Title VI Indian Parent Committee Bylaws

ARTICLE 1
NAME OF ENTITY

The name of the committee shall be Duluth Public Schools Title VI Indian Parent Committee (IPC).

ARTICLE II
PURPOSE

The IPC has been established to ensure that planning, development, implementation and evaluation of the operational and supplemental programs for Native American students in the Duluth Public Schools occur in a consistent and equitable manner. The IPC will assist the public school district in providing effective school programs and services for American Indian students. The IPC shall provide parents of Native American children enrolled in the district with information and opportunities to effectively express their views concerning all aspects of education that affect their children.

The establishment and the work of the IPC 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 IPC will guide and provide recommendations to the Duluth Public Schools to develop programs and activities to assist each and every Native American student in reaching their highest level of academic achievement. This committee will meet the requirements of the Indian Education Act's Title VI program.

ARTICLE III
POWERS AND DUTIES

SECTION ONE: POWERS

The IPC and the Duluth Public Schools system recognize they must foster a positive and collaborative relationship in order to help facilitate academic success for Native students.

The IPC powers shall be:

1. Meet with the Indian Education Department regularly (quarterly, but more frequently at discretion of chair) to gather information to provide support and advice to the Duluth Public Schools to assist them in understanding and meeting the academic, cultural, and wellness needs of Native American students.

2. Review the student, parent, and teacher needs assessment survey or questionnaire(s) and Indian pupil assessment results (specifically, hard data concerning student

performance or achievement), and provide the Duluth Public Schools with any potential recommendations to the operation of educational programs that affect American Indian students, and the need for review of those programs.

SECTION TWO: DUTIES

Duties of the IPC shall be:

1. Recommend to the Duluth Public Schools a general plan for the allocation of Title VI Native American student-generated funding, and to review Title VI budgets and financial reports.

2. Recommend Title VI EASIE Application Part II applications and budgets to be forwarded by the Indian Education Department to the Duluth Public Schools Superintendent and Board of Education for review and certification.

3. Assist Duluth Public Schools in recruitment of personnel by formulating recommendations for hiring of Title VI funded Indian Education Program staff, and to have involvement and inclusion in the interview process. This shall not be construed to limit the authority of the Duluth Public Schools Board of Education to hire Indian Education program staff.

4. Participate in at least one annual Public Hearing organized by Duluth Public Schools.

5. Recommend to Duluth Public Schools curricula, texts, materials, and methods to be used to better serve the educational needs of American Indian students.

6. Provide recommendations to Duluth Public Schools about unmet educational needs.

7. Assist in providing information and regular reports to respective Indian tribes, Bands, and other Native communities.

8. Have access, in accordance with Duluth Public 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.

9. IPC members shall not act or speak on behalf of the entire IPC as an individual; members should only represent their own viewpoint. All IPC members must have prior formal authorization by action (motion recorded in the minutes) to represent or speak on behalf of IPC.

10. The IPC shall exercise its authority only during official IPC meetings.

11. IPC members are expected to attend all meetings in order to establish a quorum, fully participate in the discussion, and to cast a vote.

12. IPC members shall receive training to gain knowledge and skills of their specific roles and responsibilities.

ARTICLE IV
MEMBERSHIP

IPC shall have a minimum of 5 and a maximum of 12 consisting of at least one of the following members:

(a) Majority (51%) of parents and/or guardians of Indian children in the local educational agency's schools
(b) one Teacher or Counselor Representative
(c) Secondary school student members who have a current ED 506 form with Tribal affiliation from a Federally recognized or State recognized Tribe, and
(d) 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 ED 506 forms on file in such school

IMPORTANT: The overall majority **(51%)** of the membership must be **parents and/or guardians** of Indian children, e.g., the **parents and/or guardians must outnumber the other members of the IPC.**

SECTION 2 - MEMBER DEFINITIONS

A Parent is defined as any person who is the parent or guardian of an Indian student who has an ED 506 form on file and is enrolled in the Duluth Public Schools.

The Teacher or Counselor(s) Representative is a person employed by Duluth Public 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 Duluth Public Schools secondary school served by the Title VI funded program.

A Tribal Representative is a representative 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 the school.

SECTION 3 - ELECTIONS

The election of IPC members shall be held during an open public meeting announced by the following from the Duluth Public School District: newsletter, letter or school messenger, social media, and other media

IPC members shall be nominated and elected at this open meeting by parents/guardians of Indian students attending Duluth Public Schools, with in-person, self-nominated candidates optional on the ballot. An enrollment verification table, staffed by representatives from Duluth Public Schools, shall be present at the election. Eligible members shall include:

a. Majority (51%) of parents and/or guardians of American Indian children with an eligible 506 form attending Duluth Public Schools
b. One Teacher or Counselor Representative employed by Duluth Public Schools
c. American Indian secondary students attending Duluth Public Schools; and
d. Representatives of local Indian Nations/Tribes, 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 OFFICE

All parent members will serve a two year term so long as their children are enrolled in Duluth Public Schools.

The Student Representatives will serve a 1 year term. The Student Representative must comply with all Duluth Public Schools student policies as addressed in the Duluth Public Schools Student Handbook and maintain a GPA of 2.5, as determined by semester grades. The student may serve only as long as they are actively enrolled in Duluth Public Schools.

The Teacher or Counselor members will serve a 1 year term as long as they are employed as a Teacher or Counselor in the Duluth Public Schools.

The IPC will elect four officers: Chairperson, Vice-Chairperson, Secretary, and Treasurer. The officers will be elected on an annual basis and serve 1 year. The election will take place at the first meeting of the required school year. Officers may serve more than one 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, 51% majority of IPC members for business to be taken to a vote. Otherwise, it can only be discussed as old or new business.

SECTION 6 - ATTENDANCE

All members are required to attend all regular scheduled meetings.
An absence will be excused if a member contacts the IPC Chairperson or Vice-Chairperson, and the Indian Education Department, 24 hours prior to the meeting, or in case of immediate emergency, that they 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) of the Committee for three (3) annual meetings (unexcused absences). Termination is approved by a majority vote of the IPC;

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

If an IPC parent, guardian, or family member's child is no longer enrolled at Duluth Public Schools; and if a teacher representative no longer works at Duluth Public Schools;

If a member does not fulfill his/her member roles and responsibilities in a professional manner consistent with Duluth Public Schools policies and the cultural values of the committee, the member may be asked to resign from the IPC. A member of the committee may be removed, provided the committee is provided with sufficient cause to warrant such removal, and a ⅔ vote is necessary to terminate membership. The member has the opportunity to initiate a grievance policy with the Duluth Public Schools following this vote.

SECTION 8 - VACANCY

If the position of Chairperson should become vacant, the Vice-Chairperson will assume the role of the Chairperson. The IPC shall elect a new Vice-Chairperson from a member of the IPC in a public meeting.

Any vacancy, which occurs in the IPC for any reason, shall be filled by a nomination and election among participating committee members (up to the maximum of 12) as soon as is reasonably practical.

ARTICLE V
OFFICER ELECTIONS, TERMS, AND DUTIES

SECTION 1 - OFFICERS

The officers of the IPC will be the Chairperson, Vice-Chairperson, Secretary, and Treasurer.

SECTION 2 - ELECTIONS & TERMS OF OFFICE

The officers of the IPC shall be elected by a majority vote of the IPC at the first regular meeting of the school year. The officers shall serve a 1 year term.
Officers shall assume their duties immediately upon election.

SECTION 3 - CHAIRPERSON DUTIES

The primary responsibilities of the Chairperson is to conduct all meetings of the IPC, including development of meeting agendas with input from IPC members and the Title VI staff. Upon approval of the IPC, the Chairperson will sign IPC Approval Form, letters, documents, and reports, as necessary. The Chairperson may assign various duties to other IPC members. The Chairperson will not have the authority to commit the IPC to any function without the express approval of the IPC.

SECTION 4 - VICE-CHAIRPERSON DUTIES

In the absence of the Chairperson at an IPC meeting, the Vice-Chairperson will assume the role of the Chairperson. The Vice-Chairperson will carry out various duties assigned by the Chairperson.

SECTION 5 - SECRETARY DUTIES

The IPC Secretary, in collaboration with the Indian Education staff, shall record, disseminate, and file the official minutes of the IPC meetings to committee members. They will also maintain documents of meeting dates, attendance, and news-release bulletins to parents, via the AIED Office Support-Specialist (OSS) and Director/Coordinator. Copies of all documents and minutes are to be provided to the IPC members. The IPC Secretary, along with the Indian Education Department OSS, shall have the full responsibility to provide copies of the minutes to the Director of the Indian Education Department.

SECTION 6 - TREASURER DUTIES

The IPC Treasurer shall collaborate with the AIED and the Duluth Public Schools staff to provide financial reports and updates on the use of Title VI funds throughout the year. The Treasurer will

monitor and report the Title VI external bank account, of which Duluth Public Schools is the fiscal agent, and attend departmental meetings as necessary to provide reports.

SECTION 7 - PARENT(S), GUARDIAN(S), AND RELATIVE(S) DUTIES

The Family Representatives shall provide input and advice concerning programs and curriculum related to Duluth Public Schools, parents, and students.

SECTION 8 - TEACHER OR COUNSELOR REPRESENTATIVE(S) DUTIES

The Teacher or Counselor Representative(s) shall not serve as an officer. The Teacher or Counselor Representative shall provide input and advice concerning IPC programs and curriculum related to Duluth Public Schools, parents, and students.

SECTION 9 - STUDENT REPRESENTATIVE(S) DUTIES

The Student Representative(s) shall not serve as an officer but shall provide input and advice to the IPC concerning Native students served and school-related issues.

SECTION 10 - TRIBAL REPRESENTATIVE(S) DUTIES

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

ARTICLE VI
MEETINGS

SECTION 1 - MEETING REQUIREMENTS

The IPC meeting dates for the year will be developed within the first two meetings of the newly elected committee. The IPC Chair, in collaboration with the Indian Education Department, will email a meeting agenda indicating the agenda items, meeting location, date, and time of the meeting to the IPC members at least a week before the meeting.

SECTION 2 - REGULAR MEETINGS

A predetermined time and place will be established for scheduled meetings. All official meetings of the IPC will be open to the public.

The open meetings will be advertised at community-based facilities, via the Duluth Public Schools school-site publications, district website, and other media.

SECTION 3 - SPECIAL MEETINGS

The Chairperson or the Director of the Indian Education Department may call special meetings of the IPC 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 electronic means.

SECTION 4 - SPECIAL COMMITTEES

The Indian Education Department may establish an Ad Hoc Committee, which shall consist of appointed IPC and non-IPC members. Ad Hoc Committees shall be established as needed. All final decisions are reserved for the IPC and will be reported there.

SECTION 5 - QUORUM

A 51% majority of meeting attendance shall constitute a quorum to conduct official business and vote at any duly called meeting by the IPC. Decisions made by the members present at any meeting shall be an act of the IPC.

The Teacher/Counselor and Student Members will count as part of the IPC quorum.

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

SECTION 6 - OPEN MEETINGS

All regular business and special IPC meetings shall be open to the general public. During open meetings, an open forum will be available to the public for up to 4 minutes per presenter, with no immediate response expected from the committee.

SECTION 7 - MEETING RULES OF ORDER

Robert's Rules shall govern the parliamentary procedures of all meetings of the IPC, not otherwise covered by these Bylaws. Training in selected meeting guide and parliamentary procedures will be provided as needed to newly-elected members.

SECTION 8 - AGENDA AND MINUTES

An agenda for each upcoming IPC meeting and minutes of the previous meeting shall accompany the notice of the meeting and shall be sent to all members of the IPC. Any information supporting agenda items will also be forwarded before the meeting. The Indian Education Department and the IPC shall coordinate the dissemination of agenda, minutes, and information.

ARTICLE VII
UPDATING AND AMENDING BYLAWS

SECTION ONE: UPDATING BYLAWS

The IPC, with the advisement of the Indian Education Department, shall have the power to update or amend these Bylaws at any time, by voting with ⅔ majority in approval, provided that the alteration or amendment is to carry out the purpose of the IPC 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 TWO: AMENDMENTS TO BYLAWS

The Title VI Bylaws may be modified or amended by mutual and majority consent of the Title VI IPC, provided that the alteration or amendment is to carry out the purpose of the IPC.

Signatures

Title VI Chairperson Date

Title VI Vice-Chairperson Date

Title VI Voting Member Date

Title VI Voting Member Date

Title VI Voting Member Date

Title VI Voting Member Date

Title VI Voting Member Date

Title VI Voting Member Date

Title VI Voting Member Date

Title VI Voting Member Date

Title VI Voting Member Date

Title VI Voting Member Date

American Indian Education Coordinator Date