



## American Indian Parent Advisory Committee (AIPAC) Bylaws Forest Lake Area School ISD 831

### Article I: Name

The name of the group is the Forest Lake Area Schools American Indian Parent Advisory Committee (AIPAC).

### Article II: Purpose

**Rationale:** The Forest Lake AIPAC is here to make sure American Indian parents and families have a voice in the education of their children in Forest Lake Area Schools (ISD 831). This is part of our responsibility under the Indian Education Act (Title VI of Public Law 114-95) and all subsequent amendments and applicable federal regulations), ensuring the educational rights of American Indian students are met within the school district.

**Responsibilities:** The FL AIPAC holds the responsibility to support the education of the American Indian Education of American Indian identifying students at Forest Lake Area School District 831. This includes giving input and approving:

- The Federal Title VI application
- The Federal Title I grant
- The Federal Title IV Grant
- The Achievement and Integration Application

The FL AIPAC:

- Keeps the parents of Native American children in the district informed of their decisions.
- Encourages parent and community involvement
- Serves as an advisory body to the school board, administration, and staff on matters related to American Indian education.
- Advocates for culturally relevant programs and practices that support the educational success of American Indian students.

- Ensures American Indian voices and stories are reflected accurately in ALL classrooms in accordance with Minnesota state standards and statutes.

**Approval Authority:** The FL AIPAC:

- Helps shape education plans through open communication during the drafting of the American Indian Education Program Plan and Achievement and Integration Plan by sharing ideas and feedback
- Reviews and signs off on grants and plans before they're submitted.
- Provides input to ensure alignment with the needs of American Indian students.
- Makes decisions that are recorded in the meeting minutes.

**Distribution Information:** The FL AIPAC:

- Informs parents of American Indian children in the district about the Title VI program by advertising meetings and sharing accessible documents (bylaws, minutes, membership list, etc.) not protected by law from disclosure.
- Follows Minnesota Statute 124D.78 to give feedback on programs and services for Native students.

## Article III: Membership

### Section 1: Composition

Membership shall include:

- Parents/guardians and family members of eligible American Indian students.
- Up to two secondary-age American Indian students (with signed parental permission).
- American Indian community members.
- District staff may participate but are not voting members **unless** they are also a parent/guardian of a FLAS American Indian student per Minnesota Statutes 2024, section 124D.78, subdivisions 3.
- At least five members, with parents/guardians, family, students, and community members comprising the majority.
- The Forest Lake Teaching and Learning Representative is a non-voting member.

### Section 2: Voting Membership

Voting members consist of parents/guardians and up to two eligible American Indian students. District employees **without** enrolled American Indian FLAS students are ex officio, non-voting members.

### Section 3: Code of Conduct

Members must:

1. Collaborate positively both when working in person and corresponding digitally..
2. Maintain professionalism when face to face and via digital platforms.
3. Follow bylaws and grievance procedures.
4. Request agenda items appropriately.
5. Follow the district's parent and family handbook during meetings.
6. Adhere to established norms.

## **Section 4: Terms of Membership**

- Members are recognized after attending one meeting in a school year.
- Quorum may be met digitally if necessary.

## **Section 5: Removal of Members**

Members *may be* removed by majority vote for:

1. Loss of student enrollment.
2. Proven bylaw violations.
3. Violations of district policies. A fair process is required before removal.

## **Article IV: Officers**

### **Section 1: Officers**

#### **Chairperson:**

- Must be a parent/guardian.
- Presides over meetings, represents the committee, conducts votes, and signs documents.

#### **Vice-Chairperson:**

- Must be a parent/guardian.
- Assists in agenda development and steps in when the Chairperson is unavailable.

#### **Secretary:**

- Must be a parent/guardian.
- Records minutes, ensures meeting notices, tracks attendance, and provides budget updates.

#### **Vacancy:**

- Vacancies do not stop community participation.
- If someone steps down, the Chair can take over their duties until a new person is chosen.
- If no parent or guardian of a current Forest Lake Area Schools student is available to fill an officer position, a community member may serve in that role with the approval of AIPAC.
- If a district employee, who is also the parent or guardian of a current American Indian student, wishes to assume an officer role, they may do so provided that:

There is a co-chair who is not a district employee, and

All other officer roles are held by non-district, voting AIPAC members.

When a vote is required to allocate funds, quorum must be reached. If quorum is not met during a regular meeting, a special meeting must be called to ensure quorum is achieved before the vote can proceed.

### **Compensation:**

- Members do not receive compensation for serving in their roles as officers.

## **Section 2: Resignations**

Officers may resign in writing. Resignations are recorded in the minutes and new officers are elected.

## **Article V: Meetings**

**Regular Meetings:** Held at least monthly during the regular school year. Schedule determined annually in September. Open to the public.

**Special Meetings:** Are called/scheduled by the Chair or Teaching and Learning Representative as needed. Requests for a special meeting can be made by anyone to the Chair or Teaching and Learning Representative.

**Notice:** Regular meetings posted on the district website. Special meetings posted 24 hours in advance. Parents receive notice through multiple communication channels.

**Quorum:** Minimum of three members, two of whom must be voting-eligible.

**Decision Making:** Decisions require a majority vote with quorum. Chairperson may call for consensus when appropriate.

**Conflict of Interest:** Voting members must not solely consist of members from the same family group, partners, or eligible district staff. These groupings cannot co-sign official documents. In summary, a range of perspectives must be represented when a vote takes place and quorum must be upheld.

**Public Comment:** Permitted on agenda items. Items may be added if requested before the meeting and approved by vote.

## Article VI: Committees

### **Regular Duties:**

- Advise on policy, programs, and activities affecting American Indian education.
- Form subcommittees as needed (e.g., JOM, summer wraparound, culture packets, Honor Ceremony, etc...).

### **Grants:**

- Review, approve, and monitor grant applications and related activities.

### **Hiring:**

- Participate in interviews for Indian Education positions and recommend candidates to the district.

## Article VII: Grievances

### **Process:**

- Grievances presented in writing after meeting with the building principal and Indian Education Coordinator.
- If unresolved within 7 days, grievance may be brought to the Chairperson and addressed in a meeting.
- The Superintendent will report outcomes.

## Article VIII: Amendments

### **Procedures:**

- Bylaws may be amended by majority vote at any scheduled meeting.
- Amendments must be documented in meeting minutes and dated.

## Article IX: Compliance

The AIPAC shall comply with Minnesota Statute 124D.78 and all relevant laws. Responsibilities include:

- Submitting an annual vote of concurrence/non-concurrence.
- Recommending educational plans to the school board.
- Advising on disparities and student needs.

# Article X: Adoption & Revision

**Revisions:** Bylaws shall be reviewed and revised every two years following the amendment process.

**Adoption:** I hereby certify that I am the duly elected and acting Chairperson of the Title VI FL AIPAC for Forest Lake Area School District 831, and the bylaws constituted in this document are duly adopted for and by the Title VI FL AIPAC at a Title VI FL AIPAC meeting held on (insert date).

\_\_\_\_\_/\_\_\_\_\_  
Forest Lake AIPAC CHAIR

\_\_\_\_\_/\_\_\_\_\_  
Forest Lake AIPAC Co -CHAIR

\_\_\_\_\_/\_\_\_\_\_  
Forest Lake Teaching and Learning Representative

\_\_\_\_\_/\_\_\_\_\_  
Forest Lake AIPAC Secretary/ Forest AIPAC Committee Member / Date

\_\_\_\_\_/\_\_\_\_\_  
Forest AIPAC Committee Member / Date

\_\_\_\_\_/\_\_\_\_\_  
Forest AIPAC Committee Member / Date

\_\_\_\_\_/\_\_\_\_\_  
Forest AIPAC Committee Member / Date

\_\_\_\_\_/\_\_\_\_\_  
Forest AIPAC Committee Member / Date