

Los Lunas Schools

Title VI Indian Parent Committee

Bylaws

**ARTICLE I
NAME OF ENTITY**

The Los Lunas Schools name of the Indian Parent Committee (IPC) for the Title VI Indian education program, shall be the Los Lunas Schools Title VI Indian Education Committee (IEC).

**ARTICLE II
PURPOSE**

The IEC has been established to ensure developing, planning, evaluating, and implementing the most effective Native American Program, which meets the academic needs of all Native American students in the Los Lunas Schools in a consistent manner.

The establishment and the work of the IEC 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 IEC will complete the following objective: strive to develop and implement programs and activities to assist Native American students to reach their highest level of academic achievement.

**ARTICLE III
POWERS AND DUTIES**

SECTION 1: POWERS

The IEC and the Los Lunas Schools recognize they must foster a positive and collaborative relationship in order to help facilitate academic success for Native American students.

Powers of the IEC shall be:

1. Collaborate with Los Lunas Schools to gather information to provide support, advice, and to assist Los Lunas Schools in understanding and meeting the academic, cultural, and wellness needs of Native American students.
2. Review the student, parent, and teacher needs assessment surveys and assist in the development of goals and objectives.
3. Review the annual district assessment results specifically concerning Native American student achievement and provide Los Lunas Schools with any potential recommendations to aid in the success of students.
4. Review copies of the Title VI and other grant applications that impact Native American students.

SECTION 2: DUTIES

Duties of the IEC shall be:

1. Recommend to Los Lunas Schools a general plan for the allocation of Title VI Native American student-generated funding.

2. Participate the annual Public Hearing organized and hosted by Los Lunas Schools.
3. Recommend to Los Lunas Schools curricula, texts, materials, and methods to be used to better serve the educational needs of Native American students.
4. Provide Los Lunas Schools feedback regarding the unmet educational needs of Native American students.
5. Have access, in accordance with Los Lunas Schools 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.
6. IEC members shall not act or speak on behalf of the entire IEC as an individual; members should only represent their own viewpoint.
7. The IEC shall exercise its authority only during official IEC meetings.
8. IEC 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.
9. The IEC shall have no powers beyond those expressly set forth herein.
10. The IEC shall have no power to bind any member of the Los Lunas Schools to any debt, liability, or obligation in the absence of an express written authorization from Los Lunas Schools.
11. In addition, the IEC shall abide by all Los Lunas Schools official Board Policies and Administrative Procedural Directives, or similar.

ARTICLE IV MEMBERSHIP

SECTION 1 - MEMBERSHIP OF IEC

At least five members shall constitute the IEC membership roster consisting of the following members:

- (a) Two **parents, family members, and or guardians** of Indian children in the local educational agency's schools,
- (b) one Teacher or Counselor Representative,
- (c) one high school student member who has a current ED 506 form with Tribal affiliation from a Federally or state recognized Tribe, and
- (d) one 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 IEC.**

SECTION 2 - MEMBER DEFINITIONS

A Parent is defined as any person who is the parent or family member, as defined by Los Lunas Schools

of a Native American student who has an ED 506 Form on file and is enrolled in the Los Lunas Schools

The Teacher or Counselor(s) Representative is a person who is employed by Los Lunas Schools in either a Teacher or Counselor position.

A Student Representative is a person who has a compliant ED 506 Form on file and is actively enrolled and attending classes at a Los Lunas Schools 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 IEC members shall be held during an open public meeting announced by the following: An email will be sent out to all tribal leaders, families of students currently attending Los Lunas Schools, and the Pueblo of Isleta Department of Education no later than seven (7) days before the meeting. The email will include a draft agenda and any documents related to the draft agenda.

IEC members shall be nominated and elected at this open meeting by parents, family members, and/or relatives of Native American students attending Los Lunas Schools. Eligible members shall include:

- a. Parents of Native American children attending Los Lunas Schools;
- b. Native American high school student(s) attending the Los Lunas Schools; and
- c. 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 OFFFICE

Parent members will serve single-year terms. All parent members will serve one year so long as their child(ren) are enrolled in Los Lunas Schools.

The Student Representative(s) will serve a for a single year. The student representative must comply with all Los Lunas Schools student policies as addressed in the Los Lunas 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 Los Lunas Schools.

The Teacher or Counselor member will serve a single year as long as she/he is employed as a Teacher or Counselor in Los Lunas Schools.

The IEC will elect three officers: Chairperson, Vice-Chairperson, and Secretary. The officers will be elected on an annual basis unless they can volunteer into a position with no objections from the other committee members and serve the year they are elected. The election will take place at the first meeting of the required school 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 (2/3) of IEC 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 IEC Chairperson or Vice-Chairperson, and the Indian Education Director (IED), 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). Termination is approved by a majority vote of the IEC;

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

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

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

SECTION 8 - VACANCY

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

Any vacancy, which occurs on the IEC 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 IEC will be the Chairperson, Vice-Chairperson, and Secretary.

SECTION 2 - ELECTIONS & TERMS OF OFFICE

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

Officers shall assume their duties immediately upon election.

SECTION 3 - CHAIRPERSON DUTIES

The primary responsibility of the Chairperson is to participate in the planning of meeting agendas with input from the IEC and the Indian Education Director. Upon approval of the IEC, the Chair will sign letters, documents, reports and IEC Approval Form when needed. The Chair along with the Indian Education Director, may act as a representative at district and non-district functions. The Chairperson may assign various duties to other IEC members. The Chairperson will not have the authority to commit the IEC to any function without the express approval of the IEC.

SECTION 4 - VICE-CHAIRPERSON DUTIES

In the absence of the Chairperson at an IEC 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 Director, shall record and disseminate official minutes of the IEC meetings. Copies of all documents and minutes are to be provided to the IEC members.

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

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

SECTION 7 - TEACHER OR COUNSELOR REPRESENTATIVE(S) DUTIES

The Teacher or Counselor Representative shall not serve as an officer. The Teacher or Counselor Representative shall provide input and advice concerning IEC 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 IEC concerning Native American 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 IEC concerning the local Tribal interests, culturally responsive education, and other programming.

ARTICLE VI MEETINGS

SECTION 1 - MEETING REQUIREMENTS

The IEC meeting schedules will be developed in advance of the school year beginning. The Indian Education Director will email a meeting agenda indicating the agenda items, meeting location, date, and time of the meeting to the IEC members at least seven (7) days before the meeting.

SECTION 2 - REGULAR MEETINGS

Regularly-scheduled business meetings will be held on the third Wednesday of the months of September, November, February, and April. A pre-determined time and place will be established. All official meetings of the IEC will be open to the public.

For 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. An email will be sent out to all tribal leaders, families of students currently attending Los Lunas Schools, and the Pueblo of Isleta Department of Education no later than seven (7) days before the meeting. The email will include a draft agenda and any documents related to the draft agenda. 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 3 - SPECIAL MEETINGS

The Chairperson or the Indian Education Director may call special meetings of the IEC 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 IEC and non-IEC members. Ad Hoc Committees shall be established as needed. All final decisions are reserved for the IEC and will be reported there.

SECTION 5 - QUORUM

Three (3) shall constitute a quorum to conduct official business and vote at any duly called meeting by the IEC. Decisions made by the members present at any meeting shall be an act of the IEC.

The Teacher/Counselor and Student Members will not count as part of the IEC quorum.

Members will wait no more than fifteen minutes (15) for a quorum to be present. IEC members present may then conduct a working session.

SECTION 6 - OPEN MEETINGS

All regular business and special IEC meetings shall be open to the general public. During open meetings, an open forum will be available to the public for up to 5 minutes per presenter unless longer time is approved by the committee, with no immediate response expected from the Committee.

ARTICLE VII UPDATING AND AMENDING BYLAWS

SECTION 1: UPDATING BYLAWS

The IEC, with the advisement of the Indian Education Director, shall have the power to update or amend these bylaws at any time provided that the alteration or amendment is to carry out the purpose of the IEC 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 2: AMENDMENTS TO BYLAWS

The Title VI IEC Bylaws may be modified or amended by mutual and majority consent of the Title VI IEC, and the Los Lunas Schools School Board.

**ARTICLE VIII
APPROVAL AND CERTIFICATION**

These bylaws 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:

DocuSigned by:

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Indian Education Committee Chair

DocuSigned by:

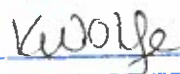
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Indian Education Committee Vice-Chair

IN WITNESS THEREOF, the Superintendent of Los Lunas Schools has duly executed these bylaws on _____ day of _____, 2022.



Arsenio Romero, Superintendent

APPROVED BY
FEB 15 2022

LLS BOARD OF EDUCATION

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 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), that has—

- (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;