



Washington County School District

Title VI Indian Education Parent Advisory Committee By-laws

Article I

NAME OF THE COMMITTEE

The name of the committee will be: Washington County School District Title VI Indian Education Parent Advisory Committee herein referred to as the IPAC.

Article II

PURPOSE OF THE IPAC

The IPAC is required by Title VI, Part A, Section 6114, c, 4 of the Elementary and Secondary Education Act of 1965. The purpose of the IPAC shall be to assist Washington County School District in fulfilling the Federal Government's unique and continuing trust relationship toward the goal of ensuring 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 Indian children. The Committee shall not afford pecuniary gain, incidentally or otherwise to its members.

To achieve this purpose, the IPAC shall assist Washington County School District, herein referred to as the LEA, in developing, operating and evaluating the Title VI Indian Education Program herein referred to as the Program based on the unique educational and culturally related academic needs of Indian children for whom Washington County School District is providing an education.

Section 1

The IPAC shall assist LEA by the following:

- A. Assess the needs of the Washington County School District Indian children.
- B. Set program priorities based in part on the needs assessment.
- C. Implement programs to meet those needs, based on priorities set.
- D. Evaluate the success of the program through school records/data compiled by the LEA.
- E. Assist in compilation and preparation of the Title VI grant.
- F. Approve by majority vote the Title VI grant application before submittal.

Article III

COMMITTEE AND DISTRICT RELATIONSHIP

Section 1

Washington County School District Title VI Specialist

- A. The Specialist will be a representative of the Superintendent of the Washington County School District.
- B. The Superintendent is an ex-officio member of the IPAC and must be represented at any meeting held by the IPAC.
- C. The Specialist will serve as liaison between the IPAC and the District.

Section 2

IPAC

- A. The period of duration of this committees' existence shall be concurrent to funding of the Title VI grant.
- B. The IPAC will determine that the Program will not diminish the availability of culturally related activities for Indian students in the Program.
- C. The IPAC shall ensure that the Program for which assistance is sought will be operated and evaluated in consultation with, and with the involvement of parents, children and representatives to be served, including recommendation of personnel.

Section 3

LEA and IPAC assurances

- A. The LEA and IPAC assures that they will use the best available talents and resources, including persons from the Indian community. (Section 6114(c)(3) of Part A, Title VI). Descriptions of positions will be formulated by the LEA in consultation with the IPAC to meet the needs of the program. The Washington County School District will follow through with screening of all potential applicants.
- B. The LEA and IPAC assures and sets forth the policies and procedures, ensuring that the program will be operated and evaluated in consultation with, and with the involvement of, parents of the children, and representatives of the area, to be served. (Section 6114(c)(4) of Part A, Title VI). The IPAC shall act as a voice in representing the Indian students and their parents in the community. All supervision of Title VI personnel will be left to the professional personnel supervisors of the LEA. All changes and contact with Title VI personnel should follow the same sequence as all other professional and non-professional personnel employed by the LEA.

Article IV COMMITTEE MEMBERSHIP

Section 1

The following are eligible to serve as members of the IPAC Defined by section 6114, c, 4 of the No Child Left Behind Act:

- A. Parents including all legal guardians of Indian children who will participate in the proposed Program in the LEA's schools;
- B. Teachers in the schools including counselors, principals;
- C. Indian students attending secondary schools grades 9-12 of the agency who will participate in the proposed Program;

- D. At least 51% of the members of the committee shall be parents including all legal guardians of Indian children who will participate in the proposed project;
- E. The Superintendent, Director and personnel of the Program are ex-officio members of the IPAC. The Superintendent must be represented at any meeting. The specialist is a representative of the Superintendent as stated in Article III, Section 1, A, B.

Section 2

Selection and terms:

- A. Six (6) members will be elected individually by position and majority vote of parents of Indian children to participate in the proposed Project including all guardians present during the first meeting held at the beginning of the academic year.
- B. Membership term for officers is for two (2) years and is one (1) year for members at large.
- C. Any member may resign.
- D. Members cannot transfer their position. Such vacancies of incomplete terms will be filled by majority vote of IPAC membership present. This member will serve only for the remaining term of vacating member.

Section 3

Member termination:

- A. Three consecutive unexcused absences from regularly scheduled meetings
- B. Any activities deemed by the majority of the IPAC inconsistent with the purpose of the IPAC

Section 4

Membership duties:

- A. Attend all scheduled meetings.
- B. Provide advice and input relative to project operations and, whenever possible, willingly and unselfishly use abilities for the good of the cause.
- C. Officers will attend any necessary training provided by the Program.
- D. Welcome all parents of Indian students who participate in the project at the IPAC meetings and encouraged them to give input or concerns.
- E. Vote according to the purpose of the IPAC when the Committee conducts official business.

Section 5

The powers of the IPAC:

- A. The IPAC shall have no power to enter into contracts of any nature or to spend project funds.
- B. Final written approval of the project grant by the IPAC is necessary before submission to Office of Indian Education in Washington D.C.

- C. The IPAC reserves the right to fund raisers for special needs programs, i.e., conferences, powwows, exhibitions, etc.
- D. All funds generated by the IPAC will be deposited in a Washington County School District Foundation account.
- E. No IPAC generated funds will be spent without prior approval of a majority of IPAC membership present.

Article V SUB-COMMITTEES

Section 1

Sub-committees:

- A. The IPAC may establish the following standing sub-committees each year at the first monthly IPAC meeting following the IPAC elections:
 - 1. By-laws
 - 2. Cultural Education
 - 3. Fund Raising
 - 4. Needs Assessment
 - 5. Other committees may be formed as deemed necessary by the PAC.
 - 6. Volunteers from the PAC or community may serve on standing or temporary committees

Article VI OFFICERS

Section 1

Officers of the PAC are as follows:

- A. Chairperson
- B. Vice Chairperson
- C. Secretary

Section 2

Selection and Terms of Office:

- A. IPAC officers shall be selected by majority vote of parents or legal guardians of Indian students participating in the project present at the beginning of academic year election meeting
- B. The length of service of IPAC officers will be two (2) years.

Section 3

Duties of Officers:

- A. Duties of Chairperson will be:

1. Have knowledge of “Robert’s Rule of Order” for conducting a meeting.
 2. Set meeting agenda with Title VI Specialist
 3. Conduct IPAC meetings in an orderly manner
 4. Supervise non-district/non-federal fund raising to support IPAC activities
 5. Oversee expenditure of funds
- B. Duties of Vice Chair will be:
1. Assist the Chairperson in his/her duties
 2. Conduct meetings in absence of the Chairperson
 3. Assume the duties of the Chairperson in case of his/her resignation or inability to serve.
- C. Duties of the Secretary will be:
1. Prepare meeting agenda under the direction of the Chairperson.
 2. Record the minutes of all IPAC meetings
 3. Prepare printed minutes for approval by the IPAC

Article VII MEETINGS

All meetings of the IPAC shall be open to the public and shall be conducted according to “Robert’s Rules of Order.”

Section 1

Meeting Notices

- A. Notification of meetings will be posted on District Title VI webpage/calendar at the beginning of the school year
- B. All parents will be notified of date, time, and location by letter of the beginning of year meeting
- C. The IPAC shall meet at least quarterly
- D. Special meetings may be called by the Chairperson by a majority vote of the IPAC

Section 2

Quorum

- A. Four members of the IPAC shall constitute a quorum for the transaction of official business at any meeting.
- B. In the absence of a quorum, the IPAC may not conduct official business but may meet for the purpose of accepting minutes, hearing committee reports, providing advice and direction to the Title VI staff and open discussion of ongoing projects.

Section 3

- A. Agenda
 1. Meeting procedures shall be as follows:

2. Roll Call
3. Approval of Minutes
4. Director's Report
5. Statement of Expenditures and Fundraising
6. Discussion Items
7. Action items
8. Adjournment

Article VIII AMENDING THE BY-LAWS

The LEA and IPAC will adopt and abide by reasonable by-laws for the conduct of the activities of the committee. (Section 6114(c)(4)(D) of Part A, Title VI). The by-laws may be approved, amended, or repealed by a majority of IPAC members present at any regular meeting called for this purpose, providing at least five days written notice has been given of intention to alter, amend, or repeal, the said by-laws.

Any amendments must conform to the Elementary and Secondary Education Act of 1965, Subchapter VI, 20 U.S.C. Section 7424 and be in accordance with Washington County School District policy and procedures.

Article IX RATIFICATION

These by-laws shall be declared adopted when passed by two-thirds of the full IPAC at a regular meeting.

ARTICLE X REGULATION

These by-laws will conform to all rules and regulation, guidelines of Title VI, P.L. 114-95, including regulatory guidance as provided under Education Department General Administrative Regulations (EDGAR). Additionally these bylaws will comply with the requirements contained under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) or any other regulatory or statutory guidance as promulgated by the Department of Education from time to time. If any article, section, or subsection of these by-laws conflict with these rules and regulations, said article, section, or subsection are automatically null and void, and must be amended to reflect the spirit and intent of the law.

ARTICLE XI DISSOLUTION

If, and when, the IPAC is to dissolve, the IPAC shall divest itself according to appropriate federal rules and regulations pertaining to funds and equipment.

**ARTICLE XII
VOTES**

The Chairman will withhold his/her vote in all meetings of the Title VII project, unless certain situations arise as in a tie vote.

**ARTICLE XIII
Grievance Procedure**

Section 1

Parent or guardians of Indian students who are not on the IPAC and who disagree with decisions reached by the IPAC Executive Committee may submit a grievance in writing to the Chairperson and the Title VII Specialist.

Section 2

Each grievance will be reviewed by the IPAC for comments and forwarded to the ESL coordinator responsible for the Title VII Indian, Native Hawaiian and Alaska Native Education program.

Approved Darlene H. Shie Chairperson

Approved Dusty Grimes

Approved [Signature]

Approved Mike Huse

Approved _____

Approved _____

Approved _____