

SY 2022-2023

Little Singer Community
GRANT School

BY-LAWS

Hataali Yazhi Bi'olta

School Board Members:

Leslie Williams, President

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SECTION 1 – INTRODUCTION

MISSION STATEMENT

“Ke’ Binikaa’ Gone’ Hoghah Hazaa’gi O’lta’ Bee Hool Dzil”

VISION STATEMENT

“Empowering Our Community through Family-Based Education”

PHILOSOPHY STATEMENT

Little Singer Community School prepares students to develop a positive self-image and have better opportunities in life. The Bilingual/Bicultural life-long learning program builds students’ ability to walk with confidence in the Dine and non-Indian world, through the Dine’ concepts of Nitsahakees, Na’hat’aah, Ina’ and Sih Hasin.

The educational program offers the opportunity for students to learn the basic and critical thinking skills and knowledge about democracy and freedom. Wisdom and tradition of their Dine Culture and Language will be taught by elders, parents and staff of the community.

Elders past and present believed and community members today reaffirm the ideas that the children belong at home and the family is the basis for all education. All members of families in our community have a right to an education that will help them reach their goals.

Little Singer Community School aims to have the necessary support and involvement from parents, the school board, the administration and staff to be effectively creative in the education of our community have a right to an education that will help them reach their goals.

GOALS

STUDENT GOALS

Discover, develop and strengthen basic and critical thinking skills of each student. Students will be challenged to reach and maintain their highest abilities. These skills will be applied to a meaningful family life and prepare them for a rewarding work experience.

PARENT/HOME GOALS

By involving and training parents/community members, the school will be better able to educate their children. The school will work with parents to strengthen home, improve family wellness and provide improvements for advancement.

STAFF GOALS

Give the staff the necessary training to assist the students; learning of basic skills and provide a challenging classroom that give students the opportunity to use critical thinking and problem solving strategies.

GOALS FOR EDUCATION

- A. Goals of Education are for the students at Little Singer Community School defined as follows:
- a. To assist each individual in acquiring good health habits and understanding of the conditions necessary for desirable health environment and maintenance of mental, physical and emotional well being.
 - b. To foster in each individual a positive self-image through the development of self-respect, self-discipline, self-analysis and self-improvement.
 - c. To encourage appreciation of the family as a basic unit of our society through which cultural heritage should be transmitted and Navajo Tribal standards established.
 - d. To assist every individual to acquire understanding and appreciation of persons belonging to each social, cultural and ethnic group.
 - e. To develop spiritual understanding to learn to recognize the ethical and religious values of experiences and to act accordingly.
 - f. To gain ability to recognize problems, to think critically about them, and to act constructively toward their solutions.
 - g. To acquire knowledge and desirable habits and skills in the language arts, mathematics, science, health, physical education, social science, Navajo language and culture and the fine arts.
 - h. To acquire skills in field of career development and computer science, which will lead to vocational competence and to become effective, contributing members of our society?
 - i. To gain an understanding of our scientific approach to the problems of life, recognizing the need for conservation of human and natural resources and the contribution made by science to the world in which the United States and the Navajo Nation plays in world affairs; to accept the obligations of good citizenship.
 - j. To become an intelligent consumer of material goods with a conscious mind, cultural products and service.
 - k. To acquire a broad range of interests that are satisfying and which provide for worthy use of leisure time for students other than in a classroom setting.

SECTION II – ORGANIZATION

Section 1.01 NAME, PURPOSE AND AUTHORITY

The name of this organization is the Little Singer Community School Boards, Inc. The Little Singer Community School Governing Board of Education shall serve the Little Singer Community School, the community parents in district 5, surrounding communities and represent the members of the community in all

matters pertaining to the policies and operation of the school. The Board derives its authority from the Navajo Nation, and Little Singer Community School Board, Inc., and other Federal, State law operates within the policies established by the Board. The Board will also comply with Bureau of Indian Education (BIE) and 100-297.

Article 2: BOARD FUNCTIONS

Authority of Members of the Governing Board shall have authority only when acting as a Board, in a duly called meeting, with a quorum present. The Board shall not be bound in any way by any statement or action on the part of an individual Board member, except when such statement or action was authorized by the Governing Board.

Article 3: CODE OF ETHICS FOR SCHOOL BOARD MEMBERS

- A. I will make decision in terms of the educational welfare of the students.
- B. I will recognize that the Board represents the collective voice of the community. I will refuse to represent special interests and/or partisan politics or to use the school for personal gain or for the gain of friends or supporters.
- C. I will view service on the Board as an opportunity to serve my community, tribe and nation because I believe education is the best means to promote the welfare of our students and preserve self-government.
- D. I will work constantly to help the people in my community to understand the importance of education and to actively participate in establishing policy on current school concerns and proposed future developments.
- E. I will base my decision upon all available facts after I have discussed matters fully with members of the professional staff and Board members at a duly called Board meeting; thereafter I will abide by and uphold the decision of the Board.
- F. I will recognize that authority rests with the whole Board assembled in a meeting and that me, as an individual, have no legal status to bind the Board outside the meeting.
- G. I will bear in mind that the primary function of the School Board is to establish the policies by which the school is to be administered and that the administration of the educational program shall be left to the employed Principal and his/her staff. I will refer all complaints including my personal criticisms to the Principal and only after failure of administrative solution will I discuss such matters at a regular Board meeting.
- H. I will work with my fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during the debate of points at issue. I will comply with the Navajo Nation Ethics in Government Act.
- I. I will never neglect my personal and legal responsibilities to the community and will observe and enforce community, tribal and federal laws pertaining to education.

- J. I will refer all grievances to the administration for action first with a report to the School Board by the Principal at the following School Board meeting.
- K. I will maintain the confidentiality of student and personnel information where required by law or policy.
- L. Board reports at Chapter House.
- M. Board will not ask staff members for personal loans.

Article 4: BUSINESS WITH BOARD MEMBERS

It is incumbent upon members of the Board to avoid any appearance, suggestion or practice which would indicate a conflict of interest or preferential treatment in business connected with their position as a member of the Board.

Article 5: POWERS OF THE BOARD

- A. Subject to rules and regulations of the Tribal or State Board of Education, And in compliance with federal law and accreditation agency regulations, the Little Singer Community School Board of Education shall have general control and management of the school. The School Board under the laws, rules and regulations will prescribe the curriculum and other services it deems necessary for the promotion of education and the general health and welfare of the students.
- B. Subject to the above laws, rules, regulations, the responsibilities of the Board are interpreted herein as (1) policy making, (2) appraising and evaluating programs and activities, (3) exercising judicial authority and (4) approving and monitoring the local financial plan.
- C. The Board is responsible for decision in regard to the use of the school Operation and facilities, but may delegate this responsibility to the Principal.
- D. The main function of the Board shall be to appoint a Principal upon whose recommendation the Board may appoint administrative assistance, teachers and all other certified employees, as well as non-certified employees servicing the school in all areas of the school operations.
- E. The Board in consultation with the Principal shall make and adopt rules, regulations and by-laws for its meetings and proceedings; for the transaction of the school's public affairs; for the conduct of pupils.
- F. The Board is responsible for the approval of the annual budget presented by the Principal and his/her staff.
- G. The Board shall determine policies concerning students, staff and other phases of the educational operation, subject to federal laws and regulations.
- H. The Board shall determine and approve the school calendar.
- I. The Board shall represent the school to the community, and the community to the school. The Board shall make provision for interpreting the school program and activities to the individual chapters.
- J. The Board adopts the policy that the chain of command shall be from the

Board to the Principal, to his/her assistants, to the staff and to the pupils. Lines of communication will follow from the students to the staff members to the Principal and then to the School Board.

- K. The Principal will announce yearly plans and other professional meetings.
- L. The Board will review all overnight/out of state/travel requests for training but may delegate this authority to the Principal. Under certain circumstance, the Board can disapprove travel.
- M. The board may exercise any other powers conferred by Navajo Nation, Arizona and federal law.

Article 6: SELECTION OF PRINCIPAL

The School Board recognizes that one of its major responsibilities is the selection of qualified Principal who shall act as the executive officer of the Board. The Principal shall have the authority to conduct the daily operation of the school, and shall implement all policies efficiently and address the needs of the schools. The Principal shall through the School Board, keep the public informed concerning all of the aspects and needs of the school. He/She shall recommend the employment and discharge of all personnel. He/She shall assume directions and be accountable of the personnel, purchasing and operation of the schools. He/She shall be held responsible for the repairs of buildings, grounds and equipment as long as funds permit. He/She may delegate to other employees, but in all instances he/she will be held accountable to the School Board.

Article 7: MEMBERSHIP

- a. School Board Members are to be chosen in accordance with the laws of the Navajo Nation.
- b. The School Board Members shall consist of at least three (3) but no more than six (6) members as established in accordance with Navajo Nation Law. Members shall be elected to serve a term of four years. Any vacancy shall be filled in accordance with Navajo Nation law.
- c. It is the policy of Little Singer Community School that the membership of the Board of Education is identical to the membership of the Little Singer Community School Board, Inc. Little Singer Community School Board, Inc. is the corporate form of the Little Singer Community School Board, wholly controlled thereby, for the Little Singer Community School. These by-laws shall apply with equal force to the Little Singer Community School, Inc.
- d. Members shall continue to hold office until his/her successor fills the vacancy.

Article 8: OFFICERS AND TERMS OF OFFICE

- a. At the beginning of new business at the January meeting, after a tribal election the Board shall have the newly elected member sworn in as a Little Singer Community School Board Member.

- b. The Board shall annually reorganize itself by an election of President, Vice President, and Secretary/Treasurer. ***The officers will be elected annually during first meeting of every beginning new fiscal year.***
- c. Duties of Officers:
 - (1) It shall be the duty of the President to preside over all meetings of the Board; to appoint all committees when called upon to do so by the Board; and to sign School Board decisions of record statements. The President chairs the meeting and does not make motions, but can entertain motions. The President keeps the Board on task allowing full decisions; but not allowing conversation or other activities to obstruct the work of the board. The Principal prepares the agenda, in cooperation with the Governing Board. .
 - (2) It shall be the duty of the Vice President to perform all duties of the President in case of his/her absence.
It shall be the duty of the Secretary/Treasurer of the Board to take minutes in the school office, furnish copies of the minutes to each Board member, and to act in the capacity specifically designated by the Board. The Secretary/Treasurer of the Board may delegate any of these functions to the Principal and Administrative staff. The Board may designate a professional person to perform Secretarial/Treasurer functions.

Article 9: CONTRACT OFFICERS

- a. Services contracted by the School Board to facilitate the work of the Board may include an Auditor and Attorney.
- b. The Auditor will be required to audit all accounts and to make such reports as may be required by the School Board.
- c. The Attorney shall act as legal advisor to the School. The Attorney shall perform such professional duties pertaining to school operations as the Principal and or School Board may request.

Article 10: COMMITTEES

There shall be no standing or permanent committees; however, committees may be formed in order to assure the completion of the Board tasks. These committees shall serve for a specified length of time as designated by the Governing Board and shall serve in an advisory capacity only.

Article 11: COMPENSATION AND EXPENSES OF BOARD MEMBERS

The Board members will be **compensated** for attending training and meetings at the rate established by the school's financial travel plan **under USFR per Navajo Nation approved or no less than allowed.** All Board members' travel away from school for meetings; refer to travel policy for Little Singer Community School. Under certain circumstances that the Governing Board member(s) cannot fulfill the travel obligations, they are entitled to payback travel authorizations, registrations, and lodging costs that were expended, it is the responsibility of each Board member to comply.

SECTION III- MEETINGS

Article 1: TRANSACTION OF BUSINESS

- A. The Board of Education shall transact all business at a legal meeting of the Board.
- B. Proxy votes shall not be permitted.
- C. Board meetings require attendance through sign in sheets; teleconference will not be an option.

Article 2: MEETING SCHEDULE

Regular meetings of the School Board shall be held one day each month a time and place designated by the Board. Special meetings of the Board shall be called at the discretion of the President of the Board or upon the request of a Board member or the Principal. A notice of all meetings of the Board shall be sent to the Board members from the Principal's office prior to the meetings and be publicly announced. Regular meetings and special meeting will be posted at designated public places. Times will be determined at the meeting: with a March to October summertime schedule and November – February winter time schedule

Article 3: QUORUM

- A. A majority of **(2) members** of the Board of Education shall constitute a quorum for the transaction of business. A majority vote constitutes official action. Should there be any questions concerning proper meeting procedure, the Board shall refer to Tribal and State open meeting law, 24 hours open meeting law will be posted at public places.

Article 4: CONDUCT OF MEETING

- A. The order of business will follow:
 - a. Call to order and roll call
 - b. Invocation
 - c. Approval of minutes of previous meetings
 - d. Approval of agenda
 - e. Reports of Principal, Staff, Business and School Board
 - f. New Business
 - g. Old Business
 - h. Public Comments
 - i. Adjournment
- B. Should there be any questions concerning proper meeting procedure, the Board shall refer to Tribal and State open meeting law. 24 hours open meeting law will be posted at public places.
- C. The President of the School Board, after completing item (d) of the order of business, may move to any other item on the agenda, however, agenda items must be completed before the Board adjourns.

- D. The President of the Board may declare a recess at any time if conditions warrant such recess.
- E. Board members are expected to familiarize themselves with the concerns, issues relevant data and possible outcomes of decisions. If they do not have adequate knowledge to make a decision, then they are expected to ask or seek assistance.
- F. Board members are expected to act in a professional manner to each other and to all personnel according to Navajo Nation ethics.
- G. All meetings of the School Board shall be open to the public and shall include agenda item with opportunity for the public to address the Board regarding school matters. Board members can go into closed (executive) sessions only when allowed by law to discuss legal matters, school personnel, property purchase, or student disciplinary hearings; but all legal action must be taken in an open meeting.
- H. A majority of the Board membership shall constitute a quorum (2) for transaction of business. Each member shall have one (1) vote. Members may abstain if he/she chooses to do so. Voting shall be recorded on the minutes by the Secretary.
- I. The agenda for the meetings will be prepared by the President in cooperation with the Principal or his/her designee and publicized according to guidelines established by the School Board.
- J. The Board members are encouraged to attend all Board meetings. When a member of the Board has been absent from three (3) consecutive regular meetings for a non-valid reason, the other members of the Board may recommend the Chapter to take action.
- K. The Principal shall present the school calendar to the School Board at the May meeting for approval.

Article 5: PUBLIC COMMENT

Before adjournment of each regularly scheduled board meeting and at special board meetings, citizens are allowed to make statements or inquires directed to the Governing Board or administrative staff during public comment. These statement and inquiries are subject to the following regulations.

- A. The public community member must gain the recognition of the President of the Board of Education.
- B. The speaker must identify himself/herself stating his/her name and place of residence.
- C. He/She must limit his/her remarks to five minutes not to include translation in Navajo or English.
- D. The speaker must address the Board Members, not enter into debate with other members of the audience or administrative personnel.
- E. If a statement or inquiry requires board action or extensive administrative research, the speaker may be asked to have the matter placed on the agenda of the next regularly scheduled board meeting. (This is done by filing the request in writing with the Principal.)

- F. If the speaker becomes unruly or out of order, he/she may be removed upon order of the Board President.

Whenever a regular agenda item is under discussion by the Board of Education the Board may for its own information request comments from the audience. Under this circumstance speakers are subject to the same rules above. The Board of Education reserves the right to terminate discussion periods at its own discretion. Also, certain topics may be considered too personal for public discussion. In all cases, citizens are urged to discuss their concerns with appropriate members of the administrative staff.

Article 6: MINUTES OF PROCEEDINGS

- A. Minutes of the previous meeting of the Board shall be prepared by the Board Secretary for acceptance at the next Board meeting. Copies of the minutes will be given to the Board members at the next regular meeting.
- B. The minutes of the previous meeting(s) shall be approved by the Board and signed by the secretary. Minutes shall be made available (72) hours after the meeting.
- C. A copy of all motions shall be carefully recorded. The names of those who make motions, those who second motions and final disposal shall be recorded.
- D. The official minutes shall be bound and kept in the office of the Principal. Only minutes that have been read and approved officially by the Board shall be filed and made available to the public.

Article 7: RULES OF ORDER

The rules of parliamentary procedure shall guide the Board of Education in its deliberations. Rules may be temporarily amended or suspended at any meeting by a majority vote. The order of business may be suspended at any meeting by a majority vote of those present.

SECTION IV – OPERATIONS

Article 1: PUBLIC RELATIONS

Unless the public recognizes and understands the dimensions and the urgency of the problems and the needs of the school, it is unlikely the school will make the necessary educational progress. The Board shall establish a two-way communication program between the public and the school. To assist in this purpose, the School Board has established an Parent Advisory Committee (PAC)

The PAC will attend the Board meetings to inform and consult with the Board on parental concerns.

Article 2: FINANCIAL PROCEDURES

- A. Apportionments are made directly from the Bureau of Indian Education To the responsible fiscal agent at Little Singer Community School.
- B. Approval of expenditures is as follows:
 - a. The Board approves the local education financial plan and the President signs in the plan for each fiscal year.
 - b. Then the Principal administers the financial plan.
- C. Funds for the instruction of students shall be earned as an entitlement by the local school Board via a P.L. 100-297 Grant
- D. An accounting of all expenditures of School Board training funds shall be maintained as a supplement to each school's public accounting records.
- E. An accounting of all expenditures of School Board administration expenses will be maintained as a supplement to each school's public accounting records.
- F. The Principal will act as the responsible fiscal agent for the School Board and will expend funds in accordance with the approved financial plan. He/she will sign all documents required for obligation and/or payment of funds and documentation of receipts of goods and services. He/she will report quarterly to the local school board regarding the status of all expenditures, obligations and remainder of funds. He/she will make recommendations for changes in the financial plan for the effective management of resources. The Business Technician is required to report monthly to the Board with accurate updates of the financial revenues and expenditures of the school. It shall be the responsibility of the Principal to have an annual audit performed by a competent CPA. The Business Technician shall be required to make all documents available for the annual audit.
- G. The terms and conditions involving contracts and proposals will comply with Federal and State established procedures and Navajo Tribal procedures.
- H. A monthly grant composite report for the Governing Board will be shared at every meeting.
- I. Board can seek funds by donations.

Article 3: TRAINING FOR SCHOOL BOARD MEMBERS

The members of the School Board shall receive training in order to carry out their responsibilities. The Board training budget shall not exceed two (2) Weighted Student Units of funding. 20-40 hours of annual Board training will be allocated by a breakdown of expenses for stipend, travel and registrations.

Article 4: SCHOOL BOARD / ASSOCIATION RELATIONSHIPS

- A. Except as otherwise specifically authorized, the Board retains and reserves unto itself the sole and exclusive right to the executive management and administrative control of the school systems; the Board may, at its option, decide to join or establish school board organizations to assist in the performance of the School Board's functions.
- B. It is incumbent upon members of the Board to avoid any appearance, suggestion or practice which would indicate a conflict of interest or preferential treatment in business connected with their position as a member of the Board.

Article 5: RECORDS

It is the policy of Little Singer Community School to maintain in good order the following items:

FILE	MAINTAINED BY
Employee's Personnel File	Personnel Office
School Board minutes	Principal's Office
School Board Oath of Office	Personnel Office
Student Cumulative Folders	Registrar's Office
Property Inventories	Facility's Office
Budget Materials	Business Office
Community Development File	Facility's Office

Article 6: REVISION OF POLICIES

- A. The Board of Education believes we are living in an ever changing world And that education must be subject to change to meet the challenge of today.
- B. The Board shall review the policy handbook on an ongoing basis, making changes it deems necessary.
- C. Policies may be revised, added to, or amended at a regular meeting of the Board of Education by a majority vote of the members. Proposed amendments may be voted upon at any meeting subsequent to their presentation.
- D. The operation of any section or sections of these policies may be temporarily suspended by a majority vote of the board at a regular or special meeting, provided the suspension is consistent with applicable law.
- E. The Board shall notify the Principal and he/she will notify all employees whenever revisions, additions, amendments and/or deletions are made.
- F. Educational policies shall be prepared in cooperation with the staff using democratic procedures that will provide opportunities for representative voice in policy development and school affairs.
- G. Policies will be published and made available to employees and patrons of the school.
- H. The final decision on these policies shall rest with the local school board.

Article 7: PARENTAL INVOLVEMENT AT LITTLE SINGER COMMUNITY SCHOOL

It shall be the policy of this Board to encourage parental involvement. Parent Days, Open House and other events will be held to encourage parents to come to the school and visit their children in the classroom. It is the mission of the school to work in cooperation with the home and the parents and the Board believes that parental involvement in the school is very important. The Board has established an Parent Advisory Committee (PAC). PAC helps with increasing parental involvement in the school. All visitors and parents must sign in and wear name badges for school security reasons.

SECTION V - AMENDMENTS

Article 1: AMENDMENTS OF BYLAWS

- A. The Board shall establish policies in systematic procedure that allows for citizen input, board study, review, approval/disapproved/modification and publication.
- B. All new or recommended changes of Board bylaws or policies are to be presented to each member and to the Principal in writing at least fifteen (15) days prior to Board action and shall be acted upon within thirty (30) days. The waiting period may be waived with unanimous consent of the School Board. All School Board policies and procedures shall be reviewed and updated yearly.

Article 2: EQUAL OPPORTUNITY EMPLOYER

The Board of Education of Little Singer Community School is an Equal Opportunity Employer and will not discriminate in its employment practices on the basis of age, sex, race, ethnicity or national origin, handicap and religion. In addition, the Board of Education of the Little Singer community School and its employees will not discriminate in its educational programs or activities on the basis of sex, race, ethnic or national origin, handicap and religion required by Title IX of the 1972 Education Amendments.

Little Singer Community School will make reasonable accommodations to the known physical or mental limitations of an otherwise qualified applicant or employee.

