

Elko County School District  
**BYLAWS OF TITLE VI INDIAN PARENT COMMITTEE**

**ARTICLE I  
NAME**

The name of the Committee shall be the Elko County School District 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 Elko County public schools occur in a consistent and sustained manner.

The establishment and the work of the IPC are to comply with the rules and regulations governing Title VI 20 USC §7401 et seq. In conjunction with home, community, and school support, the IPC will strive to develop and implement programs and activities to assist each and every Native American student in reaching his/her highest level of academic achievement.

**ARTICLE III  
POWERS AND DUTIES**

The IPC and the Elko County School District (ECSD) recognize that a positive, working partnership between the IPC and ECSD must exist in order for students to be successful. The powers and duties of the IPC shall be:

1. Provide advice and recommendations to ECSD to assist the District staff in understanding and meeting the needs of Native American students.
2. Provide ECSD with information concerning the views of Native American parents and students about unmet educational needs.
3. Review the results of the parent/community needs assessment and subsequently provide recommendations to improve academic, behavioral and cultural services to Native American students.
4. Review the annual student surveys and assessment results (specially, hard data concerning student performance in the academic and behavioral areas), and provide ECSD with recommendations for program improvement.
5. Formulate goals and objectives in consultation with ECSD; review and make suggestions as deemed necessary for programmatic changes.

6. Recommend to ECSD a general plan for the allocation of Title VI Native American student-generated funding, as well as other federal, state, and local funds in specific schools, grade levels, and Native American-oriented programs.
7. Assist ECSD in recruitment of personnel by recommending recruiting criteria to better meet the needs of Native American students.
8. Recommend to ECSD, curricula, texts, materials, and teaching methods to be used to better serve the educational needs of Native American students.
  9. Evaluate program results and recommend appropriate corrective action to better serve and educate Native American students.
10. Receive copies of the approved Title VI and Title VII Impact Aid proposals for each academic year.
11. Have access, in accordance to ECSD confidentiality policies, to all reports, evaluations, surveys, and other program and budget-related documents necessary for review, in order to carry out the IPC's responsibilities.
12. Meet regularly with professional staff serving Native American children to gather information and provide support.
13. Carry out the powers and duties described above by meeting on the third Monday of each month (4:30 pm pacific standard), if not more, to ensure the needs of Native American students are being met.
14. All IPC members must have prior formal authorization by action (Motion recorded in the minutes) to represent or speak on behalf of the IPC.
15. IPC shall exercise its authority only during duly-called IPC meetings.
16. IPC members shall not act or speak on behalf of the IPC as an individual; members may continue to speak as parents.
17. IPC members are expected to attend all meetings in its entirety in order to fully participate in the discussion and to cast a vote.
18. The Secretary, in collaboration with the Indian Education Department, shall maintain the official minutes of the IPC meetings. He/She will also maintain documents of meeting dates, and attendance.

The IPC shall have no powers beyond those expressly set forth herein. The IPC shall have no power to bind any member of the ECSD District to any debt, liability, or obligation in the absence of an express written authorization from ECSD. In addition, the IPC shall abide by all ECSD Board Policies and ECSD Procedural Directives.

## ARTICLE IV MEMBERSHIP

### SECTION 1 - MEMBERSHIP OF IPC

Seven (7) members shall constitute the membership of the IPC.

Three (3) At-Large Parent Representatives. One (1) ECSD Teacher or Counselor member.

One (1) ECSD high school student member who has a 506 form on file with ECSD, with Tribal affiliation from a Federally-recognized Tribe.

A parent is defined as any person who is the parent or legal guardian (as defined by ECSD) of a Native American student who has a 506 Form on file and is enrolled in ECSD.

The Teacher or Counselor is a person who is employed by ECSD in either a Teacher or Counselor position. Any Indian Education Department staff member is disqualified for this position.

A student member is a person who has a 506 Form on file and is an ECSD-identified Native American, actively enrolled and attending classes at an ECSD high school served by Title VI and/or Title VII-funded programs.

### SECTION 2 - ELECTION

The election of IPC members shall be held during an open public meeting announced to the public via newspaper, radio, newsletter, letter, or School Messenger.

IPC members shall be nominated and elected at this open meeting by parents and /or legal guardians of Native American students attending ECSD. Eligible members shall include:

- (1) Parents of Native American children attending ECSD;
- (2) Teachers and Counselors employed by ECSD;

~~(3) Native American students attending high school in ECSD.~~ SECTION 3 - TERMS

Parent members will serve multi-year terms. All parent members will serve three-year terms so long as their student is enrolled in ECSD.

The student representative will serve a one-year term.

The Teacher or Counselor member will serve a three-year term as long as she/he is employed as a Teacher or Counselor in ECSD.

A term is defined as three District fiscal years from July 1<sup>st</sup> to June 30<sup>th</sup> of the school year. All members will serve three-year terms except for the student representative. The student member will serve one year.

The IPC will elect three officers: Chairperson, Vice-Chairperson, and Secretary. The officers will be elected on an annual basis and serve one year. The election will take place at the first meeting of the

required school year. Officers may serve more than one year.

Parents may serve only as long as their children are actively enrolled in ECSD. The Teacher or Counselor may serve only as long as he/she is actively employed by ECSD. The student representative must comply with all ECSD student policies as addressed in the ECSD Student Handbook, and maintain a GPA of 2.5, as determined by semester grades. The student may serve only as long as he/she is actively enrolled in ECSD.

#### SECTION 4 - VOTING RIGHTS

Each IPC member is entitled to one vote on IPC matters. Each eligible voting member shall be entitled to one vote and may cast the vote on each matter submitted to a vote of the Committee.

#### SECTION 5 - ATTENDANCE

All members are required to attend each meeting. 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, she/he will not be attending.

#### SECTION 6 - 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 annual meetings (unexcused absences), and termination is approved by a majority vote of the IPC;

The member no longer wishes to serve on the Committee and so indicates verbally or by submitting a letter of resignation to the IPC Chairperson;

If a member does not fulfill his/her member roles and responsibilities in a professional manner consistent with ECSD policies and cultural values, the member may be asked to resign from the IPC by the Chairperson.

If an IPC member's child is no longer enrolled in ECSD. SECTION 7 - 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 the members of the IPC.

Any vacancy, which occurs on the IPC for any reason shall be filled by an election as provided in Section 2 above, for the remainder of the unexpired term of the member being replaced. The election shall be held as soon as is reasonably practical.

## ARTICLE V OFFICERS AND DUTIES

### SECTION 1 - OFFICERS

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

### SECTION 2 - ELECTIONS & TERM 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 officer shall serve a one-year term.

Officers shall assume their duties immediately upon election. SECTION 3 - CHAIRPERSON

The primary responsibilities of the Chairperson are to conduct all meetings of the IPC, including planning meeting agendas with input from the IPC members and the Indian Education Department. Upon approval of the IPC, the Chairperson will sign letters, documents, reports, and grant applications. The Chairperson will be the IPC Representative at District and non-District functions. 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 expressed approval of the IPC.

### SECTION 4 - VICE-CHAIRPERSON

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 as assigned by the Chairperson.

### SECTION 5-THE SECRETARY

The Secretary, shall maintain the official minutes of the IPC meetings. They will also maintain documents of meeting dates, attendance, and news-release bulletins to parents, and the District. Copies of all documents and minutes are to be provided to the IPC members. The IPC Secretary shall have the full responsibility to provide copies of the minutes to the Director of the Indian Education Department.

### SECTION 6 - THE PARENT REPRESENTATIVES

The Representatives shall provide input and advice concerning programs and curriculum as they relate to schools, parents, and students.

### SECTION 7 - TEACHER OR COUNSELOR REPRESENTATIVE

The Teacher or Counselor Representative shall not serve as an officer. The Teacher or Counselor Representative shall provide input and advice concerning IPC programs and curriculum as they relate to schools, parents, and students.

## SECTION 8 - STUDENT REPRESENTATIVE

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

## ARTICLE VI MEETINGS OF THE IPC

### SECTION 1 - MEETING REQUIREMENTS

The IPC meeting schedules will be developed one school year in advance. The IPC Secretary, will email a business agenda indicating the agenda items, date, hour, and location of the meeting to the IPC members at least three (3) days before the meeting.

### SECTION 2 - REGULAR MEETINGS

Regularly-scheduled business meetings will be held on the third Monday of every month in the calendar year. Meetings will be held at 4:30 pm, pacific standard time. All business meetings of the IPC will be open to the public.

The open meetings will be advertised at NV Public Posting, through the ECSD school-sites and website, the Elko County Library, Courthouse and City Hall.

### SECTION 3 - SPECIAL MEETINGS

The Chairperson 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 include conference calls and/or any electronic means.

### SECTION 4 - QUORUM

Four (4) members of the IPC shall constitute a quorum to conduct business 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 member 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 work session.

### SECTION 5 - 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 two (2) minutes per presenter (unless longer time is approved by the Committee), with no immediate response expected from the Committee.

## SECTION 6 - RULES OF ORDER

Robert's Rules of Order shall govern the parliamentary procedures of all meetings of the IPC, not otherwise covered by these Bylaws.

## SECTION 7 - AGENDA AND MINUTES

An agenda of each meeting of the IPC and minutes of the previous meeting shall accompany the notice of that meeting and shall be sent to all members of the IPC. Any information supporting agenda items will also be sent. The Elko County School District and the IPC will jointly be responsible for disseminating the agenda and minutes.

## ARTICLE VII AMENDMENTS

The IPC, shall have the power to alter or amend these Bylaws at any time, by two thirds (2/3) affirmative vote of six (6) IPC members, provided that the alteration or amendment is to carry out the purpose of the IPC as herein above-expressed. Any alteration or amendment must conform to Title VI guidelines.

The Title VI IPC Bylaws may be modified or amended by mutual consent of the Title VI IPC, and the ECSD Board of Trustees.