

ANCHORAGE SCHOOL DISTRICT
TITLE VII INDIAN EDUCATION PROGRAM
NATIVE ADVISORY COMMITTEE

BY-LAWS

In order to meet the requirements set out in Subchapter VII, 20 U.S.C. Section 7424 of the No Child Left Behind Act of 2001 [hereafter referred to as "Title VII Indian Education"], this Advisory Committee has been formed by the Anchorage School District, Anchorage, Alaska [hereafter referred to as "the District"]. The Native Advisory Committee has been formed to assist the District in meeting the unique culturally-related academic needs of the Alaska Native and American Indian students so that such student(s) can meet or exceed the same challenging State student academic achievement standards adopted for all students. The Native Advisory Committee will assist the District to meet the goals established by the Anchorage School Board with a specific focus upon the Alaska Native and American Indian students.

ARTICLE I: NAME OF COMMITTEE

The name of this committee shall be the Anchorage School District Native Advisory Committee.

ARTICLE II: OBJECTIVES

- A. To support Anchorage School District in its effort to reform elementary school and secondary school programs that serve Alaska Native and American Indian students in order to ensure that such programs:
 - 1. are based on challenging State academic content and student academic achievement standards that are used for all children; and
 - 2. are designed to assist Alaska Native and American Indian students in meeting those standards.
- B. To participate in the development of the program and to approve, in writing, the program application.
- C. To provide guidance to the District in the policies and procedures to ensure that the program will be effectively implemented and evaluated in consultation with, parents of Native children, and representatives of the area to be served.
- D. To adopt By-Laws for the conduct of the activities of the committee and abide by such By-Laws.

**ARTICLE III: RELATIONSHIP OF COMMITTEE TO THE ANCHORAGE
SCHOOL DISTRICT**

- A. The committee will act as the principal contact and communication link between the community and the Anchorage School District administration relative to Title VII Indian Education Program.
- B. The Director and/or designee of the Title VII Indian Education Program will serve as a liaison between the committee and the School District.
- C. The committee shall meet as necessary with the Superintendent or designee, and if necessary, the School Board in order to exchange ideas and to discuss matters of mutual and district wide concerns.
- D. The Project Director and/or designee will provide to the committee monthly financial reports and analysis on expenditures of Title VII Indian Education Program funds. Financial records shall be intact and accessible to the committee.
- E. The Project Director and/or designee will provide monthly project reports, including but not limited to personnel changes and program changes.
- F. The Project Director and/or designee shall seek concurrence of the committee before making any amendments to the Project.
- G. The Project Director and/or designee will make available documentation concerning Native Advisory Committee functions such as records of meeting, minutes of meetings, committee selection procedures and a roster of committee membership.
- H. The committee will recommend to the Project Director the procedure for the accomplishment of needs assessment.
- I. The committee must approve at a duly constituted meeting the submissions of Anchorage School District proposals for funding under Title VII of the No Child Behind Act of 2001.
 - 1. The approval of the project and amendments to the application by the parent committee shall be documented in the minutes of the duly constituted meeting.

ARTICLE IV: MEMBERS

- A. **Composition and Eligibility:** The Native Advisory Committee will be composed of parents of Alaska Native and American Indian students, Alaska Native and American Indian secondary students and Anchorage School District teachers or guidance counselors of Alaska Native and American Indian students.
1. The Native Advisory Committee will be composed of six (6) parents of Alaska Native and Native American students, at least four (4) Alaska Native and American Indian secondary students, each from a different High School attendance area, and two (2) teachers or guidance counselors of Alaska Native and American Indian students, except members of the project staff.
 2. A majority of the committee shall be parents of Alaska Native and American Indian students.
 3. The Superintendent or designee is an ex-officio member of the committee and must be represented at any meeting.
- B. **Ineligibility:** A member will no longer be eligible to serve on the Committee if:
1. The parent committee member is no longer enrolled in a District school.
 2. The parent committee member's child is no longer enrolled in Title VII Indian Education.
 3. The teacher committee member is no longer employed by the District.
 4. The student committee member no longer attends a District school.
- C. **Selection of Members**
1. Applications will be solicited from persons interested in serving on the Committee. In soliciting applications, the public will be notified of the vacancies and application process in a variety of ways, including, but not limited to advertising in local newspapers and other local publications; circulating information through

newsletters; posting notices in public places such as community centers and including a notice to parents of Native students.

2. Election Procedures: A public meeting will be held in the spring of each year for the purpose of nominating and electing members to the Native Advisory Committee prior to June 15.
3. Nominees must be present to be elected.
4. Parents/guardians of Native students, Native secondary students and Anchorage School District teachers of Native students shall be elected by two-thirds (2/3) majority vote of Native Advisory Committee members at the first regular meeting following the election.

D. Term of Office

1. Parent and teacher members will serve two-year terms with half the members to be elected each year.
2. Student members will serve one-year terms.
3. No member shall serve more than two consecutive full terms (four years).

E. Termination of Membership:

1. Members will be automatically removed from the committee upon missing three consecutive regular meetings.
2. Termination of a Native Advisory Committee member will be carried out by a 2/3-majority vote of the quorum.
3. The Chairperson or the Project Director shall give notification of termination in writing.

G. Resignation: Any member may resign by filing a written resignation with the committee Chairperson or the Project Director.

H. Vacancy: The committee shall fill any vacancy through resignation or termination of membership for the remainder of the unexpired term at a regularly scheduled meeting.

I. Compensation: There shall be no compensation provided to committee members for attending Native Advisory Committee meetings.

ARTICLE V: OFFICERS

- A. Officers: The officers of the committee shall be a Chairperson and vice chairperson elected by the committee. Any member of the committee is eligible to serve in any capacity as an officer of the committee.
- B. Term of Office: The term of the office shall be one year.
- C. Removal: A 2/3 vote of all members present at a duly constituted meeting may remove any officer elected by the committee, voting whenever in the judgment of the committee, the best interests of the committee would be served thereby.
- D. Vacancy: The committee shall fill a vacancy in the office of Chairperson because of death, resignation or removal for the unexpired portion of the term. If the Chairmanship becomes vacant, a new Vice Chairperson shall be elected by the committee to fill the unexpired portion of the term.
- E. Chairperson: The Chairperson shall preside at all meetings of the committee, and may sign all letters, reports and other communications of the committee. In addition, he/she shall perform all duties as may be prescribed by the committee. The Chairperson will serve no more than two consecutive one-year terms.
- F. Vice Chairperson: The duties of the Vice Chairperson shall be to represent the chairperson in assigned duties and to substitute for the Chairperson during his/her absence. He/she shall substitute for the Chairperson during his/her absence, and he/she shall perform such duties as from time to time may be assigned by the Chairman or by the committee.

ARTICLE VI: STAFF

- A. Selection of Staff: In cooperation with the Superintendent or designee, the committee will assist in reviewing the qualifications of and make recommendations concerning staff positions under the Title VII Indian Education Program.

- B. Secretary: A recording secretary shall be provided to the committee by the Anchorage School District.

ARTICLE VII: STANDING AND SPECIAL COMMITTEES

- A. Special Committees: The committee may from time to time establish and abolish special committees, as it may desire. Special committee members shall be under the direction of the Native Advisory Committee.
- B. Membership: Unless otherwise determined by the committee in its decision to establish a special or standing committee, the chairperson of the Native Advisory Committee shall appoint members to the various special or standing committees.
- C. Term of Office: Term of office for members of standing committees shall be for one year, and special committee members' terms shall be for the duration of the task to be completed.
 - 1. Procedures: Each committee may adopt rules consistent with these By-Laws or with standing rules adopted by the Native Advisory Committee.
- D. Vacancy: The Chairperson of the Native Advisory Committee shall make appointments to fill any standing or special committee vacancy.

ARTICLE VIII: MEETINGS

- A. Regular Meetings: The Native Advisory Committee shall meet regularly once each month.
- B. Special Meetings and Non-scheduled meetings: Special meetings and non-scheduled meetings may be called by request of the Chairperson with approval of the majority of the committee. Such meetings will be announced to all members five days in advance of the meeting date.
- C. Place of Meetings: The committee shall hold its regular monthly meetings and its special meetings in a facility provided by the Anchorage School District.

- D. Notice of Meetings: The recording secretary shall notify all committee members-at least five days in advance of all regular and special meetings, both by U.S. mail and by e-mail, giving the day, hour, and location of the meeting. The public media will be notified at least 14 days prior to scheduled meetings.
- E. Decisions of the Committee: All decisions of the committee shall require a majority vote of a quorum of the membership.
- F. Quorum: The presence of a majority of the members two-thirds (2/3), shall constitute a quorum.
- G. Conduct of Meetings: All regular and special meetings of the committee shall be conducted in accordance with Robert's Rules of Order, or in accordance with an appropriate adaptation thereof.
- H. Meetings Open to Public: All regular and special meetings of the committee and its' standing or special committees shall be open at all times to the public.

ARTICLE IX: AMENDMENTS

- A. These By-Laws may be amended on an annual basis through a meeting of the Native Advisory Committee members by a two-thirds vote of all regular members. Any Amendment shall not violate federal or school district policies and regulations.

Any amendments must conform to the No Child Left Behind Act of 2001, Subchapter VII, 20 U.S.C. Section 7424 and be in accordance with the Anchorage School District policy and procedures.

ARTICLE X

Ratification

Adoption: These By-Laws shall be declared adopted by the Native Advisory Committee when passed by a majority vote of the full membership at a regular Native Advisory Committee meeting, or as a meeting specifically called for such purpose.

The Anchorage School District Title VII Indian Education Program Native Advisory Committee and the Anchorage School District hereby approve theses By-Laws.

IN WITNESS THEREOF,

Native Advisory Committee Chairperson

Date

Superintendent of Schools
Anchorage School District

Date