

**Wisconsin Rapids Public School's Title VI
Indian Parent Committee By-laws**

**ARTICLE I
NAME OF ENTITY**

The Wisconsin Rapids Public School District (WRPS) has named the Parent Committee for the Title VI Indian Education program the WRPS Title VI Indian Parent Committee (IPC).

**ARTICLE II
PURPOSE**

The IPC has been established to ensure adequate educational opportunities and represent the best interests and desires of all Indian children attending Wisconsin Rapids Public Schools. At least 4 meetings will be scheduled during the course of the school year to plan, implement, and evaluate the operation of Title VI programming for WRPS American Indian students.

The establishment and the work of the IPC 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 IPC will complete the following objectives:

- To support WRPS staff in areas of interest to Native American parents and youth.
- To support the goals and objectives of all federal, state, and local programs found to be consistent with the needs and desires of the Native American people in the area.
- To enhance and enrich the quality of education of the Native American population.
- To promote and increase the awareness of American Indian culture and education in the general community.
- To work cooperatively with all educational stakeholders found to meet the educational needs and desires of American Indians.

**ARTICLE III
POWERS AND DUTIES**

SECTION ONE: POWERS

The IPC and WRPS recognize they must foster a positive and collaborative relationship in order to help facilitate academic, social, emotional, and mental health successes for

Native American students.

The IPC powers shall be:

Meet with WRPS at least 4 times yearly (typically every other month) to provide support and advice to WRPS to assist the District in understanding and meeting the academic, cultural, and wellness needs of Native American students.

Review Indian pupil academic achievement (including data concerning student performance or achievement), and provide WRPS with any potential recommendations to improve student performance and engagement.

SECTION TWO: DUTIES

Duties of the IPC shall be:

1. Recommend to WRPS a general plan for the allocation of Title VI Native American student-generated funding.
2. Participate in an annual Public Hearing organized and hosted by WRPS.
3. Approves of the budget proposal for the following school year at the annual public hearing so that the WRPS Superintendent can review and certify it for the Title VI EASIE Application Part II.
4. Assist WRPS in the recruitment of individuals by suggesting prospective native personnel to better meet the needs of Native American students.
5. Recommend to WRPS curricula, texts, materials, and methods to be used to better serve the educational needs of American Indian students.
6. Provide WRPS with potential educational concerns about unmet educational needs.
7. Assist in providing information and regular reports to respective Indian Tribes, Bands, and other Native communities.
8. IPC members shall not act or speak on behalf of the entire IPC as an individual; members should only represent their own viewpoint. All IPC members must have prior formal authorization by action (motion recorded in the minutes) to represent or speak on behalf of the IPC.
9. The IPC shall exercise its authority only during official IPC meetings.
10. IPC members should attend all meetings in their entirety in order to establish a

quorum, fully participate in the discussion, and cast votes.

11. IPC members shall receive training to gain knowledge and skills of their specific roles and responsibilities.
12. The IPC shall have no powers beyond those expressly set forth herein.
13. The IPC can not enter into contracts or promise payment on behalf of or through WRPS.
14. The IPC shall abide by all WRPS official Board Policies and Administrative Procedural Directives.

ARTICLE IV MEMBERSHIP

SECTION 1 - MEMBERSHIP OF IPC

The IPC membership roster must contain a majority of members who are Indian. More than one-half of the total number of Indian Parent Committee members must be parents and family members of eligible Indian children. *Therefore, the roster shall contain* no less than three members including two parents, family members, and/or guardians of Indian children in WRPS (one of whom must be an IPC officer), and one WRPS Teacher representative.

Other IPC members could be:

- (a) Parents, family members, and/or guardians of Indian children in WRPS
- (b) WRPS Teacher Representatives
- (c) other WRPS staff members such as Title VI Coordinator, Liaison, and/or a WRPS administrator
- (d) Tribal Representative(s) on Indian lands located within 50 miles of any WRPS school that serves any children from such Tribe(s) that have ED 506 forms on file.
- (e) WRPS Indian Student(s) with ED 506 forms on file.

SECTION 2 - MEMBER DEFINITIONS

A Parent is defined as any person who is the parent, guardian, or family member, as listed in the WRPS student management system, and has an Indian student who has completed and filed an ED 506 Form with WRPS and is enrolled in WRPS.

The WRPS Teacher Representative is a person who is employed by WRPS in a non-administrative role.

A WRPS Administrator is defined as someone employed by WRPS through an administrative contract.

The Title VI Coordinator and Liaison are people employed by WRPS to facilitate, coordinate, and implement Title VI funding and services.

A Student Representative is a person who has a compliant ED 506 Form on file and is actively enrolled and attending classes at a WRPS high school served by the Title VI funded program.

A Tribal Representative is a representative from an Indian tribe that is located on Indian lands located within 50 miles of any school within WRPS. The Tribe must have a child from their Tribe enrolled in WRPS.

SECTION 3 - ELECTIONS OF OFFICERS

The election of IPC officers shall be held during scheduled IPC meetings.

The WRPS IPC members shall be nominated and elected at meetings by IPC parents and IPC student representatives. IPC Members that are eligible for officer positions include:

- a. IPC Parents
- b. WRPS Teacher Representatives (Secretary Role only)*
- c. Title VI Coordinator or Liaison (Secretary role only)*
- d. IPC Student Representatives
- e. IPC Tribal Representatives

*Note that a WRPS administrator and/or Title VI Coordinator or Liaison can *temporarily* fulfill the Secretary role as a long-term substitute if needed.

SECTION 4 – IPC OFFICER TERMS OF OFFICE

IPC Officers will serve one-year terms and can be re-elected each subsequent year.

The student representative must comply with all WRPS student policies as addressed in the WRPS Student Handbook.

A one-year term is defined as beginning at the first meeting of each school year (September) and ending on the last day of the school year (June).

The IPC will elect three officers: Chairperson, Vice-Chairperson, and Secretary.

The IPC Chairperson and Vice-Chairperson role can not be filled by the WRPS Representative.

The election will take place at the first meeting of the required school year.

SECTION 5 - VOTING RIGHTS

Each IPC committee member is eligible to vote.

Each IPC committee member is entitled to one vote on business matters.

There must be a quorum present before business can be taken to a vote. If a quorum is not present, the topic may be discussed and voted upon at a later date.

In the event of a tie vote, the Chairperson will have the authority to break the tie.

SECTION 6 - ATTENDANCE

IPC officers and committee members should make every attempt to attend each meeting. Notification should be provided to the IPC Chairperson or Vice-Chairperson if an individual can not attend.

SECTION 7 - TERMINATION OF AN OFFICER POSITION

Any IPC Officer may be terminated from their officer position for the following reasons:

The IPC Officer does not attend regularly and their termination is approved by a majority vote of the IPC;

The IPC Officer wants to end their term early as indicated by a letter of resignation submitted to the IPC Chairperson; if the IPC Officer desiring to end their term is the Chairperson, the resignation is to be submitted to the Vice-Chairperson;

If an IPC Officer does not fulfill his/her member roles and responsibilities in a professional manner consistent with the IPC group norms, the officer may be asked to resign from their IPC officer position by the Chairperson; or Vice-Chairperson if the individual being asked to resign is the Chairperson;

If an IPC Officer child is no longer enrolled at WRPS;

If an IPC Officer is a WRPS representative who no longer works at WRPS.

SECTION 8 - 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 Officer vacancy that may occur on the IPC for any reason shall be filled by an election for the remainder of the unexpired term of the Officer being replaced. The election shall be held as soon as is reasonably possible.

ARTICLE V OFFICER ELECTIONS, TERMS, AND DUTIES

SECTION 1 - OFFICERS

The officers of the IPC will be the Chairperson, Vice-Chairperson, and Secretary.

SECTION 2 - ELECTIONS & TERMS 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 officers shall serve one-year terms.

Officers shall assume their duties immediately upon election.

SECTION 3 - CHAIRPERSON DUTIES

The primary responsibilities of the Chairperson are to help conduct all meetings of the IPC, including the development of meeting agendas with input from the IPC members and the WRPS Title VI staff. In the event of a tie vote, the Chairperson will have the authority to break the tie. Upon approval of the IPC, the Chairperson will sign documents requiring a signature from the IPC. 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 and WRPS.

SECTION 4 - VICE-CHAIRPERSON DUTIES

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 - SECRETARY DUTIES

The Secretary, in collaboration with the Title VI Coordinator and Liaison, shall record and file the official minutes of the IPC meetings. They will also maintain documents of

meeting dates and attendance.

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

Parent Representatives shall attend meetings when possible and provide input and advice concerning WRPS programs, curriculum, and Indian student needs.

SECTION 7 - WRPS REPRESENTATIVE(S) DUTIES

WRPS Representatives shall only be allowed to serve the Officer role of Secretary. The WRPS Representative shall provide input and advice concerning WRPS programs and curriculum.

SECTION 8 - WRPS ADMINISTRATOR

WRPS Administrators shall only be allowed to serve the Officer role of Secretary as a long-term sub until a permanent secretary can be elected. The WRPS Administrator shall provide input and advice concerning WRPS programs, curriculums, committees, and policies. The WRPS Administrator helps make sure district policies and procedures are followed.

SECTION 9 – TITLE VI COORDINATOR AND LIAISON

The Title VI Coordinator, along with the Title VI Liaison, shall have the full responsibility to provide copies of all documents and minutes to IPC members. In addition, they must use the input and advice offered by IPC members to better serve the needs and desires of Indian students and ensure culturally responsive teaching is occurring. The Title VI Coordinator and Title VI Liaison shall only be allowed to serve the Officer role of Secretary as a long-term sub until a permanent Secretary can be elected.

SECTION 10 - STUDENT REPRESENTATIVE(S) DUTIES

The Student Representative(s) may serve as an Officer and shall provide input and advice to the IPC and WRPS concerning Native students served and school-related issues.

SECTION 11 - TRIBAL REPRESENTATIVE(S) DUTIES

The Tribal Representative(s) may serve as an Officer and shall provide input and advice to the IPC and WRPS concerning the local tribal interests, culturally responsive education, and other programming ideas.

ARTICLE VI MEETINGS

SECTION 1 - MEETING REQUIREMENTS

The IPC meeting schedules will be developed one month in advance of the start of the school year. The schedule will include dates and times for the entire school year. The IPC Secretary, in collaboration with the Title VI Coordinator and Liaison, will email a meeting agenda indicating the agenda items, meeting location, date, and time of the meeting to the IPC members at least three days before the meeting.

SECTION 2 - REGULAR MEETINGS

Regularly scheduled business meetings, one of which will be the annual Public Hearing, will be held at least 4 times per school year. With the first meeting being held in September and the last meeting in May. A predetermined time and place will be established. All official meetings of the IPC will be open to the public.

The open meetings will be advertised via district and through email communications.

SECTION 4 - QUORUM

Three members including Chair, Vice-Chair, or Secretary, a Parent, and one WRPS Teacher Representative, Title VI Liaison, Title VI Coordinator or WRPS Administrator shall constitute a quorum. When voting occurs, a majority of votes must be from:

- Parents, family members, and or guardians of Indian children in WRPS
- Tribal Representative(s) on Indian lands located within 50 miles of any WRPS school that serves any children from such Tribe(s) that have ED506 forms on file.
- Indian WRPS Student(s) with 506 forms on file.

A quorum is required to conduct official business and vote at any meeting of the IPC.

Members will wait no more than 15 minutes for a quorum to be present. IPC members present may then conduct an informal discussion on topics that would have been discussed in the IPC meeting.

In the event that a quorum is not present and there are time-sensitive federal grant requirements, there will be an emergency meeting called as soon as possible.

SECTION 5 - OPEN MEETINGS

All IPC meetings shall be open to the general public. During meetings, an open forum will be available to the public for 2 minutes unless a longer time is approved by the Committee, with no immediate response expected from the Committee.

SECTION 6 - MEETING RULES OF ORDER

Robert's Rules of Order shall govern the parliamentary procedures of all meetings of the IPC, not otherwise covered by these by-laws. Information in selected meeting guides and parliamentary procedures will be provided as needed to newly-elected members.

SECTION 7 - AGENDA AND MINUTES

An agenda for each upcoming IPC meeting and minutes of the previous meeting shall accompany the notice of the meeting and shall be sent to all members of the IPC. Any information supporting agenda items will also be forwarded before the meeting.

ARTICLE VII UPDATING AND AMENDING BYLAWS

SECTION ONE: UPDATING BYLAWS

The IPC, with the advisement of WRPS, shall have the power to update or amend these bylaws at any time, by 2/3 affirmative vote, provided that the alteration or amendment is to carry out the purpose of the IPC as herein above-expressed. Any rewriting will follow WRPS Policies and Procedures.

SECTION TWO: AMENDMENTS TO BYLAWS

The Title VI IPC Bylaws may be modified or amended by mutual and majority consent of the Title VI IPC, and WRPS.

END

APPENDIX I

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;

APPENDIX II

Cornelle. (n.d.) [Robert's Rule of Orders - Simplified](https://assembly.cornell.edu/sites/default/files/roberts_rules_simplified.pdf). Cornell University. Retrieved October 13, 2021, from https://assembly.cornell.edu/sites/default/files/roberts_rules_simplified.pdf