

Skykomish Valley Indian Education

Title VI Indian Parent Committee

Bylaws

Monroe, Snohomish and Sultan School Districts

Mission Statement

The mission of the Title VI Indian Education Parent Committee of Monroe, Snohomish and Sultan School Districts is to support the member school districts in meeting the unique educational and culturally-related academic needs of American Indian and Alaskan Native students so that these students can achieve the same challenging state standards as all students, additionally including activities that are specifically culturally relevant.

ARTICLE I

NAME OF ENTITY

The name of the Monroe, Snohomish and Sultan School Districts, Skykomish Valley (Native) Indian Education for the Title VI Indian education program, shall be the Skykomish Valley (Native) Indian Education Parent Committee (SVIE PC). Our program is arranged as a consortium of Monroe, Snohomish and Sultan School Districts with the Monroe School District as the lead.

ARTICLE II

PURPOSE

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 applications and the yearly evaluation of grant objectives.
 - a. Our non-profit parent organization supports the Title VI program by raising funds for merit and graduation awards, and other agreed upon activities to enlarge the scope and effectiveness of the program.
 - b. SVIE Parent Organization also provides outreach activities for the greater community. This serves to educate the community about our organization and what we do, as well as provides fundraising opportunities and involves the community. These events also serve to provide community service volunteer opportunities for our program's students.
- 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 SVIE name.

- E. In so far as our non profit organization SVIE Parent Organization (hereafter referred to as “PO”) is supportive of the SVIE, the advisory board will also serve as the board for SVIE. The PO serves to raise funds for agreed-upon activities, graduation and merit awards for graduating seniors and other uses that align with the goals and objectives of the SVIE federal program.
- F. Although our board members serve both organizations, the PO remains a separate entity with its own bylaws.

The establishment and the work of the SVIE Parent Committee are to comply with the rules and regulations governing Title VI 20 U.S.C. §7401 et seq. In conjunction with home, community, and school support, the SVIE Parent Committee will complete the following objective: Strive to develop and implement programs and activities to assist Title VI eligible Native American and Alaskan Native students in reaching their highest level of academic achievement.

ARTICLE III POWERS AND DUTIES

SECTION ONE: POWERS

The SVIE Parent Committee recognizes they must foster a positive and collaborative relationship with all members of the native community in order to help facilitate academic success and increased cultural knowledge for all Native students served.

Section One – The SVIE Parent Committee powers shall be:

Meet with the Indian Education Department regularly (Monthly) to gather information to provide support and advice to Monroe, Snohomish, and Sultan School Districts, and to assist them in understanding and meeting the academic, cultural, and wellness needs of Native American students.

Review the student, parent, and teacher needs assessment survey or questionnaire(s) and Indian pupil assessment results (specifically, hard data concerning student performance or achievement with consideration given to privacy concerns at the discretion of administrator/advisor), and provide Program Advisor with any potential recommendations.

SECTION TWO: CODE OF CONDUCT

RESPECT: Examples of professional behavior include, but are not limited to: Being polite to others; not using derogatory or demeaning terms; behaving in a manner that brings credit to the organization.

SECTION THREE: DUTIES

Duties of the SVIE Parent Committee shall be:

1. Recommend to Program Advisor a general plan for the allocation of Title VI Native American student-generated funding.
2. Recommend Title VI EASIE Application Part II Applications and budgets to be forwarded by the Indian Education Department to the Program Advisor, Superintendent and Board of Education for review and certification.
3. Assist Program Advisor in recruitment/selection of personnel to better meet the needs of Native

American students.

4. Participate in at least one annual Public Hearing organized and hosted by SVIE Parent Committee.
5. Recommend to Program Advisor, curricula, texts, materials, and methods to be used to better serve the educational needs of American Indian students. For example, our Native Curriculum Series available in the elementary school libraries in each of the districts served by our program.
6. Provide Program Advisor observations/recommendations about unmet educational needs.
7. Assist in providing information and regular reports to respective Indian Tribes, Pueblos, Bands, and other Native communities. For example, we meet annually with Tulalip, Samish and Snoqualmie Tribes education departments to exchange information, share program objectives, and find avenues for future support.
8. Have access, in accordance with Monroe School District confidentiality policies for all reports, evaluations, surveys, and other program and budget-related documents necessary for review, in order to carry out the committee's responsibilities.
9. SVIE Parent Committee members shall not act or speak on behalf of the entire SVIE Parent Committee as an individual; members shall represent their own viewpoint. All members must have prior formal authorization to represent or speak on behalf of the SVIE Parent Committee. One example being a formal document drawn up and implemented for explanation of fundraising in the community.
10. The SVIE Parent Committee shall exercise its authority only during official SVIE Parent Committee meetings.
11. SVIE Parent Committee members are expected to attend all meetings in entirety in order to establish a quorum, fully participate in the discussion, and to cast a vote.
12. SVIE Parent Committee members shall receive training to gain knowledge and skills of their specific roles and responsibilities. Training will be provided on an as needed basis, annually.
13. The SVIE Parent Committee shall have no powers beyond those expressly set forth herein.
14. The SVIE Parent Committee shall have no power to bind any member of said group to any debt, liability, or obligation in the absence of an express written authorization from SVIE Parent Committee.
15. In addition, the SVIE Parent Committee shall abide by all official Board Policies and Administrative Procedural Directives, or similar as defined by Monroe School District (hereafter referred to as MSD.)

ARTICLE IV MEMBERSHIP

SECTION 1 - MEMBERSHIP OF IPC

At least three (3) members shall constitute the IPC membership roster consisting of at least one of the following members:

- (a) **Three parents, family members, and or guardians** of Indian children in the local educational agency's schools,
- (b) one Teacher or Counselor Representative,
- (c) three high school student members who have a current ED 506 form with Tribal affiliation from a Federally or state recognized Tribe, and is currently enrolled in Monroe, Sultan, and Snohomish and/or Glacier Peak high schools,
- (d) one Tribal Representative on Indian lands located within 50 miles of any school that the agency will serve if such Tribes have any children with ED506 forms on file in such school.

IMPORTANT: The overall majority (**51%**) of the membership must be **parents, family members, and or guardians** of Indian children, e.g., the **parents, family members, and or guardians must outnumber the other members of the IPC.**

SECTION 2 - MEMBER DEFINITIONS

A Parent is defined as any person who is the parent or family member, as defined by SVIE of an Indian student who has an ED 506 Form on file and is enrolled in the SVIE program.

The Teacher or Counselor(s) Representative is a person who is employed by either Monroe, Sultan or Snohomish schools in either a Teacher or Counselor position. All Indian Education Department staff members are disallowed to serve.

A Student Representative is a person who has a compliant ED 506 Form on file and is actively enrolled and attending classes at Monroe, Sultan, Snohomish and/or Glacier Peak high school served by the Title VI funded program.

A Tribal Representative is a representative(s) of Indian Tribes on Indian lands located within 50 miles of any school that the agency will serve if such tribes have any children in such school.

SECTION 3 - ELECTIONS

The election of SVIE Parent Committee members shall be held during an open public meeting announced by the following: Social media (i.e. Facebook), School District Websites, and email to members.

SVIE Parent Committee members shall be nominated and elected at this open meeting by parents, family members, and/or relatives of Indian students attending Heritage Day at the Fairgrounds. Eligible members shall include:

- a. Parents of American Indian children attending Sultan, Monroe & Snohomish schools;
- b. Teachers and Counselors employed by Sultan, Monroe & Snohomish schools;
- c. American Indian high school student(s) attending Sultan, Monroe & Snohomish schools; and
- d. Representatives of local Indian Nations/Tribes, Pueblos, Bands, and similar on Indian lands located within 50 miles of any school that the agency will serve if such tribes have

any children in such school.

SECTION 4 – OFFICER/MEMBER TERMS OFFICE

Parents, family members, and or guardian members can serve multiple one-year terms. All terms will be for a minimum of 1 year so long as their child(ren) are enrolled in Sultan, Monroe or Snohomish schools.

The Student Representative(s) will serve a 1 year term. The student representative must comply with all SVIE student policies.. The student may serve only as long as he/she is actively enrolled in Sultan, Monroe or Snohomish schools.

The Teacher or Counselor members will serve a 1 year term as long as she/he is employed as a Teacher or Counselor in Sultan, Monroe or Snohomish schools.

The SVIE Parent Committee will elect five officers: President, Vice-President, Treasurer, Secretary, and Member-at-Large. The officers will be elected on an annual basis and serve a 1 year term. The election will take place on Heritage Day. Officers may serve more than one year.

SECTION 5 - VOTING RIGHTS

Each Committee member eligible to vote is entitled to one vote on business matters brought to a vote.

There must be a quorum (3 of 5 board officers) for business to be taken to a vote. Otherwise, it can only be further discussed as old or new business.

SECTION 6 - ATTENDANCE

All members are required to attend each meeting.

An absence will be excused if a member contacts the SVIE Parent Committee President or Vice-President 24 hours prior to the meeting, or in case of immediate emergency, she/he will not be attending.

SECTION 7 - 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 (3) annual meetings (unexcused absences). Termination is approved by a majority vote of the SVIE Parent Committee Board;

The member no longer wishes to serve on the Board and so indicates by submitting a letter of resignation to the SVIE Parent Committee President or the Program Advisor;

If a member does not fulfill his/her member roles and responsibilities in a professional manner consistent with SVIE decorum policies and cultural values, and Monroe School District School Board Policies, the member may be asked to resign from the SVIE Parent Committee by the President and/or the Program Advisor;

If an SVIE Parent Committee parent, guardian, or family member's child is no longer enrolled at Sultan, Monroe or Snohomish schools; and if a Teacher representative no longer works at Sultan, Monroe or Snohomish schools.

SECTION 8 - VACANCY

If the position of President should become vacant, the Vice-President will assume the role of the President. The SVIE Parent Committee shall elect a new Vice-President from the members of the SVIE Parent Committee.

Any vacancy, which occurs on the SVIE Parent Committee 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 or officer being replaced. The election shall be held as soon as is reasonably practical.

ARTICLE V OFFICER ELECTIONS, TERMS AND DUTIES

SECTION 1 - OFFICERS

The officers of the SVIE Parent Committee will be the President, Vice-President, Treasurer and Secretary.

SECTION 2 - ELECTIONS & TERMS OF OFFICE

The officers of the SVIE Parent Committee shall be elected by a majority vote of the SVIE Parent Committee on Heritage Day. The officers shall serve a 1 year term and can serve multiple one-year terms.

Officers shall assume their duties immediately upon election.

SECTION 3 - PRESIDENT DUTIES

The primary responsibilities of the President is to conduct all meetings of the SVIE Parent Committee, including development of meeting agendas with input from the SVIE Parent Committee members and the Title VI staff. Upon approval of the SVIE Parent Committee, the President will sign SVIE Parent Committee Approval Form, letters, documents, and reports, as necessary. The President will be the SVIE Parent Committee Representative at District and non-District functions. The President may assign various duties to other SVIE Parent Committee members. The President will not have the authority to commit the SVIE Parent Committee to any function without the express approval of the SVIE Parent Committee.

SECTION 4 - VICE-PRESIDENT DUTIES

In the absence of the President at an SVIE Parent Committee meeting, the Vice-President will assume the role of the President. The Vice-President will carry out various duties as assigned by the President.

SECTION 5 - TREASURER DUTIES

The Treasurer will be responsible for all bookkeeping, reports (i.e. providing balance reports at meetings), deposits, writing checks, etc.

SECTION 6 - SECRETARY DUTIES

The Secretary, in collaboration with the Indian Education staff, shall record, disseminate, and file the official minutes of the SVIE Parent Committee meetings. He/she will also maintain documents of meeting dates, attendance, and news-release bulletins to parents, via the Facebook page & email. Copies of all documents and minutes are to be provided to the SVIE Parent Committee members when requested. The

SVIE Parent Committee Secretary, along with the Program Liaison, shall have the full responsibility to provide copies of the minutes to the Program Advisor.

SECTION 7 - PARENT(S), GUARDIAN(S) AND RELATIVE(S) DUTIES

The Family Representatives shall provide input and advice concerning programs and curriculum to the entity, parents, and students through annual surveys and outreach efforts by the Program Liaison.

SECTION 8 - STUDENT REPRESENTATIVE(S) DUTIES

The Student Representative(s) shall not serve as an officer but shall provide input and advice to the SVIE Parent Committee concerning Native students served and school-related issues.

SECTION 9 - TRIBAL REPRESENTATIVE(S) DUTIES

The Tribal Representative(s) can serve as an officer and shall provide input and advice to the SVIE Parent Committee concerning the local Tribal interests, culturally responsive education, and other programming.

ARTICLE VI MEETINGS

SECTION 1 - MEETING REQUIREMENTS

The SVIE Parent Committee meeting schedules will be developed one school year in advance. The SVIE Parent Committee Secretary, in collaboration with the program liaison, will email a meeting agenda indicating the agenda items, meeting location, date, and time of the meeting to the SVIE Parent Committee members at least 1 weeks before the meeting.

SECTION 2 - REGULAR MEETINGS

Regularly-scheduled business meetings will be held on the third Thursday of every month during the school year. A predetermined time and place will be established. All official meetings of the SVIE Parent Committee will be open to the public.

The open meetings will be advertised via Social media (i.e. Facebook), School District Websites, and email to members.

SECTION 3 - SPECIAL MEETINGS

The President or the Program Advisor may call special meetings of the SVIE Parent Committee at any time. Members shall be notified by telephone or email, within a reasonable time before the meeting. Special meetings may be conducted via in-person meeting, conference calls and/or by any electronic means.

SECTION 4 - SPECIAL COMMITTEES

The Indian Education Department may establish an Ad Hoc Committee, which shall consist of appointed

SVIE Parent Committee and non-SVIE Parent Committee members. Ad Hoc Committees shall be established as needed. All final decisions are reserved for the SVIE Parent Committee and will be reported there.

SECTION 5 - QUORUM

3 of 5 board officers shall constitute a quorum to conduct official business and vote at any duly called meeting by the SVIE Parent Committee. Decisions made by the members present at any meeting shall be an act of the SVIE Parent Committee.

The Student Members will count as part of the SVIE Parent Committee quorum.

Members will wait no more than 15 minutes for a quorum to be present. SVIE Parent Committee members present may then conduct a working session.

SECTION 6 - OPEN MEETINGS

All regular business and special SVIE Parent Committee meetings shall be open to the general public. During open meetings, an open forum will be available to the public for 10 minutes per presenter, unless longer time is approved by the committee, with no immediate response expected from the Committee.

SECTION 7 - MEETING RULES OF ORDER

ROBERT'S RULES OF ORDER shall govern the parliamentary procedures of all meetings of the SVIE Parent Committee, not otherwise covered by these Bylaws. Training in selected meeting guide and parliamentary procedures will be provided as needed to newly-elected members.

SECTION 8 - AGENDA AND MINUTES

An agenda for each upcoming SVIE Parent Committee meeting and minutes of the previous meeting shall accompany the notice of the meeting and shall be sent to all members of the SVIE Parent Committee. Any information supporting agenda items will also be forwarded before the meeting. The Program Advisor, Liaison and the SVIE Parent Committee shall coordinate the dissemination of agenda, minutes, and information.

ARTICLE VII UPDATING AND AMENDING BYLAWS

SECTION ONE: UPDATING AND AMENDING BYLAWS

The SVIE Parent Committee, with the advisement of the Program Advisor, shall have the power to update or amend these Bylaws at any time, by three-fifths (3/5) affirmative vote, provided that the alteration or amendment is to carry out the purpose of the SVIE Parent Committee as herein above-expressed. Any such rewriting and/or amendment must conform to Title VI statute, Federal regulations and U.S. Department of Education guidelines. The Title VI SVIE Parent Committee Bylaws may be modified or amended by mutual and majority consent of the Title VI IPC, and the SVIE Board Membership and the Monroe School District Board of Directors.

APPENDIX 1

Excerpt from the Elementary and Secondary Schools Act of 1965, as amended, section 6114(c)(4).
§ 6114 (c) ASSURANCES.— Each application submitted under subsection (a) shall include assurances that—

- (1) . . .
- (2) . . .
- (3) . . .

(4) the local educational agency developed the program with the participation and written approval of a committee—

(A) that is composed of, and selected by—

- (i) parents and family members of Indian children in the local educational agency's schools;
- (ii) representatives of Indian tribes on Indian lands located within 50 miles of any school that the agency will serve if such tribes have any children in such school;
- (iii) teachers in the schools; and
- (iv) if appropriate, Indian students attending secondary schools of the agency;

(B) a majority of whose members are parents and family members of Indian children;

(C) with respect to an application describing a schoolwide program in accordance with section 6115(c),

that has—

(i) reviewed in a timely fashion the program;

(ii) determined that the program will not diminish

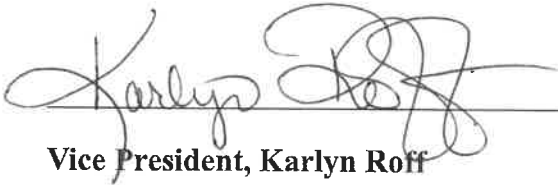
the availability of culturally related activities for Indian students; and

(iii) determined that the program will directly enhance the educational experience of Indian students; and

(D) that has adopted reasonable bylaws for the conduct of the activities of the committee and abides by such bylaws;

Bylaws adopted by a member vote at SVIE Heritage Day, May 26, 2022

EXECUTED IN DUPLICATE AND DATED THIS 26 day of May 2022.



Vice President, Karlyn Roff