

**Klamath Falls City Schools
Title VII Parent Committee
BYLAWS**

Mission Statement

In order to meet the requirements set out in the Title IB, of the Improving America's Schools Act of 1994 and Johnson O'Malley (Title I, Chapter I and Special Education or any other federally required parental involvement), this Parent Committee has been formed by the Klamath Falls City Schools District. Further, the Parent Committee has been formed to assist the district in meeting the unique culturally related academic needs of the American Indian/Alaskan Native (AI/AN) student population. The Parent Committee will assist the district to:

- Determine, assess and address the culturally related academic needs of the AI/AN student population;
- Coordinate project resources with the district comprehensive educational plan for expenditure of all federal, state and local education resources;
- Advise the district personnel department in developing and refining project job descriptions and participate in project candidate review and selection;
- Promote participation in and support for district programs among AI/AN parents;
- Promote cross-cultural understanding and appreciation of all racial and ethnic communities among district start: students and parents;
- Work in partnership with district efforts to achieve high standards for all students.

Article I

Name of Committee

The name of the committee shall be the Klamath Falls City School Education Parent Committee for American Indian and Alaskan Native students. Hereafter referred to as the AI/AN Parent Committee or AI/AN/PC.

Article II

Duties and Limitations of the AI/AN/PC

Section I: Duties: The AI/AN/PC shall: The AI/AN/PC shall have the responsibility to participate fully in the planning, development, implementation, and evaluation of all of the services and activities provided by the project. In addition, the AI/AN/PC will:

- Work with district administration to conduct a comprehensive needs assessment to determine the culturally-related academic needs and the general educational needs of AI/AN students within the district;
- Monitor and evaluate the ongoing progress of the project towards meeting established goals and objectives and recommend appropriate action to the project coordinator;
- Review and analyze the district-wide annual data disaggregation report for all students;

- Meet with the district superintendent and school board to review the project needs assessment, progress report and discuss district services for the AI/AN community;
- Participate in the preparation, monitoring and revision of the project budget and work plan;
- Approve the annual grant application and any subsequent revisions in writing prior to submission;
- Advise the district personnel department in developing and refining project staff job descriptions;
- Serve on application screening and candidate interview committees to make recommendations for hiring project staff;
- Consult with the district curriculum department to help assure adequate and accurate AI/AN content within district curriculum;
- Organize and implement district-wide cultural enrichment activities and events;
- Act as a forum in which to discuss community issues, needs and recommendations related to the district educational program'
- Review, amend and approve parent committee bylaws on an annual basis;
- Solicit input from the Indian community by planning a minimum of (1) public hearing per school year to obtain comments and recommendations regarding the goals and operation of the project;
- Participate in training to become familiar with the legal rights and responsibilities of the AI/AN/PC and to obtain skills necessary to carry out the duties of the PC.

Section II: Limitations: The AI/AN/PC shall have no power to bind any member of the school district to any debt, without an express written authorization from the school district;

- No member of the AI/AN/PC shall be required to provide any sum of money (i.e. membership fees, dues, etc.) or property to the AI/AN/PC;
- Members shall not pay any member for carrying out the delineated responsibilities in the bylaws;
- Members shall have no power other than those specified above;
- 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;
- Organize a student committee, grade 6-12 students, 7 members to be based on student population representation;
- No more than one immediate family member per household may serve as a voting member of the AI/AN/PC.

Article III

Committee Structure

Section I. Eligibility: The composition of the AI/AN/PC will be made up of the following:

- Parents of project-enrolled students, including individuals acting "in loco parentis" {Legal guardian of a project-enrolled student};

- District teachers or paraprofessionals;
- Project enrolled secondary school students {where appropriate};
- Grandparents of project-enrolled students.

A member will no longer be eligible to serve on the AI/AN/PC if:

- The parent representative's child no longer attends the district;
- The teacher/Paraprofessional representative is no longer employed by the district;
- The student representative no longer attends a district school.

Section 2: Composition: More than half of the committee must be parents or grand parents of project-enrolled Indian children, at least one member must be a district teacher or paraprofessional and at least one member must be a project-enrolled secondary student. (A parent is any person who, on the date of an election for AI/AN/PC membership, is the parent or person acting as a parent (in loco parentis) of a project-enrolled student).

Section 3: Election of Committee: The committee membership shall be established through a general election among all eligible constituents at the bi-monthly meeting. Nominations will be taken at the September meeting. Those nominees who receive the largest pluralities in the total vote count will be elected. If necessary, two (2) regular positions shall be reserved for the AI/AN/PC teacher/paraprofessional and secondary student to assure compliance with Title VII regulations. If there are not student or teacher/paraprofessional nominees, the committee shall seek appointments for these two positions from the district.

- Each AI/AN/PC nominee shall complete and sign an AI/AN/PC Title VII Indian Education Act Parent Committee application form to verify eligibility to serve on the committee.
- Nominees must be present to be elected or otherwise excused.
- Ex-officio/honorary memberships may be appointed by the majority vote of the quorum. These members will receive meeting notices and participate in meetings but may not vote. Tribal leaders, elders and/or community members may be used as ex officio honorary members.
- Memberships to the AI/AN/PC cannot be transferred.
- A public notice of the parent committee meeting notices will be provided to the community at least 2 weeks prior to the election.

Section 5: Term of Membership: The term of committee membership will be 2 years or staggered terms with committee membership serving two (2) years or more.

Section 6: Training: All Parent Committee members will receive training on parent committee roles and responsibilities sponsored by the project.

Section 7: Termination of membership:

- A member may be removed from the committee upon missing three (3) consecutive regular meetings for which he/she has not provided prior notification. A member must notify an officer prior to the scheduled meeting if he/she cannot attend.
- Termination of a member will be carried out by a majority vote of the quorum.

- Notification of termination shall be given in writing by the Chairperson.

Section 8: Resignation: Any member may resign either in writing or by notifying the committee Chairperson or Project Coordinator. The chairperson will inform the committee of the resignation at the next formal meeting

Section 9: Removal: The parent committee may by majority vote of a quorum remove any member of the committee for:

1. Neglect of duty;
2. Being found guilty of any gross misdemeanor or felony charge in state, federal Or tribal court of law; or
3. Proven violations of the committee bylaws.

Section 10: Due Process: Any member of the parent committee removed for any reason stated above shall have access to due process to appeal the decision of the committee or the membership. Due process shall include the following:

- The committee shall provide a written notification of the decision to the member removed by certified mail (return receipt requested) stating the reason for removal, effective dates of removal and a copy of the due process procedure.
- The individual deciding to appeal his/her removal shall file an appeal in writing to the committee chair within 15 days of receipt of the removal notice, stating his/her case of appeal.
- The committee shall respond to the individual within 30 days of receipt of appeal.
- If not satisfied, the individual may request to testify his/her case before the full committee; and shall have the opportunity to have witnesses on his/her consideration by the committee.
- The committee shall consider any and all information presented to them in the case of the appeal and shall render a final decision to the individual writing 15 days of the hearing.
- The committee (nor any individual members of the committee), shall not be held liable for any personal or legal costs incurred by the individual's appealing the process.

Section 11: Vacancies: Any AI/AN/PC vacancy shall be filled by the affirmative vote of the majority of the quorum of the committee. The vacancy will be filled by the potential member with the highest number of votes. The new member will serve only for the term of the vacant member.

Section 12: Voting rights: Each regular AI/AN/PC member except the Chairperson shall have one vote in any matter submitted to the committee for general vote. The chairperson shall vote (1) to break a tie or (2) to create a tie, therefore defeating the motion. Proxy voting and absentee voting will not be permitted. If an immediate need or opportunity occurs prior to the next regular meeting, a telephone survey vote may be taken. The results will be announced at the next regular committee meeting.

- Alternate committee members may vote only when elected to fill a vacancy of a regular member or when appointed by the Chairperson to fill the temporary absence of a regular AI/AN/PC member.
- Any concern relating to a conflict of interest in voting may be raised by any Parent committee member and will be decided by committee vote.

Section 13: Delegates: AI/AN/PC representatives to national, regional and state training conferences will be chosen based upon their attendance and active participation at the committee meeting and functions.

1. Selected delegates/representatives will be expected to attend the entire length of the conference.
2. Selected delegates/representatives will give a verbal report of the conference information obtained at the next regular AI/AN/PC meeting.

ARTICLE IV

Sub-Committees

Section I: Sub-Committees: The AI/AN/PC may establish the following standing subcommittees each year at the regular monthly Parent committee meeting following the elections:

1. Bylaws
2. Cultural Education
3. Fund Raising
4. Needs Assessment
5. others as needed
6. Student Committee

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 AI/AN/PC. Volunteers from the AI/AN/PC or the community may serve on standing or temporary committees.

Article V

Officers

Section 1: Officer Titles will be as follows: Chairperson, Vice-Chairperson, Secretary and Fundraising Treasurer.

Section 2: Selection and terms of office. The officers of the AI/AN/PC shall be selected by majority vote of the committee by October of each year and shall serve from September to August of that school year. Nominees for the office of chairperson must have attended a majority of the previous AI/AN/PC meetings.

Section 3: Duties of officers.

A. **The Chairperson** shall perform all duties incident of the office of Chairperson and such other duties as may be prescribed by the AI/AN/PC. The duties of the chairperson will be to:

1. Know the majority rules or parliamentary procedures of conducting a meeting;
2. Approve the agenda for the meeting;
3. Conduct all general parent committee meetings;
4. Uphold order at the meetings
5. Sign all letters, reports and other documents as may be required;
6. Serve as an authorized signatory for expenditure of AI/AN/PC funds;
7. Be an ex-officio member of all standing committees;
8. Other duties as may be prescribed by the AI/AN/PC.

B. The duties of the **Vice-chairperson** will be to:

1. Preside in the absence of the Chairperson;
2. Exercise all the rights and privileges of the Chairperson when acting in that capacity;
3. Oversee work of the standing committees;
4. Serve as an authorized signatory for expenditures of AI/AN/PC funds, in the absence of the chairperson
5. Perform such other duties as may be prescribed by the Chairperson or by the AI/AN/PC/.

C. The duties of the **Secretary** will be to:

1. Record minutes of all meetings;
2. Provide copies of the minutes to the Project Coordinator, the committee and such other persons that the PC may indicate;
3. Represent the Chairperson in the absence of both the Chair and Vice-Chair.
4. Ensure that required public notices are posted in accordance with the provisions of these bylaws;
5. Act as custodian of the PC records;
6. Maintain an updated list of the addresses and telephones numbers of the AI/AN/PC members;
7. Maintain yearly attendance records of meetings and functions.
8. Perform such other duties as may be prescribed by the Chairperson or by the AI/AN/PC.

D. The duties of the **Fundraiser Treasurer** will be to:

1. Collect funds raised for the Title VII Parent Committee.
2. Submit funds to the Project Director for deposit in the District fund.
3. Report bi-monthly balances to the Title VII Parent Committee.
4. Funds will be accessible to the public.

Section 4: Election and term of office:

- Officers shall be elected by majority vote of the AI/AN/PC members at the second regular meeting following the election of members.
- Officers shall assume their duties immediately upon election.
- The term of each officer shall be one year.

Section 5: Vacancy: Any officer vacancy may be filled by a majority vote of the quorum at a regular meeting. The newly elected officer shall serve only for the remainder of the term.

Section 6: Removal: Any officer may be removed by a majority vote of all voting members present at the meeting for any violation under Section III, Section 9. The officer must receive written notice by certified mail at least (5) working days prior to the next regular meeting.

Section 7: Training: Officers will attend training provided by the project in order to fulfill their duties and responsibilities.

ARTICLE VI

Meetings

Section 1: Regular meetings: The AI/AN/PC shall meet not less than 5 times during the school year. The date and time of regular meetings will be decided by a majority vote at the 2nd meeting of each year. All regular meetings of the AI/AN/PC 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. Notices shall be mailed to each member not less than one week before the date of such meeting. A copy of the agenda shall be enclosed with the notice.

Section 2: A Quorum shall consist of a simple majority of the total number of committee members who have been duly elected and remain active.

Section 3: Agenda: The agenda for each meeting shall be prepared by the Chairperson and project staff. Individual members of the AI/AN/PC are encouraged to submit agenda items to the Chairperson.

Section 4: Special meetings: Any special meetings may be called by the Chairperson or by a majority vote of the AI/AN/PC. All members shall be notified within at least 1 day prior to the meeting. Notification of special meetings may be by telephone or e-mail.

Section 5: Procedures: Meetings will be conducted in accordance with Robert's Rules of Order or in accordance with appropriate adaptation thereof.

ARTICLE VII

Amendments

Section 1: Procedures: These bylaws may be amended at any meeting of the AI/AN/PC by a majority vote of all seated regular members. 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 VII Indian Educations Acts, or Klamath Falls City school district policies and procedures.

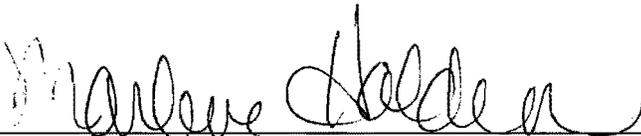
ARTICLE VIII

Ratification

Section I: Adoption: These bylaws shall be declared adopted by the AI/AN/PC when passed by majority vote of the full membership at a regular AI/AN/PC meeting.

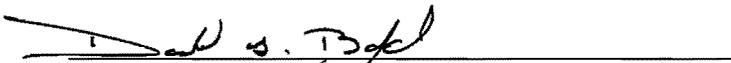
These bylaws are hereby approved by the Title VII Indian Education Parent Committee and the Klamath Falls City School District

IN WITNESS HEREOF:



AI/AN/PC Chairperson

6/29/09
Date



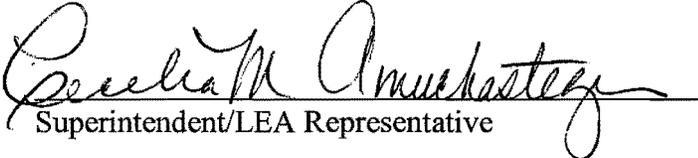
KFCS School Board Chair

6/29/09
Date



Project Coordinator

6/29/09
Date



Superintendent/LEA Representative

6/29/09
Date