

MEMORANDUM

TO:	NWABSD Board of Education Members	DATE:	November 18, 2024
		NUMBER:	Work session
FR:	Office of the Superintendent	SUBJECT:	Indian Education Committee

Joy Cogburn-Smith, Director of State & Federal Programs

As determined at the March 2024 meeting, the Regional School Board will begin a committee to act as the Indian Education Committee for the 2024-2025 school year. Having a board committee act as the Indian Education Committee will streamline our application process, standardize the processes and focus our application with more meaningful feedback.

Following this Memo are draft copies of the Indian Education Committee Bylaws, based on the Department of Education template, and sample interview questions for the at-large nominees.

If the nomination and committee structure outlined in the bylaws is acceptable for our purposes without major revisions, an invite will be sent to Advisory School Counsels to submit nominations by the January Board meeting. The first meeting will be held at that time to appoint members, and an additional meeting will be held in April in preparation for the district's FY26 Indian Education application.

Attachments:

Draft Indian Education Bylaws

Draft interview questions for at-large committee members

DRAFT

Northwest Arctic Borough School District Indian Education Action Committee (IEC) Bylaws

ARTICLE I: Name of Entity

The name of the Indian Education Action Committee (IEC) for the Northwest Arctic Borough School District's Indian education program shall be the "Indian Parent Action Committee" (IPAC).

ARTICLE II: Purpose

The IPAC ensures consistent planning, implementation, and evaluation of Title VI programs for Alaska Native and Native American students within the district. Its objective is to create programs that support Title VI-eligible students in reaching their highest academic potential. The IPAC's work complies with Title VI regulations (20 U.S.C. §7401 et seq.).

ARTICLE III: Powers and Duties

Section 1: Powers

The IPAC collaborates with the district to support the academic, cultural, and wellness needs of Native students by:

1. Meeting with the State & Federal Programs Department at least twice a year to review and develop the Indian Education Program and Application
2. Reviewing the district's annual assessment data and providing recommendations for the Indian Education Program

Section 2: Duties

IPAC duties include:

1. Recommending Title VI funding allocation plans.
2. Endorsing applications and budgets for Superintendent and Board review.
3. Participating in at least one annual public hearing.
4. Accessing program-related documents for review and adhering to confidentiality policies.
5. Representing only individual viewpoints and shall not speak on behalf of the Committee without prior IPAC authorization.
6. Exercising authority solely during official IPAC meetings.
7. Members will attend all meetings in full for quorum and voting participation.
8. Complying with district policies without authority beyond IPAC bylaws.

DRAFT

ARTICLE IV: Membership

Section 1: Composition

IPAC membership requires at least eight members, including:

- A majority (51%) of parents/guardians of Native students.
- Four School Board members with tribal affiliation
- One at-large parent
- One at-large teacher or counselor
- High school students: current student member(s) of the board who meet the tribal affiliation requirement will automatically serve on the IPAC Committee
- One at-large tribal representative
- The Director of State & Federal Programs as a non-voting member

Section 2: Member Definitions

- **Parent:** A parent or family member of a Native student with an ED 506 Form on file.
- **Teacher/Counselor:** Staff member employed by Northwest Arctic Borough School District in either a teacher or counselor position.
- **Student:** A high school student with an ED 506 Form.
- **Tribal Representative:** A representative of a local tribe within the Northwest Arctic Borough School District
- **District Representative:** The non-voting Director of State & Federal Programs.

Section 3: Selection

IPAC members are nominated by school advisory councils and elected at an open meeting. The Regional School Board Members will make the final selection from nominated candidates through a written or in-person interview process. Members' terms will take effect immediately on the election.

Section 4: Terms of Office

- Parents, Teachers/Counselors and Tribal members will serve three-year terms.
- Students serve a one-year term, contingent on enrollment.
- School Board members serve terms determined annually.
- Officers serve one-year terms and are elected annually.

Section 5: Voting Rights

Each member has one vote. A quorum (51%) is required for votes on business matters.

Section 6: Attendance

Members are expected to attend all meetings, with absences excused if reported in advance.

DRAFT

Section 7: Termination

Members may be removed for three unexcused absences, professional conduct issues, or loss of eligibility.

Section 8: Vacancies

The Vice-Chair assumes the Chair position if it becomes vacant. Other vacancies are filled by election.

ARTICLE V: Officer Elections, Terms, and Duties

Section 1: Officers

The IPAC officers are the Chairperson, Vice-Chairperson, and Secretary.

Section 2: Elections & Terms

Officers are elected by majority vote at the school year's first meeting and serve a one-year term.

Section 3: Officer Duties

- **Chair:** Leads meetings, signs official documents, and represents IPAC.
- **Vice-Chair:** Assumes duties of the Chair when necessary.
- **Secretary:** Records and distributes meeting minutes and maintains records.

Section 4: Member Duties

- **Parents/Guardians:** Provide input on programs and curriculum.
- **Teachers/Counselors:** Offer feedback on IPAC initiatives.
- **Students:** Share input on school-related issues.
- **Tribal Representatives:** Advice on culturally responsive education.

ARTICLE VI: Meetings

Section 1: Schedule

The School Board, in collaboration with the State & Federal Programs Department, determines the IPAC's annual meeting schedule.

DRAFT

Section 2: Regular Meetings

IPAC meetings will align with regularly scheduled Regional School Board meetings and are open to the public, following district procedures for advertising.

Section 3: Special Meetings

Special meetings may be called by the Chair or Indian Education Director, with prior notification.

Section 5: Quorum

A quorum of five is required for voting.

Section 6: Open Meetings

Meetings are open to the public

Section 7: Meeting Rules

Robert's Rules of Order apply, with training provided for new members as needed.

Section 8: Agenda and Minutes

Agendas and minutes are shared with IPAC members prior to meetings.

ARTICLE VII: Updating and Amending Bylaws

Section 1: Updates

IPAC can update bylaws by a two-thirds majority, ensuring alignment with Title VI regulations.

Section 2: Amendments

Amendments require mutual consent and a majority vote.

DRAFT

Indian Education Committee Interview Questions

1. **Commitment to Native Education**

What motivates you to serve on the Indian Education Committee, and how do you envision contributing to the academic success of Native American students in this district?

2. **Equity and Advocacy**

What are the greatest challenges facing Native American students in our district, and how would you advocate for programs and resources to address these needs?

3. **Previous Experience and Insights**

Have you served in a similar capacity on other committees or community organizations? If so, what did you learn from that experience that you would bring to this role?

4. **Educational Goals and Vision**

What specific goals do you have for improving the academic and personal success of Native American students in this district? How would you measure success in this role?

5. **Commitment to Attendance and Participation**

Are you able to commit the necessary time to attend meetings, participate in discussions, and fulfill the responsibilities of this committee? How do you plan to balance this role with other obligations?

6. **Ideas for Program Improvement**

What improvements or initiatives would you like to see introduced to support Native American education in our district?

7. **Committee Roles and Governance**

How familiar are you with committee governance, including Robert's Rules of Order? Are you comfortable working within a structured framework for decision-making?

8. **Open-Ended Question for Additional Thoughts**

Is there anything else you would like us to know about your background, experience, or vision for this role on the Indian Education Committee?