



**Native American Education Program
Parent Advisory Committee By-Laws**

ARTICLE I

NAME

Section 1: The name of this organization shall be the Phoenix #1 Native American Education Program Parent Advisory Committee (PAC).

ARTICLE II

PURPOSE

REF: The Parent Advisory Committee (PAC) is required by Title VI /Johnson O’Malley (JOM). The purpose of the PAC shall be to assist Phoenix #1 administration in hosting the most effective Native American Education Program for its students. To achieve this purpose, the PAC shall provide advice and assistance to Phoenix #1 administration in developing, operating, and evaluating the Title VI / JOM programs and most appropriate use of grant funds.

Section 1: The PAC will meet on a regular basis with Program staff to discuss the overall operation, ongoing activities, and budget of the Native American Program. The PAC will review and approve all funding proposals, addendums, and extensions to Program plans. The PAC will review all grant effectiveness and completion reports.

Section 2: The PAC, in cooperation with Phoenix #1, and based on the prioritization of students’ needs, will develop an appropriate educational Program. Through this joint effort, the PAC shall:

- A. Assist Phoenix #1 to design, operate, monitor and evaluate the Native American Education Program grant funds.

- B. Support Phoenix #1's effort to identify and certify all eligible Native American students as directed by the Indian Education Act and Johnson O'Malley eligibility requirements.

Section 3: The PAC will act as a review body for any individual or group who may wish to propose additions, changes or to express relevant concerns, regarding the Native American Education Program at Phoenix #1.

Section 4: The PAC will regularly review the overall plan to assess progress in meeting the objectives of the Native American Education Program. The PAC will monitor appropriate use of the grant funds to support the Program.

- A. The Program proposal will be consistent with, and supportive of, school Board policies and shall be subject to final approval by the Governing Board.
- B. Recommendations to the education Program may be made to the Program facilitator who will then transit them to the assigned Administrator for final review and recommendations, before submitting to the Governing Board. (Special Programs Coordinator/Assistant Superintendent for Curriculum and Instruction (2018-2019 SY Chief Academic Officer/ Governing Board).

ARTICLE III

MONETARY GAIN

Section 1: The PAC shall not afford monetary gain, incidentally or otherwise, to its members.

- A. No member of the PAC shall be required to provide any sum of money or property to the PAC.
- B. The PAC shall not pay any member for providing services.

ARTICLE IV

MEMBERSHIP

Section 1: The following are eligible (REF: Title VI Indian Education Act and Johnson O'Malley Rules and Regulations) to serve on the PAC:

- Parents, guardians and/or family members of eligible Native American children to be served by the Program.
- At least 1 teacher and/or social worker/guidance counselor who serve Native American students in the District.

The persons listed in this section shall elect members to the Committee who shall have voting privileges.

Section 2: At least half of the members of the Committee must be parents, guardians and/or family members of Native American children to be served by the Program.

- Section 3: The committee must include at least one teacher.
- Section 4: An individual may continue to be a member of the Community only so long as he/she is eligible under Section 1 of this Article.
- Section 5: The Executive Committee shall be composed of five (5) members: 3 (3) elected officers and two (2) members-at-large.
- Section 6: Quorum shall be established with a total of three (3) of any of the above members in attendance.

ARTICLE VI

DUTIES

- Section 1: The PAC membership duties shall be:
- A. To attend all meetings when called as scheduled.
 - B. To provide advice and input relative to Program operations, and whenever possible, to willingly and unselfishly use their abilities to the good of the cause.
 - C. To familiarize themselves with the rules/regulations and all correspondence relative to the Title VI Indian Education Act and Johnson O'Malley Program.

ARTICLE VII

OFFICERS

- Section 1: The PAC shall have the following officers: Chairperson, Vice Chairperson and Secretary.
- Section 2: The Chairperson shall preside at all meetings of the PAC and perform other duties pertaining to that office.
- Section 3: The Vice Chairperson shall preside in the absence of the Chairperson.
- Section 4: The Secretary shall record and report the minutes of each meeting.
- Section 5: The Treasurer shall serve as the Liaison between the PAC and the Program Coordinator (Special Populations Coordinator) concerning Program budgets and expenditures.
- Section 6: Officers shall be elected by members of the PAC during the month of August each year.
- Section 7: No officers shall serve in the same office for more than two (2) (August to August) consecutive terms.
- Section 8: Officers may be removed by a majority vote of the membership of the PAC for reasons that are in the best interest of the Program.

- Section 9: Vacancy:
- A. In case of a vacancy, or an event that the present Chairperson steps down or is removed from their position, the Vice Chairperson shall then become, and remain, the Chairperson for the remainder of the year.
 - B. A vacancy occurring in a position other than the Chairperson shall be filled, for the unexpired term, by a majority vote of the Committee members present at the next general meeting.

ARTICLE VIII

MEETINGS

- Section 1: Regular meetings of the Committee shall be held on a monthly basis on a date determined by the PAC starting with the month of August each school year.
- Section 2: A yearly schedule (August to May) of regular meetings, TBD by the PAC, shall be made public at each school site and on the District web site.
- Section 3: Special meetings will be called by the Chairperson and notification of such meetings will be by telephone or via email within 24 hours of the special meeting.
- Section 4: An Executive Meeting can be held if there is a quorum of 4 of the 6 members present.
- Section 5: A special meeting of the committee can be held if there is a quorum of the members (4) present.
- Section 6: The meeting will be made public and is open to any parent, guardians and/or family members of a child who is eligible to participate in the proposed Program.

ARTICLE IX

PARENT PARTICIPATION

- Section 1: The parents, guardians, or family members of eligible Indian students to be served by the Program may address the committee regarding any concerns they may have about the Program at any regular meeting.

Comment cards will be available from the Secretary and should be completed and returned to the Secretary before the Call to Order.

Comment Cards should list the commenter's: Name/ Reason to address PAC/ Contact information (for follow-up, if needed).

ARTICLE X

Resolutions

Section 1: The Native American PAC resolves:

- A. That the agenda be prepared by the Program staff with cooperation and input by the PAC Chairperson and Committee Secretary.
- B. That all hiring, including the initial review of all applications, concerning Title VI/JOM project staff be conducted within the parameters of the Federal guidelines and local school district procedures, policies and law thereto; and reflect appropriate recommendations and involvement of the PAC.
- C. That all job descriptions related to the activities of the Program be reviewed by the PAC with opportunity for involvement.
- D. That all budget revisions, Program amendments, and changes in Program staff be reviewed and recommended for approval by the PAC.
- E. That the PAC will review needs assessments for the Title VI/JOM Project, establish priority determinations for meeting such identified culturally related academic needs, and make recommendations to District staff regarding the Program.
- F. That the PAC will receive and review all Program and financial reports pertinent to the Title VI/JOM Program, to insure grant funds are being used to supplement and not supplant the level of funds available to Phoenix #1 for the education of Native American children.
- G. That in accordance with Federal guidelines for the Title VI/JOM, the PAC shall give written approval by a majority of the committee, voting in open session, on the proposal application/s to be submitted Phoenix #1.

ARTICLE XI

AMENDMENTS

Section 1: These by-laws may be amended, provided that written notice of the proposed changes has been send out to each member of the PAC at least 2 weeks prior to a regularly scheduled meeting. The amendment shall be presented and discussed at the Committee meeting. The By-laws may then be amended by a majority affirmative vote of the PAC.

ARTICLE XII

COMPLIANCE

Section 1: These by-laws will conform to all rules, regulations, and guidelines of Title VI and JOM and Phoenix #1 policy and laws. If any article, section or subsection of these by-laws conflicts with those rules and regulations, said Article/Section/Subsection is automatically null and void and must be amended to reflect the spirit and intent of the laws. Assistance from the Office of Indian Education and the State JOM/ADE may be requested if required.

ARTICLE XIII

DISSOLUTION

Section 1: In the event of dissolution the PAC shall divest itself according to appropriate Federal guidelines and Phoenix #1 policy pertaining to funds and equipment.

ARTICLE XIV

PARLIMENTARY AUTHORITY

SECTION 1: Robert's Rules of Order shall be the governing authority for the conduct of all business brought before the PAC for approval or disapproval.

ARTICLE XV

RATIFICATION

Section 1: These by-laws shall be declared adopted by the PAC when passed by a majority of the membership of the Native American Parent Advisory Committee, at our regular monthly meeting. The by-laws need to be ratified and/or amended at least every three (3) years by the PAC.

These by-laws are approved by the Phoenix #1 Native American Parent Advisory Committee at its meeting on:

APPROVAL DATE: February 15th, 2018 (Review date August 2020)

IN WITNESS THEREOF;

CHAIRPERSON, PHOENIX #1 PAC

DIRECTOR OF FEDERAL PROGRAMS, PHOENIX #1

ASSISTANT SUPERTINTENDENT, PHOENIX #1
