

3/1/12

**ALBUQUERQUE PUBLIC SCHOOLS
BYLAWS OF TITLE VI INDIAN PARENT COMMITTEE**

**ARTICLE I
NAME**

The name of the Committee shall be the Albuquerque Public Schools Title VI Indian Parent Committee (IPC).

**ARTICLE II
PURPOSE**

The IPC has been established to insure that planning, development, implementation, and evaluation of the operational and supplemental programs for Native American students in the Albuquerque 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 Albuquerque Public Schools (APS) recognize that a positive, working partnership between the IPC and APS must exist in order for students to be successful. The powers and duties of the IPC shall be:

1. Provide advice and recommendations to APS to assist the District staff in understanding and meeting the needs of Native American students.
2. Provide APS 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 APS with recommendations for program improvement.
5. Formulate goals and objectives in consultation with APS; review and make suggestions as deemed necessary for programmatic changes.

ALBUQUERQUE PUBLIC SCHOOLS
BYLAWS OF TITLE VI INDIAN PARENT COMMITTEE

6. Recommend to APS 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. Recommend Title VI programs and budgets to be forwarded by the Indian Education Department to the APS Superintendent and Board of Education; acknowledge receipt of approved Title VI budgets.
8. Assist APS in recruitment of personnel by recommending recruiting criteria to better meet the needs of Native American students.
9. Participate in at least one annual public hearing organized and hosted by APS.
10. Recommend to APS, curricula, texts, materials, and teaching methods to be used to better serve the educational needs of Native American students.
11. Evaluate program results and recommend appropriate corrective action to better serve and educate Native American students.
12. Receive copies of the approved Title VI and Title VII Impact Aid proposals for each academic year.
13. Have access, in accordance to APS 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.
14. Request periodic reports and evaluations from the Indian Education Department regarding Indian Education programs to better serve and educate Native American students.
15. Meet regularly with professional staff serving Native American children to gather information and provide support.
16. Carry out the powers and duties described above by meeting on a monthly basis, if not more, to ensure the needs of Native American students are being met.
17. Provide regular reports to respective Tribes, Pueblos, communities, and schools.
18. All IPC members must have prior formal authorization by action (Motion recorded in the minutes) to represent or speak on behalf of the IPC.
19. IPC shall exercise its authority only during duly-called IPC meetings.
20. IPC members shall not act or speak on behalf of the IPC as an individual; members may continue to speak as parents.

ALBUQUERQUE PUBLIC SCHOOLS
BYLAWS OF TITLE VI INDIAN PARENT COMMITTEE

21. IPC members are expected to attend all meetings in its entirety in order to fully participate in the discussion and to cast a vote.
22. IPC members shall receive training to gain knowledge and skills of IPC roles and responsibilities.
23. 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, attendance, and news-release bulletins to parents, the District, newspapers, and radio stations. Copies of all documents and minutes are to be provided to the IPC members. The IPC Secretary, along with the Indian Education Department, shall have the full responsibility to provide copies of the minutes to the Director of the Indian Education Department.

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

**ARTICLE IV
MEMBERSHIP**

SECTION 1 - MEMBERSHIP OF IPC

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

Two (2) parent representatives may represent the following:

- | | |
|---------------------|----------------------------------|
| 1. Pueblo of Acoma | 5. Pueblo of Laguna |
| 2. Pueblo of Isleta | 6. Pueblo of Sandia |
| 3. Pueblo of Jemez | 7. Pueblo of Santa Ana |
| 4. Pueblo of Kewa | 8. Pueblo of Zuni |
| | 9. Tohajiilee (Canoncito Navajo) |

Three (3) At-Large Parent Representatives.

One (1) APS Teacher or Counselor member.

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

To the extent possible and to avoid a conflict of interest in IPC matters, voting members of the IPC shall not be immediate family members to each other.

ALBUQUERQUE PUBLIC SCHOOLS
BYLAWS OF TITLE VI INDIAN PARENT COMMITTEE

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

The Teacher or Counselor is a person who is employed by APS 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 APS-identified Native American, actively enrolled and attending classes at an APS 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 APS. Eligible members shall include:

- (1) Parents of Native American children attending APS;
- (2) Teachers and Counselors employed by APS;
- (3) Native American students attending high school in APS.

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 APS.

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 APS.

A term is defined as three District fiscal years from July 1st to June 30th 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 APS. The Teacher or Counselor may serve only as long as he/she is actively employed by APS. The student representative must comply with all APS student policies as addressed in the

ALBUQUERQUE PUBLIC SCHOOLS
BYLAWS OF TITLE VI INDIAN PARENT COMMITTEE

APS 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 APS.

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 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 or IED Director;

If a member does not fulfill his/her member roles and responsibilities in a professional manner consistent with APS 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 APS.

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.

ALBUQUERQUE PUBLIC SCHOOLS
BYLAWS OF TITLE VI INDIAN PARENT COMMITTEE

**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, 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, attendance, and news-release bulletins to parents, the District, newspapers, and radio stations. Copies of all documents and minutes are to be provided to the IPC members. The IPC Secretary, along with the Indian Education Department, shall have the full responsibility to provide copies of the minutes to the Director of the Indian Education Department.

ALBUQUERQUE PUBLIC SCHOOLS
BYLAWS OF TITLE VI INDIAN PARENT COMMITTEE

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, in collaboration with the Indian Education Department, 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 Thursday of every month in the calendar year. A pre-determined time and place will be established. All business meetings of the IPC will be open to the public.

The open meetings will be advertised at community-based facilities, through the APS school-site publications, the radio and television, and School Messenger.

SECTION 3 - SPECIAL MEETINGS

The Chairperson or the APS Director of the Indian Education Department 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.

ALBUQUERQUE PUBLIC SCHOOLS
BYLAWS OF TITLE VI INDIAN PARENT COMMITTEE

SECTION 4 - SPECIAL COMMITTEES

The Indian Education Department may establish an Ad Hoc Committee, which shall consist of appointed IPC and non-IPC members. Ad Hoc Committees shall be established as needed. All final decisions are reserved for the IPC. The Ad Hoc Committees will report to the IPC as requested.

SECTION 5 – 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 30 minutes for a quorum to be present. IPC members present may then conduct a work session.

SECTION 6 - 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 7 - 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. Training in Roberts' Rules of Order will be provided as needed to newly - elected members.

SECTION 8 – 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 Indian Education Department and the IPC will jointly be responsible for disseminating the agenda and minutes.

ALBUQUERQUE PUBLIC SCHOOLS
BYLAWS OF TITLE VI INDIAN PARENT COMMITTEE

**ARTICLE VII
COMPENSATION**

SECTION 1 – MEETINGS

All IPC parent and student members will be compensated for attending one regularly-scheduled IPC meeting per month at a rate of \$75.00, based on availability of funds.

IPC members must be in attendance for more than 60% of the meeting time to be eligible for the stipend.

IPC members who do not attend the meetings will not be compensated. The sign-in sheet that indicates the name of IPC attendees and their signature will be used as the official record of attendance.

SECTION 2 – PER DIEM

IPC members will be reimbursed for travel expenses incurred for in-state and out-of-state approved travel, consistent with the APS policies regarding per diem when overnight travel is required for IED official business, conferences and training.

SECTION 3 – MILEAGE

IPC/IED members will be reimbursed for mileage when overnight travel is required for conference and training attendance, consistent with the APS policies regarding mileage.

SECTION 4 – TRAINING EXPENSES

IED will allocate in the IED budget, costs for professional development of the IPC members, including workshops and conferences.

Members will be expected to attend all of the training and submit a written report to IED and provide an oral report at a regularly-scheduled IPC meeting.

**ARTICLE VIII
AMENDMENTS**

The IPC, with the advisement of the Indian Education Department, 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 APS Board of Education.

ALBUQUERQUE PUBLIC SCHOOLS
BYLAWS OF TITLE VI INDIAN PARENT COMMITTEE

ARTICLE IX
APPROVAL OF BYLAWS

SECTION 1 - APPROVAL OF BYLAWS BY IPC

- A. The Title VI IPC Bylaws were approved by the Title VI IPC of APS on the 15th day of February, 2018, during a duly-constituted meeting.
- B. Motion: Wesley Singuani Second: Holly Blue-Sky-Key
- C. Vote: 5 in favor, 0 opposed.

In Witness Thereof:

OFFICERS:

[Signature]
Chairperson/Pueblo of Zuni Parent Representative

[Signature]
Vice-Chairperson/At-Large Parent Representative

Secretary/At-Large Parent Representative

COMMITTEE:

[Signature]
APS Teacher/Counselor Representative

[Signature]
At-Large Parent Representative

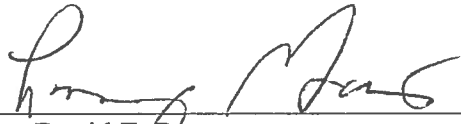
[Signature]
Pueblo of Laguna Parent Representative

High School Student Representative

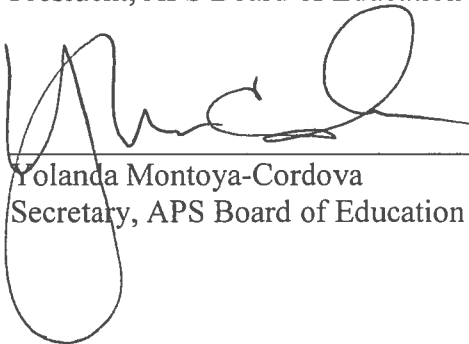
ALBUQUERQUE PUBLIC SCHOOLS
BYLAWS OF TITLE VI INDIAN PARENT COMMITTEE

SECTION 2 - APPROVAL OF BYLAWS BY BOARD OF EDUCATION

A. The Title VI IPC Bylaws were approved on the 26th day of February, 2018, by the
APS Board of Education, with a vote of 7-0.



Dr. David E. Percy
President, APS Board of Education



Yolanda Montoya-Cordova
Secretary, APS Board of Education

CONCURRENCE:



Director, APS Indian Education Department



Superintendent, Albuquerque Public Schools

**ALBUQUERQUE PUBLIC SCHOOLS
BYLAWS OF TITLE VI INDIAN PARENT COMMITTEE**

Members of the Native American community, Tribal officials, members of the Indian Parent Committee, and APS staff will be notified of modifications to programs or services which result from the review of assessment data and recommendations to the APS Board of Education.

CERTIFICATION

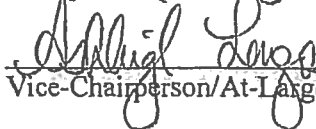
We, the Albuquerque Public Schools Indian Parent Committee and the New Mexico Native American Tribes listed below whose students attend APS and whose jurisdictional boundaries include areas also found within the boundaries of APS, or which abut the boundaries of APS, or which have entered into an agreement with APS to provide education to children of that Pueblo or Tribe which are located in whole or in part within the boundaries of APS have reviewed the contents of the APS Indian Policy IH9 and APS Procedural Directive and adopt and approve the same, and agree that the policies conform to Federal requirements.

Approved this 15th day of February, 2018.

OFFICERS:



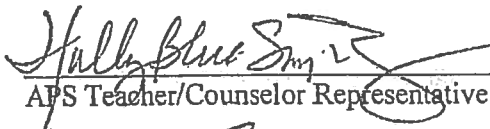
Chairperson/Pueblo of Zuni Parent Representative



Vice-Chairperson/At-Large Parent Representative

Secretary/At-Large Parent Representative

COMMITTEE:



APS Teacher/Counselor Representative



At-Large Parent Representative



Pueblo of Laguna Parent Representative

High School Student Representative

CONCURRENCE:

Director, Indian Education Department

Superintendent, Albuquerque Public Schools