

Each school in the District shall create a school advisory council (“SAC”) to assist the school principal with school-based decision-making and to involve parents in their children’s education.

School advisory council membership shall reflect an equitable balance between school employees, parents, and community members. At least one community member shall represent the business community, if such person is available. The school principal shall be an active member of the school council and may serve as the chairperson.

The school advisory council shall:

1. Work with the school 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. Develop creative ways to involve parents in the schools;
3. 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;
4. Serve as the champion for students in building community support for schools and encouraging greater community participation in the public schools; and
5. Ensure that provisions regarding parental involvement in the No Child Left Behind Act are implemented.

The Superintendent shall prepare Administrative Regulations to guide the procedures and operation of District Advisory School Councils.

Legal Reference: NMSA 1978, § 22-5-16 (2003).

The Superintendent implements the following Administrative Regulation to provide further clarification and procedures to address School Advisory Councils in the District in accordance with law, NMPED guidance, and Board policy.

Each school shall have a "School Advisory Council" to assist the principal in an advisory capacity with school-based decision-making and to provide parents with the opportunity for greater involvement in their children's education.

A. Role of the Council

Each council shall function as an advisory council to the principal in accordance with Section 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 discretionary budget shall be allocated to meet the school's goals and improve student learning.
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; and
6. In a Title I school, work to ensure the school is following and supporting federal mandates, including the Title I Activity Plan, applicable to parent and community involvement.

B. Membership

1. Each council shall be comprised of an equitable balance between school employees (certified and/or classified) and community members (parents), who are appointed by the principal.
2. If such person is available, at least one community member shall represent the business community.
3. In the event insufficient interest in membership in the council is shown as demonstrated by the failure to obtain sufficient members, the principal may solicit membership to reflect, as closely as possible, an equitable ratio of categories of members.

Amended: December 7, 2015; October 17, 2006

Adopted: October 7, 2003

**Santa Fe Public Schools
Administrative Regulations**

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.
 - a. The student is a non-voting member.
 5. All council members 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 and chair the council.
 7. Meetings of the council are open to the community, however, only those members who are appointed will serve as voting members.
 8. Title I schools are encouraged to have a Title I representative on the council.
- C. 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.
 2. For the council's inaugural year, principals will determine which seats will hold a one-year term and which seats will hold a two-year term. For subsequent years, all seats will be two-years, with the exception of a student's term.
 3. Council members' terms will be July 1 through June 30.
 4. School council members shall be eligible for selection to one successive term of two years so long as they remain qualified for membership as specified in section B.
 5. Students selected to the council may only serve a one-year term but may be appointed to one successive term for one year.
- D. Vacancies
1. A vacancy on a school council shall be filled by the principal with a qualified individual in the category in which the vacancy exists. 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 be cause for removal of a member by the principal with the support of the council members.

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

E. Meetings

1. School council meetings shall be held a minimum of twice per school year and shall include substantive participation in school budget development. Additional meetings may be called by the principal.
2. The Collective Bargaining Agreement, Article 6, Section II.D. provides that there may be occasions when an employee may be required to report for work for activities when deemed necessary by the Superintendent or designee. Employees may be required to report before or remain after the regular workday, without compensation, to attend faculty or other professional meetings for no more than one (1) hour nor more than twice per month. Part-time employees and art/music teacher are encouraged to attend these meetings whenever possible.
3. The "school year" for the purposes of holding council meetings will be July 1 through June 30.
4. Location of meetings and the time of meetings will be determined by the principal.
5. Meetings of "School Advisory Councils" are not subject to the Open Meetings Act (NMSA 1978). All meetings are open to the community but only appointed members may vote.

F. Progress Report

The principal shall keep minutes of council meetings. The membership list, sign-in sheet and notes of the meeting shall be filed with the principal. The principal shall maintain the documents at the school for five years.

NMSA 1978, § 22-5-16 (2003).