

BYLAWS
Of the Local American Indian Education Parent Committee of
Independent School District 01, Aitkin Schools

These Bylaws serve as a 'best practice' guide to promote honesty, integrity, accountability and transparency to the student and families of American Indian students, Aitkin American Indian Education Program and the Aitkin School District.

ARTICLE I

The name of this organization shall be the Local American Indian Education Parent Committee of Independent School District 01 Aitkin Schools.

ARTICLE II

The committee shall not afford monetary gain, incidentally or otherwise to its members.

ARTICLE III

The duration of the Committees existence shall be permanent as defined by the Indian Education Act of 1988, State of Minnesota.

ARTICLE IV

The Committee shall meet at the Aitkin Public Library three times a year. It shall be the responsibility of the Chairperson and Indian Education Coordinator (Aitkin Curriculum Director) to establish a meeting agenda. The Indian Education Coordinator will provide a meeting notice two weeks prior to the scheduled meeting.

ARTICLE V

American Indian Education Parent Committee membership:

Section 1. The size of the Committee shall be determined by the number of eligible persons who elect to serve, and who attend meetings on a regular basis, with the following limitations. Of these, one more than half shall be parents/guardians of Indian students; no less than one (1) Aitkin teacher/staff member, no less than one (1) Aitkin secondary student, one (1) Aitkin School Board member who is

not a voting member, and the Indian Education Program Coordinator. See Article X for quorum requirements. Members must attend at least one meeting prior, to be a voting member. Elders affiliated with LAIEPC (ie former LAIEPC members) and/or LAIEPC alumni members may continue to serve on the LAIEPC.

The size of the committee will be based on American Indian student enrollment and parent participation. District personnel can be assigned roles or tasks if limited American Indian membership, they will not be voting members.

Any LAIEPC member who has a real or perceived conflict of interests, may remain as a voting member (such as a school employee, school board member, tribal elected or tribal appointed official), but must disclose conflict of interest and abstain from voting where the Committee determines there is a clear conflict of interest.

Section 2: The LAIEPC Committee shall have the following officers:

- a. Chairperson
- b. Vice Chairperson
- c. Secretary

Section 3: It shall be the duty of the LAIEPC Chairperson to preside at all general meetings, enforce observance of the bylaws, and decide on all questions of order, sign all official documents passed by the Committee and/or required by law. By giving at least a 3-day notice the Chair or in his/her absence the vice-chair shall have the power to call a special meeting. In case of an emergency, the chair may call an immediate meeting to decide a specific issue. It is the duty of the chair to facilitate a general Committee assessment to ensure that the Committee is functioning and complying with bylaws and the goals of the LAIEPC.

Section 4: It shall be the duty of the Vice-chairperson to act as the Chairperson in the Chairpersons absence.

Section 5: The Secretary shall keep record of all meetings, notify members of the meetings, work with Staff to ensure meeting space is reserved, and keep a record of all LAIEPC members and attendance. It is the duty of the Secretary and Indian Education Coordinator to provide a meeting notice one week prior to scheduled meetings. If he/she is unavailable, the Chair will request any member to record minutes. At the expiration of the secretary's term of office, all records, etc. shall be turned over to the chairperson or newly elected secretary within a period of 14 days.

Section 6: Not applicable since we do not have a Treasurer. This can be amended if needed.

Section 7: These offices shall be filled at the first Committee meeting following the annual Public Hearing, which will be held by December 31st of each year. The officers shall be elected by those members listed in Article V, Section 1. Officers shall serve for a period of one calendar year. An officer may serve no more than two consecutive terms unless there are no other people willing to serve.

Section 8: Officers shall perform their duties under the guidance of the Committee bylaws and shall uphold and enforce these.

Section 9: Filling vacant offices:

Upon any officer's resignation from office, the election or appointment will be held as soon as possible following procedures specified in Article V, Section 1, with the exception of Chairperson. The Vice-chairperson will automatically assume the Chairperson duty if a vacancy occurs.

ARTICLE VI

Section 1: Selection of the Committee shall not limit the continuing participation of the Indian community members in the operation and evaluation of the program.

Section 2. Members of the LAIEPC shall not receive any stated compensation for their services.

ARTICLE VII

The American Indian Education Parent Committee shall conduct a Public meeting annually, by December 31st, which is open to the public and subject to Indian Education rules and regulations.

ARTICLE VIII

Section 1- Duties and responsibilities of the LAIEPC Committee:

It shall be the duty of the LAIEPC to provide input to the school district regarding any policy, program, service or activity that affects the education of American Indian students. In addition the LAIEPC shall be designated to serve any specially funded Indian Education project which requires a Committee. This will include a JOM Sub-Committee, Post-secondary Success Project, Minnesota Indian Education Act and others.

Section 2.- The LAIEPC will review and approve the development and implementation of grant

applications; provide for ongoing review of the programs, project activities, services and provide continuous analysis for evaluation and other related programs and services.

Section 3- The LAIEPC shall be actively involved in the hiring of project staff. The Committee will review the job description for each regular employee of the program. The job will be posted in the MN Ed Post.

Section 4- In collaboration with the school district a sub-committee of LAIEPC members will interview all job applicants for any Indian Education position opening. They then will recommend their choice of applicant to the Search Committee (District personnel) supporting Indian preference in making their selection. The following is a listing of the selection procedures:

- a. Sub-committee reviews job description for position.
- b. LAIEPC appoints members to interview/Search Committee.
- c. Sub-committee interviews applicants and makes recommendations to Search Committee.
- d. Confidentiality must be maintained at all times.

ARTICLE IX

Section 1- Grievances

- a. The Superintendent has the authority to carry out the responsibility of undertaking grievances and shall report action taken and outcome to the LAIEPC. Confidentiality of the person/s filing the grievance will be maintained.
- b. The LAIEPC will consider a grievance at regular or special board meetings only under the following conditions:
 - The aggrieved individual/s met first with the principal of the school and Indian Education Coordinator at which the grievance has arisen
 - The grievance has been presented in writing to the principal and Indian Education Coordinator
 - Seven (7) days have elapsed from the time of the aggrieved individual/s met with the principal and Indian Education Coordinator and no action has been taken or the action taken was not satisfactory to the aggrieved
 - Aggrieved person shall bring the grievance to the LAIEPC Chairperson prior to the LAIEPC meeting.

ARTICLE X

Section 1. General meetings of the LAIEPC shall be held at least 1 time per year. It is the

duty of the Indian Education Coordinator and Chairperson to develop the meeting agenda. It is the duty of the Secretary and Indian Education Coordinator to provide a meeting notice one week prior to the scheduled meeting.

Section 2. Special meetings and Executive meetings may be called at the will of the Chairperson at the appropriate notice to the Committee.

Section 3. A minimum of two (2) officers, plus one (1) parent or student constitutes a quorum; unless LAIEPC membership is less than this.

Section 4. Quorum: In the absence of a quorum, the Committee may not conduct official business, but may meet for the purpose of accepting minutes, hearing sub-committee reports, and providing advice and direction to the Indian Education Coordinator and for open discussion of ongoing projects. Quorum: Of these, one more than half shall be parents/guardians of Indian students; no less than one(1) Aitkin teacher/staff member, no less than one Aitkin secondary student, and one (1) Aitkin School Board member who is not a voting member, and the Indian Education Coordinator.

Section 5. Meeting procedures shall be as follows:

- a. Roll call/sign in
- b. Approval of agenda
- c. Approval of minutes
- d. Grant reports
- e. Indian Education Coordinator program report
- f. Old business
- g. New business
- h. Open forum
- i. Schedule next meeting
- j. Adjourn meeting

ARTICLE XI

These bylaws may be amended or repealed by a majority of members, and two officers at any regular meeting called for this purpose, providing at least five (5) days notice has been given of the intention to alter, amend or repeal the said bylaws.

ARTICLE XII

These Bylaws serve as a 'best practice' guide to promote honesty, integrity, accountability and transparency to the student and families of American Indian students, Aitkin Indian Education Program and the Aitkin School District.

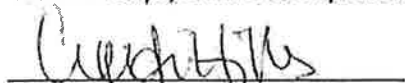
The LAIEPC and Aitkin School District shall use these bylaws to conform to all rules and regulations, guidelines, as Part C of Title V or Public Law 100-297 (Indian Education Act of 1988; the Act), as amended. If any article, section or subsection does not conform it is automatically null and void, and must be amended to reflect the spirit and intent of the law, with assistance from Program Specialist, U.S. Department of Education, Indian Education Programs, Washington, D.C., if necessary.

The above bylaws were written in the spirit of collaboration by the Aitkin American Indian Education Parent Committee and approved of on Tuesday, January 18, 2017, and adopted in the spirit of collaboration by the Aitkin School Board at a regularly scheduled board meeting on Monday, February 13, 2017.



Tabatha Boyd, LAIEPC Chairperson

2/22/17
Date



Cindi Hills, Aitkin School Board Chairperson

2/22/17
Date