# BYLAWS OF THE
# TITLE VI INDIAN EDUCATION PARENT ADVISORY COMMITTEE

**An Indian Education Program with the Shawano School District**

SHAWANO TITLE VI

INDIAN EDUCATION

ACADEMIC, CULTURAL & SOCIAL SUPPORT

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## ARTICLE 1
## Description

**Section 1. Name of Committee**
The name of this committee shall be *Title VI Indian Education Parent Advisory Committee of Shawano School District* ( also known as "PAC").

**Section 2. Mission Statement**
The Title VI Indian Education Parent Advisory Committee seeks to foster a school environment where American Indian students flourish in their academic achievement through culturally responsive curriculum and practices within and outside of the classroom, family and student engagement, and collaborative partnerships with the community at large.

**Section 3. About the Title VI Indian Education Program**
The Indian Education program was created in accordance with the Indian Education Act of 1972. The Act was in recognition of the special educational needs of American Indian students in the United States. The Act provides financial assistance to the Title VI Indian Education program to meet the special educational and culturally related academic needs of American Indian students in the public elementary and secondary schools.

**Section 4. Purposes of the Title VI Indian Education Act**
A. Support the efforts of local education agencies ("LEAs"), Indian Tribes and organizations, postsecondary institutions, and other entities to meet the unique educational and culturally related academic needs of American Indian and Alaska Native students, so that such students can meet and/or exceed the same challenging Wisconsin State student academic achievement standards as all other students are expected to meet.

B. Authorizes programs of direct assistance for:
   i. Meeting the unique educational and culturally related academic needs of American Indians and Alaska Natives;
   ii. The education of Indian children and adults;
   iii. The training of Indian persons as educators and counselors, and in other professions serving Indian people; and
   iv. Research, evaluation, data collection, and technical assistance.

## ARTICLE 2
## Authority, Duties, and Limitations of PAC

**Section 1. Authority**
The PAC derives its authority from the Indian Education Act of 1972. The Act provides financial assistance to the Title VI Program. Every act of the Committee shall conform to the statutes and regulations set forth by the federal regulations and in coordination with the Local Educational Agency (LEA) Coordinator and its policies and procedures.

**Section 2. Duties**
The PAC shall act as a voice in representing the American Indian students and their parents in the community. The PAC has the duty and responsibility to participate fully in the planning, development, implementation, and evaluation of all the services and activities provided by the Title VI Program. Specifically, the PAC will:

A. Meet with the LEA Coordinator, program staff, district superintendent, and school board representative to review the program needs, progress reports, and discuss district services for the American Indian students within the district;

B. Participate in the preparation, monitoring, and revision of the program goals and objectives, budget and work plan; recommending appropriate action to the program staff;

C. Solicit input from the American Indian community through a minimum of one public hearing per school year to review and analyze the district-wide annual data report, obtain comments and recommendations regarding the goals and operation of the program. Once the PAC solicits this information, the PAC will approve the annual grant application and any subsequent revision in writing prior to submission;

D. Advise the district personnel department in developing and refining project staff job descriptions to meet the needs of the program;

E. Appoint at least one PAC member to serve on the interview committee to make recommendations for hiring program staff;

F. Consult with the district curriculum department to help ensure adequate and accurate American Indian content within district curriculum;

G. Make recommendations and delegate the organizing and implementation of district-wide cultural enrichment activities and events;

H. Represent matters involving American Indian students with regards to issues at community or school forums and make recommendations related to the districts educational program;

I. Review, amend, and approve PAC bylaws as needed;

J. Participate in training to become familiar with the legal rights and responsibilities of the PAC and to obtain skills necessary to carry out the duties of the PAC on an annual basis.

**Section 3. Limitations of PAC**

A. PAC is limited to authority over Title VI Program funding;

B. All day to day supervision and performance evaluations of Title VI Program personnel will be left to appropriate staff of the *Shawano School District*;

C. PAC members shall not afford pecuniary gain, incidentally or otherwise to its members;

D. PAC members shall avoid any appearance of a conflict of interest by abstaining from voting on any project matter, which may benefit a family member within their immediate household.

E. PAC members shall not work for the Title VI Program.

## ARTICLE 3
## PAC Structure

**Section 1. Eligibility**
The composition of the PAC will be made up from the following:

A. Parents of 506 enrolled American Indian students in the Shawano School District, including individuals acting "in loco parentis" [legal guardian of a project-enrolled student];
B. At least one (1) Shawano School district teacher;
C. At least one (1) but not more than three (3) 506 enrolled American Indian student(s) in the Shawano School District in 6th grade or higher;
D. One (1) American Indian Community Member with demonstrated involvement and exceptional impact in the American Indian community, professionally, and personally.

**Section 2. Composition**
More than half of the committee must be parents of 506 enrolled American Indian children who attend the Shawano School District, at least one member must be a district teacher, and at least one member must be a 506 enrolled American Indian student in the Shawano School District. (A parent is any person, who, on the date of elections for PAC membership, is the parent or person acting as a parent (in loco parentis) of a 506 enrolled Shawano School District student.)

**Section 3. Committee Size**
The PAC shall consist of no less than four (4) and no more than fifteen (15) eligible members.

**Section 4. Certification Voting Membership**
The PAC membership shall be established through a general certification among all eligible constituents. Eligible constituents include parents or persons acting as parents of 506 enrolled American Indian students, and 506 enrolled American Indian students in 6th grade or higher. Certification of the PAC voting membership shall take place annually. All nominations shall come from the floor.

**Section 5. Term of Committee Membership**
The Committee Membership shall be established annually at the second meeting of the year.

**Section 6. Resignation**
Any member may resign either in writing or by notifying the PAC Chair or LEA. The Chair will inform the PAC of the resignation at the next formal meeting.Section 8.

**Section 7. Termination of membership**

A. A member may be removed from the PAC upon missing three (3) consecutive regular meetings for which the PAC member has not provided prior notification. A PAC member must notify a PAC officer prior to the scheduled meeting if they cannot attend.
B. Termination of a PAC member will be carried out by a majority vote of the quorum.
C. The Chair shall provide written notice of termination to the individual member removed, stating the reason for removal, effective date of removal, and a copy of the due process procedure.

**Section 8. Removal**

A. Neglect of duty;
B. Being found guilty of any gross misdemeanor or felony charge in state, federal, or tribal court of law; or
C. Proven violations of PAC bylaws.

**Section 9. Due Process**

Any individual member of the PAC removed for any reason stated above shall have access to due process to appeal the decision of the PAC. Due process shall include the following:

A. The individual deciding to appeal the removal decision shall file an appeal in writing to the PAC Chair within 15 days of receipt of removal notice, stating his/her case of appeal;
B. The PAC shall respond to the individual within 30 days of receipt of appeal;
C. If not satisfied, the individual may request to testify his/her case before the full PAC; and shall have the opportunity to have witnesses;
D. The PAC shall consider any and all information presented to them in the case of the appeal, and shall render a final decision to the individual within 15 days of the hearing;
E. The PAC, nor any individual of the PAC, shall not be held liable for any personal or legal costs incurred by the individual appealing the due process.

**Section 10. Vacancies**

Vacancies on the PAC shall be filled by a simple majority of the voting membership who shall appoint an alternate person to serve in the vacant position.

**Section 11. Voting**

Each regular PAC member except the Chair shall have one vote in any matter submitted to the PAC for general vote. The Chair shall vote to:

A. break a tie; or
B. cause a tie, therefore defeating the motion.

Absentee voting will not be permitted.

**Section 12. Conflict of Interest in Voting**

Any concern relating to a conflict of interest in voting may be raised by any PAC member and will be decided by PAC vote.

**Section 13. Sub-Committees**

The PAC may establish a standing sub-committee each year at a regular monthly PAC meeting following the PAC Officer elections. The PAC retains the authority to establish the specific tasks or purposes to such committees, and the timeline for such committees ( for example Strategic Planning, Bylaws, Curriculum, Professional Development).

## ARTICLE 4
## PAC Officers

**Section 1. Officers**
The PAC shall have the following officers which shall be elected annually by the certified PAC membership:

A. Chair

B. Vice-Chair

C. Secretary

D. Treasurer

**Section 2. Election of Officers**
Officers shall be elected annually by the second meeting of the school year. All nominations shall come from the floor.

**Section 3. Duties of Officers**

*A. Chair*

It shall be the duty of the Chair to set the agenda, preside over all meetings utilizing "Robert's Rules of Order, Revised Edition," and sign all official documents passed by the PAC. In case of exigent circumstances, the Chair may call a special meeting provided there is 24 hour posted notice.

*B. Vice-Chair*

It shall be the duty of the Vice-Chair to act as a Chair in the Chair's absence.

*C. Secretary*

It shall be the duty of the Secretary to keep minutes of all PAC meetings. The Secretary shall coordinate with the School District for the keeping of records of all meetings, ensure notification of Committee members of all meetings, keep records of all the Title VI PAC members.

In the Secretary's absence, the PAC Chair may request any member of the PAC to record minutes. Records of PAC meetings and open hearings will be kept on file in the Title VI office and accessible on the website.

*D. Treasurer*

It shall be the duty of the Treasurer to review the budget of PAC funds and any PAC bank accounts. The Chair shall also have access to the budget and any bank accounts. The Treasurer shall work with SSD LEA to provide any budget balances as needed. The Treasurer shall also help identify and/or organize fundraising events as directed by the PAC to raise funding. The Treasurer shall serve as the contact in collaboration with the Chair for any grants the PAC votes to apply to. If grant funds are received, the Treasurer shall be responsible for issuing payments as directed by the PAC. The Treasurer shall maintain a record of account activity and report financials annually and as requested by the PAC.

## ARTICLE 5
## PAC Meetings

**Section 1. Regular Meetings**
The PAC will hold at least two (2) meetings during each semester to conduct official business. The PAC may also vote to hold more meetings during the school year. The date and time of regular meetings will be decided by a majority vote at the first meeting of each year. All regular meetings of the PAC shall be open to the public. Notice of regular meetings shall be publicly posted and state the date, time, and location. A copy of the agenda shall be enclosed with the notice.

**Section 2. Public Hearing**
The PAC will hold a Public Hearing in April of each year, prior to submission of the annual application for Title VI Indian Education Program funding. The Public Hearing will provide a full opportunity for Title VI parents, teachers and secondary students to understand the program and offer recommendations regarding the program.

**Section 3. Special Meetings**
Special meetings may be called for exigent circumstances at the will of the Chair after appropriate notice to the PAC or by majority vote of the PAC. All special meetings of the PAC shall be open to the public. Notice of special meetings shall be publicly posted at least 24 hours prior to the meeting and state the date, time, and location. A copy of the agenda shall be enclosed with the notice

**Section 4. Quorum**
A. A quorum shall consist of a simple majority of the total number of PAC members who have been duly certified and a majority of elected officers.

B. In the absence of a quorum, the PAC may not conduct official business but may meet for the purpose of accepting minutes, hearing committee reports, providing advice and direction to the Title VI staff, and hold open discussion of ongoing Programs.

**Section 5. Agenda**
The agenda for each meeting shall be set by the Chair and prepared with the assistance of the LEA coordinator. Individual members of the PAC are encouraged to submit agenda items to the Chair.

**Section 5. Location**
The location of the PAC meetings shall be properly and publicly posted and open to the public.

## ARTICLE 6
## Dissolution

If and when the PAC is to dissolve, the PAC shall divest itself according to appropriate federal rules and regulations pertaining to funds and equipment.

## ARTICLE 7
## Amending of Bylaws

The PAC will adopt and abide by reasonable Bylaws for the conduct of the activities of the committee. The Bylaws may be approved, amended, or repealed by a majority of members present at any regular meeting called for this purpose, provided there is proper and public notice.

## ARTICLE 8
## Ratification of Bylaws

These bylaws shall be declared ratified and adopted by the PAC when passed by a majority vote of the full membership at a regular PAC meeting.

These bylaws are hereby approved by the Title VI Indian Education Parent Advisory Committee and the Shawano School District

IN WITNESS THEREOF,

10/14/2021 Sofie Cloud Parent Advisory Committee Chair
Date

_____ _____ LEA Coordinator
Date

_____ _____ Superintendent
Date

Approved November 16, 2016
Amended November 15, 2017
Amended October 13, 2021