

## American Indian Parent Advisory Committee (AIPAC) and District Partnership Annual Timeline

Month	Actions
August	<ul style="list-style-type: none"> <li>• Conduct outreach to American Indian families and students to participate with the American Indian Parent Advisory Committee (AIPAC).</li> <li>• Schedule AIPAC meetings for the school year.               <ul style="list-style-type: none"> <li>○ Office of American Indian Education (OAIE) recommends weekly or monthly meetings, either on campus or in the community.</li> </ul> </li> <li>• Discuss, review, and implement AIPAC bylaws.</li> <li>• Discuss the American Indian Education Aid (AIEA) program goals and initiatives to be implemented during the school year.</li> <li>• Document discussion of each meeting by taking meeting notes. These are required for Annual Compliance.</li> <li>• Work with the district, charter school, cooperative, or Tribally controlled school to update or create an American Indian Education webpage, if applicable, to include the following:               <ul style="list-style-type: none"> <li>○ AIPAC roles and responsibilities, including <a href="#">Minnesota Statutes 2024, section 124D.78</a></li> <li>○ AIPAC bylaws</li> <li>○ AIPAC meeting minutes</li> <li>○ American Indian Education program staff contact(s)</li> <li>○ American Indian Education events</li> <li>○ Mission, vision, or goal(s)</li> <li>○ Meeting dates</li> </ul> </li> <li>• Establish <b>separate</b> Title VI and Johnson O’Malley (JOM) meetings, where applicable.               <ul style="list-style-type: none"> <li>○ Conduct necessary outreach to eligible families, including distributing <a href="#">506 forms</a> for federal programs only.</li> <li>○ Collect applicable forms and store them in the student’s permanent district file.</li> </ul> </li> </ul>

Month	Actions
September	<ul style="list-style-type: none"> <li>• OAIE will approve AIEA plans by Labor Day.</li> <li>• Districts, charter schools, cooperatives, or Tribally controlled schools and AIPACs continue to work collaboratively to conduct comprehensive outreach for AIPAC participation.</li> <li>• Continue with monthly or weekly scheduled AIPAC meetings. <ul style="list-style-type: none"> <li>○ Maintain meeting minutes. Upload minutes to the American Indian Education webpage when available.</li> </ul> </li> <li>• Review publicly available MCA data, and achievement data available through the district, charter school, cooperative, or Tribally controlled school.</li> </ul>
October	<ul style="list-style-type: none"> <li>• Continue AIEA program implementation.</li> </ul>
November	<ul style="list-style-type: none"> <li>• Continue AIEA program implementation.</li> </ul>
December	<ul style="list-style-type: none"> <li>• Continue with AIPAC meetings to support the American Indian Education program to meet the needs of American Indian students. <ul style="list-style-type: none"> <li>○ Request updates from the district, charter school, cooperative, or Tribally controlled school on the American Indian Education program goals.</li> </ul> </li> <li>• Begin discussion with AIPAC regarding Annual Compliance. <ul style="list-style-type: none"> <li>○ Discussion should be focused on relevant data of American Indian students within the district, charter school, cooperative, or Tribally controlled school.</li> <li>○ Begin working on the American Indian Education Aid Program Plan Review, included in the Annual Compliance Documents.</li> <li>○ Include an AIPAC data request for American Indian Education program updates on the American Indian Education Aid Program Plan Review prior to the February AIPAC meeting.</li> <li>○ Include the data that was shared in</li> </ul> </li> </ul>

Month	Actions
January	<ul style="list-style-type: none"> <li>• Districts, charter schools, cooperatives, and Tribally controlled schools should collaborate with the AIPAC to fill out the American Indian Education Aid Program Plan Review document and provide relevant data to the AIPAC.</li> <li>• Review and collaborate on the American Indian Education Aid Program Plan Review using the <a href="#">American Indian Education Self-Assessment Rubric</a>.</li> <li>• Schedule meeting(s) focused on the Annual Compliance (concurrence/nonconcurrence) vote.</li> <li>• AIPAC conducts the vote for Annual Compliance. <ul style="list-style-type: none"> <li>○ The vote should take place Jan. 15 – Feb. 15 which leaves time to work on your recommendations (if needed) and presentation to the school board.</li> </ul> </li> <li>• Collaboratively submit an agenda request for the AIPAC to present to their Annual Compliance documents to the school board. <ul style="list-style-type: none"> <li>○ Vote of Concurrence: AIPAC presents the vote directly to the school board. Recommendations can be included but are not required.</li> <li>○ Vote of Nonconcurrence: AIPAC writes recommendations for what the district, charter school, cooperative, or Tribally controlled school should be doing to meet the unique academic and cultural needs of American Indian students.</li> </ul> </li> <li>• OAIE posts an eligibility list of districts, charter schools, cooperatives, and Tribally controlled schools of their AIEA award estimate, for those with 20 or more state-identified American Indian students by October 1.</li> </ul>
February	<ul style="list-style-type: none"> <li>• Submit an agenda request to the school board to present AIPAC’s Annual Compliance vote and accompanying letter of recommendations, if applicable. <ul style="list-style-type: none"> <li>○ Present Annual Compliance results to the school board.</li> <li>○ All Annual Compliance documents are submitted to the <a href="#">Office of American Indian Education</a> (mde.aiea@state.mn.us) by <b>March 1</b>.</li> </ul> </li> <li>• Carry Forward, under <a href="#">Minnesota Statutes 2024, section 124D.81, subdivision 2b</a>: <ul style="list-style-type: none"> <li>○ If your district, charter school, cooperative, or Tribally controlled school is unable to use all of your AIEA, the process for carry over of up to 50% of the remaining funds can be submitted on <b>April 1</b>.</li> <li>○ If applicable, start work on the carry over request documents. <ul style="list-style-type: none"> <li>▪ Carry Forward Request</li> <li>▪ Financial Expenditure Report FIN 320</li> <li>▪ An updated Budget Worksheet</li> </ul> </li> </ul> </li> </ul>

Month	Actions
March	<ul style="list-style-type: none"> <li>• Send Annual Compliance documents to the <a href="mailto:mde.aiea@state.mn.us">Office of American Indian Education</a> (mde.aiea@state.mn.us) by <b>March 1</b>. <ul style="list-style-type: none"> <li>○ Vote of concurrence or nonconcurrence</li> <li>○ Resolution document</li> <li>○ AIPAC roster with contact information</li> <li>○ AIPAC meeting minutes for Annual Compliance</li> <li>○ American Indian Education Aid Program Plan Review</li> </ul> </li> <li>• Send budget amendments to the <a href="mailto:mde.aiea@state.mn.us">Office of American Indian Education</a> (mde.aiea@state.mn.us) by <b>March 1</b>. See <a href="#">American Indian Education Aid Guidance</a> for additional details.</li> <li>• The vote of nonconcurrence presented to the school board creates a timeline for school boards to respond to the AIPACs recommendations.</li> </ul>
April	<ul style="list-style-type: none"> <li>• Send Annual Compliance documents to the <a href="mailto:mde.aiea@state.mn.us">Office of American Indian Education</a> (mde.aiea@state.mn.us) by March 1.</li> <li>• If you feel your student count is inaccurate, please review the <a href="#">American Indian Student Identification</a> webpage for procedures to file a student count appeal by <b>June 1</b>.</li> <li>• Districts, charter schools, cooperatives, and Tribally controlled schools new to AIPAC begin planning and conducting outreach to American Indian students, families, and community members. <ul style="list-style-type: none"> <li>○ Districts, charter schools, cooperatives, and Tribally controlled schools with <b>10 or more</b> state-identified American Indian students but less than 20, are required by Minnesota Statutes 2024, section 124D.78 to have an AIPAC and to submit Annual Compliance documentation.</li> </ul> </li> </ul>
May	<ul style="list-style-type: none"> <li>• Begin looking at American Indian student data to inform next year’s American Indian Education Aid Program Plan.</li> <li>• AIPAC should receive relevant data from their district, charter school, cooperative, or Tribally controlled school, not limited to the following: <ul style="list-style-type: none"> <li>○ Academic achievement of American Indian students</li> <li>○ Progress towards language proficiency of American Indian students</li> <li>○ Graduation rates of American Indian students</li> <li>○ Consistent attendance rates of American Indian students</li> <li>○ Achievement and Integration implementation</li> <li>○ Title VI implementation, if applicable</li> <li>○ JOM implementation, if applicable</li> <li>○ Additional title funding streams used to support American Indian students</li> <li>○ Status of previous school year’s AIEA budget and expense sheet</li> </ul> </li> <li>• AIPAC collaborates with and advises the district, charter school, cooperative, or Tribally controlled school on the program plan for the upcoming school year.</li> </ul>

Month	Actions
June	<ul style="list-style-type: none"> <li>• American Indian Education Program Plans are due by <b>June 1</b>. Ensure that AIPAC summer contact information is available to OAIE. <ul style="list-style-type: none"> <li>○ American Indian Education Aid Application</li> <li>○ American Indian Education Aid Budget Worksheet</li> <li>○ American Indian Parent Advisory Committee Roster</li> </ul> </li> <li>• OAIE will begin reviewing plans.</li> </ul>
July	<ul style="list-style-type: none"> <li>• OAIE will continue reviewing plans. Plans will be approved by Labor Day.</li> </ul>

## Important Due Dates

Date	Item
March 1	<a href="#">Annual Compliance Documents</a> , including Program Plan Review
March 1	Budget Amendment
April 1	<a href="#">Carry Forward Request</a> , including Financial Expenditure Report FIN 320, and an updated <a href="#">Budget Worksheet</a>
June 1	<a href="#">American Indian Education Program Plans</a>
June 1	Student Count Appeals