

Anchorage School District

Migrant Education Program



Parent Advisory Committee

BYLAWS

October 8, 2025

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Article I - Name of the Organization

The name of the organization shall be the Alaska Migrant Education Parent Advisory Committee (hereafter called the MPAC).

Article II - Responsibilities

The role of the (MPAC) is to advise the local operating agency on successes and concerns of migratory parents that relate to the planning, operation, and evaluation of Anchorage School District's Migrant Education programs and projects in which their children participate. Responsibilities include, but are not limited to the following:

- Actively participate in scheduled MPAC meetings
- Identify the educational and supportive needs of children eligible for Anchorage School District's Title I Part C Migrant Education Program.
- Recommend programs to school staff and district school board to meet the identified needs of migrant children.
- Promote and assist in positively influencing parental participation.
- Assist and advise the school district on the planning and implementation of the Migrant Education Program.
- Assist in identifying community resources for migratory children.
- Assist in providing information to parents about the Migrant Education Program (MEP).
- Become knowledgeable of and support the State Advisory Committee (SAC) for Migrant Education.
- Listen to any person or group who may have questions, concerns, or recommendations about the present MEP.

Article III – Members

Section I. Composition of MPAC

No employee of the Anchorage School District's MEP shall be eligible for full membership on the MPAC.

The MPAC shall be composed of five members with no fewer than three being the parents or guardians of eligible migrant students. Membership in the organization is also open to people who know the needs of migratory children (e.g. teachers, administrators, inter-agency group representatives, or high school students). The high school student representative will be eligible for the migration education program and be in good standing.

The Alaska State parent representative for Anchorage School district shall be a member of the MPAC.

Section II. Selection of Members

1. Applications will be solicited from persons interested in serving on the committee. In soliciting applications, the public will be notified of the vacancies.
2. Election procedures: An election will be held each spring no later than June 30th to elect new committee members.
3. Nominees must be present to be elected.

Section III. Term of Membership

Each member is appointed for a period of three years, except those who are selected to replace members who have resigned/terminated during their term of office. In such instances, new members are appointed to serve until the original term of office has expired. The terms are staggered. Terms shall expire on June 30th. New members will be appointed and begin voting rights on July 1st. Each member shall be limited to two 3-year terms at a time. After serving two terms, it is required that the member take one year away before becoming eligible to apply for membership again. If the State Representative term is active while the MPAC term has ended the State representative will continue on the MPAC committee until the end of the State representative. The required one year break will occur after the extension.

Section IV. Voting Rights

Each of the five full members shall be entitled to cast one full vote on each matter submitted to a vote of the MPAC. Proxy votes and absentee votes shall not be permitted. When decisions are necessary between meetings, the use of telephone, virtual, or mail poll votes are permitted and must be ratified at the next meeting.

Section V. Termination of Membership

A member's term of office should be terminated when:

1. The member establishes residence outside the Anchorage School District.
2. The member has two unexcused absences from meetings (as determined by the Chair).
3. The member no longer has a child eligible for the Migrant Education Program i.e. graduation.
3. The MPAC, by affirmative vote of two-thirds of all members, elects to recommend termination of a member's tenure on the council for failure to perform job duties.

Section VI. Open Seats

If a member vacates/resigns/terminates her/his seat prior to fulfilling the three year term, the MPAC Chair or Vice-Chair can appoint to replace the member(s). In such instances, new members are appointed to serve until the original term of office has expired.

Article IV – Officers

Section I. Officers

The officers of the MPAC shall be chairperson and vice-chairperson.

Section II. Election of Officers

The chairperson and vice-chairperson of the MPAC shall be elected at the annual spring meeting by vote of the MPAC and will serve for two years and until their successors have been elected and qualified.

Section III. Removal

Any elected officer of the MPAC may be removed by two-thirds vote of all members of the MPAC, when in judgment of the MPAC; the MPAC would thus be served.

Section IV. Vacancy

If an officer is unable to serve in the position, that position shall be filled for the unexpired term by the MPAC in the same manner as provided for in Section II of this Article. The vice-chairperson will replace the chairperson, and the other officers will be elected by the committee membership.

Section V. Chairperson

The chairperson shall be a migratory parent and will preside at all meetings of the MPAC, and shall sign all letters, reports, or other communications of the MPAC. He or she shall appoint members to standing or special committees deemed by the MPAC to be necessary. In addition, he or she shall perform all other duties incident to the office of chairperson or prescribed by the MPAC. The chairperson's term is two consecutive years.

Section VI. Vice-Chairperson

The vice-chairperson shall be a migrant parent. The duties of the vice-chairperson shall be to represent the chairperson in performing his or her assigned duties, and to substitute for the chairperson in his or her absence. The vice-chairperson shall also perform such duties assigned to him or her by the chairperson or by the MPAC. The vice-chairperson's term is two consecutive years.

Section VII. Secretary

The Anchorage School District will provide the committee a recording secretary.

Article V – Meetings of the MPAC

Section I. Calling Meetings

There shall be a minimum of four regularly scheduled meetings of the MPAC each year. Additional meetings will be called by the (1) Migrant Education Director, (2) by direction of the chairperson, or (3) by request of the majority of MPAC members.

Section II. Place of Meeting

The Migrant Education Department will be responsible for making the necessary arrangements for meeting facilities.

Section III. Notice of Meetings

The Migrant Education Department shall be responsible for notifying all members of scheduled meetings. Notices will include the date, time and location; and shall be delivered preferably two weeks but not less than five days in advance. Each notice shall be accompanied by an agenda of the items to be placed before the MPAC. Notices of MPAC meetings will also be provided to the parents/guardians of Migrant eligible students.

Section IV. Decision of the MPAC

Except as stated otherwise in these bylaws, all official decisions of the MPAC shall result from an

affirmative vote of the majority of its members in attendance, provided that a quorum is in attendance. In the case of a poll vote, an affirmative vote by the majority of the entire MPAC is required.

Section V. Quorum

The presence of a majority of the current elected members of the MPAC shall constitute a quorum.

Section VI. Conduct at Meetings

All meetings of the MPAC will be conducted in accordance with Robert's Rules of Order for informal meetings of small groups or in accordance with a previously adopted appropriate adaptation thereof.

Section VII. Open Meetings

The MPAC meetings shall be open to all interested parties. The chairperson is not required to recognize any group requesting to make a formal presentation unless the group has made previous arrangements with the chairperson or Migrant Education Department.

Article VI – Committees

Section I. Standing and Special Committees

The MPAC may establish and abolish such standing and special committees it deems necessary. No standing or special committee may exercise the authority of the MPAC. The ASD's Migrant Education Representative serves as a resource to all standing and special committees.

Section II. Appointments

Unless otherwise stated by the MPAC in its action to establish a special committee, the chairperson of the MPAC in consultation with ASD's Migrant Education Representative shall appoint a MPAC member and other persons to the standing or special committees.

Section III. Term of Office for Committees

Each member of a standing or special committee shall continue as such until the committee is abolished, or upon the member's resignation from the committee, or until a vote by the MPAC membership removes that person from the committee.

Section IV. Rules

Each committee may adopt rules for its own government, provided, however, the rules are consistent with these bylaws and the rules adopted by the MPAC.

Section V. Quorum

Unless otherwise provided in the decision of the MPAC in establishing a special or standing committee, a majority of the members of the special or standing committee will constitute a quorum. An act of the majority of the members of any meeting at which a quorum is present shall be considered an official act of the committee.

Section VI. Vacancy

Any vacancy occurring in any standing or special committee shall be filled by appointment in the manner stated in Section III of this Article.

Article VII – Amendments

These bylaws may be amended at any time by two-thirds affirmative vote of all members of the MPAC, provided that the amendments are compatible with the responsibilities assigned to the MPAC. Before such amendments are incorporated into these bylaws, they must first be approved by the Migrant Education Program Director as well as the Anchorage School District Superintendent.

Article VIII – Ratification

Adoption: These By-Laws shall be declared adopted by the Committee when passed by a majority vote of the full membership at a regular Committee meeting, or as a meeting specifically called for such purpose.

The Committee and the District hereby approve these By-Laws.

IN WITNESS THEREOF,

Justine Nelson

Justine Nelson
Chairperson, Migrant Education Committee

11 / 19 / 2025

Date


Julie Santaella
Director, Migrant Education

11/21/25
Date

Jharrett Bryantt, Ed.D.
Superintendent, Anchorage School District

Date

CERTIFICATE *of* SIGNATURE

REF. NUMBER

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DOCUMENT COMPLETED BY ALL PARTIES ON

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UTC

SIGNER

TIMESTAMP

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