

## **Twin Rivers Unified School District**

### **Title VI Indian Education Formula Grant**

#### **Native American Parent Advisory Committee (NAPAC) By-laws**

##### **ARTICLE I: Development, Implementation, and Evaluation Responsibilities**

The Native American Parent Advisory Committee of The Twin Rivers Unified School District shall carry out the following duties:

- The Native American Parent Advisory Committee (*NAPAC*) will support the development and implementation of the Native Education program as outlined in the Title VI grant framework provided by the US Department of Education and the Office of Indian Education.
- Members shall sign the Parent Committee Application Approval form, as outlined on the OMB official form.
- Actively involved parents, family members, students, staff, or tribal members who have provided eligibility documentation shall be the majority of the signers of the form.
- The NAPAC will assist in planning activities in accordance with the objectives of the Title VI grant
- NAPAC members will complete an annual feedback and needs assessment
- NAPAC members will support in sharing communication and information regarding the activities of the NAPAC to ensure the objectives of the program are clearly outlined and communicated to both school and community based organizations.
- The Parent Committee will participate in the implementation of the program by:
  - receiving reports of program activities by program staff at regularly scheduled NAPAC meetings.
  - Reviewing and approving budget reports as provided by Title VI staff.
  - Participating in the decision making process to identify and approve of service providers for the Native Education Program.
- The Parent Committee will annually review data defined by the grant Annual Performance Reports, that will include data such as whole group test scores, graduation, discipline, attendance, and college and career readiness. The purpose of the Annual Performance Report is to assist the committee in identifying areas of focus.

##### **ARTICLE II: Compliance Requirements**

The Native American Parent Advisory Committee members will ensure all legal compliance set forth as part of the Title VI Indian Education Federal requirements.

The Native American Parent Advisory Committee Members will:

- Attend all regular meetings, and actively participate.
- Ensure all new members are provided with a copy of the bylaws.
- Keep and maintain NAPAC meeting minutes, bylaws.
- Develop and provide feedback forms after each organized gathering.
- Advise on budget changes or revisions throughout the program year as outlined within the scope of the Title VI grant.
- Inform the District of any gifts given to the Parent Committee so the District may report them to the Board through the required process.
- Participate in at least one annual Public Hearing organized and hosted by [Twin Rivers Unified School District].
- Assist in providing information and regular reports to respective Indian Tribes, Pueblos, Bands, and other Native communities.
- The NAPAC shall exercise its authority only during official NAPAC meetings.
- NAPAC 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.
- NAPAC members shall receive training to gain knowledge and skills of their specific roles and responsibilities.
- The NAPAC shall have no powers beyond those expressly set forth herein.
- The NAPAC shall have no power to bind any member of the Twin Rivers Unified School District to any debt, liability, or obligation in the absence of an express written authorization from [Twin Rivers Unified School District].

The Native Education Program Staff will:

- Annually train Parent Committee Members on the legal compliance with the Title VI, Indian Education, federal requirements.
- Inform schools of eligible requirements for American Indian and Alaskan Native students through Matters of Management, Aeries Communications and other platforms.
- Create and disseminate a schedule of program activities.
- Prepare the grant application, and solicit input from the Native American Parent Advisory Committee in a public meeting.
- Schedule and host quarterly NAPAC meetings.
- Present opportunities for Native American families to provide input and feedback through and annual needs assessment.
- Ensure a clear process for the recruitment of students for the program.
- Provide a process for the nomination and election of Parent Committee members as outlined by the Office of Indian Education.
- NAPAC members shall not act or speak on behalf of the entire NAPAC as an individual; members should only represent their own viewpoint. All NAPAC members must have prior formal authorization by action (motion recorded in the minutes) to represent or speak on behalf of the NAPAC.

## **ARTICLE III: Membership and Elected Positions**

### **Section A: General Composition**

More than one-half (>50% or 51% or more) of the total number of the Native American Parent Advisory Committee members must consist of American Indian parents and family members of eligible Indian students. The other 49% of the membership should be Tribal representative(s), a teacher and/or student. School or LEA administrators and Title VI staff should not serve on the NAPAC as outlined by the Title VI Indian Education Formula Grant.

Representatives of the NAPAC may include the following groups:

- (a) Teacher or Counselor Representative
- (b) High school student members who have an eligible ED 506 form with Tribal affiliation from a Federally or state recognized Tribe.
- (c) Tribal Representative(s) 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.
- (d) Parents and Family members of Indian children within the LEA who attend school in a Twin Rivers Unified School District school.
- (e) For the 2021-2022 school year NAPAC members will self volunteer to participate. For the 2022-2023 school year members of the NAPAC shall be elected by the parents of Native American students enrolled in the Title VI program. Nominations and elections for parent, student, teacher, and community members will take place at the end of the school year, and their term will begin the subsequent school year.

### **Section B: Elected Positions:**

There will be 3 elected members of the Parent Committee as outlined below:

- Chairperson
- Vice-Chair
- Secretary

These positions can be held by the following groups:

#### **Parents**

Parent members must have a child currently enrolled in the Title VI program with an eligible 506 form on file. Parent members can be guardians and other family members with whom the student resides at least part time. Parent members are voting members of the committee.

## **Students**

The student representatives must be an incoming 9<sup>th</sup>-12<sup>th</sup> grade student currently enrolled in the Title VI program. The student representatives are voting members of the committee.

## **Teachers**

The teacher representative must be an employee of the Twin Rivers Unified School District who is not employed by the Title VI grant. The teacher representative is a voting member of the committee.

## **Community and Tribal Representatives**

The Community representative must have a current partnership with the Title VI program, either through their child's participation or through their work in a community organization that partners with the Title VI program.

- The community representative is a non-voting member of the committee.
- The Tribal representative will represent tribal consultation for all tribes within a 50-miles radius of the school district. The tribal representative is a non-voting member of the committee.

## **Section C: Defining Elected Roles and Responsibilities**

### **Chairperson**

1. The Chairperson conducts the regular meetings of the Parent Committee.
2. The Chairperson serves as a direct liaison to the following:
  - (a.) Members of the Parent Committee, ensuring ongoing communication, full participation, and monitoring of attendance
3. The Chairperson follows Robert's Rules of Order as a guide to maintain parliamentary procedures at meetings.
4. The Chairperson can be re-elected by the Parent Committee.

### **Vice-Chairperson**

1. The Vice-Chairperson will assume the duties of the Chairperson in the event of the Chairperson's absence or resigns.
2. Whenever possible, the Vice-Chairperson will serve as the Chairperson the following year.

### **Secretary**

1. Shall take the minutes of the Parent Committee Meetings, and prepare them for approval at the following Parent Committee Meeting.

## **Section D: Election Eligibility**

Only parent/guardians of American Indian/Alaska Native students attending the Twin Rivers Unified School District, American Indian/Alaska Native students attending secondary school in the Twin Rivers Unified School District, Sacramento City Unified School District teacher or guidance counselor, and Title VI staff and LEA members will be permitted to be present at the elections. LEA members are not eligible to vote unless they are parents/guardians of American Indian/Alaska Native students within the Twin Rivers Unified School District. If the Parent Committee deems that there is a conflict of interest with membership or voting, voting will be denied. Title VII staff and their immediate families are not eligible for Parent Committee membership and are not eligible to vote.

## **Section E. Election Procedures**

Election procedures shall be as follows:

1. Elections shall be by secret ballot.
2. All nominations shall come from the floor.
3. At least one American Indian/Alaska Native sec
4. At least one American Indian/Alaska Native secondary student must be appointed to the Parent Committee if the LEA has a high school for a term of one year. The student member(s) may be appointed at the discretion of the Parent Committee. The student must be in attendance at the election meeting to be appointed.
5. One classroom teacher or guidance counselor for a term of one year.
6. If there are no student, teacher or guidance counselor nominees, the committee shall seek appointments for these two positions from the district.
7. The list of members will be the responsibility of the Title VII staff.

## **Section F: Removal of Officers**

Officers may be removed from office by a two-thirds vote of the members.

The NAPAC and the [Twin Rivers Unified School District] recognize they must foster a positive and collaborative relationship in order to help facilitate academic success for Native students.

Section One – The NAPAC powers shall be:

1. NAPAC members shall receive training to gain knowledge and skills of their specific roles and responsibilities.
2. The INAPAC shall have no powers beyond those expressly set forth herein.

3. The NAPAC shall have no power to bind any member of the [Twin Rivers Unified School District] to any debt, liability, or obligation in the absence of an express written authorization from Twin Rivers Unified School District.

4. In addition, the NAPAC shall abide by all Twin Rivers Unified School District official Board Policies and Administrative Procedural Directives, or similar.

## **ARTICLE IV**

### **MEMBERSHIP**

#### **SECTION 1 – OFFICER/MEMBER TERMS OFFICE**

Parent members will serve multi-year terms. All parent members will serve Twin Rivers Unified School District so long as their child(ren) are enrolled in Twin Rivers Unified School District.

The Student Representative(s) will serve a [1 year term]. The student representative must comply with all [Twin Rivers Unified School District] student policies as addressed in the [Twin Rivers Unified School District] 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 Twin Rivers Unified School District].

The Teacher or Counselor members will serve a [1 year term] as long as they are employed as a Teacher or Counselor in Twin Rivers Unified School District.

A term is defined as one Fiscal Years (FY) from July 1st to June 30th of the School year. All members will serve [a one year term].

The Napac will elect three officers: Chairperson, Vice-Chairperson, and Secretary. The officers will be elected on an annual basis and serve [a one year term]. The election will take place at the last meeting of the required school year. Officers may serve more than one year (and not have term limits associated).

#### **SECTION 2 - 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 Twin Rivers Unified School District of NAPAC members for business to be taken to a vote. Otherwise, it can only be further discussed as old or new business.

### **SECTION 3 - ATTENDANCE**

All members are required to attend each meeting.

An absence will be excused if a member contacts the NAPAC Chairperson or Vice-Chairperson, and the Indian Education Department, 24 hours prior to the meeting, or in case of immediate emergency, they will not be attending.

### **SECTION 4 - 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 NAPAC;

The member no longer wishes to serve on the Committee and so indicates by submitting a letter of resignation to all other active NAPAC board members.

If a member does not fulfill their member roles and responsibilities in a professional manner consistent with Twin Rivers Unified School District. decorum policies and cultural values, the member may be asked to resign from the NAPAC by the Chairperson; and

If an NAPAC parent, guardian, or family member's child is no longer enrolled at [Twin Rivers Unified School District]; and if a Teacher representative no longer works at Twin Rivers Unified School District.

### **SECTION 5 - VACANCY**

If the position of Chairperson should become vacant, the Vice-Chairperson will assume the role of the Chairperson. The Napac shall elect a new Vice-Chairperson from the members of the NAPAC.

Any vacancy, which occurs on the NAPAC 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 NAPAC will be the Chairperson, Vice-Chairperson, and Secretary.

## **SECTION 2 - ELECTIONS & TERMS OF OFFICE**

The officers of the NAPAC shall be elected by a majority vote of the NAPAC at the last regular meeting of the school year. The officers may serve more than one year (and not have term limits associated).

Officers shall assume their duties immediately upon election.

## **SECTION 3 - CHAIRPERSON DUTIES**

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

## **SECTION 4 - VICE-CHAIRPERSON DUTIES**

In the absence of the Chairperson at an NAPAC 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 - SECRETARY DUTIES**

The Secretary, in collaboration with the Indian Education staff, shall record, disseminate, and file the official minutes of the NAPAC meetings. They will also maintain documents of meeting dates, attendance, and news-release bulletins to parents as it relates to the Native Education Program. Copies of all documents and minutes are to be provided to the NAPAC members. The NAPAC 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.

## **SECTION 6 - PARENT(S), GUARDIAN(S) AND RELATIVE(S) DUTIES**



The Family Representatives shall provide input and advice concerning programs and curriculum related to the Native Education Program.

### **SECTION 7 - TEACHER OR COUNSELOR REPRESENTATIVE(S) DUTIES**

The Teacher or Counselor Representative(s) shall not serve as an officer. The Teacher or Counselor Representative shall provide input and advice concerning NAPAC programs and curriculum related to entities, parents, and students.

### **SECTION 8 - STUDENT REPRESENTATIVE(S) DUTIES**

The Student Representative(s) shall not serve as an officer but shall provide input and advice to the NAPAC 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 NAPAC concerning the local Tribal interests, culturally responsive education, and other programming.



## **ARTICLE VI MEETINGS**

### **SECTION 1 - MEETING REQUIREMENTS**

The NAPAC meeting schedules will be developed one school year in advance. The NAPAC Secretary, in collaboration with the Indian Education Department, will email a meeting agenda indicating the agenda items, meeting location, date, and time of the meeting to the NAPAC members at least 7 days before the meeting.

### **SECTION 2 - REGULAR MEETINGS**

Regularly-scheduled business meetings will be held on the fourth Wednesday of every month in the calendar year. A predetermined time and place will be established. All official meetings of the NAPAC will be open to the public.

The open meetings will be advertised at community-based facilities, via the TRUSD Equity website and Aeries Communication to all Native students and parents in TRUSD.

### **SECTION 3 - SPECIAL MEETINGS**

The Chairperson or the Director of the Indian Education Department may call special meetings of the NAPAC 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 NAPAC and non-NAPAC members. Ad Hoc Committees shall be established as needed. All final decisions are reserved for the NAPAC and will be reported there.

#### **SECTION 5 - QUORUM**

Three of five members shall constitute a quorum to conduct official business and vote at any duly called meeting by the NAPAC. Decisions made by the members present at any meeting shall be an act of the NAPAC.

The Teacher/Counselor and Student Members will count as part of the NAPAC quorum.

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

#### **SECTION 6 - OPEN MEETINGS**

All regular business and special NAPAC meetings shall be open to the general public. During open meetings, an open forum will be available to the public for 2 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 NAPAC, 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 NAPAC meeting and minutes of the previous meeting shall accompany the notice of the meeting and shall be sent to all members of the NAPAC. Any information supporting agenda items will also be forwarded before the meeting. The Indian Education Department and the NAPAC shall coordinate the dissemination of agenda, minutes, and information.

## ARTICLE VII

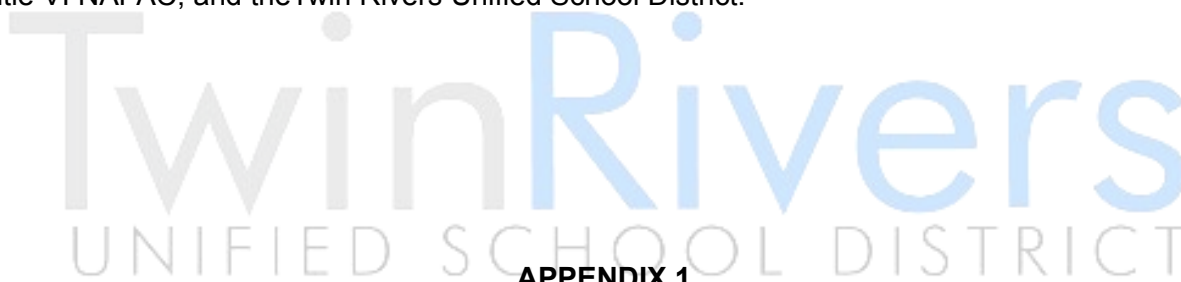
### UPDATING AND AMENDING BYLAWS

#### SECTION ONE: UPDATING BYLAWS

The NAPAC, with the advisement of the Indian Education Department, shall have the power to update or amend these Bylaws at any time, by Two-thirds (2/3) Affirmative vote, provided that the alteration or amendment is to carry out the purpose of the NAPAC 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.

#### SECTION TWO: AMENDMENTS TO BYLAWS

The Title VI INAPAC Bylaws may be modified or amended by mutual and majority consent of the Title VI NAPAC, and theTwin Rivers Unified School District.



#### 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;

