



**TITLE VI INDIAN PARENT COMMITTEE**

Amphitheater Unified School District

NAEP IPC DRAFT 3

04/06/2022

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# AMPHITHEATER UNIFIED SCHOOL DISTRICT

## TITLE VI INDIAN PARENT COMMITTEE BYLAWS

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### Article I – Name of the Entity

The name of the Indian Parent Committee (IPC) for the Amphitheater Unified School District (AUSD) Title VI Indian Education program, shall be the Amphitheater Title VI Indian Parent Committee (IPC).

### Article II – Purpose

The IPC has been established to ensure that the planning, implementation, and evaluation of the operations of supplemental Title VI programs in the Amphitheater Unified School District are conducted in a consistent, sustained, and equitable manner for the benefit of Indian and Alaska Native students of the district. These programs will:

- Promote the best educational and cultural interests of Native American students in the Amphitheater Unified School District.
- Assist in educating teachers and other school staff on the unique educational and culturally related needs of Native American students.

The IPC will approve the annual Title VI, Indian Education Grant, by the closing date of each fiscal year.

The establishment and the work of the IPC are to comply with the rules and regulations governing Title VI 20 U.S.C §7401 et seq. In conjunction with home, community and school support, the IPC will complete the following objectives:

- Develop and implement programs and activities to assist Title VI eligible students in reaching their highest level of academic achievement
  - Strive to ensure that programs that serve Indian children are of the highest quality and provide for not only the basic elementary and secondary educational needs, but also the unique educational and culturally related academic needs of these children.
  - To promote the welfare of Native American children in home, school and in the community.
  - To raise the awareness of all Native American students, their peers and AUSD teachers and staff about the unique tribal heritage of Native American people.
  - Ensure that Native American children do not attend school in buildings that are dilapidated or deteriorating, which may affect their academic success.
  - To conduct fundraising events to benefit Native American students within Amphitheater School District and supplement Native American Education funds.
  - To encourage Native American students and their families within Amphitheater School District through social and cultural events.

## Article III – Power and Duties

### Section 1: Powers

The IPC and Amphitheater Unified School District (AUSD) recognize they must foster a positive and collaborative relationship to help facilitate academic success for Native students.

To accomplish this the IPC will:

- Meet with the Native American Education Program regularly (monthly, if not more frequently) to gather information to provide support and advice to the Amphitheater Unified School District (AUSD) to assist them in understanding and meeting the academic, cultural, and wellness needs of Native American students.
- Review the student, parent, and teacher needs assessment survey or questionnaire(s) and Indian pupil assessment results (specifically, hard data concerning student performance or achievement), and provide AUSD with any potential recommendations to for improved programming and implementation.

### Section 2: Duties

1. Recommend to AUSD a general plan for the allocation of Title VI Native American student-generated funding.
2. Recommend Title VI EASIE Application Part II Applications and budgets to be forwarded by the Native American Education Program to the AUSD Superintendent and Board of Education for review and certification.
3. Assist AUSD in recruitment of personnel through culturally sensitive recruiting strategies, selection criteria, the application of required Indian hiring preference and suggest suitable prospective native personnel to meet the needs of Native American students.
4. Participate in at least one annual Public Hearing organized and hosted by AUSD.
5. Recommend to AUSD curricula, texts, materials, and methods to be used to better serve the educational needs of Native American students.
6. Provide AUSD with information gathered from Native American students and families that target unmet educational needs.
7. Have access, in accordance with AUSD confidentiality policies for all reports, evaluations, surveys and other program and budget-related documents necessary for review, in order to carry out the committee's responsibilities.
8. IPC members shall not act or speak on behalf of the entire IPC as an individual; members should only represent their own viewpoint. All IPC members must have prior formal authorization by action (motion recorded in the minutes) to represent or speak on behalf of the IPC.
9. The IPC shall exercise its authority only during official IPC meetings
10. IPC members are expected to attend all meetings in entirety in order to establish a quorum, fully participate in the discussion and to cause a vote.

11. IPC members shall receive training to gain knowledge and skills of their specific roles and responsibilities.
12. The IPC shall have no powers beyond those expressly set forth herein.
13. The IPC shall have no power to bind any member of the AUSD to any debt, liability, or obligation in the absence of an express written authorization from AUSD,
14. In addition, the IPC shall abide by all AUSD official Board Policies and Administrative Procedural Directives, or similar.

## Article IV – Membership

### Section 1 – Membership of the IPC

The IPC will be comprised of a minimum of five members consisting of at least one of the following member representatives:

- A. The overall majority (51%) of the IPC must be parents, family members and/or guardians of Indian children in the local educational agency's schools.
- B. One Teacher or Counselor Representative
- C. High school student members who have a current ED 506 form with Tribal affiliation from a Federally or state recognized Tribe and
- D. Such that the program receives \$40,000 or more in Title VI funding, Tribal Representative(s) on Indian lands located within 50 miles of any school that the agency will serve if such Tribes have any children with ED506 forms on file in such school.

The maximum number of members on the IPC is 15 of which a minimum of 51% (8 members) are parent/family representatives.

### Section 2 – Member Definitions

A Parent representative is defined as any person who is the parent or adult family members, as defined by AUSD of an Indian student who has a ED 506 Form on file and is enrolled in the AUSD.

The Teacher or Counselor(s) Representative is a person who is employed by AUSD in either a Teacher or counselor position. All Native American Education Program staff members are disallowed to serve.

A Student Representative is a person who has a compliant ED 506 Form on file and is actively enrolled and attending classes at an AUSD high school served by the Title VI funded program.

A Tribal Representative is a representative(s) of Indian Tribes on Indian lands located within 50 miles of any school that the agency will serve if such tribes have any children in such school.

## Section 3 – Election of the IPC

The election of the IPC members shall be held during an open public meeting announced by publication on the school message board, through social media and other means as needed.

IPC members shall be nominated and elected at this open meeting by parents, family members, and/or relatives of Indian students attending AUSD. Eligible committee members to be elected shall include:

- a) Parent members of Indian children attending AUSD
- b) Teachers and Counselors employed by AUSD
- c) American Indian High School Students attending AUSD, and
- d) Representatives of local Indian Nations/Tribes, Pueblos, Bands and similar Indian lands located within 50 miles of any school that the agency will serve if such tribes have any children in such school.

This meeting will be organized and managed by the current Vice-Chairperson of the IPC. This preparation also includes organizing the nominating and election process.

Any parent, adult family member or relative of Indian students attending AUSD schools may nominate an individual for the IPC and vote to elect the IPC.

## Section 4 –IPC Member/Officer Terms of Office

All elected parent members will serve multi-year terms. All parent members will serve a full two-year term if their child(ren) are enrolled in AUSD.

The Student Representative will serve a full two-year term. The student representative must comply with all AUSD student policies as addressed in the AUSD Student Handbook and maintain a GPA of 2.5 as determined by semester grades. The student may serve only as long as he/she is actively enrolled in AUSD.

The Teacher or Counselor members will serve a full two-year term as long as she/he is employed as a Teacher or Counselor in AUSD.

The Tribal Representative will serve a full two-year term.

A full term is defined as 2 fiscal years (FY) from the 1<sup>st</sup> day of August through the 31<sup>st</sup> of July of the following year. There are no limits on how many terms an individual may serve on the committee as long as they continue to meet the requirements of the position on the committee that they hold, i.e. parent, student, teacher/counselor or Tribal Representative.

The IPC will elect three officers annually: Chairperson, Vice-Chairperson, and Secretary. The officers will be elected on an annual basis and serve for one year. The election will take place at the first meeting of the required school year. Officers may be re-elected with no term limits as long as they meet the requirements of serving in the member position that they hold, i.e., parent/family member, or Tribal Representative. Officers are elected by a quorum of the duly elected IPC.

## Section 5 – IPC Voting Rights

Each IPC Committee member eligible to vote is entitled to one vote on business matters brought to a vote.

There must be a quorum of 3 elected members of the IPC present for business to be taken to a vote. Two officers must be present as part of the quorum.

## Section 6 – IPC Attendance

All members are required to attend each meeting.

An absence will be excused if members contact the IPC Chairperson or Vice-Chairperson, and the Native American Education Program, 24 hours prior to the meeting, or in case of immediate emergency, she/he will not be attending.

## Section 7 – Termination of IPC Membership

Any member may be terminated from membership on the Committee for the following reasons:

- A member who does not attend regular or special meetings (i.e., work sessions, retreats, and emergency meetings of the Committee). Three (3) consecutive absences or a significant pattern of absence that interferes with the conduct of business at IPC meetings may constitute reason for termination. Termination is approved by a majority vote of a quorum of the IPC.
- A member no longer wishes to serve on the Committee and so indicates by submitting a letter of resignation to the IPC Chairperson or Native American Education Program Coordinator.
- A member does not fulfill his/her member roles and responsibilities as described in these bylaws. In this case, a member may be asked to resign by the Chairperson.
- A member that does not conduct themselves in a professional manner consistent with AUSD decorum policies or in line with widely acceptable cultural norms may be asked to resign by the Chairperson.
- If a IPC parent, guardian, or family member's child is no longer enrolled at AUSD school or if a Teacher/Counselor representative no longer works at a AUSD school.

## Section 8 – IPC Vacancy

If the position of Chairperson should become vacant, the Vice-Chairperson will assume the role of the Chairperson. The IPC shall elect a new Vice-Chairperson from the members of the duly elected IPC. Other officer vacancies shall be filled from the IPC members for the remainder of the officer's term.

Any vacancy, which occurs on the IPC for any reason shall be filled by appointment for the remainder of the term of the vacancy. It must be filled by an individual that meets the requirements of the vacant position. A majority of a quorum of the IPC is required for the appointment to be filled.



## Article V – Officer Elections, Terms and Duties

### Section 1 – Officers

The officers of the IPC will be the Chairperson, Vice-Chairperson, and Secretary

### Section 2 – Elections and Terms of Service

The officers of the IPC shall be elected by a majority vote of a quorum of the IPC at the first regular meeting of the school year. The officers shall serve one term and may be re-elected in subsequent years if they remain eligible to serve on the IPC.

Officers shall assume their duties immediately upon election.

### Section 3 – Chairperson Duties

The primary responsibility of the Chairperson is to conduct all meetings of the IPC, including the development of the meeting agenda with input from IPC members as needed and with Title VI AUSD staff.

Upon approval of the IPC, the Chairperson will sign IPC Approval Form, letters, documents and reports, as necessary.

The Chairperson will be the IPC Representative at District and non-District functions.

The Chairperson may assign various duties to other IPC members.

The Chairperson will not have the authority to commit to any function without the express approval of the IPC.

The Chairperson will have knowledge of Roberts Rules of Order/Parliamentary Procedures or may appoint a parliamentarian on their behalf to help with rules of order.

The Chairperson will attend other appointed committees as needed.

### Section 4 – Vice-Chairperson Duties

In the absence of the Chairperson at an IPC meeting, the Vice-Chairperson will assume the role of the Chairperson.

The Vice-Chairperson will carry out various duties as assigned by the Chairperson.

Assist the Chairperson in the performance of their duties as needed including in agenda planning.

The Vice-Chairperson will be responsible to organize the annual public meeting of the parents in concert with the Title VI AUSD staff.

The Vice-Chairperson shall serve as an advisory member of all appointed committees.

## Section 5 – Secretary Duties

The Secretary, in collaboration with the Title VI AUSD staff shall be:

- Record, disseminate and file the official minutes of the IPC and annual meeting of the parents.
- Maintain all documents of meeting dates, attendance, records of all correspondence or bulletins to parents via print, social media, or other means.
- Maintain all records related to elections, terms of office for IPC members and the bylaws, bylaw changes and a record of all approved motions by date.
- Copies of documents and minutes are to be provided to the IPC members and to the Director of the Native American Education Program
- Update all written materials as needed including the bylaws.
- Work with the Chairperson and Vice-Chairperson in agenda and meeting planning.
- Ensure that copies of agendas and minutes of the meetings are posted as required and distributed to the IPC at least one week in advance of the meeting.
- Ensure that all records are kept in a safe and secure location and accessible to IPC members as needed and requested.

## Article VI – Meetings

### Section 1 – Meeting Requirements

The IPC meeting schedules will be developed one school year in advance. The IPC Secretary, in collaboration with the Native American Education Program, will email a meeting agenda indicating the agenda items, meeting location, date and time of the meeting to the IPC members at least one week before the meeting.

### Section 2 - Regular Meetings

Regularly scheduled business meetings will be held on the 1<sup>st</sup> Tuesday of every month in the calendar year. A pre-determined time and place will be established. All official IPC meetings will be open to the public.

The open meetings will be advertised at community-based facilities, via bulletin boards, social media, or school based notification systems and/or media.

### Section 3 – Special Meetings

The Chairperson or the Director of the Native American Education Program may call special meetings of the IPC at any time. Members shall be notified by telephone or email within a reasonable time before the meeting but no less than 24 hours in advance. Members shall be notified by telephone or email. Special meetings may be conducted via in-person meeting, conference calls and/or by any electronic means. A record of notification must be included in the record of the meeting. They may be called for emergency purposes or for time sensitive decisions. As a basic rule they should be called to discuss one main agenda

item of concern. The minutes of these meetings must be cited and included in the next regular meeting agenda and records.

## **Section 4 – Special Committees**

The Native American Education Program may establish an Ad Hoc Committee, which shall consist of appointed IPC and non-IPC members. Ad Hoc Committees shall be established as needed. All final decisions are reserved for the IPC and will be reported there.

## **Section 5 – Quorum**

A Quorum for any meeting of the IPC consists of 3 members of the IPC, two of whom must be officers. A quorum may conduct official business and vote at any duly called meeting by the IPC. Decision made by the members present at any meeting shall be an act of the IPC.

The Teacher/Counselor and Student Member will count as part of the IPC quorum.

Members will wait no more than 15 minutes for a quorum to be present. IPC members present may then conduct a work session.

## **Section 6 – Open Meetings**

All regular business and special IPC meetings shall be open to the general public. During open meetings, an item on the agenda will be an opportunity for members of the public to make comments and suggestions with no immediate response.

## **Section 7 – Meeting Rules of Order**

Robert's Rules of Order/Parliamentary Procedure shall govern the conduct of all meetings of the IPC. Training in selected meeting guide and parliamentary procedures will be provided as needed to newly elected members.

## **Section 8 – Agenda and Minutes**

An agenda for the upcoming IPC meeting and minutes of the previous meeting shall accompany the notice of the meeting and shall be sent to all members of the IPC. This notice will include the meeting location, date and time. Any information supporting agenda items will also be forwarded before the meeting no less than 1 week in advance. The Native American Education Program and the IPC Secretary shall coordinate the dissemination of the agenda, minutes, and information along with public notices of the meetings.

All regular meeting agendas will be posted for the public one week in advance of the meeting at the Indian Education Office of AUSD. Meeting notices may also be distributed via other means as needed.

## Article VII – Updating and Amending Bylaws

### Section 1 – Updating Bylaws

The IPC, with the advice of the Native American Education Program, shall have the power to update or amend these Bylaws at any time by a 2/3<sup>rd</sup> affirmative vote provided that the alteration or amendment is to carry out the purpose of this IPC as herein expressed above. Any such rewriting and/or amendment must conform to Title VI statute, Federal regulations, and U.S. Department of Education guidelines.

### Section 2 – Other Amendment Requirements

The Title VI IPC Bylaws may be modified or amended by mutual consent of 2/3<sup>rd</sup> affirmative vote of the Title VI IPC.

## APPENDIX 1

Excerpt from the Elementary and Secondary Schools Act of 1965, as amended, section 6114(c)(4). §6114 (c) ASSURANCES. ---Each application submitted under subsection (a) shall include assurances that...

- 1) ...
- 2) ...
- 3) ...
- 4) the local educational agency developed the program with the participation and written approval of a committee
  - A. that is composed of, and selected by...
    - i. parents and family members of the Indian children in the local educational agency's schools
    - ii. representatives of Indian tribes on Indian lands located within 50 miles of any school that the agency will serve if such tribes have any children in such school.
    - iii. Teachers in the schools, and
    - iv. If appropriate, Indian students attending secondary schools of the agency;
  - B. A majority of whose members are parents and family members of Indian children.
  - C. With respect to an application describing a schoolwide program in accordance with section 6115(c).
    - i. Reviewed in a timely fashion the program;
    - ii. Determined that the program will not diminish the availability of culturally related activities for Indian students; and
    - iii. Determined that the program will directly enhance the educational experience of Indian students; and
  - D. That has adopted reasonable bylaws for the conduct of the activities of the committee and abides by such bylaws.