

Tulsa Public Schools  
Title VI Indian Education Parent Committee  
By-laws

ARTICLE I

The name of the Indian Education Parent Committee (IEPC) for the Title VI Indian education program, shall be the Tulsa Public Schools Title VI Indian Education Parent Committee (IEPC).

ARTICLE II  
PURPOSE

The IEPC has been established to ensure compliance with the federal requirements of P.L. 103-382, Title VI, Part A, Subpart I, Section 6112, and any Federal laws that may be passed by Congress from time to time in the occur in an appropriate and timely manner.

The establishment and the work of the IEPC 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 IEPC will complete the following objectives:

- A. To comply with the rules and regulations governing Native American education.
- B. To enhance and encourage the academic experience of Title VI eligible students.
- C. To provide direction and build on Native American culture in meeting the academic and cultural needs of Title VI eligible students.
- D. To participate in design, operation, and evaluation of the project.
- E. To advise the school district on the development of policies and procedures.

ARTICLE III  
POWERS AND DUTIES

SECTION ONE: POWERS

The IEPC and the school district recognize they must foster a positive and collaborative relationship in order to help facilitate academic success for Native students.

Section One – The IEPC powers shall be:

Meet with Indian Education Department regularly (monthly, if not more frequently) to gather information to provide support and advice 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 Tulsa Public Schools with any potential recommendations to enhance and encourage the cultural and academic experiences of Title VI eligible students in the district.

## SECTION TWO: DUTIES

Duties of the IEPC shall be:

1. Recommend to the district 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 Indian Education Department to the Tulsa Public Schools Superintendent and Board of Education for review and certification.
3. Assist the district in recruitment of personnel to better meet the needs of Native American students.
4. Participate in at least one annual Public Hearing organized and hosted by Indian Education.
5. Recommend to the district curricula, texts, materials, and methods to be used to better serve the educational needs of American Indian students.
6. Provide feedback, suggestions, and accountability about unmet educational needs.
7. Assist in providing information and regular reports to respective Indian Tribes, Pueblos, Bands, and other Native communities.
8. Have access, in accordance with Federal 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.

9. IEPC members shall not act or speak on behalf of the entire IEPC as an individual; members should only represent their own viewpoint. All IEPC members must have prior formal authorization by action (motion recorded in the minutes) to represent or speak on behalf of the IEPC.

10. The IEPC shall exercise its authority only during official IEPC meetings.

11. IEPC members are expected to attend all meetings in entirety in order to establish a quorum, fully participate in the discussion, and to cast a vote.

12. IEPC members shall receive training to gain knowledge and skills of their specific roles and responsibilities.

13. The IEPC shall have no powers beyond those expressly set forth herein.

14. The IEPC shall have no power to bind any member of the district to any debt, liability, or obligation in the absence of an express written authorization from the Tulsa Public Schools.

15. In addition, the IEPC shall abide by all Tulsa Public Schools official Board Policies and Administrative Procedural Directives, or similar.

## ARTICLE IV MEMBERSHIP

### SECTION 1 - MEMBERSHIP OF IEPC

The Tulsa Public Schools Title VI IEPC consisting of at least one of the following members:

(a) majority (51%) 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) 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.

IMPORTANT: The overall majority (51%) of the membership must be parents, family members, and or guardians of Indian children, e.g., the parents, family members, and or guardians must outnumber the other members of the IEPC.

## SECTION 2 - MEMBER DEFINITIONS

A Parent is defined as any person who is the parent or family member, as defined guardian by an Indian student who has an ED 506 Form on file and is enrolled in the Tulsa Public Schools Indian Education Title VI Program.

The Teacher or Counselor(s) Representative is a person who is employed by Tulsa Public Schools in either a Teacher or Counselor position. All Indian Education Department 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 a 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 - ELECTIONS

The election of IEPC members shall be held during an open public meeting announced by the public notice.

IEPC members shall be nominated and elected at this open meeting by parents, family members, and/or relatives of Indian students attending Tulsa Public Schools. Eligible members shall include:

- a. Parents of American Indian children attending Tulsa Public Schools;
- b. Teachers and Counselors employed by Tulsa Public Schools;
- c. American Indian high school student(s) attending the district; and
- d. Representatives of local Indian Nations/Tribes, Pueblos, Bands, and similar 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 4 – OFFICER/MEMBER TERMS OFFICE

Parent members will serve multi-year terms. All parent members will serve the IPC so long as their child(ren) are enrolled in Tulsa Public Schools.

The Student Representative(s) will serve a one year term. The student representative must comply with all student policies as addressed in the Tulsa Public Schools 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 Tulsa Public Schools.

The Teacher or Counselor members will serve their term as long as she/he is employed as a Teacher or Counselor in Tulsa Public Schools.

A term is defined as three Fiscal Years (FY) from July 1st to June 30th of the School year. All members will serve except for the student representative. The student member will serve one year.

The IEPC will elect three officers: Chairperson, Vice-Chairperson, and Secretary. The officers will be elected on an annual basis and serve the IEPC. The election will take place at the last meeting of the required school year. Officers may serve more than one year.

#### SECTION 5 - VOTING RIGHTS

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

There must be a quorum of 1 Title VI IEPC Board Member and 2 Title VI IEPC members for business to be taken to a vote. Otherwise, it can only be further discussed as old or new business.

#### SECTION 6 - ATTENDANCE

All members are required to attend each meeting.

An absence will be excused if member contacts the IEPC Chairperson or Vice-Chairperson, and the Indian Education Department, 24 hours prior to the meeting, or in case of immediate emergency, she/he will not be attending.

## SECTION 7 - TERMINATION OF MEMBERSHIP

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

The member who does not attend regular or special meetings (i.e., work sessions, retreats, and emergency meetings) of the Committee for three (3) annual meetings (unexcused absences). Termination is approved by a majority vote of the IEPC;

The member no longer wishes to serve on the Committee and so indicates by submitting a letter of resignation to the IEPC Chairperson or Indian Education Director (IED);

If a member does not fulfill his/her member roles and responsibilities in a professional manner consistent with indigneous decorum policies and cultural values, the member may be asked to resign from the IPC by the Chairperson; and

If an IEPC parent, guardian, or family member's child is no longer enrolled at Tulsa Public Schools; and if a Teacher representative no longer works at Tulsa Public Schools.

## SECTION 8 - VACANCY

If the position of Chairperson should become vacant, the Vice-Chairperson will assume the role of the Chairperson. The IEPC shall elect a new Vice-Chairperson from the members of the IEPC.

Any vacancy, which occurs on the IEPC for any reason shall be filled by an election as provided in Section 2 above, for the remainder of the unexpired term

of the member or officer being replaced. The election shall be held as soon as is reasonably practical.

## ARTICLE V OFFICER ELECTIONS, TERMS AND DUTIES

### SECTION 1 - OFFICERS

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

### SECTION 2 - ELECTIONS & TERMS OF OFFICE

The officers of the IEPC shall be elected by a majority vote of the IEPC at the first regular meeting of the school year. The officers shall serve a full term.

Officers shall assume their duties immediately upon election.

### SECTION 3 - CHAIRPERSON DUTIES

The primary responsibilities of the Chairperson is to conduct all meetings of the IEPC, including development of meeting agendas with input from the IEPC members and the Title VI staff. Upon approval of the IEPC, the Chairperson will sign IEPC Approval Form, letters, documents, and reports, as necessary. The Chairperson will be the IEPC Representative at District and non-District functions. The Chairperson may assign various duties to other IEPC members. The Chairperson will not have the authority to commit the IEPC to any function without the express approval of the IEPC. The Chairperson only votes in the case of a tie.

### SECTION 4 - VICE-CHAIRPERSON DUTIES

In the absence of the Chairperson at an IEPC meeting, the Vice-Chairperson will assume the role of the Chairperson. The Vice-Chairperson will carry out various duties as assigned by the Chairperson.

### SECTION 5 - SECRETARY DUTIES

The Secretary, in collaboration with the Indian Education staff, shall record, disseminate, and file the official minutes of the IEPC meetings. He/she will also maintain documents of meeting dates, attendance, and news-release bulletins to parents, via the Tulsa Public Schools Indian Education Program. Copies of all documents and minutes are to be provided to the IEPC members. The IEPC Secretary, along with the Indian Education Department, shall have the full responsibility to provide copies of the minutes to the Director of the Indian Education Department.

#### SECTION 6 - PARENT(S), GUARDIAN(S) AND RELATIVE(S) DUTIES

The Family Representatives shall provide input and advice concerning programs and curriculum related to entity, parents, and students.

#### SECTION 7 - TEACHER OR COUNSELOR REPRESENTATIVE(S) DUTIES

The Teacher or Counselor Representative(s) shall not serve as an officer. The Teacher or Counselor Representative shall provide input and advice concerning IPC programs and curriculum related to entity, parents, and students.

#### SECTION 8 - STUDENT REPRESENTATIVE(S) DUTIES

The Student Representative(s) shall not serve as an officer but shall provide input and advice to the IEPC concerning Native students served and school-related issues.

#### SECTION 9 - TRIBAL REPRESENTATIVE(S) DUTIES

The Tribal Representative(s) can serve as an officer and shall provide input and advice to the IEPC concerning the local Tribal interests, culturally responsive education, and other programming.

### ARTICLE VI MEETINGS

#### SECTION 1 - MEETING REQUIREMENTS



The IEPC meeting schedules will be developed one school year in advance. The IEPC Secretary, in collaboration with the Indian Education Department, will email a meeting agenda indicating the agenda items, meeting location, date, and time of the meeting to the IEPC members at least 3 days before the meeting.

## SECTION 2 - REGULAR MEETINGS

Regularly-scheduled business meetings will be held on the second Tuesday of every month in the calendar year. A pre-determined time and place will be established. All official meetings of the IEPC will be open to the public.

The open meetings will be advertised at community-based facilities, via the Tulsa Public School Indian Education Program.

## SECTION 3 - SPECIAL MEETINGS

The Chairperson or the Director of the Indian Education Department may call special meetings of the IEPC at any time. Members shall be notified by telephone or email, within a reasonable time before the meeting. Special meetings may be conducted via in-person meeting, conference calls and/or by any electronic means.

## SECTION 4 - SPECIAL COMMITTEES

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

## SECTION 5 - QUORUM

1 Title VI IEPC Board Member and 2 Title VI IEPC members shall constitute a quorum to conduct official business and vote at any duly called meeting by the IEPC. Decisions made by the members present at any meeting shall be an act of the IEPC.

The Teacher/Counselor and Student Members will count as part of the IEPC quorum.

Members will wait no more than thirty minutes for a quorum to be present. IEPC members present may then conduct a working session.

## SECTION 6 - OPEN MEETINGS

All regular business and special IEPC meetings shall be open to the general public. During open meetings, an open forum will be available to the public for question and comment at specified time, with no immediate response expected from the Committee.

## SECTION 7 - MEETING RULES OF ORDER

Parliamentary procedure shall govern the parliamentary procedures of all meetings of the IEPC, not otherwise covered by these Bylaws. 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 each upcoming IEPC meeting and minutes of the previous meeting shall accompany the notice of the meeting and shall be sent to all members of the IEPC. Any information supporting agenda items will also be forwarded before the meeting. The Indian Education Department and the IEPC shall coordinate the dissemination of agenda, minutes, and information.

# ARTICLE VII

## UPDATING AND AMENDING BYLAWS

### SECTION ONE: UPDATING BYLAWS

The IEPC, with the advisement of the Indian Education Department, shall have the power to update or amend these Bylaws at any time, by vote, provided that the alteration or amendment is to carry out the purpose of the IEPC as herein above-expressed. Any such rewriting and/or amendment must conform to Title VI

statute, Federal regulations and U.S. Department of Education guidelines.

## SECTION TWO: AMENDMENTS TO BYLAWS

The Title VI IEPC Bylaws may be modified or amended by mutual and majority consent of the Title VI IEPC, and the Tulsa Public Schools Indian Education Program.

