

Ukiah Unified School District

Title VI

BYLAWS

(Amended 10/14/19)

Parent Advisory Committee

On Native American

Education

(Amended 11/1/18)

Bylaws, Articles, Sections and Subsections herein stated shall not be intended to be inconsistent with rules and regulations that govern the provision of financial assistance under Title VI, Part A – Indian Education, of Public Law 103-382. This instrument is basically intended to serve as an aid in soliciting constructive support for the Title VI program by clarifying the role, responsibility and involvement of the Parent Committee.

ARTICLE I – GOVERNING BOARD

The governing body shall be known as the Parent Committee on Native American Education; Ukiah Unified School District.

ARTICLE II – PURPOSE AND OBJECTIVES (Amended 11/1/18)

Members of this Parent Committee shall be directly involved as a policymaking body to participate in program planning, design, development, implementation (in support of program continuity as differentiated from program administration) and evaluation. This committee shall operate within the boundaries of mechanisms provided by federal regulations and school district policy, the latter pertaining insofar as relevancy. Committee responsibilities shall be as follows but not limited to:

- A. To review and approve Title VI grant application and the yearly evaluation of grant objectives.
- B. To be involved in the process of recommending, deciding and prioritizing the special educational needs of Indian students participating in this project.
- C. To approve all projects funded by Title VI grant funds.
- D. To review and or approve all proposed grants, letters of support, scholarships or correspondence bearing the Title VI UUDS name. (Amended 11/1/18)

ARTICLE III – MEMBERSHIP (Amended 11/2/03, 3/7/05, 10/10/16)

Members of the Parent Committee shall be democratically elected in accordance with rules and regulations that govern Public Law 103-382 and committee eligibility shall be distinguished by the completion and approval of form OE 506 specifically pertaining to parent eligibility.

Membership shall be open to include parents/guardians of Indian children and Indian secondary students attending Ukiah Unified School District schools. Parents/guardians of Indian children shall constitute a majority (fifty percent plus one) or more of the committee. The committee shall consist of 6 parents/guardians, 1 Native American community member at-large (not necessary to be a parent of a UUSD Native student), 1 Middle School student, 1 High School student (only 1 secondary student will vote with the priority on high school), and 1 teacher. A LEA representative shall also be appointed, and will have no voting rights. Nominees for members and officers must be present at the time the election is held. (Amended 5/6/13) (10/10/16)

ARTICLE IV – TERM OF MEMBERS (Amended 3/7/05)

Members of the Parent Advisory Committee shall serve for the school year plus a period of time into the following fiscal year whereupon an election shall occur.

ARTICLE V – VOTING RIGHTS (Amended 3/7/05)

Contingent upon election, Ukiah Unified School District parents/guardians of Indian children, teacher representatives and middle school/high school student representatives shall exercise the right to vote. Each member shall have one (1) vote. (Amended 5/6/13)

ARTICLE VI – OFFICERS

Officers of the Title VI Parent Advisory Committee shall consist of:

- Chairperson
- Vice Chairperson
- Secretary

ARTICLE VII – ELECTION OF OFFICERS (Amended 3/7/05)

After the yearly election of the Parent Advisory Committee (This is determined by the first 8 people receiving the most votes), the committee will elect the officers for the Parent Advisory Committee. Then the community member at large, the secondary student and the teacher rep will be elected by the entire group. (The LEA will be appointed.) (Clarified 5/6/13)

ARTICLE VIII – DUTIES OF OFFICERS (Amended 3/7/05)

- A. Chairperson shall preside over all Parent Advisory Committee meetings. He/She shall have the authority to sign the grant application and other documents, letters, etc.
- B. Vice Chairperson shall preside over meetings of the Parent Advisory Committee in the absence of the Chairperson. In the event that the Chairperson is not available, the Vice Chairperson may sign the grant application and other documents, letters, etc.
- C. The Secretary or Educational Services shall take official minutes. The Secretary must be a Parent Advisory Committee member.

ARTICLE IX – TERM OF OFFICE (Amended 3/7/05, 10/10/16)

The term of office shall be for the duration of the school year plus a period of time until a new Parent Advisory Committee is elected. Parent Advisory Committee shall hold elections by the third meeting of the year.

ARTICLE X – COMMITTEES

All committees shall be established on a volunteer basis. Their duties and responsibilities will be prescribed according to the need.

ARTICLE XI – QUORUM

A quorum shall consist of 50% plus 1 of the Parent Committee members.

ARTICLE XII – MEETINGS OF THE PARENT COMMITTEE

- A. Meetings of the Parent Committee shall be held monthly throughout the year. The Committee has the option to designate the location and meeting dates.
- B. The Parent Committee meetings shall be governed by the most recent issue of Roberts Rules of Order, or an accepted form thereof.
- C. Meetings of the Parent Committee are open to the public.
(Amended 5/6/13)

ARTICLE XIII – SPECIAL MEETINGS

- A. Special meetings of the Parent Committee may be called at any time by the Chairperson or 1/3 of the members of the Parent Committee. Notification must be no less than twenty-four (24) hours before the specified time of the meeting.
- B. Phone polling, electric response is acceptable. The secretary will keep the polling responses using the phone polling form (poll form). (Amended 5/6/13)

ARTICLE XIV – BYLAWS, AMENDMENTS, REVISIONS, ADDITIONS AND DELETIONS

Bylaws should be reviewed yearly. A Bylaws Committee will be formed as needed. Recommendations for a change of bylaws will be presented to the Parent Committee fifteen (15) calendar days prior to proposed change. A 2/3 vote of Parent Committee Members will be required for proposed changes.

ARTICLE XV – REPLACEMENT OF COMMITTEE MEMBERS IN INSTANCES OTHER THAN A GENERAL ELECTION

- A. Membership of individuals within the Title VI Parent Committee shall be terminated upon the following conditions:

1. Non-attendance of three (3) consecutive meetings (regular, special or committee) without notification from member.
2. Written resignation from Parent Committee member.
3. By a 2/3 vote of Parent Committee membership.

B. Membership vacancies shall be filled by the following process:

1. Alternatives from annual Parent Committee election.
2. Further vacancies shall be filled by nominating and electing Parent Committee membership that can take place in a regular or special meeting.

ARTICLE XVI – PARENT COMMITTEE ROLES THE

Parent Committee's roles as follows:

A. Participatory:

1. Develop Bylaws
2. Analyze needs assessment data;
3. Develop the focus of the 5-year Title VI grant application
4. Review and approve the yearly Title VI grant application
5. Develop, review and approve the yearly evaluation objectives

B. Advisory:

1. Establish grant staff qualifications;
2. Select grant staff for employment;
3. Evaluate grant progress; and
4. Develop grant services based on documented student need.

C. Approval:

1. Approve the project application.

D. The Parent Committee **may not** do the following:

1. Set policies and procedures for the Ukiah Unified School District;
2. Develop Bylaws that are not approved by the Ukiah Unified School District;
3. Hire and fire Ukiah Unified District staff;
4. Obligate funds for the Ukiah Unified School District;
5. Review personnel records; or
6. Review student 506 forms (Amended 11/3/03)