

**LOS LUNAS SCHOOLS
INDIAN EDUCATION COMMITTEE
BY-LAWS**

**ARTICLE I
NAME AND PURPOSE**

The name of the committee shall be called the Los Lunas Schools Indian Education Committee, herein referred to as the IEC.

The purpose of the Indian Education Committee is advisory only to the Los Lunas Schools in developing, planning, evaluating, and implementing the most effective Native American Program, which meets the academic needs of all Native American students.

The IEC will comply with the rules and regulations governing Part A of the Indian Education Act, specifically Title VII. They will also comply with Chapter II, Office of Elementary and Secondary Education, Department of Education, Part 222, Impact Aid Programs, Section 222.94 Indian Policies and Procedures.

**ARTICLE II
POWERS AND DUTIES**

The Powers and Duties of the IEC shall be:

1. Meet with the Native American Program staff to discuss and review on-going activities of the program.
2. Provide NA Coordinator with information concerning the views and concerns of Native American parents and students about unmet academic needs.
3. Assist in the development of goals and objectives with results from the fall and spring needs assessment surveys.
4. Review annual district assessment results and provide any recommendations to the district and Native American Program.
5. Plan and participate in at least one public hearing to be held during the month of January.
6. Evaluate all Native American program results.
7. Review copies of the Title VI and other grant applications that impact Native American students. Understanding that salaries are non-negotiable.
8. Attend all regularly scheduled IEC and other meetings as necessary.

ARTICLE III MEMBERSHIP

SECTION 1 – Membership of IEC

The Indian Education Committee membership shall consist of:

Three (3) parents: who may hold the position of Chairperson, Vice-Chairperson, and Secretary.

- A parent is defined as a parent or legal guardian of a student enrolled in Los Lunas Schools at the time of the election.

One (1) Teacher or Counselor (member)

- A teacher/counselor is defined as a person employed by the district in one of these positions.

At least one (1) Non-Voting Student(s) (middle or high school)

- A student member is defined as a Native American student enrolled and attending classes at either middle school or one of the three high schools.

SECTION 2 – Election

Election of parent IEC members will be held at the first regularly scheduled meeting of the school year. Parents or legal guardians of students attending LLS will nominate and elect an IEC. Votes shall be cast by secret ballot and tallied visibly so that all in attendance will know the results.

A Teacher/Counselor and students may volunteer to sit on the committee. If there are multiple students interested in volunteering, they may do so.

SECTION 3 – Terms

A term will be defined as a 1-year term for all members of the committee.

The IEC will elect officers by secret ballot, during the first meeting of the school year, unless they can volunteer into a position with no objections from the other two committee members. Parents or legal guardians of students attending LLS in attendance at the first meeting will elect a Chair, Vice-Chair and a Secretary by secret ballot. It will be tallied visibly so that all in attendance will know the results. Officers will hold that office for the one year.

Parents may serve only as long as their child is enrolled and attending Los Lunas Schools. A teacher/counselor may be a member as long as they are employed by LLS. The student must be enrolled, attending school and hold at least a 2.5 GPA.

SECTION 4 – Voting Rights

Each Indian Education Committee member will have one vote regarding any matter submitted for vote. The Chairperson will only vote in cases of a tie. A teacher/counselor and student(s) may not vote, but they may state their views and provide input to the matter. Any member may abstain from voting. The majority vote will prevail.

Absentee voting and proxy voting shall not be permitted.

SECTION 5 – Attendance

All IEC members are expected to attend each IEC meeting and other meetings as necessary.

SECTION 6 – Termination/Resignation

Three unexcused absences from regularly scheduled meetings shall be grounds for automatic termination. Any IEC member may terminate his/her membership by submitting a letter of resignation to the Native American Coordinator and IEC Chair.

If the child of the member is no longer enrolled in the Los Lunas Schools, the IEC member will be automatically terminated.

Termination will also become effective when a teacher/counselor terminates employment with the school district or when the secondary students(s) are no longer enrolled in the district.

SECTION 7 - Vacancy

If the position of Chair becomes vacant, the Vice-Chair will assume the role of Chair. The new IEC Vice-Chair will be nominated by the parents at the next scheduled meeting and serve the remainder of the year.

ARTICLE IV OFFICERS AND DUTIES

SECTION 1 – Officers

The officers of the IEC will be Chair, Vice-Chair and Secretary

SECTION 2 – Chair

The Chair shall participate in the planning of meeting agendas with input from the IEC and the NA Coordinator. Upon approval of the IEC, the Chair will sign letters, documents, reports and grant applications when needed. The Chair along with the NA Coordinator, may act as a representative at district and non-district functions.

SECTION 3 – Vice-Chair

In the absence of the Chair at an IEC meeting, the Vice-Chair will assume the role of the Chair. The Vice-Chair will also carry out any duties assigned by the Chair.

SECTION 4 – Secretary

The Secretary will work with the NA Coordinator to maintain official minutes of the IEC meetings. He/She shall assist in maintaining documents of meeting dates, meeting attendance, and meeting notices to parents, the district and the community through fliers and newspapers. Copies of all documents will be given to IEC members.

SECTION 5 – Teacher/Counselor Representative

The Teacher or Counselor shall provide input and concerns regarding programs as they relate to the school, parents and students.

SECTION 6 – Student Representatives

The Student Representatives shall provide input to the IEC members regarding student/school issues.

ARTICLE V MEETINGS OF THE IEC

SECTION 1 –Meeting Requirements

The IEC Secretary along with the NA Coordinator will disseminate to the IEC members a meeting agenda and any documents related to the agenda using their preferred method of communication. They shall receive notice not less than (3) days of the meeting.

For parent and student meetings, the community shall be informed through the Native American brochure with all the dates and times of the meetings scheduled for the school year. Additionally, phone call reminders to Native American households will occur three (3) days prior to the meeting. Other methods of communication may be utilized based on the parent’s preferred method of communication.

SECTION 2 – Special Meetings

Notice of special meetings may be called by the NA Coordinator and the IEC Chair. Members will be notified by the IEC Secretary, by either telephone, e-mail, or text within a reasonable time before the meeting.

SECTION 4 – Quorum

A quorum shall consist of three (3) IEC members.

SECTION 5 – Agenda and Minutes

An agenda for each meeting and the minutes of the previous meeting shall be prepared by the Secretary and NA Coordinator. The agenda shall be sent to the IEC prior to the meeting for review within three (3) days of the meeting using their preferred method of communication. The meeting minutes shall be sent to the committee within five (5) days after the meeting using their preferred method of communication.

**ARTICLE VI
APPROVAL AND CERTIFICATION**

These by-laws shall be declared adopted by the Indian Education Committee when passed by a majority vote of the full membership of the Indian Education Committee.

CERTIFICATION:

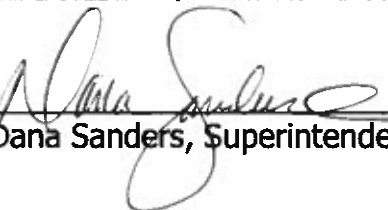


Indian Education Committee Chair



Indian Education Committee Vice-Chair

IN WITNESS THEREOF, the Superintendent of Los Lunas Schools has duly executed these by-laws on _____ day of _____, 2018.



Dana Sanders, Superintendent

