

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

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SCHOOL BOARD COMMUNICATION			
Title:	Proposed Revision of Title VII Advisory Committee Bylaws		
Date:	11/12/2012	Item Number:	Worksession
Administrator:	Tim Vlasak, Director, K-12 Schools and Assessment <i>T Vlasak</i> Sean Dusek, Assistant Superintendent <i>Sean Dusek</i>		
Attachments:	Title VII bylaws revised 10/16/2012 clean draft, Title VII bylaws revised 10/22/2012 show edits		

Action Needed For Discussion Information Other: _____

BACKGROUND INFORMATION

At previous meetings the Director of Federal Programs has been asked to interpret the committee's bylaws. It seemed important that revisions be proposed that simplify and clarify the bylaws. This worksession is held to bring the revisions to your attention and to address any concerns or questions that you may have regarding the changes.

ADMINISTRATIVE RECOMMENDATION

BYLAWS
Kenai Peninsula Borough School District
Title VII Advisory Committee

Article I

NAME OF THE COMMITTEE

The name of this committee shall be the KPBSD Title VII Advisory Committee.

Article II

PURPOSES AND OBJECTIVES

The function of the KPBSD Title VII Advisory Committee will be to review the activities funded through Title VII for effectiveness, and to play an active part in establishing future funding priorities. The Advisory Committee will serve as the formal mechanism for signature approval of the Title VII Grant Application, by majority vote of the committee members voting in open session. Committee members will meet with their local site councils to review activities and provide input at the district level.

All meetings are open to the public. Students, parents, elders and all interested parties are encouraged to attend.

The Advisory Committee shall have no authority to enter into contracts of any nature or to spend public funds. No member of the Advisory Committee shall be required to provide any sum of money or property, or give any service to the Advisory Committee other than the services described in these bylaws. The Advisory Committee shall not pay any member for providing services.

Article III

MEMBERSHIP

The membership is made up of one representative from each school approved by the site council. Each school will also identify an alternate. Membership shall be parents or acting local parents of eligible Indian children, elders, and Indian secondary school students. At least half of the committee must be parents, acting local parents, or elders of Indian children eligible to be served.

No person serving as a member of the Advisory Committee may receive any financial benefit from Title VII funds.

A parent is any person who on the date of election for Advisory Committee membership is the parent, acting local parent, legal guardian, or elder of an Indian student currently eligible for Title VII and enrolled in a public elementary or secondary school.

An elder is a person who has had an Indian student or grandchild in the school district.

Among the qualities desirable in the members of the Advisory Committee are: willingness to participate actively at their site council, involvement in community affairs, and representing the interest of all Indian children in the Kenai Peninsula Borough School District.

All members of the Advisory Committee shall be reauthorized each year by their site council. Each site council shall identify an alternate who can participate and vote in place of the member.

Each Advisory Committee member shall have one vote in any matter submitted to the KPBSD Title VII Advisory Committee for final vote. A member may abstain from voting on any matter. Voting on all matters may be by voice vote or written ballot called for by the committee chairperson. No member may vote by proxy. If any one member of the Advisory Committee requests it, a roll call vote shall be taken.

Elders, parents, and students present at a meeting will each have one advisory vote. In the event of a tie vote the advisory votes will serve as a tie breaker.

Membership in the Advisory Committee cannot be transferred.

Any member may resign by notifying and/or giving a written resignation to the school district's Federal Programs office.

A member shall be automatically removed from membership for the following reasons:

- A. The occurrence of two unexcused or two consecutive absences unless an exception is agreed to by the Advisory Committee. (Notice of absence should be made to the Office of Federal Programs)
- B. The member no longer resides in the District.

Article IV **COMMITTEE OFFICERS**

The officers shall be a chairperson and vice chairperson. By motion of the committee members, nominations for these officers will come from the committee members present. A written ballot will be taken amongst those committee members present, with the ballots of the elders, parents, and secondary students being set aside to be used in the event of a tie breaker.

Duties and Responsibilities:

Chair – The chair shall perform all duties incident to the office of chair and such other duties as may be prescribed. Specific duties are to preside over all committee meetings and sign the annual grant application, revisions, and any other documents as required. The chair will also be an ex officio member of all subcommittees and define the work they will do.

Vice Chair – The vice chair will assume the role of the chair when the chair is absent. The vice chair shall have all the rights and privileges of the chair when acting in that capacity, and shall perform such other duties as may be prescribed.

The officers shall be elected in the fall and shall serve for one year. The election of officers must be held annually.

A vacancy in any office may be filled by majority vote of the committee members present at a meeting. The newly elected officer shall serve the unexpired portion of the term of the vacant office.

Article V
MEETINGS OF THE
PARENT ADVISORY COMMITTEE

The KPBSD Title VII Advisory Committee shall meet a minimum of three times a year and at other times on the call of the committee chairperson or program director. The winter meeting shall be a teleconference meeting.

Regular meetings shall be noticed in writing and shall state the date, hour and location of the meetings and notices shall be delivered to each member not less than five (5) days before the date of such a meeting.

A simple majority of the committee members shall be required in order to constitute the transaction of business.

The Chairperson and/or Program Director shall prepare the agenda for each meeting. Individual members are encouraged to submit agenda items to the chairperson and/or director or to present their proposals formally under the agenda items of “New Business” or “Other Concerns” and every effort shall be made to find a place on the agenda for all items suggested.

Article VI
PARENT ADVISORY COMMITTEE FILES

KPBSD Title VII Advisory Committee information will be available on the KPBSD website at www.kpbsd.k12.ak.us/departments.aspx?id=154 or by contacting the Federal Programs Department. The Title VII Grant Application, Advisory Committee roster, Advisory Committee meeting information, folders, and minutes of committee meetings will be kept on file for review.

Article VII
AMENDING THE BYLAWS

These bylaws may be amended at any time by a simple majority affirmative vote of the members in attendance, provided that the amendment is to carry out the purpose and objectives of the Advisory Committee as expressed above.

Article VIII
POLICY OF THE PARENT ADVISORY COMMITTEE

These bylaws, as approved and subject to amendment as indicated, constitute the effective structure within which the Title VII Advisory Committee shall function.

Article IX
RATIFICATION

These bylaws shall be declared adopted by the Title VII Advisory Committee when passed by a simple majority at a meeting of the committee.

These bylaws are approved by the KPBSD Title VII Advisory Committee at its meeting on _____.

BYLAWS
Kenai Peninsula Borough School District
Indian Education Title VII Parent Advisory Committee

Article I

NAME OF THE COMMITTEE

The ~~main~~ name of this committee shall be the ~~Kenai Peninsula Borough School District Indian Education~~ KPBSD Title VII Parent Advisory Committee with the ~~sub name of District Indian Education Parent Advisory Committee.~~

Article II

PURPOSES AND OBJECTIVES

~~The Parent Advisory Committee shall be actively involved in the Indian Education Program. The role of the district Indian Education Parent Advisory Committee is to oversee the KPBSD Indian Education Program. The basic functions of the district KPBSD Title VII Parent Advisory Committee will be to review the Indian Education Program activities funded through Title VII for effectiveness and staffing, and to play an active part in determining the needs of all eligible students, establishing future funding program priorities and evaluating the effectiveness of program activities. The district Parent Advisory Committee will serve as the formal mechanism for written signature approval of the Title VII Grant Application, by majority vote of the committee members voting in open session, of the project application, budget program evaluation and other pertinent program matters. District Parent Advisory Committee members will meet with their local site councils to review activities and provide input for the Indian Education Program at the district levels.~~

All meetings are open to the public. Students, parents, elders and all interested parties are encouraged to attend.

~~Final approval of any program proposed by the Parent Advisory Committee must be given by the public school district.~~

~~The Parent Advisory Committee shall include special education needs of Indian children when setting program priorities.~~

~~The Parent Advisory Committee may assist the school district in for positions associated with program activities.~~

The ~~Parent~~ Advisory Committee shall have no authority ~~power~~ to enter into contracts of any nature or to spend public funds. No member of the ~~Parent~~ Advisory Committee shall be required to provide any sum of money or property, ~~to the Parent Advisory Committee.~~ No member of the ~~Parent~~ Advisory Committee shall be required to or give any service to the ~~Parent~~ Advisory Committee other than the services described in these bylaws. The ~~Parent~~ Advisory Committee shall not pay any member for providing services.

Article III

MEMBERSHIP OR MEMBERS

The membership is made up of one representative from each school approved by the Site Council. Each school will also identify an alternate. ~~The committee membership shall include only be parents or acting local parents of eligible Indian children, one teacher, elders, and Indian secondary school students. At least half of the committee must be parents, or acting local parents, or elders of Indian children eligible to be served.~~

~~The Parent Advisory Committee will have no more than one parent representative from each school, two student representatives (one from the Central Peninsula area and one from the smaller schools) and one teacher representative.~~

No person serving as a member of the ~~Parent~~ Advisory Committee may receive any financial benefit from Title VII Indian Education program funds.

A parent is any person who on the date of an election for ~~Parent~~ Advisory Committee membership is the parent, acting local parent, ~~or~~ legal guardian, or elder of an Indian student currently eligible for Title VII and enrolled in a public elementary or secondary school.

~~A teacher is a person who has been accredited by the school district to conduct classes for primary or secondary schools and who is not receiving pay through the KPBSD Title VII program.~~

An elder is a person who has had an Indian student or grandchild in the school district.

Among the qualities desirable in the members of the ~~Parent~~ Advisory Committee are: willingness to participate actively at their site council, ~~previous or current membership in an educational committee~~, involvement in community affairs, and representing the interest of all Indian children in the Kenai Peninsula Borough School District.

All members of the ~~Parent~~ Advisory Committee shall be reauthorized each year by their site council ~~serve for a three year term~~. Each site council shall identify an alternate who can participate and vote in place of the member.

Each ~~district Parent~~ Advisory-Committee member shall have one vote in any matter submitted to the ~~district Parent~~ KPBSD Title VII Advisory Committee for final vote. A member may abstain from voting on any matter. Voting on all matters may be by voice vote or written ballot called for by the committee chairperson. No member may vote by proxy. If any one member of the ~~Parent~~ Advisory Committee requests it, a roll call vote shall be taken.

Elders, parents, and students present at a meeting will each have one advisory vote. In the event of a tie vote the advisory votes will serve as a tie breaker.

Membership in the ~~Parent~~ Advisory Committee cannot be transferred.

Any member may resign by notifying and/or giving a written resignation to the school district's Federal Programs office.

A member shall be automatically removed from membership ~~in the district Parent Advisory Committee~~ for the following reasons:

- A. The occurrence of two unexcused or two consecutive absences unless an exception is agreed to by the ~~Parent Advisory Committee~~. (Notice of absence should be made to the Office of ~~the Director~~ of Federal Programs)
- B. The ~~general~~ member no longer resides in the District; ~~the teacher is no longer employed by the District; and the parent member no longer has children enrolled in the District.~~

~~A vacancy can be filled through appointment by the district Parent Advisory Committee. The new member will begin a new three-year term.~~

Article IV COMMITTEE OFFICERS

The officers ~~of the district Parent Advisory Committee~~ shall be a chairperson and vice chairperson. By motion of the committee members, nominations for these officers will come from the ~~seated~~ committee members present. A written ballot will be taken amongst those committee members present, with the ballots of the elders, parents, and secondary students ~~youth~~ being set aside to be used in the event of a tie breaker.

Duties and Responsibilities:

Chair – The chair shall perform all duties incident to the office of chair and such other duties as may be prescribed ~~by the Parent Advisory Committee from time to time~~. Specific duties are to preside over all ~~general~~ committee meetings and sign the annual program grant application, ~~program~~ revisions and any other documents ~~committee papers~~ as required. The chair will also be an ex officio member of all subcommittees and define the work they will do.

Vice Chair – The vice chair will assume the role of the chair when the chair is absent. The vice chair shall have all the rights and privileges of the chair when acting in that capacity, and shall perform such other duties as may be prescribed ~~by the Parent Advisory Committee from time to time~~.

The officers ~~of the district Parent Advisory Committee~~ shall be elected in the fall and shall serve for one year. The election of officers must be held annually.

A vacancy in any office ~~of the district Parent Advisory Committee~~ may be filled by majority vote of the committee members present at a ~~general~~ meeting. The newly elected officer shall serve ~~for~~ the unexpired portion of the term of the vacant office.

Article V MEETINGS OF THE PARENT ADVISORY COMMITTEE

The KPBSD Title VII ~~district Parent~~ Advisory Committee shall meet a minimum of three times a year and at other times on the call of the committee chairperson or program director. The winter meeting shall be a teleconference meeting.

Regular meetings shall be noticed in writing and shall state the date, hour and location of the meetings and notices shall be delivered to each member not less than five (5) days before the date of such a meeting.

A simple majority of the ~~district Parent Advisory~~ Committee members shall be required in order to constitute a ~~quorum necessary~~ for the transaction of ~~the business of the Parent Advisory Committee~~.

The Chairperson and/or Program Director shall prepare the agenda for each meeting. Individual members ~~of the Parent Advisory Committee~~ are encouraged to submit agenda items to the chairperson and/or director or to present their proposals formally under the agenda items of "New Business" or "Other Concerns" and every effort shall be made to find a place on the agenda for all items suggested.

Article VI PARENT ADVISORY COMMITTEE FILES

KPBSD Indian Education Title VII ~~Parent~~ Advisory Committee information will be available on the KPBSD website at <http://www.kpbsd.k12.ak.us/departments.aspx?id=154> or by contacting the Federal Programs Department. The ~~Indian Education Title VII~~ Grant Application, ~~Parent~~ Advisory Committee roster, ~~Parent~~ Advisory Committee meeting information, folders, and minutes of ~~Parent Advisory~~ Committee meetings will be kept on file for review.

Article VII AMENDING THE BYLAWS

These bylaws may be amended at any time by a simple majority affirmative vote of the members ~~of the Indian Education Parent Advisory Committee~~ in attendance, provided that the amendment is to carry out the purpose and objectives of the ~~Parent~~ Advisory Committee as expressed above. ~~Any amendment must conform with requirements imposed by the Rules and Regulations of the Indian Elementary and Secondary Education Act.~~

Article VIII POLICY OF THE PARENT ADVISORY COMMITTEE

These bylaws, as approved and subject to amendment as indicated, constitute the effective structure within which the ~~Parent~~ Title VII Advisory Committee shall function.

Article IX RATIFICATION

These bylaws shall be declared adopted by the ~~Parent~~ Title VII Advisory Committee when passed by a simple majority ~~of the district Parent Advisory Committee~~, at a ~~general~~ meeting of the committee.

These bylaws are approved by the ~~Kenai Peninsula Borough School District Indian Education KPBSD~~ Title VII ~~Parent~~ Advisory Committee at its meeting on 10/11/2010.