a one-year term. The student must attend the school which the Council represents. The student is a non-voting member.
5. All Council members, with the exception of the business representative, shall be residents of the school's attendance zone, have a child enrolled in the school, or be employed at the school.
6. The principal shall be an active member of the Council and may chair the Council; the principal's membership would be considered as the 8th member of a seven member council. The principal would not vote on issues unless breaking a tie vote.
7. Meetings of the Council are open to the community, however, only those members who are elected will serve as voting members.
8. Title I schools are encouraged to have a Title I representative on the Council.

#### C. Election To Council

Council members will be elected from a list of individuals who have filed a [“Declaration of Interest Form” \(in Spanish\)](#) (KCB-E1 Form).

1. The declaration of interest form may be obtained at least 30 days prior to the date of the election from the principal, on the school's web site or on the LCPS web site.

2. The principal and the LCPS Communications Department shall publicize the opportunity to file a “declaration of interest” through school communications such as web sites, school newsletter, note to parents, newspaper letter-to-the-editor, etc.
3. When filling out the declaration of interest form, candidates shall specify which category of membership they will represent (employee, parent, community member). The candidate shall include current and/or previous involvement in schools, their current relationship with the school and reasons for wanting to serve on the Council.
4. The [declaration of interest form](#) will be available in English and [Spanish](#) and can be submitted by a candidate in either language.
5. The completed declaration of interest form shall be returned to the principal of the school at which the applicant desires to be a Council member at least one week prior to the election in order to be placed on the ballot.
6. All completed declarations of interest will be available for the community’s review prior to the election. The forms may be posted on the school web site, district web site, school bulletin board or in a newsletter/notice to the community.

D. The Election

1. Council members will be elected from a list of individuals who have filed a “[Declaration of Interest Form](#)” (form KCB E1).
2. The election will be held by May 15 of each school year for membership during the following school year.
3. Election voting hours will be 7:00 a.m. to 7:00 p.m. on a school day; no early or absentee voting.
4. Prior to election day:
  - a. The principal will determine the method of voting (paper ballot with boxes, etc.);
  - b. Based on the number of candidates eligible for the ballot, the principal will have determined how many individuals will be elected from within each section in order to obtain an equitable membership balance;
  - c. The names of the candidates will be typed on the ballot;
  - d. The ballot will have all candidates’ names placed in their respective categories: LCPS employee, parent, community/business. The order of names within each section will be determined by a random drawing.
  - e. The principal shall publicize the date of the election, election ballot, candidates’ declaration of interest information, voting hours, and any other election information.

5. Those eligible to vote are parents of the school and school staff. (All parents/guardians are eligible to vote.)
6. Eligible voters will select one name in each category (staff, parent, community).
7. Votes should immediately be placed into a sealed ballot box.
8. When counting the votes:
  - a. The principal shall have one parent and one staff member to assist in tallying the election results;
  - b. In the event of a tie within any section, the ballots for that section will immediately be recounted;
  - c. If a tie remains, a toss of the coin will determine the outcome.
9. Principals will announce who has been elected and will set a date for the Council's first meeting.
10. The ballot results shall be kept in a sealed envelope and filed at the school for one year.

**E. Length of Appointment and Terms**

1. Council members will serve two-year, staggered terms. Members must remain a member of the school community during their entire term on the Council.
  - a. For the Council's inaugural year, principals will determine by random drawing which seats will hold a one-year term and which seats will hold a two-year term.
  - b. For subsequent years, all seats will be two-years, with the exception of a student's term.
2. Council members' terms will be June 1 – May 31.
3. School Council members shall be eligible for selection so long as they remain qualified for membership as specified in section B.
4. Students selected to the Council may only serve one-year terms but may be appointed to one successive term for one year.

**F. Vacancies**

1. A vacancy on a School Council shall be filled by the Council with a qualified individual in the category in which the vacancy exists.
  - a. The appointment shall be based on recommendations made by the principal.
  - b. A majority of the remaining Council members shall approve the appointment.

2. The appointed member shall serve until the end of the term of the member who was replaced.
3. Lack of attendance at Council meetings can cause removal of a member by the principal with the support of the Council members.

Councils should determine the guidelines for attendance during their first meeting.

#### G. Meetings

1. School Council meetings should be held a minimum of four times per school year; Additional meetings may be called by the principal.
2. The “school year” for the purposes of holding Council meetings will be June 1 to May 31.
3. Location of meetings and the time of meetings will be determined by each Council.
4. School Council meetings should not be scheduled at the same time as District Advisory Council meetings.
5. Meetings of Advisory Councils are not subject to the Open Meetings Act (10-15-1-10-15-4 NMSA 1978). All meetings are open to the community but only appointed members may vote.
6. On matters requiring a vote, at least 50 percent of the Council members must be in attendance to hold a vote. Votes are passed by a simple majority.

#### H. District Advisory Council

##### 1. Membership

- a. The School Council shall select from within its membership, two individuals who will serve as the school’s representatives to the District Advisory Council (DAC).
- b. Selection to the DAC shall take place during the School Council’s first meeting.
- c. At least one representative should be in attendance at each DAC meeting.
- d. Election to the DAC will be for one year.

##### 2. Meetings

- a. In matters which require a vote, one vote per school will be allowed at DAC meetings regardless of the number of DAC members in attendance.
- b. Only appointed DAC members are eligible to vote at DAC meetings.
- c. The DAC shall meet a minimum of four times per year school year.

- d. The DAC will vote on officers from within its membership.
- 3. DAC members will be responsible for presenting ideas, suggestions and advice from the DAC membership and from the School Advisory Councils to the superintendent and the School Board.

I. District Advisory Council Progress Report

The Council is encouraged to keep minutes or notes of Council meetings.

*History: Formerly Procedure 472, enacted 3.18.04; Revised 06.20.06; revised 08.27.07; revised 04.10.10*

*Legal Reference: NMSA 22-12-2, NMSA 22-12-6, 22-5-16 NMSA, 10-15-10-15-4 NMSA 1978, 22-2A-9 NMSA 1978*



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*Associate Superintendent for Instruction*

April 9, 2010

*Date Approved*