

Colcord Public Schools
Title VI Parent Advisory Committee Meeting
Wednesday, January 15th, 2020
4:00 p.m.
Dan Draper Community Center: Board Room

Agenda

The purpose of this meeting is to review the development and components of Title VI. In addition, the annual election of the Title VI Parent Advisory Committee Executive Board will be held. The committee will also decide to approve or not approve the By-Laws of the Title VI Parent Advisory Committee.

1. Call the meeting to order.
2. Roll call/sign-in of those in attendance.
3. Approval of Agenda
4. Elect officers to the Executive Board of the Title VI Parent Advisory Committee.
5. Appoint vacancies to the Executive Board if needed.
6. Review and discuss the proposed amendments to the By-Laws of the Title VI Parent Advisory Committee (see Attachment A).
7. Vote to accept/reject the proposed amendments to the By-Laws of the Title VI Parent Advisory Committee as stated in Attachment A.
8. Vote to ratify By-Laws.
9. Review and evaluate the Colcord Public Schools Indian Policies and Procedures (IPP).
10. Review the FY20 Equitable Service for Native American Students document and discuss the equal participation of Native American students in educational programs and extracurricular activities.
11. Review and discuss the FY19: Assessment Results for Native American Students document.
12. Review and discuss the preparations for Part I of the EASIE application.
13. Review and discuss the preparations for the administration of the upcoming FY20: Native American Programs Needs Assessment.
14. Discuss and scheduled the next committee meeting and public hearing.
15. Open the floor for questions and comments.
16. Adjournment.

**This agenda was posted at the Dan Draper Community Center on Monday, January 6, 2020, at 10:00 a.m. by Remington Rogers.*

Attachment A: Proposed Amendments to the By-Laws.

COLCORD PUBLIC SCHOOL DISTRICT TITLE VI PARENT ADVISORY COMMITTEE BY-LAWS

ARTICLE I- NAME OF THE COMMITTEE

The name of this committee shall be the *Colcord Public School District Title VI Parent Advisory Committee*.

ARTICLE II- PURPOSE OF THE COMMITTEE

The purpose of the Title VI Parent Advisory is:

- A. To comply with the rules and regulations governing the Indian Education Act—Title VI.
- B. To enhance and encourage the academic experience of Title VI eligible students in the district
- C. To provide direction and build on Indian culture in meeting the academic and cultural needs of Title VI eligible students.
- D. To serve as the liaison between Title VI eligible students, parents, and guardians and the school district.

The parent advisory committee shall have no power to bind any member of the Colcord Public School District to any debt, liability or obligation without an express written authorization from the party to be bound.

No member of the Parent Advisory Committee shall be required to provide any sum of money or property to the Parent Advisory Committee. No member of the Parent Advisory Committee shall be required to give any service to the Parent Advisory Committee other than the services described in these by-laws. The Parent Advisory shall not pay any member for providing services.

The Parent Advisory Committee shall have no powers beyond those expressly set forth herein.

ARTICLE III- MEMBERSHIP

The Title VI Parent Advisory Committee is open to all parents and guardians of Title VI eligible students in the Colcord Public School District.

Section 1: The Executive Board of the Title VI Parent Advisory Committee will be comprised of the following members elected by the general committee.

Chairperson:	A parent/guardian of an Indian student(s) in the district.
Vice-Chairperson:	A parent/guardian of an Indian student(s) in the district.
Secretary:	Fulfilled by the District Project Director. (non-voting position)
Parents/Guardians:	Not less than three.
Teacher:	At least one teacher.
Students:	1 high school student (does not apply to PK-8 districts.)

Section 2: Qualifications for the Title VI Parent Advisory Committee shall be in compliance with the Indian Education Act, Title VI, Regulations (Section 9114 Assurances).

Section 3: Each Parent Advisory Executive Board member shall hold office for a period of two years unless the parent does not comply with the Title VI rules and regulations.

ARTICLE IV-ELECTIONS

Elections to the Executive Board of the Title VI Parent Advisory Committee shall be held during the regular **January** meeting every year. Elections will be open to all parents/guardians of Title VI eligible students.

Section 1: Election procedures shall be as follows:

- A. All nominations will be made from the floor by parents/guardians of Title VI eligible students.
- B. All nominations require a second.
- C. In the case of multiple nominations, a ballot will be held to determine the Executive Board member by majority vote.
- D. The Secretary shall be responsible for distributing and tabulating the ballots and announcing the results.
- E. Proxy voting and absentee voting will not be permitted.
- F. Title VI Parent Advisory Committee members shall not be exempt from service on the committee when close family members serve in the capacity of program staff.

Section 2: Terms for office for the Title VI Parent Advisory Committee Executive Board shall be for two years.

During the first year of adoption of these by-laws, the position of Chairperson and two Members-At-Large will be held for a period of three years. **The adoption of these by-laws took place on Tuesday, April 16, 2019.**

Section 3: Any member of the Title VI Parent Advisory Committee Executive Board may be removed or resign for the following reasons:

- A. A member may resign for personal reasons by giving a written resignation to the Chairperson of the Parent Advisory Committee.
- B. A member shall be automatically removed from membership if the member has been absent without excuse from three consecutive regular meetings.
- C. A member shall be automatically removed from membership if the member does not meet the qualifications for eligible membership as a parent, student or certificated staff.
- D. A member can be removed by an affirmative vote of a $\frac{3}{4}$ majority of all members of the Parent Advisory Committee for gross misconduct, or felony convictions, or for divulging confidential information.

Section 4: A vacancy may be filled by appointment by the Executive Board. The appointment will remain in effect for the remainder of the unexpired term.

ARTICLE V- EXECUTIVE BOARD

The Executive Board of the Title VI Parent Advisory Committee will consist of the following officers: Chairperson, Vice-Chairperson, **Secretary (non-voting position)**, 3 Parents, 1 Student Representative, and 1 Teacher Representative.

ARTICLE VII- OFFICER'S DUTIES

Section 1: Duties of the Chairperson shall be:

- A. Assuring compliance with the Title VI Rules and Regulations
- B. Chairing all regular and special Parent Advisory Committee meetings.

- C. Serve as the official representative of the Title VI Parent Advisory Committee to the Colcord Public School District in all matters pertaining to the education of Title VI eligible students.
- D. Maintain a current Title VI eligible parent list
- E. Assure that the Title VI Rules and Regulations and By-laws are disseminated to interested parents and community

Section 2: Duties of the Vice-Chairperson shall be:

- A. Assume the duties of the Chairperson in the event of his or her absence or vacancy.
- B. Submit news items, notices, and any pertinent information to appropriate media as needed.

Section 3: Duties of Members-at-Large: **Parents**, Teachers, and Students

- A. Serve in a voting capacity on the committee

Section 4: Duties of the Secretary

The secretarial duties shall be fulfilled by the District Project Director. This is a non-voting position.

Duties shall include:

- A. Keeping minutes of the meetings, both regular and special
- B. Provide copies of the minutes to the Title VI Chairperson
- C. Be custodian of the committee's records
- D. Maintain a list of the addresses and telephone numbers of each member of the committee

ARTICLE VIII- MEETINGS

Section 1: Meeting times and location

Regular meetings will be held at a date and time to be determined by the executive board and the Project Director. One meeting must be held in April or May to approve Part II of the EASIE Application. The Title VI Indian Education Indian Parent Committee Approval Form will be signed by 5 members of the Executive Board: 3 parents, the teacher, and the student. In the event of an absence of one of the above-listed members, one of the two remaining members shall assume the duty of signing the Title VI Indian Education Indian Parent Committee Approval Form.

Section 2: Order of business

- A. Roll Call
- B. Approval of Agenda
- C. Financial Status Reports (Project Director)
- D. Open Floor
- E. Adjournment

Section 3: Quorum-A quorum shall consist of **four** Executive **Board** committee members.

Section 4: Special Meetings

Special meetings may be called by the Chairperson or Vice-Chairperson or by petition of at least three Parent Advisory Committee members. A quorum will be as stated for regular meetings.

Section 5: Meeting Protocol

All meetings will be conducted in accordance with **Parliamentary Procedures** and the adopted by-laws.

Section 6: Reorganization

An annual reorganization meeting and an election will be held each year in January.

ARTICLE IX- COMMITTEES

Section 1: Subcommittees

The Parent Advisory Committee shall create such subcommittees as may be required to promote its objectives. Each subcommittee can be created by a majority vote of a quorum at any general parent Advisory Committee meeting. The chairperson of the subcommittee shall be appointed by the chairperson and he/she shall select the members of his/her committee.

Section 2: Procedures

When requested, committees will report to the Parent Advisory Committee their progress and will, in writing over the committee signatures, submit recommendations to be acted upon by the Parent Advisory Committee. These actions will become a part of the minutes of that particular meeting.

ARTICLE X- GRIEVANCES

Section 1: Filing

Formal grievances or complaints in regard to the Parent Advisory Committee will be filed in the following manner:

- A. The aggrieved shall, in writing, file his or her grievance with the Title VI Chairperson and one copy to the Project Director.
- B. A grievance committee will be appointed by the Title VI Parent Advisory Committee Executive Board and will consist of five unbiased and impartial persons selected from the total Title VI Parent Advisory committee membership; one of which will be a school district designate selected by the Project Director.
- C. The parties involved have the right to object to the appointment of any member of the grievance committee.
- D. Upon receipt of a formal grievance, the grievance committee will have seven (7) working days to review the grievance, interviewing the concerned parties, if necessary, and decide the outcome of the grievance.
- E. A written decision will be given to the concerned parties on the eighth (8) working days from the date of receipt by the committee.

Section 2: All decisions issued by the grievance committee will be considered final.

Section 3: Grievances pertaining to project staff shall be handled according to the School District Policy.

ARTICLE X- AMENDMENTS

These by-laws may be amended at any time by two-thirds (2/3) affirmative vote of the members of the Parent Advisory Committee in attendance, provided that the amendment is in compliance with the Title VI Rules and Regulations. The proposed amendment must be submitted to the Title VI Parent Advisory Committee Chairman at least seven (7) days prior to the meeting at which it will be discussed.

ARTICLE XI- RATIFICATION

These by-laws shall be declared adopted by the Parent Advisory committee when passed by a majority vote of the general membership at a regularly scheduled meeting.

These by-laws were approved by the General Membership of the Title VI Parent Advisory Committee on the 15th day of January 2020.

IN WITNESS THEREOF:

Chairperson

Vice-Chairperson

Project Director/Secretary

Superintendent