

**BYLAWS**  
**Kenai Peninsula Borough School District**  
**Title VI Advisory Committee**

**Preface**

In order to satisfy the requirements set out in the Title VI section of the Every Student Succeeds Act (ESSA) of 2015, the Kenai Peninsula Borough School District hereby forms the KPBSD Title VI Advisory Committee in order to assist the KPBSD to meet the unique educational and culturally related academic needs of Alaska Native and Native American students so that such students can meet or exceed the same challenging State student academic achievement standards adopted for all students. The KPBSD Title VI Advisory Committee, in regard to the goals set forth by the KPBSD School Board, will make recommendations with a specific focus upon the Alaska Native and Native American students as more specifically set forth below. The KPBSD Title VI Advisory Committee will also consider and make recommendations as to programs, projects or other efforts specifically aimed at encouraging or assisting Alaska Native and Native American students to stay in school and pursue further education.

**Article I**

NAME OF THE COMMITTEE

The name of this committee shall be the KPBSD Title VI Advisory Committee.

**Article II**

PURPOSES AND OBJECTIVES

- A. The Committee will be the principal contact and communication link between the community and the District relative to the Program.
- B. The Program Coordinator and/or designee of the Program will serve as liaison between the Committee and the District.
- C. The Committee will review the activities funded through Title VI for effectiveness.
- D. The Committee will help identify future funding priorities.
- E. The Committee will serve as the formal mechanism for signature approval of the Title VI Grant Application, by majority vote of the committee members voting.
- F. The Program Coordinator will provide quarterly program updates.
- G. The Program Coordinator will make available documentation concerning Committee functions, such as agendas and meeting minutes.

All meetings are open to the public. Students, parents, elders and all interested parties are encouraged to attend.

The Committee shall have no authority to enter into contracts of any nature or to spend public funds. No member of the Committee shall be required to provide any sum of money or property, or give any service to the Committee other than the services described in these bylaws. The Advisory Committee shall not pay any member for providing services.

**Article III**

MEMBERSHIP

- A. Composition and Eligibility
  - 1. Consistent with the Title VI Act, and excluding Program staff, the Committee will be composed of no more than 6 parents, 2 students, and 1 KPBSD staff member.

2. Seats by Region

Parents

Region 1 (Tyonek, Nikiski, Kenai)	Region 2 (Sterling, Soldotna)	Region 3 (Seward, Moose Pass, Cooper Landing, Hope)	Region 4 (Ninilchik, Anchor Point, Homer)	Region 5 (Seldovia, Nanwalek, Port Graham)	At-large
Seat A	Seat B	Seat C	Seat D	Seat E	Seat F

Student Representative

At-large	At-large
Seat G	Seat H

Staff Representative

At-large
Seat I

*Note: At-large seats can represent any region*

3. The Program Coordinator, Superintendent, or designee must be represented at any meeting. The Program Coordinator or Designee is representative of the Superintendent.
- B. Ineligibility. A member will no longer be eligible to serve on the Committee if:
1. the parent Committee member’s child is no longer enrolled in the District;
  2. the staff Committee member is no longer employed by the District;
- Or
3. the student Committee member is no longer enrolled in the District
- C. Vacancies will be announced through public notice (media release) and nomination applications will be solicited from persons interested in serving on the Committee.
- D. Terms- Seat terms will be staggered in the first year of by-law implementation. Seats A, B, C and seats D, E, and F will be on rotating two year terms (except for the first year the by-laws are in effect; Seats A, B, and C will be a one year term in FY17. Student Seats G and H will be a one year term and Staff Seat I will be a two year term.
- E. A parent is any person who on the date of election for Advisory Committee membership is the parent, acting local parent, legal guardian, or elder of a student currently eligible for Title VI and enrolled in KPBSD.

*Note: An elder is a person who has had a student or grandchild in the school district who was Title VI eligible.*

- F. The qualities desirable in the members of the Advisory Committee are: willingness to participate actively, involvement in community affairs, and representing the interest of all children in the Kenai Peninsula Borough School District eligible for Title VI.

- G. Each Advisory Committee member shall have one vote in any matter submitted to the KPBSD Title VI Advisory Committee for final vote. A member may abstain from voting on any matter. Voting on all matters may be by voice vote or written ballot called for by the committee chairperson. No member may vote by proxy. If any one member of the Advisory Committee requests it, a roll call vote shall be taken.
- H. Membership in the Advisory Committee cannot be transferred.
- I. Any member may resign by notifying and/or giving a written resignation to the Committee Chair or the Program Coordinator.
- J. A member shall be automatically removed from membership for the following reasons:
  - 1. The occurrence of two unexcused or two consecutive absences unless an exception is agreed to by the Advisory Committee. (Notice of absence should be made to the Program Coordinator)
  - 2. The member no longer resides in the District.
- K. Midyear vacancies may be appointed and approved by majority vote.

#### **Article IV** COMMITTEE OFFICERS

The officers shall be a chairperson and vice chairperson. By motion of the committee members, nominations for these officers will come from the committee members present. A written ballot will be taken amongst those committee members present.

##### Duties and Responsibilities:

**Chair** – The chair shall perform all duties incident to the office of chair and such other duties as may be prescribed. Specific duties are to preside over all committee meetings and sign the annual grant application, revisions, and any other documents as required. The chair will also be an ex officio member of any subcommittees and define the work they will do.

**Vice Chair** – The vice chair will assume the role of the chair when the chair is absent. The vice chair shall have all the rights and privileges of the chair when acting in that capacity, and shall perform such other duties as may be prescribed.

The officers shall be elected in the fall and shall serve for one year. The election of officers must be held annually.

A vacancy in any office may be filled by majority vote of the committee members present at a meeting. The newly elected officer shall serve the unexpired portion of the term of the vacant office.

#### **Article V** MEETINGS OF THE ADVISORY COMMITTEE

- A. The KPBSD Title VI Advisory Committee shall meet a minimum of four times a year (once each Quarter).
- B. Meeting dates and location will be determined at the previous meeting.

- C. Regular meetings shall be noticed in writing and shall state the date, hour, and location of the meetings and notices shall be delivered to each member not less than five (5) days before the date of such a meeting. At that time, a Lync invite will be sent to each committee member by the Program Coordinator for those who cannot make the meeting in person.
- D. All meetings will be conducted from the assembly chambers downstairs in the District Office in Soldotna, unless otherwise reassigned by a majority vote.
- E. A simple majority of the committee members shall be required in order to constitute the transaction of business.
- F. The Chairperson and/or Program Coordinator shall prepare the agenda for each meeting. Individual members are encouraged to submit agenda items to the chairperson and/or director or to present their proposals formally under the agenda items.
- G. Special Meeting and Non-scheduled meetings may be called by the 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.
- H. The presence of a majority of elected Committee members (5) shall constitute a quorum.
- I. Action items can be tabled only if an action is not required in order to meet a district deadline.

**Article VI**  
**ADVISORY COMMITTEE FILES**

KPBSD Title VI Advisory Committee information will be available on the KPBSD website at [www.kpbsd.k12.ak.us/departments.aspx?id=154](http://www.kpbsd.k12.ak.us/departments.aspx?id=154) or by contacting the Federal Programs Department. The Title VI Grant Application, Advisory Committee roster, Advisory Committee meeting information, folders, and minutes of committee meetings will be kept on file for review.

**Article VII**  
**AMENDING THE BYLAWS**

These bylaws may be amended at any time by a simple majority affirmative vote of the members in attendance, provided that the amendment is to carry out the purpose and objectives of the Advisory Committee as expressed above.

**Article VIII**  
**POLICY OF THE ADVISORY COMMITTEE**

These bylaws, as approved and subject to amendment as indicated, constitute the effective structure within which the Title VI Advisory Committee shall function.

**Article IX**  
**RATIFICATION**

These bylaws shall be declared adopted by the Title VI Advisory Committee when passed by a simple majority at a meeting of the committee.

These bylaws are approved by the KPBSD Title VI Advisory Committee at its meeting on May 11, 2016.