DEPARTMENT OF EDUCATION
OFFICE OF AMERICAN INDIAN EDUCATION

# AIPAC and District Partnership – Annual Timeline

| Month | Actions |
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| **August** | • Conduct outreach to American Indian families and students to participate on American Indian Parent Advisory Committee (AIPAC).<br>• Schedule all AIPAC meetings for the school year.<br>  ○ Office of American Indian Education (OAIE) recommends weekly or monthly meetings (either on campus or in the community).<br>• Discuss, review, and implement AIPAC bylaws.<br>• Begin discussing the American Indian Education Aid (AIEA) program goals and initiatives to be implemented during the school year.<br>• Document discussion of each meeting by taking meeting minutes (these are required for Annual Compliance).<br>• Work with the district to update or create a district American Indian Education webpage (if applicable) to include the following:<br>  ○ AIPAC roles and responsibilities, including Minnesota Statues 2023, section 124D.78<br>  ○ AIPAC bylaws<br>  ○ AIPAC meeting minutes<br>  ○ American Indian Education program staff contact(s)<br>  ○ American Indian Education events<br>  ○ Mission, vision, or goal(s)<br>  ○ Meeting dates<br>• Establish **separate** Title VI and Johnson O'Malley (JOM) meetings (where applicable)<br>  ○ Conduct necessary outreach to eligible families (506 forms).<br>  ○ Collect applicable forms and store them in the student's permanent district file. |

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| **September** | • Districts and AIPACs continue to work collaboratively to conduct comprehensive outreach for AIPAC participation.<br>• Continue with monthly/weekly scheduled AIPAC meetings.<br>  ○ Maintain meeting minutes (upload to the district American Indian Education webpage).<br>• AIPAC collaborates with the district on the formulation of the American Indian Education Aid and the overall programming that will occur within the American Indian Education program with a good balance of both academic and cultural programs.<br>• AIPAC should receive relevant data from their district, not limited to the following:<br>  ○ Academic achievement of American Indian students<br>  ○ Progress towards language proficiency of American Indian students<br>  ○ Graduation rates of American Indian students<br>  ○ Consistent attendance rates of American Indian students<br>  ○ Achievement and Integration implementation<br>  ○ Title VI implementation (if applicable)<br>  ○ Johnson O'Malley (JOM) implementation (if applicable)<br>  ○ Additional title funding streams used to support American Indian students<br>  ○ Status of previous school year's American Indian Education Aid (AIEA) budget and expense sheet |
| **October** | • Continue American Indian Education Aid (AIEA) program planning and implementation.<br>• The application submission window to the Office of American Indian Education is open from September 1 to November 30 (Application, AIPAC Roster, Budget Worksheet). |
| **November** | • All materials for the American Indian Education Aid (AIEA) program must be submitted to the Office of American Indian Education (OAIE) at MDE.AIEA@state.mn.us by **November 30** for the 2024-25 school year. This includes the following:<br>  ○ American Indian Education Aid Application<br>  ○ Budget Worksheet<br>  ○ AIPAC Roster with contact information |

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| **December** | • Continue with AIPAC meetings to support the American Indian Education program to meet American Indian student needs.<br>  ○ Request updates from district on the American Indian Education program goals.<br>• Begin discussion with AIPAC regarding Annual Compliance.<br>  ○ Discussion should be focused on relevant data of American Indian students within the district or school.<br>  ○ Begin working on the American Indian Education Aid Program Plan Review (included with compliance paperwork).<br>  ○ Include an AIPAC data request for American Indian Education Program updates on the Program Plan Review prior to February AIPAC meeting.<br>  ○ Include in AIPAC minutes the data that was shared.<br>• Districts and schools, and the AIPAC, should utilize the American Education Self-Assessment Rubric. |
| **January** | • Review and collaborate on the Program Plan Review documents using the American Indian Education Self-Assessment Rubric.<br>• Schedule meeting(s) focused on the Annual Compliance vote (concurrence/nonconcurrence).<br>• Districts should fill out the American Indian Education Aid Program Plan Review document and provide the data to the AIPAC.<br>• AIPAC conducts the vote for Annual Compliance.<br>  ○ Office of American Indian Education (OAIE) suggests the vote take place Jan. 15–Feb. 15.<br>• Collaboratively submit an agenda request for the AIPAC to present to the School Board their Annual Compliance documents.<br>  ○ Vote of Concurrence: AIPAC presents vote directly to School Board. Recommendations can be included but are not necessary.<br>  ○ Vote of Nonconcurrence: AIPAC writes recommendations for what the district or school should be doing to meet the unique academic and cultural needs of American Indian students. |

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| **February** | • Submit agenda request to the School Board to present AIPAC's Annual Compliance vote and accompanying letter of recommendations (if applicable).<br>  ○ Present compliance results to the school board.<br>  ○ All compliance documents submitted to MDE.AIEA@state.mn.us by March 1.<br><br>***New***: Carry Forward, under Minnesota Statutes 2023, section 124D.81, subdivision 2b<br>  ○ If your district or school is unable to use all of your American Indian Education Aid (AIEA), the process for carryover of up to 50% of the remaining funds can be submitted on April 1.<br>  ○ If applicable, start work on the carryover request documents. |
| **March** | • Due March 1: Compliance documents to MDE.AIEA@state.mn.us<br>  ○ Vote of concurrence/nonconcurrence<br>  ○ Resolution document<br>  ○ AIPAC roster with contact information<br>  ○ AIPAC meeting minutes for Annual Compliance<br>  ○ American Indian Education Aid Program Plan Review<br>• ***New***: Due March 1: Budget Amendment is due (see American Indian Education Aid Guidance)<br>• The Vote of nonconcurrence presented to the School Board creates a timeline for School Boards to respond to the AIPACs recommendations. |
| **April** | ***New***: April 1 Deadline for Carry Over of Funds<br><br>• The Office of American Indian Education (OAIE) informs districts, charter schools, and Tribal contract schools of their American Indian Education Aid (AIEA) award estimate (for those with 20 or more state-identified American Indian students by October 1).<br><br>***New***: If you feel your student count is inaccurate, the latest date to file a student-count appeal is **June 1.** See American Indian Student Identification webpage for procedure.<br><br>• School districts and charters new to AIPAC begin planning and conducting outreach to American Indian students, families, staff, and community members.<br>  ○ Districts, charter schools, and Tribal contract schools with **10 or more** state-identified American Indian students but less than 20, are required by Minnesota Statute 2023, section 124D.78 to have an AIPAC and to submit Compliance documentation. |
| **May** | • Begin looking at American Indian student data to inform next year's American Indian Education Aid Program Plan. |

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| **June** | ***New***: 2025-26 American Indian Education Aid Program Plans are due June 1.<br>• The Office of American Indian Education will begin reviewing plans for the 2025-26 school year. |
| **July** | • The Office of American Indian Education will continue reviewing plans for the 2025-26 school year. |

## Important Due Dates

**November 30** American Indian Education Plans

**March 1** Compliance Paperwork including Program Plan Review

**March 1** Budget Amendment

**April 1** Carry Forward of Funds form

**June 1** American Indian Education Program Plans for the 2025-26 school year

**June 1** Student Count Appeals