

# SKPS Native Education PAC Voter's Guide

## Native Education Program Parent Advisory Committee At a Glance

A Parent Committee is a requirement of the Federal Government to receive Title VI Indian Education Formula grant funds. These funds assist Salem Keizer Public Schools (SKPS) in setting priorities to meet our AIAN students' unique educational and culturally related academic needs.

The PAC Membership consists of:

- 51% of PAC members must be parents of a program eligible student(s)
- One teacher of the SKPS
- Two local tribal members (Grand Ronde & Siletz)
- At least one secondary education student (grades 9-12; a great opportunity to earn leadership volunteer hours)

The PAC will consider and make recommendations for programs, projects, or other efforts specifically aimed at encouraging or assisting AIAN student academic success and pursuing further education.

The PAC Shall:

- Approve the annual Title VI Federal Grant application.
- Identify and address the academic and cultural needs of the AIAN student population.
- Provide input to monitor and evaluate the programs.
- Advise SKPS and School leaders on cultural needs of Native students.
- Promote participation in Native Education programs and cross-cultural understanding and appreciation for all racial and ethnic communities.
- Partner with SKPS in hosting an annual AIAN Awareness Event and High School Graduation Ceremony.
- Partner with SKPS efforts to achieve academic success for all AIAN students.

PAC Term Commitment is for one or two years depending on the position beginning July 1st – June 30<sup>th</sup>

- Meeting schedule will be distributed at the beginning of each PAC year
- Meetings are held once a month at a minimum
- Average time commitment per month averages 4 hours at the most

Nominations may be submitted using the [NEP PAC Nomination form](#) or completing a hard copy nomination form in its entirety. It may be either emailed to [skindianedpac@gmail.com](mailto:skindianedpac@gmail.com) or hand delivered to the NEP Program office (Student Family Services) in a sealed envelope, addressed to "NEP PAC Election and Voting Committee ONLY"; the NEP representative to receive the envelope will write the date and their first and last name across the sealed backside; and hold them until given to a member of the election/voting committee member as soon as possible. Student and Family Services is located at 4042 Fairview Industrial Way Dr. SE, Salem, OR 97302.

Elections will take place in May and may be submitted via the official electronic voting platform ([2024 NEP PAC Ballot link](#)) or a hard copy ballot form completed in its entirety

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All candidates for positions must be classified as active members of Salem-Keizer Public Schools as a parent, grandparent, family guardian of student, and student. All NEP PAC members must complete and successfully receive an approved background check with the SKPS.

\*\*Only one vote per person will be accepted.

## **PAC Member Positions & Responsibilities**

### **Chair (Elected/Voted on ODD years)**

Regularly attends and actively participates in meetings and events; Provides guidance, order, input, and oversight to the PAC, programs & events; Maintains active communication with PAC, SKPS, district leadership, and NEP Program Staff; Conducts all general PAC meetings, Serves as an ex-officio member of all standing committees; Is prepared for all meetings & events.

### **Vice-Chair (Elected/Voted on EVEN years)**

Regularly attends and actively participates in meetings and events; Provides input into the PAC, programs & events; Presides in the absence of the Chair; Maintains active communication with PAC and NEP Staff; Exercises all the rights and privileges of the Chair when acting in that capacity; Oversees the work of standing sub-committees; Performs such other duties as may be prescribed by the Chair or by the PAC.

### **Secretary (Elected/Voted on ODD years)**

Regularly attends and actively participates in meetings and events; Maintains active communication with PAC and NEP Staff; Provides input into the PAC, programs & events; Maintains the minutes of all meetings; Acts as a keeper of the PAC minutes; Maintains an updated list of the addresses & telephone numbers for PAC officers; Represents the Chair in the absence of both Chair and Vice-Chair; Performs such other duties as may be prescribed by the Chair or by the PAC.

### **Treasurer (Elected/Voted on Even Years)**

Regularly attends and actively participates in meetings and events; Maintains active communication with PAC and NEP Staff; Provides input into the PAC, programs & events; Maintains an accounting of all PAC funds; Promptly deposits any monies received in PAC accounts; Maintains an active log of program budget reports; Communicates with the Secretary to get updated budget reports for all regular PAC meetings; Serves as the ex-officio member of the fundraising committee; Performs such other duties as may be prescribed by the Chair or by the PAC.

**Elder/Native Community Representative (3 Positions on PAC); Elected/Voted on EVERY year**

Regularly attends and actively participates in meetings and events; Maintains active communication with PAC; Provides input into the PAC, programs & events; Performs other duties as may be prescribed by the Chair or by the PAC.

**High School Student Representative (2 Positions on PAC); Elected/Voted on EVERY year**

Regularly attends and actively participates in meetings and events; Maintains active communication with PAC; Provides input into the PAC, programs & events; Is a responsible role model and maintains good standing at school; Gift presenter during PAC events; Occasionally speaks at events; Assists with management of Social Media sites (Instagram/Facebook); Performs such other duties as may be prescribed by the Chair or by the PAC.

**Middle School Student Representative (2 Positions on PAC); Elected/Voted on EVERY year**

Regularly attends and actively participates in meetings and events; Maintains active communication with PAC; Provides input into the PAC, programs & events; Is a responsible role model and maintains good standing at school; Gift presenter during PAC events; Occasionally speaks at events; Is mentored by the high school reps; Assists with management of Social Media sites (Instagram/Facebook); Performs such other duties as may be prescribed by the Chair or by the PAC.

**SKPS NATIVE EDUCATION PARENT ADVISORY COMMITTEE  
CANDIDATE NOMINATION/BALLOT FORM**

**Spring 2024 Elections**

- Nominations open the first day after President's Day and close the last day of Spring Break.
- Nominations may be submitted via the electronic platform or a completed nomination form may be hand delivered in person at the PAC meeting or emailed to [skindianedpac@gmail.com](mailto:skindianedpac@gmail.com).
- Voting opens on April 1st and closes the Friday before Memorial Day weekend.

Please mark which position you are being nominated for:

- Chair (Odd year)
- Vice Chair (Even year)
- Secretary (Odd year)
- Treasurer (Even year)
- Elder/Community Rep (Every year)
- High School Student Rep (Every year)
- Middle School Student Rep (Every year)

**NAME:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**CELL PHONE:** \_\_\_\_\_

**Please tell why you are interested in serving on the PAC and describe any local association involvement or experience you may have and other pertinent information.**

**\*\*Nomination submissions not completed in entirety and submitted by the established suspense date will not be considered\*\***