**American Indian Parent Advisory Committee (AIPAC) Bylaws**
**Duluth Public Schools, ISD 709**

# Article I: Name

The name of the committee shall be the Duluth Public Schools American Indian Parent Advisory Committee (AIPAC).

# Article II: Purpose

**The purpose of the AIPAC is to**

1. Ensure the educational rights of American Indian students are met within Duluth Public Schools.
2. Advocate for culturally relevant programs and practices that support the educational success of American Indian students.
3. Serve as an advisory body to the school board, administration, and staff on matters related to American Indian education.
4. Review and approve the Duluth Public Schools's American Indian Education Program plan and provide input to ensure alignment with the needs of American Indian students.
5. Comply with Minnesota Statute 124D.78, which requires the committee to provide input on educational programs and services specifically designed to meet the needs of American Indian students.

# Article III: Membership

## Section 1: Composition

Membership in the AIPAC shall include

1. Parents or guardians of American Indian students enrolled in Duluth Public Schools.
2. Family members of American Indian students enrolled in Duluth Public Schools
3. American Indian students enrolled in Duluth Public Schools
4. American Indian community members
5. Current caregivers of American Indian students enrolled in Duluth Public Schools
6. Staff members and teachers employed by Duluth Public Schools who work with American Indian students
7. The Duluth Public Schools' American Indian Education Coordinator or representative

## Section 2: Voting Membership

1. Duluth Public Schools' employees without American Indian students enrolled in the Duluth Public Schools *may serve as ex officio, non-voting members*.
2. AIPACs must be primarily comprised of parents or guardians of American Indian students

within Duluth Public Schools. Other eligible committee members include American Indian secondary students, American Indian Duluth Public Schools staff, and American Indian community members. Additionally, family members of American Indian students, such as grandparents or older siblings, are also eligible to serve on the committee. Non-Native Duluth Public Schools staff may participate in the AIPAC meetings, but they are not permitted to be voting committee members and should not be included on the AIPAC roster. Duluth Public Schools staff should not outnumber committee members at meetings.

### Section 3: Removal of Members

1. Members may be removed from the committee by a majority vote for failure to fulfill their responsibilities, failure to adhere to established code of conduct, or other significant reasons.
    a. Spreading harmful rumors or misinformation about committee members or proceedings
    b. Intimidating or harassing behaviors towards other committee members, in or out of meetings
    c. Attending meetings under the influence of drugs or alcohol
    d. Other reasons as addressed through the grievance procedures
        i. See Article VI: Committees, Section 1: Grievance Committee
2. A letter will be sent to the member or served to them in-person notifying them that they will be considered for removal and may be removed by a majority vote after a grievance meeting is held.
3. Roll call shall be taken at the scheduled hour of the meeting.

## Article IV: Officers

### Section 1: Officers

The officers of the AIPAC shall be elected from the parent/guardian voting membership and consist of the following positions:

1. Chairperson or Co-chairperson's
2. Vice-Chairperson
3. Secretary
4. Treasurer

### Section 2: Election of Officers

Officers shall be elected by a majority vote of the voting membership at the final meeting of the school year. Officers shall serve a term of one (1) year and may be re-elected.
In the event that officers are not elected at the final meeting of the school year, the previous

officers shall be retained as interim until an election meeting is established at the start of the new school year.

### Section 3: Duties of Officers

1. **Chairperson(s):** Presides over all meetings, develops the meeting agenda in consultation with the Duluth Public Schools' Indian Education Coordinator or representative, and represents the AIPAC in front of the school board for board meetings, events that are planned by the AIPAC, or other public forums as necessary.
2. **Vice-Chairperson:** Assists the Chairperson(s) with developing meeting agendas and assumes their duties in their absence.
3. **Secretary:** Maintains meeting minutes, attendance records, and committee correspondence.
4. **Treasurer:** Maintains records of fundraising funds generated, utilized, and reports those records to the committee quarterly

## Article V: Meetings

### Section 1: Schedule

1. The AIPAC shall meet at least four (4) times per school year, with additional meetings scheduled as needed. Monthly or weekly meetings are recommended by the Office of American Indian Education at MDE.
2. Meeting dates, times, and locations shall be established at the beginning of each school year and shared with all members and stakeholders.
    a. Public Posting on the American Indian Education Webpage
    b. Public Posting on the Duluth Public Schools District Calendar
    c. Public Posting on Duluth Public Schools' Social Media
    d. Parent Square Notification
    e. Monthly or Quarterly Newsletter
3. Special meetings may be called at the discretion of the chairperson(s) with *at least 5 days notice*.
4. Special meetings may be called by a majority of the voting membership provided that:
    a. *Notice is provided at least 5 days in advance*
    b. *Notice must include date, time, location and specify all business to be included in the meeting*
    c. *A quorum must be present and nothing other than the stated business, and the various motions that allow the meeting to take care of this business can be considered in a special meeting if it's not included in the notice.*

### Section 2: Quorum

A quorum for conducting official AIPAC business shall consist of 4 caregivers of American Indian students within Duluth Public Schools and an officer to preside over the meeting

### Section 3: Decision-Making

1. Decisions of the AIPAC shall be made by a majority vote of the voting members present at a meeting, provided there is a quorum.
    a. All voting members must sign in on the AIPAC roster the day the vote occurs
2. Email votes are not permissible to allow for maximum transparency and participation of the American Indian Community
3. The certification page of the American Indian Education State Aid application can only be signed after the full and complete application is presented at an AIPAC Meeting and a vote to approve has occurred
    a. By physically signing, the Chairperson certifies that the American Indian Education Aid application components have been developed in full collaboration with the American Indian Parent Advisory Committee, pursuant to Minnesota Statutes 2024, section 124D.78, and
    b. attests that:
        i. All parties are aware of Minnesota statutes pertaining to American Indian Education Aid as laid forth in the Indian Education Act of 1988.
        ii. All parties have reviewed the Office of American Indian Education's resources and Every Student Succeeds Act (ESSA) indicator data pertaining to American Indian Education Aid
        iii. All goals, narratives, and budgets were discussed in detail and agreed upon by all parties
        iv. All programming initiatives supplement, and do not supplant any state or federal educational or cocurricular programs.

## Article VI: Committees

*The AIPAC may form subcommittees as necessary to accomplish specific tasks or goals. These subcommittees shall report their findings or recommendations to the full committee for action.*

### Section 1. Grievance Committee

The Duluth Public Schools American Indian Parent Advisory Committee shall act as a hearing board for any person/group who may wish to propose any changes or additions, or express grievances regarding the Duluth Public Schools American Indian Parent Advisory Council or the ISD 709 American Indian Education Department
Any person/group wishing to submit a grievance shall attempt to resolve the complaint in the following manner:

- Request a meeting with the American Indian Education Coordinator

- If not resolved, the grievant shall be given a written copy of Duluth Public Schools' due process procedures and informed of Step 1.

**STEP 1**

- A written grievance shall be submitted after meeting with the American Indian Education Coordinator to the American Indian Education Committee Chairperson, who will chair a hearing board to resolve the grievance.
- In the case that a hearing board cannot be scheduled in a timely manner, such grievances shall be heard at the first meeting of the committee following the receipt of the grievance report.
- If not resolved:

**STEP 2**

- The written grievance report shall be submitted to the LEA who shall contact the grievant within ten (10) weekdays (Monday - Friday, excluding legal holidays)
  The General Duluth Public Schools Complaint Form can be found at https://www.isd709.org/families/forms
- The LEA shall meet with all parties in an effort to resolve the grievance
- If not resolved:

**STEP 3**

- Appeal of the above decision shall be made by submission of the written grievance to the Superintendent of Schools following Step 2.
- If not resolved:

**STEP 4**

- If the grievance is not satisfactorily resolved at Step 3, it may be appealed to the school board, after receipt of the decision in the preceding step
- The written grievance should be sent to the clerk of the school board, the superintendent, and also a copy to the school Duluth Public Schools's equal opportunity officer. The school board, at its next regular school board meeting, acknowledges receipt of the appeal and determine if the appeal will be heard by the full school board.

**STEP 5**

- If the grievance is not satisfactorily resolved, final appeal may be made by contacting the Minnesota Department of Education, 400 NE Stinson Blvd., Minneapolis, MN, 55413

## Article VII: Compliance with Minnesota Statutes

The AIPAC will adhere to all requirements under Minnesota Statute 124D.78 and any other applicable state and federal laws pertaining to the education of American Indian students, including:

1. Submitting an annual vote of concurrence or non-concurrence with Duluth Public Schools' educational offerings for American Indian students.

2. Reviewing and recommending educational plans to meet the unique needs of American Indian students.
3. Advising Duluth Public Schools on how to address any identified educational disparities or needs of American Indian students.

## Article VIII: Amendments

These bylaws may be amended at any meeting of the AIPAC by a two-thirds vote of the voting members present, provided that the proposed amendments have been posted to the American Indian Education Webpage along with notice of the date that the vote will occur, and there is an open public comment period prior to the vote

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| *[Signed]* Amber Greensky | Jan 21, 2026 |
| Chairperson | Date |
| *[Signed]* | 1/21/26 |
| Chairperson | Date |