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ABSTRACT

To promote maximum Title I services to Navajo students attending the Navajo Area Bureau of Indian Affairs Schools, by-laws for the establishment and operation of a Parent Advisory Council (PAC) have been prepared. Council objectives are to develop good liaison and communication between students' parents and the local school administration; promote and maintain an environment which will encourage students to progress to their maximum levels of academic, social, and vocational competence; secure parent advisory participation in development, operation, and evaluation of special Title I programs for the educationally disadvantaged and under-achievers; and assist in placing priority and emphasis on services for the most severely educationally deprived students. Duties include advising the school of educational deficiencies the PAC feels students may possess resulting in part from poverty, isolation, neglect, or language and cultural differences; reviewing all final proposed Title I programs for content, appropriateness, and relative worth; informing students' parents of PAC actions and the Title I program; and acting on complaints alleging misuse of Title I funds. Other by-law articles outline PAC size, member qualifications, election procedures, selection of members to fill vacancies, term of office, action for removal of members for cause, meeting requirements, conduct of business, offices and duties of each officer, compensation of PAC members, and Title I complaint procedures. (NEC)

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# BY-LAWS

## PARENT ADVISORY COUNCILS

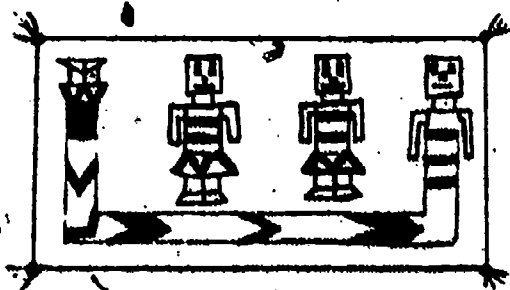
### NAVAJO SCHOOLS

### BUREAU OF INDIAN AFFAIRS

U.S. DEPARTMENT OF HEALTH,  
EDUCATION & WELFARE  
NATIONAL INSTITUTE OF  
EDUCATION

(Name of School)

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01-1794

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BY-LAWS  
OF THE  
PARENT ADVISORY COUNCILS  
NAVAJO (BIA) SCHOOLS

PREAMBLE

In order to promote maximum Title I services to Navajo students attending the Navajo Area BIA Schools, the By-Laws for the establishment and operation of a Parent Advisory Council are prepared.

ARTICLE I - NAME

The name of the organization shall be the

\_\_\_\_\_ Parent Advisory  
(Name of School)  
Council for programs carried out under Title I,  
ESEA as amended (by PL 93-380 and PL 95-561), and  
may be referred to as the P.A.C. herein.

ARTICLE II - OBJECTIVES

The objectives of the P.A.C. shall be:

A. To develop good liaison and good communication

between the parents of the students and the administration of the local school;

- B. To promote and maintain an environment which will encourage Navajo students to progress to their maximum levels of academic, social and vocational competence;
- C. To secure vital parent advisory participation in the development, operation and evaluation of special Title I programs designed specifically to the needs of the educationally disadvantaged children and under-achievers; and
- D. To assist placing priority and emphasis on services for the most severely educationally deprived students.

### ARTICLE III - GENERAL DUTIES

It shall be the duty of the P.A.C. to:

- A. Advise the school of particular educational difficulties or deficiencies the P.A.C. feels students may possess resulting in part from poverty, isolation, neglect or language and cultural differences;

- B. Advise the school in the early stages of program preparation regarding expected outcomes of the program, possible omissions or areas of conflicts and to recommend modifications or changes;
- C. Review all final proposed Title I programs for content, appropriateness, and relative worth; and to note in writing, P.A.C. recommendation for approval, disapproval, or partial approval;
- D. Present in writing when only partial approval of a project is recommended, the areas of the program for recommended approval and the reasons for the disapproval portion of the project;
- E. Review, first-hand, on-going programs and to make any recommendations for improvement to the school administration;
- F. Follow the process outlined above when additional lapsed funds may be realized and the project requires additional or different services that may change the original intent of the project;

- G. Review the final evaluation made by School personnel of completed projects for modifications or alterations to be considered in future funded activities;
- H. Keep parents of the students informed of P.A.C. actions and the Title I program to the extent it is feasible and possible;
- I. Act on any complaints made by any party in which it is alleged Title I funds are being expended in a manner contrary to the approved Title I project, and/or the Regulations governing the utilization of Title I funds. This action will follow the attached Complaint Procedure which is appended and made a part of this document;
- J. Ensure that Rights of Privacy have been protected in all cases involving staff, prospective staff, and students. In so doing the P.A.C. will exercise maximum efforts to ensure that only those officials authorized by law may gain access to confidential data; and



K. To advise the school relative to training needed by the P.A.C.

#### ARTICLE IV - MEMBERSHIP

The P.A.C. will consist of five (5), seven (7), or nine (9) members depending upon the enrollment of the school the Council will serve. The size of the Council and the members to be elected shall not exceed the following:

- Schools with forty (40) children participating in the Title I Project: 5 Members.
- Schools with 41 to 74 children participating in the Title I Project: 7 Members.
- Schools with 75 or more children participating in the Title I Project: 9 Members.

The P.A.C. shall consist of a majority of members who are parents of children who are participating in the program at the time of planning or who will participate in the project during the funding year.

## ARTICLE V - QUALIFICATIONS OF P.A.C. MEMBER

Members must be parents or patrons of the school.

A parent for this purpose is a mother, father or a legal guardian with whom the eligible child resides. A patron of the school for the purpose of membership in the P.A.C. is any adult living or working in the enrollment area of the school.

No employee of the BIA can be qualified for membership in the Parent Advisory Council at the school in which he is employed (to avoid a conflict of interest). Husbands or wives cannot act or substitute for each other in any P.A.C. matters.

## ARTICLE VI - ELECTION OF P.A.C. MEMBERS

### A. Intent

It is the intent of Title I:

1. That all parents of children eligible to attend the school serving the project area shall be eligible to participate in the election of P.A.C. members;

2. That qualified parents (those whose children participated in the program during the planning year or who will participate in the program during the funding year may, with their consent, be identified for possible membership in the P.A.C.; and
3. That adequate notice shall be given to the parents and patrons of the school regarding the time, place and method whereby the election of membership in the P.A.C. will be made.

B. Procedures

Inasmuch as the Navajo Tribal Chapters are the basic community organizations closest to the people, selection of P.A.C. members will be made through the Chapters.

It will be the duty of each school principal to meet with the officials of each Chapter or Chapters within the enrolling area to determine, on as fair a representation basis as possible, the number of P.A.C. members to be

elected from the affected Chapter or Chapters.

Each Chapter will be requested to devise its own local election procedures in keeping with the intent and direction outlined in paragraphs A1, A2 and A3 given above. It should be noted that only parents or legal guardians of children attending the school may be involved in the election of P.A.C. members.

Each Chapter will be requested to certify to the School Principal in writing the names and addresses of the P.A.C. member(s) elected by the Chapter.

The election process will begin as soon as possible after May 1 in order that the New Parent Advisory Council can begin to function after July 1 of the same year.

The local school will give full cooperation to the Chapter officials in any manner requested that will aid the Chapter or Chapters.

in complying with the full intent of the Federal Regulation in implementing the election process. (Parent notices of P.A.C. elections to be held at the Chapters may be sent by school children, etc.).

#### ARTICLE VII SELECTION OF MEMBERS TO FILL VACANCIES

When a vacancy in the P.A.C. occurs within the school year, the Chapter which the vacating members represented will be requested to elect another member to fill the vacancy.

The Chapter will follow the intent and procedures for election outlined in Article VI A and B. The Chapter will be requested to certify in writing to the School Principal, the name and address of each member chosen to fill any vacancy that may occur.

#### ARTICLE VIII - P.A.C. MEMBER TERM OF OFFICE.

The term of office shall be two years and it shall be deemed that all such terms begin on July 1 or

as soon thereafter as the new Council members have been certified. The term of office will terminate on June 30 of the year in which the two-year term is completed. Members of Parent Advisory Councils may be re-elected.

#### ARTICLE IX - REMOVAL FOR CAUSE

Any P.A.C. member failing to attend two (2) of the regular meetings scheduled during a given year shall be cause for removal from the P.A.C.

Majority action by the remaining P.A.C. members is required to remove a member for cause.

#### ARTICLE X - MEETINGS OF THE P.A.C.

There shall be a minimum of four (4) meetings of the P.A.C. during the year. In consultation with the P.A.C. Chairman the School Principal shall designate the time and place of meetings. Written notices shall be sent by mail to each of the P.A.C. members not less than 10 days prior to the

scheduled meeting. The school will furnish a proposed agenda to be included with meeting notices.

#### ARTICLE XI - CONDUCT OF BUSINESS

All business of the P.A.C. shall be transacted at meetings of the P.A.C. except such as may be specifically designated by the P.A.C. to the administration of the school. The P.A.C. shall conduct its business according to the Roberts Rules of Order (revised) or may adopt such other rules as shall be considered by the P.A.C. unless a quorum, consisting of a majority of members shall be present. In the event such a quorum is not present, the school administration shall take whatever action is deemed appropriate.

The Chairman shall insure that minutes are kept of all business transacted in the meetings and that a copy of the minutes are provided to the school administration within 10 days after the meeting.

## ARTICLE XII - OFFICES

For each term of office the P.A.C. shall elect from its own membership a Chairman and Vice-Chairman. In addition, the School Principal shall name a Recorder who shall also serve as interpreter should the need arise. The Recorder may or may not be a member of the P.A.C. If the Recorder is named from outside the P.A.C. membership, he (or she) will serve strictly as a Recorder/Interpreter to the P.A.C. and not as a member.

## ARTICLE XIII - DUTIES

- A. Chairman: The Chairman of the P.A.C. shall preside over all meetings of the P.A.C. and shall perform all duties of the Chairman and exercise all authority delegated him by this document and that of the Roberts Rules of Order.
- B. Vice-Chairman: The Vice-Chairman of the P.A.C. shall assist the Chairman when called upon to do so, and in the absence of the



Chairman he shall preside. When so presiding, he shall have all rights, privileges and duties as well as the responsibilities of the Chairman.

C. Recorder/Interpreter: The Recorder/Interpreter of the P.A.C. shall keep a complete and accurate record of all matters transacted by the P.A.C. in meetings and shall provide a copy of such recordings to each of the P.A.C. members within 10 days following such meetings.

#### ARTICLE XIV - COMPENSATION OF P.A.C. MEMBERS

All members of the P.A.C. shall serve without compensation except that each shall be reimbursed within the rules and regulations of the Bureau of Indian Affairs governing travel reimbursement. A current schedule is given as follows,

Reimbursement for travel and per diem expenses shall be for expenses incurred from the homes of the P.A.C. members to the location of the official meeting and return.

Mileage rates allowable for personal vehicles shall be at the rate of 17¢ per mile. If more than one P.A.C. member shall travel in a single vehicle only the owner/driver shall receive reimbursement.

Additionally, P.A.C. members acting in official capacity shall be provided per diem reimbursement while actually in travel status at the rate not exceeding \$35.00 per day. Per diem shall be computed in quarter-day increments: Quarter days shall be from 12:01 midnight to 6:00 a.m.; 6:01 a.m. to 12:00 noon; 12:01 noon to 6:00 p.m.; and 6:01 p.m. to 12:00 midnight. A P.A.C. member on travel status during any part of a quarter day shall be deemed to have been on such status during the entire quarter. The "ten-hour" rule will apply.

In the event goods or services are made available to the P.A.C. members, either in cash or in kind, the value of same shall be deducted from payments made to the P.A.C. members as follows:

1. Transportation: If Government transportation is provided to a P.A.C. member (or members) no payment shall be made to the member for such travel.
2. Meals: If meals are furnished to P.A.C. members, the per diem rate will be reduced accordingly at the rate of \$1.40 per meal furnished.
3. Lodging: If P.A.C. members occupy Government quarters the per diem rate shall be reduced by \$2.00 per day, if dormitory; or \$4.00 if rooms are furnished.

Certificates of attendance, agenda, and minutes will be sent to the Agency Special Projects Office in order to properly process documents for reimbursement.

**Note:** BIA rates governing travel reimbursement may change periodically to reflect increased costs for goods and services. When this occurs the new travel rates should be penned over the old rates on receipt of official notice of the changes to be made.

## TITLE I COMPLAINT PROCEDURE

### BUREAU OF INDIAN AFFAIRS NAVAJO AREA

1. Any complaint received in writing alleging any violation of Title I, ESEA, or the Title I Regulations shall be submitted to the local Parent Council for its review, action, and report to the complainant.
2. If the Parent Council is unable to satisfactorily resolve the complaint, it shall be forwarded by the Parent Council, along with the Parent Council's findings, to the local educational agency for investigation, action, and report to the complainant and the Parent Council. When appropriate, and in accordance with normal Bureau of Indian Affairs procedures, the local educational agency may refer the complaint to the Bureau of Indian Affairs Agency office, and the latter may, if necessary, refer the complaint to the Area office.
3. If the complainant is not satisfied, the complaint shall be forwarded by the LEA along with the findings of the Parent Council and the involved Bureau of Indian Affairs offices, to the Commissioner of Indian Affairs for investigation, action, and report to the complainant, the Parent Council, and the involved Bureau of Indian Affairs offices. At the time of receipt of the complaint, the Commissioner of Indian Affairs shall inform the U.S. Office of Education of the complaint and, at its resolution, shall advise the U.S. Office of Education of the actions taken.
4. In accordance with the Memorandum of Understanding, the complainant, if still dissatisfied with the findings, may present the com-

plaint to the U.S. Commissioner of Education for action. The findings of the U.S. Commissioner of Education shall be conclusive.