

Naatsis'Aan Community Schools, Inc.

Board Policies and Procedures



2025-2026

Adopted: August 22, 2025

Table of Contents

110.1	Authority of the Governing Board of Education, Inc.	3
110.1.1	General Statement	3
110.1.2	General Authority	3
110.2	Duties and Powers of the Governing Board of Naatsis'Aan Community School, Inc.	5
110.3	Individual Governing Board of Naatsis'Aan Community School, Inc.	6
110.4	Delegation of Authority	6
110.5	The School Principal	6
110.6	Naatsis'Aan Community School, Inc.- Principal Relationship	7
120.1	Governing Board of Naatsis'Aan Community School, Inc., Board Members' Code of Ethics	7
120.2	Governing Board of Naatsis'Aan Community School, Inc., Board Members' Conflict of Interest	8
130.1	Qualification for Office of Governing Board of Naatsis'Aan Community School, Inc.	9
130.1.1	Vacancy in Office	9
130.1.2	Orientation of newly elected members of the Governing Board of Naatsis'Aan Community School, Inc.	9
140.1	Appoint and/or Election of Officers for Governing Board of Naatsis'Aan Community School, Inc.	10
140.1.1	General	10
140.1.2	President of the Governing Board of Naatsis'Aan Community School, Inc.	10
140.1.3	Duties of the Vice-President of the Governing Board of Naatsis'Aan Community School, Inc.	11
140.1.4	Duties of Secretary of the Governing Board of Naatsis'Aan Community School, Inc.	11
140.1.5	Duties of Administrative Assistant	11
140.2	The School Attorney	11
150.1	Meetings of the Governing Board of Naatsis'Aan Community School, Inc.	11
150.1.1	General	12
150.1.2	Regular Meetings of the Governing Board of Naatsis'Aan Community School, Inc.	12
150.1.3	Special Meeting of the Governing Board of Naatsis'Aan Community School, Inc.	13
150.1.4	Annual Corporate Meeting	13
150.1.5	Meeting Agenda	13
150.1.6	Public Participation	14
150.1.7	Handling Staff and Community Complaints	14
150.1.8	Quorum	14
150.1.9	Naatsis'Aan Community School, Inc. Meeting Procedures	14
150.1.10	Executive Session	15
150.1.11	Absence	16
150.1.12	Board Hearing	16
150.1.13	Minutes of the Meetings	17
160.1	Authorities of Governing Board of Naatsis'Aan Community School, Inc. with Special Assignments	
170.1	Policy Making/Development	18
170.1.1	General Statement	18
170.1.2	Policy Adoption	19

170.1.3	Administrative Action Absence of Policy	19
180.1	Outside Consultants to the Governing Board of Naatsis'Aan Community School, Inc.	19
180.2	Naatsis'Aan Community School, Inc./Staff/Community Communications	19
180.3	Board Members Visiting Programs	19
180.4	Board Member Training and Development	20
180.5	New Board Member Orientation	20
180.6	Board Member Compensation	20
180.7	Board Member Expenses and Insurance	21
190.1	Stipend Payment: Governing Board of Naatsis'Aan Community School, Inc.	21

Section 100

The Governing Board of Naatsis'Aan Community School, Inc. is a body incorporated under the name of the Governing Board of Naatsis'Aan Community School, Inc. The board members are elected by the local chapter members. Therefore, they represent Naatsis'Aan Community School (Navajo Mountain). As elected officials, they act on behalf of the Naatsis'Aan Community. They will establish direction and create policies and procedures related to all departments at NCS that pertain to the welfare of students, employees, parents, and the community. They will monitor the fiscal responsibility to ensure compliance and transparent accountability with all established Federal and Tribal Laws regarding financial regulations and policy.

The Governing Board of Naatsis'Aan Community School, Inc. will act as a whole and not individually in performing the necessary maintenance, prosperity, and success of the school. It may sue and be sued under the provisions applicable to the Navajo Nation laws and policies. The Governing Board of Naatsis'Aan Community School, Inc. is not bound, in any way, by any statement or action on the part of an individual member, but only when the Governing Board of Naatsis'Aan Community School, Inc. acts through adopted policies or by a majority vote of the membership.

The performance and compliance of the school programs and services begin with the Governing Board of Education, Inc., Board, and how it governs itself and how it relates to the staff and community. It is responsible for its operations, its ethical action, its self-improvement, and its unity. These policies have been developed and officially adopted by the Governing Board of Education, Inc., School Board to govern itself effectively and to conduct business.

110.1 Authority of the Governing Board of Naatsis'Aan Community School, Inc.

110.1.1 General Statement

The Governing Board of Naatsis'Aan Community School, Inc. is elected at large to represent, through delegated authority, a duty to protect and build the educational services and facilities of Naatsis'Aan Community School, Inc. The members of the Governing Board of Naatsis'Aan Community School, Inc. have authority only when acting as a board in a regular or special session.

The Governing Board of Naatsis'Aan Community School, Inc. is the regional school board with authority to guide and direct the school administration, establish educational policies, and other governing responsibilities according to Navajo Nation Council Code Title 10 § 106, 11 N.N.C. § 11, and on behalf of Naatsis'Aan Community School, Inc.

The primary goal of the Governing Board of Naatsis'Aan Community School, Inc. is to provide each student with the highest quality education in keeping with his/her capacity to learn. This factor shall be the primary motivator and challenge for them.

110.1.2 General Authority

The Governing Board of Naatsis'Aan Community School, Inc. shall ensure that the school is well managed, that it will continuously set positive objectives and goals, and that it keeps all educational services focused on the needs of the students. It shall act to maximize the value of the educational services of the school, and it will act to keep the school in compliance with funding according to agency requirements as well as the Navajo Nation Ethics in Government Law (2N.N.C. 6) and all applicable Navajo Nation Laws governing the Navajo People.

1 The Governing Board of Naatsis'Aan Community School, Inc. will act professionally, setting a
2 positive leadership example in carrying out its operations. Its actions and directives will
3 emphasize significant leadership more than administrative details, the future over the past, with
4 a clear difference between board and staff roles, action, and reason over reaction. Within its
5 authority, the following are the most important Governing Board of Naatsis'Aan Community
6 School, Inc. duties and responsibilities:
7

8 A. Setting Direction: The Governing Board of Naatsis'Aan Community School, Inc. is responsible
9 for setting up policies and goals and employing a School Principal who will carry out its
10 operations. The principal will efficiently and effectively manage programs to reach its goals,
11 seek and apply for funding, and actively use the policies and procedures as a guide to
12 achieve program goals.
13

14 B. Program Planning Appraisal: The Governing Board of Naatsis'Aan Community School, Inc.
15 is responsible for making the best possible planning decisions about the school by becoming
16 more knowledgeable and being more aware of its student programs and services. The
17 Governing Board of Naatsis'Aan Community School, Inc. is responsible for reviewing reports
18 on programs and services for appraisal and planning.
19

20 C. Community Liaison: The Governing Board of Naatsis'Aan Community School, Inc. is
21 responsible for keeping themselves informed about the needs and related goals of the whole
22 community, for setting direction for the common good, and for making decisions that will
23 represent all the communities associated with Naatsis'Aan Community School, Inc. It is
24 responsible for assisting the principal in seeking information to follow the political process for
25 the realization of new programs and initiatives.
26

27 D. Certified and Non-Certified Staff and Administration: The Governing Board of Naatsis'Aan
28 Community School, Inc. is Responsible for establishing salary schedules, benefits,
29 employment terms, and conditions, and for establishing organization-wide personnel policies
30 that include an annual evaluation for all staff and a bi-annual benchmark for the principal.
31

32 E. Overseeing Financial Resources: The Governing Board of Naatsis'Aan Community School,
33 Inc. is responsible for monitoring and reviewing the school's finances through reports in a
34 manner that ensures proper Fund use, fund accountability, contract compliance, financial
35 stability, and the continuity of the organization. This shall include contracting for and using the
36 findings of regular independent audits. It shall be responsible for controlling its spending for
37 the Governing Board of Education, Inc., School Board stipends and expenses. **It is the**
38 **board's responsibility to approve all overnight/out of state staff and administrative**
39 **travel.** *They will review and approve purchases as outlined in the Procurement Policy.*
40

41 F. Hearing Appeals in Specific Situations: The Governing Board of Naatsis'Aan Community
42 School, Inc. is responsible for Hearing Appeals from the school's contracted personnel, both
43 certified and non-certified. The Board assumes this role in situations where all administration
44 processes for resolution have been exhausted. When the Governing Board hears an appeal,
45 it shall use specific guidelines, and a special meeting shall be called only for said specified
46 hearing. (For example, the Governing Board of Naatsis'Aan Community School, Inc., shall not
47 hear any appeal in an open session, regular meeting, or the community comments portion of
48 the agenda.)
49

50 G. Hiring, supporting, and evaluating the principal: The Governing Board of Naatsis'Aan
51 Community School, Inc. is responsible for hiring and determining the principal's salary and

terms of employment. In addition, the Governing Board is responsible for conveying clear and concise benchmarks that are reasonable. And, it is incumbent upon the Governing Board of Naatsis'Aan Community School, Inc. to actively evaluate/monitor the progress of its established goals and objectives for the principal every quarter. It is the responsibility of the principal to convey to the Governing Board of Naatsis'Aan Community School, Inc., his/her needs for assistance in special situations.

110.2 Duties and Powers of the Governing Board of Naatsis'Aan Community School, Inc.

The Governing Board of Naatsis'Aan Community School, Inc. retains and reserves unto itself all powers, rights, authority, duties, and responsibilities of Naatsis'Aan Community School, Inc. In execution of these powers and Duties specifically provided by the State, Federal, and Navajo Nation Laws, the Governing Board of Naatsis'Aan Community School, Inc. adopts the following responsibilities, duties, and powers.

- A. If there is an employee in question and/or to ensure that the principal is performing his/her duties, the Governing Board of Naatsis'Aan Community School, Inc. will have permission to review any directed personnel files under the guidance of Human Resource Office. It will be deemed necessary to uphold the integrity and professionalism of the students, parents, and school.
- B. To elect its officers: President, Vice-President, Secretary, and Members.
- C. To adopt policies and set up rules and regulations for the school.
- D. To maintain and operate the community school system as it shall deem necessary to best suit the needs of the school.
- E. To employ a School Principal who will manage and carry out its operation by its adopted policies.
- F. Hiring and termination of school personnel.
- G. To appoint or contract an attorney.
- H. To purchase, construct, rent, operate, and maintain classrooms, libraries, gymnasiums, recreation places and playgrounds, administration buildings, and other school buildings or housing, and to acquire sites and equipment, have school property insured (eg. School inventory tag with appropriate serial tags).
- J. To acquire property by condemnation proceedings in the same manner as land is condemned for certain purposes.
- K. To dispose of property no longer needed by the school by sale, exchange, lease, or otherwise as prescribed by the State, Federal, or Navajo Nation Laws.
- L. To purchase the necessary property, equipment, furniture, and supplies necessary to carry out and fulfill all powers granted by law or policies.
- M. To incur all expenses within the limitations provided by law, necessary to carry out and fulfill all powers granted.
- N. To contract with and define the duties and compensation of a regular certified principal, certified teachers, office personnel, facility personnel, food service personnel, residential personnel, and other necessary employees of the school, and to exercise sole control over the school and its property.
- O. To provide for an appropriate personnel policy and undesignated leave policy for all personnel.
- P. To provide for an annual audit of all such school activity funds. The original reports of such audit shall be delivered to the Governing Board of Naatsis'Aan Community School, Inc., and a copy thereof shall be furnished to the activities fund custodian.
- Q. To rent or lease school-owned facilities (i.e., the gymnasium, dormitory, cafeteria, or other property).

- 1 R. On or before the 30th of June of each year, the Governing Board of Naatsis'Aan
2 Community School, Inc. shall have a preliminary school year budget outlining the funds
3 needed for support and maintenance of the school for the ensuing year. The Governing
4 Board of Naatsis'Aan Community School, Inc. shall make an itemized statement showing
5 funding needs for the ensuing year.
- 6 S. He/she will maintain an awareness and understanding of the school's fiscal policies and
7 procedures and have continuous oversight of the Governing Board of Naatsis'Aan
8 Community School, Inc.'s operating budget and expenditures.
- 9 1. The funds estimated to be on hand at the end of the current fiscal year and
 - 10 2. The estimated income from sources, including apportionment of revenue from the
11 school fund based upon the distribution of the next preceding year, and
 - 12 3. The funds are sufficient to pay any indebtedness and interest due on the debt and the
13 amount necessary to pay installments on judgments.
- 14

15 **110.3 Individual Governing Board of Naatsis'Aan Community School, Inc.**

16 Governing Board of Naatsis'Aan Community School, Inc. has no individual authority; the
17 Individual Governing Board of Naatsis'Aan Community School, Inc. has authority only when acting
18 as a Governing Board of Naatsis'Aan Community School, Inc. legally in session. The Governing
19 Board of Naatsis'Aan Community School, Inc. shall not be bound in any way by any action or
20 statement on the part of an Individual member except when such statement or action is to the
21 pursuance of a specific Instruction from the entire Governing Board of Naatsis'Aan Community
22 School, Inc. When an individual Governing Board of Naatsis'Aan Community School, Inc.
23 member visits the school, they have no more authority than any other citizen. The governing
24 Board of Naatsis'Aan Community School, Inc., as individuals, will not micromanage the school
25 nor harass the principal or any employee within the school at any time.

26

27 An individual Governing Board of Naatsis'Aan Community School, Inc. should resign from the
28 board before seeking to secure school employment. In no event shall a final decision for hire be
29 made before receiving the Governing Board of Naatsis'Aan Community School, Inc. member's
30 resignation.

31

32 **110.4 Delegation of Authority**

33 The Governing Board of Naatsis'Aan Community School, Inc. delegates to the principal the
34 function of specifying required actions and designating the detailed arrangements under the
35 Governing Board of Naatsis'Aan Community School, Inc. policies for the operation of the school.
36 All Governing Board of Naatsis'Aan Community School, Inc. authority to the staff is delegated
37 through the principal. The principal is responsible for achieving the Governing Board of
38 Naatsis'Aan Community School, Inc.'s desired results through a fair, responsible, and ethical
39 process that follows the policies and procedures, especially the Personnel Policies and
40 Procedures Manual of the school.

41

42 **110.5 The School Principal**

43 The Governing Board of Naatsis'Aan Community School, Inc. shall select the School Principal to
44 be the technical figurehead of the school system and be directly responsible to the Governing
45 Board of Naatsis'Aan Community School, Inc. for the total administration of the school. The
46 Governing Board of Naatsis'Aan Community School, Inc. will vest in him/her the necessary
47 authority and provide the appropriate personnel to carry out its administration.

48

49 The Governing Board of Naatsis'Aan Community School, Inc. will give counsel and advice to the
50 principal regarding the operation of the school as it deems necessary, always remembering that

1 the Governing Board of Naatsis'Aan Community School, Inc., as Individuals, have no authority
2 and only policies voted by the board shall be enforced.
3

4 The Principal of the School will be required to submit such periodic reports as the Governing
5 Board of Naatsis'Aan Community School, Inc., deems necessary to keep it properly advised on
6 the administration of the school. The principal must be honest, concise, and complete in his/her
7 reports to the Governing Board of Naatsis'Aan Community School, Inc. The principal should
8 present important matters requiring board action to the Governing Board of Naatsis'Aan
9 Community School, Inc., as required, not in a semi-private way to individual members. The
10 principal will be expected by the Governing Board of Naatsis'Aan Community School, Inc. to
11 attend all board meetings except at times when his/her employment may be under consideration
12 or by mutual consent he/she is absent for a reason authorized by the Governing Board of
13 Naatsis'Aan Community School, Inc.
14

15 In the community, the Governing Board of Naatsis'Aan Community School, Inc. shall expect the
16 Principal of the School to assume his/her place as a citizen with all responsibility, which the
17 concept of citizenship conveys. He/she should use his position of leadership to present the cause
18 of public education honestly and forthrightly and to further community activities compatible and
19 complementary to the school.
20

21 **110.5 Governing Board of Naatsis'Aan Community School, Inc.- Principal Relation**

22 The principal holds the only position that is accountable to the Governing Board of Naatsis'Aan
23 Community School, Inc. for all the School's Performances, following the Governing Board of
24 Naatsis'Aan Community School, Inc.'s stated limits. It is of utmost importance for the good of the
25 children of Naatsis'Aan Community School, Inc., that the Governing Board of Naatsis'Aan
26 Community School, Inc. and the Principal work in an atmosphere of mutual trust and goodwill.
27

28 The Governing Board of Naatsis'Aan Community School, Inc., together with the principal, has a
29 moral obligation to provide such leadership to the teaching profession. It is their obligation and
30 responsibility to work together for an increasingly effective program for all the students and staff,
31 and insofar as it is required of each, to submerge personal ambition, prejudice, and desire to that
32 end.
33

34 **120.1 Governing Board of Naatsis'Aan Community School, Inc. Code of Ethics**

35 First and foremost, The members of the Governing Board of Naatsis'Aan Community School, Inc.
36 are held to the highest standard of ethical conduct. To deliver effective service to the community
37 school is their primary role, which requires each member to guide his/her actions according to the
38 personnel ideals expressed in this CODE of ETHICS. Only by doing so can members of the
39 Governing Board of Naatsis'Aan Community School, Inc. ensure optimum performance and
40 delivery of an effective practice service approach. The Governing Board of Naatsis'Aan
41 Community School, Inc.'s primary responsibility is to the students of Naatsis'Aan Community
42 School, Inc., and their Oath of Office as representatives of the community.
43
44

- 45 • Members of the Governing Board of Naatsis'Aan Community School, Inc. will adhere to
46 and follow the Navajo Nation Ethics in Government Law (2NNC 6). Regulations and
47 Standard of Conduct for Elected Officials of the Navajo Nation.
48
- 49 • These guidelines are incorporated into the Naatsis'Aan Community School, Inc. Operating
50 Policies and Procedures up to and within the parameters of the Navajo Nation Codes. The
51 Governing Board of Naatsis'Aan Community School, Inc. should also use these guidelines

1 in their actions and review the Navajo Nation Codes: Conduct of Ethics in Government
2 Law (2NNC 6) often.
3
4

5 The members of the Governing Board of Naatsis'Aan Community School, Inc. have a moral
6 responsibility to adhere to the approved Navajo Nation Code: Conduct of Ethics in Government
7 (2NNC 6). The moral values endorsed, supported, or approved by the Governing Board of
8 Naatsis'Aan Community School, Inc. are as follows:
9

- 10 A. Honesty: Conducts human interactions in a fair, straightforward manner, tells the truth, does
11 not cheat, steal, or intentionally mislead, and behaves consistently with one's professional
12 values and ideals of integrity.
- 13 B. Responsibility: Accepts responsibility for the foreseeable consequences of one's actions,
14 reactions, choices, and goals and demonstrates an active commitment to the welfare of
15 others.
- 16 C. Compassion: Demonstrates sensitivity and a decent measure of caring and concern for
17 fellow human beings and begins with exhibits of generosity and love.
- 18 D. Perseverance: Continues the pursuit of goals in the face of adversity and demonstrates a
19 willingness to work diligently.
- 20 E. Respectfulness: Holds each other and the environment in high regard, acknowledges the
21 inherent values in human beings and all living things, honors the rights of others to be
22 autonomous and to be treated with dignity, but does not confuse it with an insistence that
23 one is entitled to someone else's respect.
- 24 F. Cooperative: Interacts with others mutually in a beneficial way and seeks thoughtful and
25 peaceful ways of resolving conflict.
- 26 G. Civil Duty: Respects the principles of representative democracy, expresses informed views,
27 participates in the democratic process, observes rules and laws, and demonstrates a
28 commitment to the community.
- 29 H. Courage: Demonstrates a desire to act positively on a moral value even in the face of
30 potential personal loss, a willingness to take calculated risks to achieve a positive result, and
31 not to be confused with aggressive physical or emotional behaviors.
- 32 I. Board members shall not discriminate, bully, haze, or harass school personnel.
- 33 J. Board members shall follow the chain of command as elected leaders. The organizational
34 chart will be followed or observed when dealing with staff.

35 The CODE of ETHICS is a clear statement to the community that members of the Governing
36 Board of Naatsis'Aan Community School, Inc. understand their role and commitment to providing
37 an example of ethical decision-making as one of the clearest lessons it can provide to the students
38 and the community.
39

40 **120.2 Conflict of Interest - Members of Government Board:**

41 The Governing Board of Naatsis'Aan Community School, Inc., believes it is essential that conflicts
42 of Interest and any appearance thereof be avoided in all school-related matters. Members of the
43 Governing Board of Naatsis'Aan Community School, Inc. shall not knowingly commit violations of
44 the following:
45

- 46 A. Disclose or use confidential information about the school to advance the financial and/or
47 other private interests of said members or others.

- B. Use of school assets or equipment for any unlawful or improper purpose or to promote a personal business interest.
- C. Approve or make any payment of school funds with the intention of self-interest.
- D. Participating in a negotiation or making a contract between the school and any business entity in which the employee has a financial interest, either directly /or indirectly.
- E. Not to represent a private interest in any action or proceeding before the Governing Board of Naatsis'Aan Community School, Inc.
- F. Request or receive any money, things of value, or a promise thereof that is conditioned upon or given in exchange for the performance of an official act.
- G. Render any commercial service to the school on a commission basis.
- H. Serving on any School Evaluation Committee for proposals or bids must acknowledge a Conflict of Interest and recuse oneself before proceeding in the meeting process.

130.1 Qualification for Office of Governing Board of Naatsis'Aan Community School, Inc:

Any person from the community and eighteen years old is eligible to apply for membership under the Navajo Nation Election Law, but by eligibility requirements. However, a school employee and/or his/her spouse cannot serve as a member of the Governing Board of Education, Inc., School Board. If an employee is interested in membership in the Governing Board of Naatsis'Aan Community School, Inc., they must resign first from his/her employment with Naatsis'Aan Community School, Inc. to qualify for membership in the Governing Board of Naatsis'Aan Community School, Inc. by established policies.

Members of the Governing Board of Naatsis'Aan Community School, Inc. shall be elected for a four-year term by the established Navajo Nation Election Laws as established by the Navajo Nation Board of Election Supervisors and be confirmed and certified by the Navajo Nation Board of Election Supervisors. Elected members shall take their seats at the first meeting in January after their election.

130.1.1. Vacancy in Office:

The Navajo Nation Board of Election would declare a vacancy of a board member's seat if the person elected fails to qualify for membership of the Governing Board of Naatsis'Aan Community School, Inc. within thirty (30 or 90) days of certification of the election. Or if he/she refuses to take office, resigns, /or resigns due to evidence of conviction of a felony charge, which involves moral turpitude and/or a violation of the Oath of Office, or no longer resides within the boundary for which he/she was elected to represent. Upon such determination, two-thirds (2/3) of the membership of the Governing Board of Naatsis'Aan Community School, Inc. shall declare the seat vacant. In the event the board member returns from an extended absence (60 days) shall return with reinstatement documents and all pertinent documents, including background checks, must be resubmitted at the board member's expense.

The Governing Board of Naatsis'Aan Community School, Inc. shall declare a vacancy on membership of the Governing Board of Naatsis'Aan Community School, Inc. for any actions that disqualify a member from serving by the laws, regulations, and policies established and approved by the Navajo Nation Board of Election Supervisors and the Navajo Nation Council or the Department of Dine Education.

The Governing Board of Naatsis'Aan Community School, Inc. shall immediately notify the Navajo Board of Election Supervisors regarding the vacancy to elect a successor to fill the vacant seat

1 for the remainder of the normal term of office and/or until such a successor shall be duly elected
2 and certified.

3
4 **130.1.2. Orientation for a newly elected member of the Governing Board of Naatsis'Aan
5 Community School, Inc.**

6 The members of Governing Board of Naatsis'Aan Community School, Inc. and the school
7 administration staff shall assist new member(s) elected to understand the associated functions of
8 the Governing Board of Naatsis'Aan Community School, Inc. regarding the election policies, laws,
9 and regulations of Navajo Board of Election Supervisors and the Navajo Nation Council and
10 related local school policies and procedures before he/she takes office, and to acquaint the new
11 member(s) with the school requirements and expectations and this training can be completed by
12 the school legal counsel.

13
14 The newly elected member shall be invited to meet with the principal and other school
15 administrative staff to discuss services performed within the school for the position of member(s)
16 of the Governing Board of Naatsis'Aan Community School, Inc. He/she shall be given related
17 materials for the position that are pertinent to the Governing Board of Naatsis'Aan Community
18 School, Inc. meetings and functions. He/she shall be invited to attend the Governing Board of
19 Naatsis'Aan Community School, Inc. meetings and begin participation in the discussion relating
20 to the function and duties as a member(s) of the Governing Board of Naatsis'Aan Community
21 School, Inc.

22
23 **140.1 Appointment and/or Election of Officers for Governing Board of Naatsis'Aan
24 Community School, Inc:**

25
26 **140.1.1 General:**

27 The Officers of the Governing Board of Naatsis'Aan Community School, Inc. shall be a President,
28 Vice-President, Secretary, and Board member(s), whose duties are subsequently defined in the
29 Navajo Election Codes, Title 11 of the Navajo Nation Council.

30
31 Membership of the Governing Board of Naatsis'Aan Community School, Inc. shall appoint and/or
32 elect all officers, using their judgment, to carry out fully its provisions for the promotion, interests,
33 and welfare of all students and the school and for the protection of school properties.

34
35 In addition, the elected members of the Governing Board of Naatsis'Aan Community School, Inc.
36 shall be appointed Administrative Assistants along with the principal to oversee the preparation
37 of the schedule of meetings-related materials, taking meeting minutes, preparing travel itineraries,
38 distribution of support documents to each member of Governing Board of Naatsis'Aan Community
39 School, Inc. and other attendees. The Administrative Assistant shall also be subject to other
40 assignments.

41
42 **140.1.2. President of Governing Board of Naatsis'Aan Community School, Inc:**

43 The President of the Governing Board of Naatsis'Aan Community School, Inc. shall preside over
44 all meetings. The President shall have all rights, including the right to temporarily relinquish his/her
45 seat to participate in discussion. Under this situation, the transfer of power is referred to the Vice-
46 President, who shall preside over the meeting.

47
48 The President of the Governing Board of Naatsis'Aan Community School, Inc. shall have the
49 following responsibilities:

50
51 A. Call the meeting to order and register the time, date, and location of the meeting.

- B. Announce the business to come before the Governing Board of Naatsis'Aan Community School, Inc. in its proper order.
- C. Enforce the Governing Board of Naatsis'Aan Community School, Inc. policies relating to the order of business and conduct of the meeting.
- D. Recognize persons who will speak and protect the speaker, who has the floor, from any disturbance or interference.
- E. Reiterate and explain clearly what the motion is to the members of the Governing Board of Naatsis'Aan Community School, Inc., and other attendees before calling for the vote.
- F. If there is no further discussion, the President will call for the question.
- G. Call for Special Meetings as deemed necessary, giving notice as prescribed by established policies, laws, and regulations.
- H. Consult and collaborate with the principal in the development of the board's agenda.
- I. Consults and collaborates with other members before making public statements, but will serve as the Chief Spokesperson for the membership governing the meeting.

The President of the Governing Board of Naatsis'Aan Community School, Inc. shall sign such documents on behalf of the Governing Board of Naatsis'Aan Community School, Inc. as may require his/her signature and maintain regular positive communication with the principal on organizational matters. He/she shall represent the Governing Board of Naatsis'Aan Community School, Inc. in deliberation with other boards, districts, or agencies and may designate another member of the Governing Board of Naatsis'Aan Community School, Inc. to carry out these tasks.

In addition, the President of the Governing Board of Naatsis'Aan Community School, Inc. shall perform the duties specifically requested of him/her by the school.

In the interim, the meetings of the Governing Board of Naatsis'Aan Community School, Inc. shall have the authority to enforce all permanent regulations, rules, and policies that may be adopted for the government control of the school and shall always adhere to the policies of the school.

140.1.3. Duties of Vice-President of the Governing Board of Naatsis'Aan Community School, Inc.

The Vice-President shall preside over all meetings of the Governing Board of Naatsis'Aan Community School, Inc. in the absence of the President and shall perform such other duties as are deemed necessary. In the absence of the President and Vice-President of the Governing Board of Naatsis'Aan Community School, Inc., which will create no quorum, the official meeting cannot proceed.

In the event of a vacancy for the Office of President, all powers and duties of that office shall be transferred to the Vice-President, who shall continue to exercise such powers and duties until the vacancy is filled.

140.1.4 Duties of the Secretary of the Governing Board of Naatsis'Aan Community School, Inc:

The Secretary of the Governing Board of Naatsis'Aan Community School, Inc. shall oversee the completion of accurate and complete minutes. He/she shall sign all documents on behalf of the Governing Board of Naatsis'Aan Community School, Inc. as delegated.

140.1.5. Duties of Administrative Assistant for NCSI.

The NCSI Administrative Assistant to the Governing Board of Naatsis'Aan Community School, Inc. shall be responsible for overseeing the preparation of the Governing Board of Naatsis'Aan

Community School, Inc. meeting and/or Work Session. The Administrative Assistant is responsible for the proper posting of public notice of all board meetings, responsible for the preparation of the meeting minutes of the Governing Board of Naatsis'Aan Community School, Inc., responsible for making arrangements for travel and accommodations for out-of-town meetings or conferences, and responsible for overseeing the production and distribution of Governing Board of Naatsis'Aan Community School, Inc. Policies and regulations. Available and distributed the proposed agenda and supporting documents, and materials to the board members of the Governing Board of Naatsis'Aan Community School, Inc.

The Administrative Assistant is also to perform other duties as assigned by the Governing Board of Naatsis'Aan Community School, Inc., and by the principal.

140.2 School Attorney

The Governing Board of Naatsis'Aan Community School, Inc. shall retain the services of a State Licensed Attorney for Counsel. Upon request, the School Attorney is required to attend meetings of the Governing Board of Naatsis'Aan Community School, Inc. to provide and answer any legal matters that may arise. The principal may confer with the legal counsel of the attorney at his/her discretion.

The school attorney does not represent individual board members, nor the school personnel related to non-school business. If such is the case, all the expenses will be the responsibility of the individual who initiated the inquiry.

150.1 Meeting of the Governing Board of Naatsis'Aan Community School, Inc:

150.1.1. General:

The Governing Board of Naatsis'Aan Community School, Inc. meetings are Open Public Meetings except when the Governing Board of Naatsis'Aan Community School, Inc. calls for an Executive Session and shall be a primary means of not sharing detailed information with community members but can invite selected members of the public for comments and suggestion within the Executive Session. The Governing Board of Naatsis'Aan Community School, Inc. may exclude the public from those parts of the meeting that deal with matters held confidential by the laws, regulations, and policies. The Governing Board of Naatsis'Aan Community School, Inc., welcomes the participation of interested organizations and individuals and will schedule time as appropriate for the public to speak. The length of time scheduled for public discussion may be stated on the agenda together with the time limit proposed for individual speakers.

Comments and questions at the beginning, dealing with any topic related to the Governing Board of Naatsis'Aan Community School, Inc., conduct of the school, and comments at the Special Meeting must be related to the call of the meeting.

Items to be presented at such meetings must include, but not be limited to, the following:

- A. Discussions of the school policies and procedures for the implementation of the school goals, objectives, and standards.
- B. Presentation of audit reports.
- C. Presentation of the proposed school budget.
- D. Report on student(s) achievement, including testing program results.
- E. Annual plans for Special Education, bilingual/ESL, and basic skills programs.
- F. Promotion and dropout statistics and other demographic data.

1 G. Mandated in-service programs.

2 Advance notice of all regular and Special Meetings of the Governing Board of Naatsis'Aan
3 Community School, Inc. shall be posted for the public as stated in the policies and procedures.
4 As required, the Administrative Assistant shall publish a public notice. The notice shall describe
5 and state the purpose of the meeting, listing the items to be discussed, and indicate the availability
6 of materials relative to such items.
7

8 **150.1.2. Regular Meetings of the Governing Board of Naatsis'Aan Community**
9 **School, Inc:**

10 The regular meeting date of the Governing Board of Naatsis'Aan Community School, Inc. shall
11 be set at the first regular meeting of the Governing Board of Naatsis'Aan Community School, Inc.
12 in January of each year. The monthly meeting will be at the discretion of the Governing Board of
13 Naatsis'Aan Community School, Inc. at 9:00 AM each month at Naatsis'Aan Community School,
14 but open for other locations at the discretion of the Governing Board of Naatsis'Aan Community
15 School, Inc. at least three (3) days advance notice of a regular meeting of the Governing Board
16 of Naatsis'Aan Community School, Inc. shall be given to the community through radio or posting
17 of notice of announcement and to members of the Governing Board of Naatsis'Aan Community
18 School, Inc. along with a copy of previous meeting minutes, the proposed agenda and support
19 documents.
20

21 Regular meetings of the Governing Board of Naatsis'Aan Community School, Inc. shall also
22 include an opportunity for the public to address the Governing Board of Naatsis'Aan Community
23 School, Inc.; notice to the President of Governing Board of Naatsis'Aan Community School, Inc.,
24 the Principal, and/or Administrative Assistant, five (5) prior notice required in order, for an item(s)
25 to be placed on the agenda. The request shall be in writing with a statement of purpose and
26 documents clearly defined. When addressing the Governing Board of Naatsis'Aan Community
27 School, Inc., statements/comments should be limited to three (3) minutes to facilitate the orderly
28 completion of the agenda. Groups desiring to address the Governing Board of Naatsis'Aan
29 Community School, Inc. shall select a spokesperson to present. However, no official action will
30 be taken except in emergency cases.
31

32 **150.1.3. Special Meeting of the Governing Board of Naatsis'Aan Community School,**
33 **Inc:**

34 The President, the Principal, and/or majority members of the Governing Board of Naatsis'Aan
35 Community School, Inc. may call for a Special Meeting of the Governing Board of Naatsis'Aan
36 Community School, Inc. Notice for a Special Meeting shall be delivered and posted 48 hours
37 before the scheduled meeting to each member of the Governing Board of Naatsis'Aan Community
38 School, Inc., the local chapter, NCS Website, Remind, Facebook and when feasible, through a
39 radio station as a public announcement.
40

41 The notice shall specify the time, date, and location of the meeting. A general statement of
42 purpose shall be included. Any member of the Governing Board of Naatsis'Aan Community
43 School, Inc. may waive notice in writing before, during, or after a Special meeting. Attendance at
44 a Special Meeting shall constitute a waiver of prior notice.
45

46 Only items included in the notice shall be addressed during the Special Meeting. No other
47 business items shall be added, considered, or conducted at the Special Meeting.
48

49 **150.1.4. Annual Corporate Meeting**

1 At the Annual Corporate Meeting of the Governing Board of Naatsis'Aan Community School, Inc.,
2 the Secretary shall present to the Governing Board of Naatsis'Aan Community School, Inc. the
3 re-certification of the By-laws, which are in effect, and by such By-laws shall be considered along
4 with any proposed amendments for approval by a majority vote of the Governing Board of
5 Naatsis'Aan Community School, Inc. Board members may not participate through
6 teleconference, e-mail, or any other means of technology. Members shall make every attempt to
7 be present at the Annual Corporate Meeting.

8
9 Plans should contain a comprehensive mission and vision statement covering the major
10 programs, functions, and activities of the school. Identify key factors external to the school with
11 a brief description of the evaluation process that affects the achievement and objectives of the
12 school.

13
14 Performance measures will be developed in conjunction with the Governing Board of Naatsis'Aan
15 Community School, Inc.'s planning process and will be updated annually for their approval. This
16 process will be used to measure results, ensure accountability, and encourage continuous
17 improvement to meet goals and objectives.

18
19 Progress reports that include progress on the approved strategic plan, details of implementation,
20 the status of goals and objectives, and expanded information on points of interest and special
21 appropriations will be provided to the Governing Board of Naatsis'Aan Community School, Inc.,
22 at least once annually by the principal of the school.

23 24 **150.1.5 Proposed Meeting Agenda**

25 The school principal, in consultation with the Governing Board of Naatsis'Aan Community School,
26 Inc., President, is responsible for the final preparation of the agenda for board meetings. The
27 Governing Board of Naatsis'Aan Community School, Inc., staff members, or student members
28 may suggest items for the agenda. Any member of the public may request in writing that a matter
29 within the jurisdiction of the Governing Board of Naatsis'Aan Community School, Inc. be placed
30 on the agenda of a regular meeting.

31
32 The Administrative Assistant will prepare a tentative meeting packet with a copy of the agenda
33 for each Governing Board of Naatsis'Aan Community School, Inc. at least 48 hours before each
34 meeting date, together with the principal or designee's report, minutes to be approved, copies of
35 communication, reports from the department supervisors, staff, citizens, and other available
36 documents pertinent to the meeting.

37 38 **150.1.6. Public Participation**

39 At a time so designated on the agenda of a Regular Meeting, members of the community may
40 bring before the Governing Board of Naatsis'Aan Community School, Inc., matters that are not
41 listed on the agenda. Community members should contact the principal's office if they wish to
42 make a formal presentation to the Governing Board of Naatsis'Aan Community School, Inc.
43 Arrangements may be made within 24 hours of the board meeting by submitting the "comment
44 form."

45
46 Public comments at the call to the public on the agenda may enhance the Governing Board of
47 Naatsis'Aan Community School, Inc.'s awareness, and it includes the participation of parents and
48 locally impacted individuals. The Governing Board of Naatsis'Aan Community School, Inc. will
49 allow three (3) minutes for public comment. Three minutes will be enforced by the chair. If
50 disruption continues, the chair will declare the meeting adjourned.

1 The Governing Board of Naatsis'Aan Community School, Inc. will not be expected to respond
2 immediately to any issues during the public comment period. Any further discussion or action on
3 a matter brought forward during the public comment period will be at the discretion of the
4 Governing Board of Naatsis'Aan Community School, Inc.

5
6 Comments and questions at a regular meeting can bring up many topics related to the school's
7 operation. No verbal comments shall be made regarding personnel matters or personal
8 complaints against anyone connected to or specifically named with the school. These matters
9 shall be referred to the administrator by the chain of command.

10
11 Comments and questions at a Special Meeting must relate to the specific purpose of the special
12 meeting agenda. The Governing Board of Naatsis'Aan Community School, Inc., President shall
13 recognize speakers who identify themselves and their topics, maintain a 3-minute (additional time
14 2 minutes) time limit, and keep order in the meetings. Presentations must be included on the
15 meeting agenda.

16 17 **150.1.7. Handling Staff and Community Complaints**

18 It is the Governing Board of Naatsis'Aan Community School, Inc.'s policy related to personnel
19 complaints, and differences are to be settled according to the Chain of Command indicated on
20 the Organizational Chart. An individual board member shall not step into such situations to
21 resolve a problem or complaint. The Governing Board of Naatsis'Aan Community School, Inc.
22 will refer staff and community complaints back to the principal for solutions. The Governing Board
23 of Naatsis'Aan Community School, Inc. shall be involved only when the complaint has been filed
24 against the principal.

25 26 **150.1.8. Quorum**

27
28
29 The Governing Board of Naatsis'Aan Community School, Inc. consists of three members; two
30 members must be present to constitute a quorum and ratify action items. In any event, an
31 affirmative vote of not less than two is required to approve action items. Refer to NNC Titles 10
32 and 11 (see attached).

33 34 **150.1.9. Governing Board of Naatsis'Aan Community School, Inc. Meeting Procedures**

35
36 The Governing Board of Naatsis'Aan Community School, Inc., President or Vice-President shall
37 call the meeting to order. A quorum for the transaction of business shall consist of a majority of
38 the full members of the board. If no quorum is present, the presiding officer will adjourn the
39 meeting.

40
41 A video or audio tape recording may be made at any open board meeting. The presiding officer
42 shall announce that a recording is being made at the beginning of the meeting, and the recorder
43 shall be placed in plain view of all persons present.

44
45 When a quorum is present, the order of business at a regular meeting shall be as follows:

- 46
47 1. Main Motion – To bring a new idea/business before the assembly
48 • It can be made only while no other motion is pending.
49 • It can be written in the form of a resolution.
50 • If adopted, it becomes “the official action taken by the assembly.”
51 2. Postpone indefinitely – to decline to take a position on the main question to avoid a vote.

- 1 • The purpose of this motion is to reject or kill the main motion for the duration of the
- 2 meeting.
- 3 3. Amend –To change or modify the working of the pending motion before the motion itself is
- 4 acted upon.
- 5 • Two amendments
- 6 ○ Primary amendments
- 7 ○ Secondary amendment
- 8 4. Commit or Refer –To refer a pending question to a committee or a small group of selected
- 9 persons to investigate or to act.
- 10 5. Postpone to a Certain Time – to defer action on a pending question to a definite day, meeting,
- 11 and hour, or after a certain event.
- 12 6. Limit or Extend Limits of Debate – To reduce or increase the length of speeches permitted
- 13 on immediately pending questions or a series of pending questions. It may set a time when
- 14 debate shall cease.
- 15 7. Call for the Question – Name given to the motion to close debate and, at once, take a vote
- 16 on the pending question.
- 17 8. Lay on the Table – To lay the pending question aside temporarily when something more
- 18 urgent has arisen. This does not kill the motion. The 10th Edition does provide that a motion
- 19 can be set “aside” to bring up another motion of more importance. Does not require a second.
- 20 It must be dealt with within the same meeting.
- 21 9. Call to Order – To require/demand the assembly conform to its agenda, program, or proper
- 22 schedule of business.
- 23 10. Raise a question of Privilege
- 24 • To correct undesirable conditions or to permit an urgent request that the rights and
- 25 privileges of the assembly or members are taken up at once.
- 26 • To protect the rights, privileges, and comfort of the assembly and the individual members.
- 27 11. Recess – to authorize a short, immediate intermission while a motion is pending. Does not
- 28 require a second.
- 29 12. Adjourn – to end or close the meeting.
- 30

31 **150.1.10 Executive Session**

32 The Governing Board of Naatsis’Aan Community School, Inc. may hold Executive Sessions to
33 consider personnel matters; consider employment or dismissal of an employee; discuss the
34 character, professional competence, or physical or mental health of an individual; give direction
35 to its designated representative in negotiations; hear complaints or charges against any
36 employee; or consider the expulsion, suspension, or disciplinary actions, or any other action, in
37 connection with any student of the School; and to consider legal matters within the attorney/client
38 privilege. Discussion of the subject matters listed above or any other matters authorized by law.
39 Executive Session shall be kept confidential except to the extent they are expressed in the Board
40 Minutes.

41
42 The presiding officer shall declare the Governing Board of Naatsis’Aan Community School, Inc.
43 in Executive Session on items noted above if:

- 44
- 45 1) The item is designated on the agenda,
- 46 2) The item is requested by a Governing Board of Naatsis’Aan Community School, Inc., and a
- 47 majority of the board concurs; or,
- 48 3) A specific student or adult staff member is cited in a conversation or presentation in connection
- 49 with a personnel or student problem.
- 50

1 It shall be the practice of the Governing Board of Naatsis'Aan Community School, Inc. to state in
2 the agenda of any regular or special meeting that an executive session is planned and to state
3 the general reasons for the executive session. When it is determined that an executive session
4 is needed during a regular Governing Board of Naatsis'Aan Community School, Inc. meeting and
5 no executive session was announced in the agenda, the presiding officer shall publicly announce
6 the reason(s) for the executive session before adjourning into the Executive Session.

7
8 Because board meetings are intended to be open to the community, executive sessions should
9 not be commonly or frequently used. Out of respect to community members who are present, the
10 presiding officer should indicate the approximate time that the Governing Board of Naatsis'Aan
11 Community School, Inc. Members will return from the Executive Session. The Governing Board
12 of Naatsis'Aan Community School, Inc. should use the executive session efficiently and return to
13 the open meeting quickly after its official action during an executive session.

14 15 **150.1.11 Absence**

16 Governing Board of Naatsis'Aan Community School, Inc. participation is valuable. They are all
17 needed and expected to attend all meetings. The Governing Board of Naatsis'Aan Community
18 School, Inc. is expected to notify the President or the Principal of any absence thirty (30) minutes
19 before the meeting. Sending written or oral communication to the President or Principal is
20 reasonable and acceptable for extended absence Governing Board of Naatsis'Aan Community
21 School, Inc. related activities; Education activities and official Navajo Nation-related business is
22 considered excusable, which include meetings and other events that a Governing Board of
23 Naatsis'Aan Community School, Inc. has been obliged to attend. It also may include a Governing
24 Board of Naatsis'Aan Community School, Inc. job-related activity that involves the education,
25 health, or social welfare of all Navajo children and/or students. It should also be understood that
26 personal health-related reasons for absence might be excused if the Governing Board of
27 Naatsis'Aan Community School, Inc. tries but is unable to schedule the health treatment for a time
28 that does not conflict with a scheduled board meeting. A board member's seat will be declared
29 vacant if a board member is absent from three (3) consecutive meetings, as established by the
30 Navajo Nation Board of Elections Office. Governing Board of Naatsis'Aan Community School,
31 Inc., attendance at meetings and board functions is recorded in the minutes.

32 33 **150.1.12. Public Hearing**

34 In addition to Regular and Special Meetings, the Governing Board of Naatsis'Aan Community
35 School, Inc. may schedule and hold hearings for specific purposes. These purposes may include
36 gaining or providing specific information from the community or meeting the requirements of a
37 particular School program. There will be no Governing Board of Naatsis'Aan Community School,
38 Inc. action at any hearing. The Governing Board of Naatsis'Aan Community School, Inc., works
39 with the administration to plan, prepare for, conduct, record, and use the results from all hearings.
40 These activities and hearing rules shall include the following:

- 41
42 A. The specific purposes will be agreed upon, and a board member will work with the
43 administration.
44 B. In advance, the Governing Board of Naatsis'Aan Community School, Inc. members and
45 administration will plan and prepare the hearing procedure, location, time, date, attendees,
46 agenda, other handouts, recording methods, follow-up, and report back to the communities,
47 etc.
48 C. The hearings will be publicized in advance, with written notices posted in the community
49 and/or radio announcements.
50 D. The Governing Board of Naatsis'Aan Community School, Inc. and administrators will
51 designate chairpersons for each hearing and will prepare for the hearings by reviewing

1 hearing procedures, discussing issues, and developing the points to be emphasized in
2 opening statements.

3
4 At the beginning of each hearing, the chairperson will explain the purpose, the hearing rules, and
5 how the Governing Board of Naatsis'Aan Community School, Inc. will use the hearing information.
6 Each hearing chairperson, in a respectful and orderly manner, will conduct a hearing.
7

8 **150.1.13 Minutes of the Meetings**

9 The official records of procedures for the Governing Board of Naatsis'Aan Community School,
10 Inc. meetings shall be known as the Minutes. Written minutes shall be kept of all Governing Board
11 of Naatsis'Aan Community School, Inc. Regular or Special Meetings. Such minutes include:
12

- 13 A. The date, time, and place of the meeting.
- 14 B. The names of the members present or absent.
- 15 C. Approval of Agenda.
- 16 D. Approval of previous meeting minutes.
- 17 E. The names of all community members or visitors who made public comments to the Governing
18 Board of Naatsis'Aan Community School, Inc., and a summary of their testimony or reports.
- 19 F. The substance of all matters proposed, discussed, or decided, and a record, by individual
20 members, of motions and votes taken.
- 21 G. Any other information that any member requests to be entered in the minutes.
- 22 H. Adjournment of the meeting.
23

24 The Administrative Assistant or designated personnel shall affix his/her signatures to the minutes
25 upon approval of the Governing Board of Naatsis'Aan Community School, Inc. The minutes, upon
26 approval, shall be kept forever as permanent public records of the Governing Board of
27 Naatsis'Aan Community School, Inc. of the School.
28

29 Copies of the minutes for each Regular or Special Meeting shall be available within five (5) days
30 after the meeting and shall be distributed to all Governing Board of Naatsis'Aan Community
31 School, Inc., with the agenda for the next regular or special meeting. The minutes will be available
32 for community review at the School or the Chapter House bulletin board postings.
33

34 Persons desiring to obtain photocopies of any item on permanent file must file, submit a written
35 request to the business office, and, upon payment, may obtain the requested copies. Files are
36 open for examination during regular business hours to ensure the integrity and safekeeping of the
37 permanent files of the Governing Board of Naatsis'Aan Community School, Inc.
38

39 **160.1 Authority of Governing Board of Naatsis'Aan Community School, Inc. with 40 Special Assignments**

41 The Governing Board of Naatsis'Aan Community School, Inc. may establish committees of the
42 board as deemed necessary and shall appoint a chairperson from among its members for each
43 committee established. The principal shall be an ex officio member of every committee
44 established and shall attend each meeting of all committees. The committee will be dissolved
45 when the task or assignment is completed or at any time by a vote of the Governing Board of
46 Naatsis'Aan Community School, Inc.
47

48 A committee shall report its findings of fact to the Governing Board of Naatsis'Aan Community
49 School, Inc. at a public meeting, at which time it shall consider the findings of fact contained in
50 the report together with the recommendation of the principal. All committee meetings shall be
51 open to the public, and the schedule of the meeting shall be posted on the bulletin board of the

Chapter House and the School building. Unless otherwise directed by the chairperson of a committee, electronic recordings shall not be used.

The Governing Board of Naatsis'Aan Community School, Inc. will have the duties and authority provided by approval of a motion. A committee or individual shall not make any decisions that are properly the responsibility of the Governing Board of Naatsis'Aan Community School, Inc. A committee shall not assume any administrative responsibilities that are properly the responsibility of the school staff unless assigned by the Governing Board of Naatsis'Aan Community School, Inc.

The committee may encourage and actively seek input and participation from parents/guardians, staff, community members, and students, and may consult with local boards and agencies. The Governing Board of Naatsis'Aan Community School, Inc., as a whole, shall have the final consideration in all matters.

170.1 Policy Making/ Development

170.1.1 General Statement

The most important function of the Governing Board of Naatsis'Aan Community School, Inc. is to create educational policies. The course in a community depends upon the wisdom and care with which decisions are made.

Governing Board of Naatsis'Aan Community School, Inc. policies are statements that set forth the purpose and describe the organization and program of a school's system. They create a framework within which the principal and staff can perform their assigned duties with positive direction.

Policies should not deal with the detailed description and objectives that are to be accomplished. Specific directions in detail telling how, by whom, where, and when things are to be done are labeled as rules and regulations.

The Governing Board of Naatsis'Aan Community School, Inc., the principal, staff, local group, or community members may propose policies. The Governing Board of Naatsis'Aan Community School, Inc. shall use regular processes to consider any proposed change, repeal, or addition to the policies. It shall not take action on any policy proposal until it has heard the recommendations of the views of persons or groups who will be affected by the proposal.

The Governing Board of Naatsis'Aan Community School, Inc. is the final authority in setting up policies. It approves the rules and regulations that are consistent with its policies. It does not attempt to deal with details that are a

Part of the administrative operation of the school. Execution of policy through the detailed steps and procedures of the school administration is the job of the principal and the school staff.

170.1.2 Policy Adoption

The Governing Board of Naatsis'Aan Community School, Inc. policies must be adopted by a majority vote at any regular or special meetings of the board. The adoption, amendment, or repeal of a board policy may be requested by a member of the Governing Board of Naatsis'Aan Community School, Inc., the Principal, in cooperation with the staff, community members, or any group or organization.

1 Governing Board of Naatsis'Aan Community School, Inc. action on any proposal will not be taken
2 earlier than the next regular or special meeting following Governing Board of Naatsis'Aan
3 Community School, Inc. approval for a first reading. During the interim between the first reading
4 and board action, the principal will seek to discuss and review the proposal with the staff, faculty,
5 or other board members as appropriate. After thorough consideration, the proposal will be
6 presented to the Governing Board of Naatsis'Aan Community School, Inc. for action.
7

8 The principal or administrative staff will recommend making non-substantial corrections and
9 amendments to the Governing Board of Naatsis'Aan Community School, Inc., policies and
10 procedures as may be necessary in such areas as typographical errors, cross-references, and
11 citations of the State, Navajo Nation, and Federal Laws.
12

13 **170.1.3. Administrative Action Absence of Policy**

14 The principal has the authority to act when there is no written policy guidance from the Governing
15 Board of Naatsis'Aan Community School, Inc. The principal shall inform the Governing Board of
16 Naatsis'Aan Community School, Inc. of such action and the need for the policy.
17

18 **180.1 Outside Consultants to the Governing Board of Naatsis'Aan Community** 19 **School, Inc.**

20 The Governing Board of Naatsis'Aan Community School, Inc. recognizes that Naatsis'Aan
21 Community School, Inc. operations are more complex under local control. They shall seek
22 technical assistance whenever a special and/or complex issue arises that is within the jurisdiction
23 of the Governing Board of Naatsis'Aan Community School, Inc. The technical services may
24 include, but not be limited to, designated attorneys, independent auditors, and other specified
25 consultants as needed. A Governing Board of Naatsis'Aan Community School, Inc. officer, the
26 principal, or the designee may decide to seek such outside assistance.
27

28 **180.2 Governing Board of Naatsis'Aan Community School, Inc./Staff/Community** 29 **Communications**

30 The Governing Board of Naatsis'Aan Community School, Inc. recognizes the need for effective
31 communication of its actions with the school's programs. It shall encourage staff and community
32 members to politely offer ideas about the programs, plans, policies, and how to operate the school
33 efficiently and effectively. It shall also encourage politeness and respectfulness of the Governing
34 Board of Naatsis'Aan Community School, Inc./Staff relationship and communication.
35

36 **180.3 Board Members Visiting Programs**

37 The Governing Board of Naatsis'Aan Community School, Inc. recognizes that its members gain
38 valuable information by visiting Naatsis'Aan Community School, Inc. programs. It also recognizes
39 that making unauthorized commitments or decisions during visits to departments can place
40 individual members in a difficult position. The Governing Board of Naatsis'Aan Community
41 School, Inc. shall use the following guidelines in making visits.
42

- 43 • Inform the Principal or office staff that the Governing Board of Naatsis'Aan Community
44 School, Inc. will visit a program.
- 45
- 46 • Remember that a single Governing Board of Naatsis'Aan Community School, Inc. has no
47 individual authority and has the same status as any other visitor or parent.
- 48
- 49 • Visiting the Governing Board of Naatsis'Aan Community School, Inc. should not disrupt
50 program activities or take staff away from their work with questions or requests.
51

- Visiting the Governing Board of Naatsis'Aan Community School, Inc., should openly observe and refer questions or requests from staff or participants back through the chain of command and should not make any commitments or take any actions as an individual.

180.4 Board Member Training and Development

The Governing Board of Naatsis'Aan Community School, Inc., recognizes the value of increasing its knowledge and expertise and encourages members to participate in relevant conferences and workshops. It also recognizes that its budget is limited and that it should try to stay within its approved budget throughout the year. The Governing Board of Naatsis'Aan Community School, Inc. shall use these guidelines in its training and development. All new board members are required to receive a cumulative of forty (40) hours of training within one year at the school's expense.

The Principal and the Governing Board of Naatsis'Aan Community School, Inc. Secretary shall gather and maintain a file of Governing Board of Naatsis'Aan Community School, Inc. conferences and workshops. The Governing Board of Naatsis'Aan Community School, Inc. shall decide which meetings appear to have potential benefit to the school programs and services. It shall then select those opportunities that will benefit the school.

The governing Board of Naatsis'Aan Community School, Inc. shall be reimbursed for expenses from authorized participation following the reimbursement procedures used by the school program staff.

The member(s) who are voted for and approved to attend will share information and materials from the meeting, conferences, or workshops with the other Governing Board of Naatsis'Aan Community School, Inc. at the next Governing Board of Naatsis'Aan Community School, Inc. meeting following the activity. The governing Board of Naatsis'Aan Community School, Inc. may not make double claims for any trips when these associations agree to pay for their training (i.e., Naatsis'Aan Community School, Inc., NAGSA, and DBOSBA).

180.5 New School Board Member Orientation by the Department of Dine Education (DODE).

The Governing Board of Naatsis'Aan Community School, Inc. and the administration shall orient each newly elected board member to understand the Governing Board of Naatsis'Aan Community School, Inc.'s role, responsibilities, duties, policies, and procedures. That orientation shall include the following:

- A. New members shall be given a copy of the Governing Board of Naatsis'Aan Community School, Inc. Operating Policies and Board meeting materials and shall be invited to attend board meetings and participate in the Governing Board of Naatsis'Aan Community School, Inc. discussions before being sworn into office.
- B. New members shall be given selected materials on the role of the Governing Board of Naatsis'Aan Community School, Inc., members and the responsibilities of the Governing Board of Naatsis'Aan Community School, Inc. and shall be offered the opportunity to discuss that information with the Principal or a Governing Board of Naatsis'Aan Community School, Inc.
- C. New members shall be invited to meet with the principal and other top administrators to discuss the services that they perform for the Governing Board of Naatsis'Aan Community School, Inc.
- D. New members shall be given a copy of the school's annual report and all current program and operating policies. They will be informed of where they may obtain copies of the latest School

audit, relevant laws, and relevant programs for the Governing Board of Naatsis'Aan Community School, Inc., for reference.

180.6 Board Member Compensation

Governing Board of Naatsis'Aan Community School, Inc. will be compensated for their services with a stipend for Governing Board of Naatsis'Aan Community School, Inc. meetings, attendance, and participation. A stipend payment policy is attached and incorporated into the Governing Board of Naatsis'Aan Community School, Inc. Operating Policies.

180.7 Board Member Expenses and Insurance

Governing Board of Naatsis'Aan Community School, Inc. must be reimbursed for appropriate expenses from their participation in activities or services that were already authorized by the Governing Board of Naatsis'Aan Community School, Inc. for the benefit of Naatsis'Aan Community School, Inc. Their expense reimbursement shall be made on the same basis using the same procedures as used by regular School personnel. The Governing Board of Naatsis'Aan Community School, Inc., on a case-by-case basis, shall determine travel expenses. **Before receiving a travel advance, employees and board members must provide proof of current automobile registration and automobile insurance.**

Naatsis'Aan Community School, Inc. shall obtain liability insurance and error-and-omissions insurance to protect the Governing Board of Naatsis'Aan Community School, Inc. individually and as a group for claims made against them as a result of their membership and participation on the Governing Board of Naatsis'Aan Community School, Inc.

180.8. Stipend Payment: Governing Board of Naatsis'Aan Community School, Inc.

1. Stipend Payments:

1.1 Contingent upon the availability of funds, School Board Members shall be paid a stipend of \$250.00 per day for each regular monthly meeting.

1.2 Contingent upon the availability of funds, School Board Members shall be paid a stipend of \$150.00 for each special meeting.

1.3 Contingent upon the availability of funds, the School Board Member shall be paid a stipend of \$150.00 per day at the Annual Corporate meeting.

2. The standard stipend will be paid to compensate members for all work and activities that they may undertake as part of their responsibilities as Board Members. These work and activities include:

2.1 Regular Board Meetings. These meetings are scheduled and announced regularly to conduct regular ongoing board business, receive and review reports, announcements, and opportunities for the community to give comments, recommendations, or questions.

2.2 Special Board meetings. Six (6) Special Meetings are allowed under the provision. The board member and/or the School Principal may call special meetings for a specific purpose, with public announcement of the meeting and its purpose.

2.3 Annual Corporate Meetings. These meetings are held for ten (10) days at the end of each fiscal year and the beginning of each new fiscal year to revise the school policy handbooks. These meetings may be scheduled throughout the school year, provided that they meet for five days.

I hereby certify that the foregoing Naatsis'Aan Community School Operating Policies and Procedures and related documents were duly considered by the Governing Board of Naatsis'Aan Community School, Inc. of Naatsis'Aan Community School, Inc. at a duly called meeting at Naatsis'Aan Community School, Utah, at which a quorum was present and that the same was passed by a vote of ____ in favor, ____ opposed, and ____ abstained, on this ____ day of _____.

Motioned: _____ Seconded: _____

Governing Board of Naatsis'Aan Community School, Inc.