

**PORTLAND PUBLIC SCHOOLS
INDIAN EDUCATION PROGRAM
TITLE VI INDIAN PARENT COMMITTEE
BYLAWS 2021-22**

MISSION STATEMENT

In order to meet the requirements set out in Title VI, of the No Child Left Behind Act of 2001, Title VI of the Every Student Succeeds Act, this Parent Committee has been formed by the Portland Public Schools Board of Directors, Multnomah County, Oregon [hereafter referred to as "the district"]. Further, the Indian Parent Committee has formed to guide the district in meeting the unique culturally-related academic needs (CRAN) of the American Indian/Alaska Native (AI/AN) student population. The Indian Parent Committee will guide and advise the PPS Title VI Program in the following components:

1. Addressing the academic and cultural needs of the AI/AN student population.
2. Monitor and evaluate the progress of the Indian Education Project and district towards Project and district goals, which also includes an annual program evaluation to demonstrate program efficacy
3. Advise Program Director regarding development of Project job descriptions and participate in candidate selection.
4. Promote awareness and understanding of district and program resource services among the AI/AN community and within the district.
5. Promote cross-cultural understanding and appreciation of AI/AN peoples among district staff, faculty, administration, students and parents.
6. Work in partnership with district efforts to achieve high standards for AI/AN students.
7. Increase Program visibility within the district and the community.

ARTICLE I

Name of Committee

The name of this organization shall be Title VI Indian Education Parent Advisory Committee of Portland Public Schools, or the Indian Parent Committee (IPC).

ARTICLE II

Duties and Limitations of IPC

Section 1. The IPC shall have the responsibility to participate and advise in the planning, development, implementation and evaluation of all the services and activities provided by the Project. In addition, the Title VI IPC will:

1. Review and analyze the district-wide annual data disaggregation report.
2. Approve the annual Title VI grant application and any subsequent revisions in writing prior to submission.
3. Be available on an individual basis to participate on candidate interview committees to make recommendations for hiring program staff.
4. The LEA and Indian Parent Committee assures that they will use the best talents and resources, including persons from the Indian community. (Section 7114 (c) (3) of Part A, Title VI). The IPC will play an active role in the hiring process for program staff, including consultation and input on job descriptions and candidate selection for interviews, in keeping with the LEA's human resources practices and procedures.

The IPC will: provide recommendations regarding program position recruitment activities; the IPC will assist the LEA in developing and refining job descriptions and will review all job descriptions related to program positions; the IPC will participate in candidate application reviews, provide feedback on candidates to be interviewed, and will be invited to participate in the interview process; and the IPC will provide recommendations regarding onboarding activities for new program staff and help introduce all staff to Indian families and communities.

5. Support Title VI district-wide cultural enrichment activities and events.
6. Act as a forum in which to discuss community issues, needs, and recommendations related to the PPS Title VI Indian Education Program.
7. Review, amend (when needed), and approve Title VI IPC bylaws on an annual basis.
8. Solicit input from the Native community including local tribal governments at a minimum by planning at least one (1) public hearing per school year to obtain comments and recommendations

regarding the goals and operations of the Title VI Indian Education Program.

9. Participate in training to become familiar with the legal rights and responsibilities of the IPC and obtain skills necessary to carry out those duties as funds are available.
10. Have access, in accordance with PPS 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.
11. Recommend to PPS curricula, texts, materials, and teaching methods to be used to better serve the educational needs of Native American students.
12. Receive suggestions, additions or changes to Title VI program.

Section 2. Limitations

1. The Title VI IPC shall have no power to bind any member of the school district to any debt, without an express written authorization from the school district.
2. No member of the IPC shall be required to provide any sum of money (i.e. membership fees, dues, etc.) or property to the IPC.
3. The IPC shall not pay any member for carrying out the delineated responsibilities in the by-laws.
4. The committee shall have no powers other than those specified herein.
5. Members will avoid any appearance of a conflict of interest by abstaining from voting on any project matter which may benefit their immediate family more than the rest of the project population.
6. The Title VI IPC members shall not be employed by the Title VI Indian Education Program.
7. The IPC shall not afford pecuniary gain, incidentally or otherwise to its members.

ARTICLE III

Title VI Structure

Section 1. Eligibility

The composition of the IPC will be made up from the following:

1. Parents of Project-enrolled students, including individuals acting "in loco parentis."
2. At least one, but no more than two PPS licensed faculty/administrators either elementary, secondary, or both.
3. A Project-enrolled secondary school student. More than one student can be elected as long as the requirements of (Section 1, point 5) are maintained.
4. One at-large AI/AN community member and/or elder.
5. Up to two persons from the same household may serve on the Indian Education IPC only if one is an officer and the second member is a student representative.
6. Composition: More than half of the committee must be parents of Project-enrolled American Indian/Alaska Native children

Section 1a. Eligibility

A member will maintain eligibility to serve on the Title VI IPC if:

1. The parent representative's child attends a school in PPS and is enrolled in the Indian Education Program.
2. The faculty/administrator representative is employed by PPS
3. The student representative attends a school in PPS and is enrolled in the Title VI program.
4. All members have and maintain an approved PPS volunteer status.

Section 2. IPC Size

The Title VI IPC shall consist of no less than five and no more than nine eligible members.

Section 3. Election of Officers

The Title VI IPC officers shall be established through a general election of all Title VI community constituents. Nominations will be taken at the March meeting and voting will occur at the April meeting. Those nominees who receive the majority in the total vote count will be elected. Two regular positions shall be reserved on the Title VI IPC for a faculty/administrator position and a secondary student to assure compliance with Title VI

regulations. If there are no student or teacher nominees, the committee shall seek appointments for these two positions from the district. Membership to the Title VI IPC cannot be transferred.

Section 4. Term of Membership

The term of an IPC officer will be one school year, May 1st – April 1st (See Art. V, Sec 2). The Chairperson and Secretary will be elected even years and the Vice Chair and Treasurer will be elected in odd years.

Section 5. Training

All incoming Title VI IPC officers will receive training on roles and responsibilities sponsored by the Indian Education Program.

Section 6. Termination of Membership

1. A member must notify a Title VI IPC officer/staff member prior to the scheduled meeting if he/she cannot attend. A member may be removed from the Title VI IPC upon missing two regular meetings for which he/she has not provided prior notification.
2. Neglect of duties.
3. Intentional and/or repeated violations of the Title VI IPC bylaws.
4. Termination of a Title VI IPC officer for any of the above violations will be carried out by a majority vote of the quorum.
5. Notification of termination shall be given in writing by the Chairperson or another officer.

Section 7. Resignation

Any member may resign either in writing or by notifying the Title VI IPC Chairperson and Title VI Program Assistant. The chairperson will inform the Title VI IPC of the resignation at the next formal meeting.

Section 8. Vacancies

Any Title VI IPC vacancy shall be filled by the affirmative vote of the majority of the quorum of the Title VI IPC as needed. The new member will serve only for the remainder of the term of the vacant member.

Section 9. Voting rights of officers

Each regular Title VI IPC member, except the Chairperson, shall have one vote in any matter submitted to the

Title VI IPC for general vote. The Chairperson shall vote in event of a tie, hence breaking the tie. Proxy voting and absentee voting will not be permitted. If an immediate need or opportunity occurs prior to the next regular Title VI IPC meeting, a telephone survey vote/or email vote may be taken. The results will be announced at the next regular Title VI IPC meeting.

1. Any concern relating to a conflict of interest in voting may be raised by any Title VI IPC member and will be decided by Title VI IPC vote.
2. The IPC officers are the voting body. The Title VI community (parents and the Native community at large) is not a voting body, with the exception of the yearly election of officers. The Title VI community is, however, an important component of the IPC in an advisory capacity.
3. At the election of officers the Title VI community, parents/guardians, secondary students and the Native community at large who are in attendance may vote.
4. In the event that an urgent need arises that requires a vote but the voting officers are unable to convene in person, an officer may make a motion via email, a second officer may second the motion in the same email thread, and then the motion is put up for discussion by the community for 24 hours via email, forum, and other available options, making sure as many stakeholders as possible are given an opportunity to respond. At the end of the 24-hours the officers may vote on the motion.

Section 10. Delegates

Title VI IPC delegates attending national, regional and state training conferences will be chosen based upon their attendance and active participation at Title VI IPC meetings and functions, and as local Title VI IPC funding allows.

1. Selected delegates/representatives will be expected to attend the entire length of the conference.
2. At the following regular Title VI IPC meeting, selected delegates/representatives will give a written and verbal report/presentation about the conference information obtained.

ARTICLE IV

Officers

Section 1 Officer's titles will be as follows:

Chairperson, Vice Chairperson, Secretary, Treasurer, Elder/Community Member at Large, Student Representative, and District Representative .

Section 2 Selection and Terms of Office:

The officers of the Title VI IPC shall be selected by majority vote of the eligible constituents by April of each year and shall serve from May 1st – April 1st (See Art. III, Sec 3).

Section 3 Duties of Officers

1. The duties of the chairperson will be to:

- a. Know the rules and procedures of conducting a meeting.
- b. Approve the agenda for the meeting.
- c. Conduct all general IPC meeting.
- d. Uphold order at meetings.
- e. Sign all letters, reports and other documents as may be required.
- f. Be an ex-officio member of all standing committees.
- g. Other duties as may be prescribed by the IPC.
- h. Vote in case of a tie.

2. The duties of the Vice-Chairperson will be to:

- a. Preside in the absence of the Chairperson.
- b. Exercise all the rights and privileges of the chairperson when acting in that capacity.
- c. Oversee the work of standing committees
- d. Perform such other duties as may be prescribed by the Chairperson or by the IPC.

3. The duties of the Secretary will be to:

- a. Record the minutes of all meetings.
- b. Represent the Chairperson in the absence of both the Chairperson and Vice-Chairperson.
- c. Act as custodian of the IPC records.
- d. Maintain an updated list of the addresses and telephone numbers and emails of the IPC members.
- e. Maintain yearly attendance records of meetings and functions.
- f. Perform such other duties as may be prescribed by the Chairperson or by the IPC.
- g. Records of Parent Committee meetings and open hearing will be kept on file in the Title VI office.

4. The duties of the Treasurer will be to

- a. Maintain an accounting of all IPC funds in accordance with procedures established by the district controller.
- b. Promptly deposit any monies received in the IPC account.
- c. Maintain an active log of program budget reports submitted to the IPC by the Program Director.
- d. Communicate with Title VI secretary to get an updated budget report for all regular

IPC meetings.

e. Serve as the ex-officio member of the fundraising committee.

5. The duties of the Elder/Community Member At-Large will be to:

- a. Attend meetings when possible.
- b. Be available for input.
- c. Maintain communication with IPC.

6: The duties of the Student Representative will be to:

- a. Attend IPC/Title VI events.
- b. Be a responsible role model.
- c. Gift presenters and/or volunteers during IPC/Title VI events.
- d. Attend and provide input at IPC meetings.

7. The duties of the District Representative will be to:

- a. Attend meetings when possible.
- b. Be available for input.
- c. Maintain communication with the IPC.

ARTICLE V

Sub-Committees

Section 1. Sub-Committees

The IPC may establish the following standing sub-committees each year at the first regular monthly IPC meeting following the IPC elections:

1. Cultural Education.
2. Fundraising.
3. Other ad-hoc sub-committees may be formed periodically (or combined) throughout the year for the duration of a special project as deemed necessary by the Title VI IPC.
4. Volunteers from the Title VI IPC or the community may serve on standing or temporary committees.

ARTICLE VI

Meetings

Section 1. Regular Meetings

The Title VI IPC shall meet a minimum of 8 times during the school year. All regular meetings of the title VI IPC shall be open to the public. Notice of regular meetings shall be in writing and shall state the date, hour and

location of the meeting.

Section 2. Quorum

A quorum shall consist of 50% of the Title VI IPC officers in attendance, excluding the Chair.

Section 3. Agenda

The agenda for each meeting shall be prepared by the Chairperson and Program staff. Individual members of the Title VI IPC are encouraged to submit agenda items to the Chairperson at least one week prior to the scheduled meeting. Everyone can participate in the development of the agenda and suggest topics or issues that need to be covered. Whenever possible, the agenda should be sent out prior to the meeting. Notification of special meetings may be sent by telephone or email.

Section 5. Procedures

Section 4. Meeting procedures shall be as follows: (as in the sample below)

- A. Roll Call
- B. Reading and approval of previous minutes
- C. Title VI Program Updates
- D. Committee Reports
- E. Director's Report/Reports by officers & standing committees
- F. Unfinished business
- G. New business/Open Discussion
- H. Adjournment

Section 5b Reports

1. Reports should be prepared ahead and copies distributed to IPC officers prior to the meeting especially if they are of great length or constitute a motion that will require a vote. If not possible, copies should be brought to the meeting.
2. Reports should be as clear and as succinct as possible. Committee reports should not be a rehash of the committee meeting, but should contain bulleted points of what was done.
3. Recommendations from standing or special committees should be made in the form of a motion.

Section 5c. Discussion items

During a discussion (or debate) a member may call for any of the following

1. Point of order. This is a request that the meeting rules be followed as prescribed in the IPC bylaws (Article 6, Sec. 5d)

2. Point of information. This allows a member to ask a question about the business at hand and is usually a point of clarification. The point may be responded to by the chair or referred to a member who can make a clarification.
3. Call for the orders of the day. This is a request to return to the matter at hand. It is usually requested when the discussion has strayed from the agenda or from the motion on the floor. Anyone can call for the orders of the day; it does not have to be the Chair.

Section 5d. Effective Discussion: For a discussion to be effective, there are some rules of decorum that should be followed.

1. Speak when called on.
2. Direct comments to the chair.
3. Do not be disruptive.
4. Politely make corrections if an item is known to be inaccurate.
5. Allow the chair to interrupt. However, do not interrupt others unless calling for one of the items listed above.

Section 5e. Discussion items that require a vote: Items that bring up a question of “what shall we do?” require a motion and a vote. Only officers may vote but community input is encouraged. Discussion items need to follow a process:

1. Presentation of the item.
2. Motion made and seconded.
3. Discussion: While a motion is on the floor, it may be amended during this time. However, the amendment must be germane to the motion presented.
4. Restatement of the motion.
5. Vote.
6. Move on to the next item.

ARTICLE VII

Fundraising

Section 1. Handling of IPC Fundraising Funds: The IPC may assist in fundraising projects for the Title VI Program. The IPC funds raised are intended to benefit Native students through the enhancement of the title VI program and activities. The IPC officers are the guardians of the funds and have an obligation to see that they are protected and used wisely.

1. All IPC funds must be counted with two IPC officers or one IPC officer and one Title VI staff present, each initialing the “Summary of Funds Received” form itemizing the funds sources (i.e., t-shirt

sales, raffles, etc, as well as identifying cash vs. checks.

2. A fundraising plan will be established and submitted to all officers and the Title VI Program Director that includes the date and site of the event and indicates persons responsible for counting funds and making deposit(s). For fundraisers that are one day in duration, the funds must be turned in within one business day. For extended duration fundraisers, the funds must be turned in by a designated time as established by the IPC officers and documented on the fundraising plan.
3. The funds and original form must be sealed in an envelope and signed (over the seal) by the two people who have counted the funds. One receipt must also be turned into the Indian Education Program.

ARTICLE VIII Amendments

Section 1. Procedures: These bylaws may be amended at any regular Title VI IPC meeting. The Title VI IPC may amend the bylaws by a majority vote. Any amendment shall not

1. Violate federal or school district policies and regulations.
2. Confer any power or responsibilities beyond those authorized by current federal regulations pertaining to the Title VI Indian Education Act or Portland Public School District policies and procedures.

ARTICLE IX Ratification

Section 1. Adoption: These bylaws shall be declared adopted by the Title VI IPC when passed by a majority vote of IPC officers at a regular Title VI IPC meeting.

These bylaws are hereby approved by the Title VI Indian Education Act Program Parent Advisory Committee and the Multnomah County School District No. 1 (Portland Public Schools).

IN WITNESS THEREOF,

Gillian Murr 4/3/2022

PPS Indian Education IPC Chairperson

Tamara Brown 4/3/2022

PPS Indian Education IPC Vice Chairperson

Marquita Guzman 4/3/2022

PPS Indian Education IPC Treasurer

a.c ramírez de arellano 4/3/2022

PPS Indian Education IPC Secretary

Ed Edmo 4/3/2022

PPS Indian Education IPC Community Elder

Karen Kitchen 4/3/2022

PPS Indian Education IPC District Rep

 4/18/2022

Senior Director/Funded Programs/Interim PPS Indian Education Program Director/ Date

Revised 4/13/2022