

To'Nanees'Dizi II School

# Board Policies and Procedures



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**Section 100**

The To'Nanees'Dizi II School is a body incorporated under the name of The Governing To'Nanees'Dizi II School Board of Naatsis'Aan Community School (NCSI), 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 policy and procedures related to all departments at NCS, that pertain to the welfare of students, employees, parents, and 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 To'Nanees'Dizi II School Board 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 provision applicable to the Navajo Nation laws and policies. The To'Nanees'Dizi Schools II School Board is not bound, in any way, by any statement or action in part of an individual member, but only when the To'Nanees'Dizi Schools II School Board, acts through adopted policies or by a majority vote of membership.

The performance and compliance of the school programs and services, begin with To'Nanees'Dizi II Schools 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 through unity. These policies have been developed and officially adopted by the To'Nanees'Dizi II Schools School Board to govern itself effectively, and to conduct business.

**110.1 Authority of the To'Nanees'Dizi II School Board Members****110.1.1 General Statement**

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

The To'Nanees'Dizi' II Schools is the regional school board with authority to guide and direct the school administration, establishing 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 To'Nanees'Dizi' II School Board is to provide each student with the highest quality education in keeping with his/her capacity to learn. This factor shall be the basic factor and challenge to motivate them.

**110.1.2 General Authority**

The To'Nanees'Dizi II School Board shall ensure that the school is well managed that it will continuously set positive objectives and goals, and to keep 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.

The To’Nanees’Dizi II School Board will act professionally, setting a positive leadership example in carrying out its operations. Its actions and directives will emphasize significant leadership more than administrative details, the future over the past, with a clear difference between board and staff roles, action, and reason over reaction. Within its authority, the following are the most important To’Nanees’Dizi II School Board duties and responsibilities:

- A. Setting Direction: The To’Nanees’Dizi II School Board is responsible for setting up policies and goals and employing a School Principal who will carry out its operations. The principal will efficiently and effectively manage programs to reach its goals, seek and apply for funding, and actively use the policies and procedures as a guide to arrive at the school program goals.
- B. Program Planning Appraisal: The To’Nanees’Dizi II School Board is responsible for making the best possible planning decisions about the school by becoming more knowledgeable and being more aware of its student programs and services. The To’Nanees’Dizi II School Board is responsible for reviewing reports on programs and services for appraisal and planning.
- C. Community Liaison: The To’Nanees’Dizi II School Board is responsible for keeping themselves informed about the needs and related goals of the whole community, for setting direction for the common good, and for making decisions that will represent all the communities associated with Naatsis’Aan Community School. Inc. It is responsible for assisting the principal in seeking information to follow the political process for the realization of new programs and initiatives.
- D. Certified and Non-Certified Staff and Administration: The To’Nanees’Dizi II School Board is Responsible for establishing salary schedules, benefits, employment terms, and conditions and, for establishing organization-wide personnel policies that include an annual evaluation for all staff and bi-annual benchmark for the principal.
- E. Overseeing Financial Resources: The To’Nanees’Dizi II School Board is responsible for monitoring and reviewing the school’s finances through reports in a manner that ensures proper Fund use, fund accountability, contract compliance, financial stability, and the continuity of the organization. This shall include contracting for and using the findings of regular independent audits. It shall be responsible for controlling its spending for the To’Nanees’Dizi II Schools School Board stipends, and expenses. **It is the board’s responsibility to approve all overnight staff and administrative travel.** *They will review and approve purchases as outlined in the Procurement Policy.*
- F. Hearing Appeals in Specific Situations: The To’Nanees’Dizi II School Board is responsible for Hearing Appeals from the school’s contracted personnel both certified and non-certified. It assumes this role in situations, where all administration processes for resolution have been exhausted. When it hears an appeal, it shall use specific guidelines and a meeting shall be called only for a specified hearing. (For example, the To’Nanees’Dizi II School Board shall not hear any appeal in an open session or the community comments portion of the agenda).
- G. Hiring, supporting, and evaluating the principal: The To’Nanees’Dizi II School Board is responsible for hiring and determining the principal’s salary and terms of employment. It is responsible for conveying clear and concise benchmarks that are reasonable. It is incumbent

upon the To’Nanees’Dizi II School Board 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 To’Nanees’Dizi II School Board his/her needs for assistance in special situations.

#### **110.2 Duties and Powers of the To’Nanees’Dizi II School Board**

The To’Nanees’Dizi II School Board 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 To’Nanees’Dizi II School Board 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 To’Nanees’Dizi School Board will have permission to review any directed files. It will be deemed necessary to uphold the 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 housings, and to acquire sites and equipment.
- I. To have school property insured.
- 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 To’Nanees’Dizi II School Board, 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).
- R. On or before the 31<sup>st</sup> of July each year, the To’Nanees’Dizi II Schools School Board shall have a preliminary estimate of the funds needed for support and maintenance of the school for the ensuing year. The To’Nanees’Dizi School Board shall make an itemized statement showing.

- S. He/she will maintain an awareness and understanding of the school's fiscal policies and procedures and have continuous oversight of the To'Nanees'Dizi II Schools, the School Board's operating budget, and expenditures.
1. The funds estimated to be on hand at the end of the current fiscal year; and
  2. The estimated income from sources including apportionment of income from the school fund based upon the distribution of the next preceding year; and
  3. The funds sufficient to pay any indebtedness and interest due on the indebtedness, and the amount necessary to pay installments on judgments.

### **110.3 Individual To'Nanees'Dizi II School Board Members**

To'Nanees'Dizi II Schools School Board has no individual authority; Individual To'Nanees'Dizi II School Board has authority only when acting as a To'Nanees'Dizi II Schools School Board legally in session. The To'Nanees'Dizi II School Board shall not be bound in any way by any action or statement on the part of an Individual member except when such statement or action is to the pursuance of a specific Instruction from the entire To'Nanees'Dizi II School Board. When an individual To'Nanees'Dizi II School Board member visits the school, they have no more authority than any other citizen. To'Nanees'Dizi II School Board as individuals will not micromanage the school nor harass the principal or any employee within the school at any time.

An individual To'Nanees'Dizi II School Board Member should resign from the board before seeking to secure school employment. In no event shall a final decision for hire be made before receiving the To'Nanees'Dizi II School Board member's resignation.

### **110.4 Delegation of Authority**

The To'Nanees'Dizi II School Board delegates to the principal the function of specifying required actions and designating the detailed arrangements under the To'Nanees'Dizi II Schools School Board policies for the operation of the school. All To'Nanees'Dizi II School Board authority to the staff is delegated through the principal. The principal is responsible for achieving the To'Nanees'Dizi II School Board's desired results through a fair, responsible, and ethical process that follows the policies and procedures, especially the Personnel Policies and Procedures Manual of the school.

### **110.5 The School Principal**

The To'Nanees'Dizi II School Board shall select the School Principal to be the technical figurehead of the school system and be directly responsible to the To'Nanees'Dizi II School Board for the total administration of the school. The To'Nanees'Dizi II School Board will vest in him/her the necessary authority and provide the appropriate personnel to carry out its administration.

The To'Nanees'Dizi II School Board will give counsel and advice to the principal regarding the operation of the school, as it deems necessary, remembering always that To'Nanees'Dizi II School Board as Individuals have no authority, and only policies voted by the board shall be enforced.

The Principal of the School will be required to submit such periodic reports, as the To'Nanees'Dizi II School Board deems necessary to keep it properly advised on the administration of the school. The principal must be honest, concise, and complete in his/her reports to the To'Nanees'Dizi II School Board. The principal should present, important matters requiring board action to the To'Nanees'Dizi II School Board as required, not in a semi-private way to individual members. The principal will be expected by the To'Nanees'Dizi II School Board to attend all board meetings except at times when his/her employment may be under consideration or by mutual consent he/she is absent for a reason authorized by the To'Nanees'Dizi II School Board.

In the community, the To’Nanees’Dizi II School Board shall expect the Principal of the School to assume his/her place as a citizen with all responsibility, which the concept of citizenship conveys. He/she should use his position of leadership to present the cause of public education honestly and forthrightly and to further community activities compatible and complementary to the school.

#### **110.5 To’Nanees’Dizi II School Board-Principal Relation**

The principal holds the only position that is accountable to the To’Nanees’Dizi II School Board for all the School’s Performances, following the To’Nanees’Dizi II Schools School Board’s stated limits. It is of utmost importance for the good of the children of Naatsis’Aan Community School, Inc., that the To’Nanees’Dizi II School Board and the Principal work in an atmosphere of mutual trust and goodwill.

The To’Nanees’Dizi II School Board, together with the principal, has a moral obligation to provide such leadership to the teaching profession. It is their obligation and responsibility to work together for an increasingly effective program for all the students and staff, and insofar as it is required of each, to submerge personal ambition, prejudice, and desire to that end.

#### **120.1 To’Nanees’Dizi II School Board Members’ Code of Ethics**

Members of the To’Nanees’Dizi II School Board have a moral duty to act in advocacy and obligation to ensure that the school services, operation, and management are delivered pragmatically and ethically. Each member of the To’Nanees’Dizi II School Board has a moral obligation to be polite and respectful in their treatment and working relationship with fellow members, the school staff, students, clients, outside visitors, and other entities that serve Naatsis’Aan Community School, Inc. The To’Nanees’Dizi II School Board intends to adopt the following CODE of ETHICS as stated below. The members of the To’Nanees’Dizi II School Board are held to the highest standard of ethical conduct. To deliver effective service to the community school is their primary role, which requires each member to guide his/her actions according to the personnel ideals, expressed in this CODE of ETHICS. Only by doing so can members of the To’Nanees’Dizi II School Board ensure optimum performance and delivery of an effective practice service approach. The To’Nanees’Dizi II School Board’s primary responsibility is to the students of Naatsis’Aan Community School, Inc., and their Oath of Office as representatives of the community.

First and foremost, members of the To’Nanees’Dizi II School Board shall conduct themselves in a congruent manner with the moral values that the members of the To’Nanees’Dizi II School are endorsed to be taught to the students, thereby serving as an example community decision-making body striving to make ethical choices consistently. The moral values endorsed, supported, or approved by the To’Nanees’Dizi II School are as follows:

- A. Honesty: Conducts human interactions in a fair, straightforward manner, tells the truth, does not cheat, steal, or intentionally mislead, and behaves in a consistent with one’s professional values and ideals of integrity.
- B. Responsibility: Accepts responsibility for the foreseeable consequences of one’s actions, reactions, choices, and goals and demonstrates an active commitment to the welfare of others.
- C. Compassion: Demonstrates sensitivity and a decent measure of caring and concern for fellow human beings and begins with exhibits of generosity and love.
- D. Perseverance: Continues the pursuance of goals in the face of adversity and demonstrates a willingness to work diligently.

- E. Respectfulness: Holds each other and the environment in high regard, acknowledges the inherent values in human beings and all living things, honors the rights of others to be autonomous and to be treated with dignity, but does not confuse it with an insistence that one is entitled to someone else's respect.
- F. Cooperative: Interacts with others mutually in a beneficial way and seeks thoughtful and peaceful ways of resolving conflict.
- G. Civil Duty: Respects the principles of representative democracy, expresses informed views, participates in the democratic process, observes rules and laws, and demonstrates a commitment to the community.
- H. Courage: Demonstrates a desire to act positively on a moral value even in the face of potential personnel loss, a willingness to take calculated risks to achieve a positive result, and not to be confused with aggressive physical or emotional behaviors.

The CODE of ETHICS is a clear statement to the community that members of the To'Nanees'Dizi II School Board understand its role and commitment to providing an example of ethical decision-making as one of the clearest lessons it can provide to the students and the community.

Members of the To'Nanees'Dizi II School Board will adhere to and follow the Navajo Nation Ethics in Government Law (2NNC 6). Regulations and Standard of Conduct for Elected Officials of the Navajo Nation.

These guidelines are incorporated into the Naatsis'Aan Community School, Inc. Operating Policies and Procedures up to and within the parameters of the Navajo Nation Codes. The To'Nanees'Dizi II School Board member should also use these guidelines in their actions and review the Navajo Nation Codes: Conduct of Ethics in Government Law (2NNC 6) often.

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

The To'Nanees'Dizi II School Board members believe it is essential that Conflict of Interest and any appearance thereof be avoided in all school-related matters. Members of To'Nanees'Dizi II School Board shall not knowingly commit violations of the following:

- A. Disclose or use confidential information about the school to advance the financial and/or 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 farthest 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 and/or indirectly.
- E. Not to represent a private interest in any action or proceeding before the To'Nanees'Dizi II School Board.
- F. Request or receive any money, things of value or promise, thereof, that is conditioned upon or given in exchange for 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 Conflict of Interest and recuse oneself before proceeding in the meeting process.

**130.1 Qualification for Office of To'Nanees'Dizi II School Board:**

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 To’Nanees’Dizi II Schools School Board. If an employee is interested in membership in To’Nanees’Dizi II School Board, they must resign first from his/her employment with the Naatsis’Aan Community School, Inc., in order, to qualify for membership of the To’Nanees’Dizi II School Board, but by established policies.

Members of the To’Nanees’Dizi II School Board shall be elected for a four-year term, in accordance, with 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 will declare a vacancy of a board member’s seat if the person elected fails to qualify for the membership of the To’Nanees’Dizi II School Board within thirty (30) days of certification of the election. Or if he/she refuses to take office, resigns, and/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 To’Nanees’Dizi II School Board shall declare the seat vacant.

The To’Nanees’Dizi II School Board shall declare a vacancy on membership of the To’Nanees’Dizi Schools II School Board for any actions that disqualify a member from serving, in accordance, with 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 To’Nanees’Dizi II School Board shall immediately notify the Navajo Board of Election Supervisors regarding the vacancy to elect a successor to fill the vacant seat for the remainder of the normal term of office and/or until such a successor shall be duly elected and certified.

**130.1.2. Orientation for a newly elected member of To’Nanees’Dizi II School Board:**

The members of To’Nanees’Dizi II School Board and the school administration staff shall assist new member(s) elected to understand the associated functions of the To’Nanees’Dizi II School Board regarding the election policies, laws, and regulations of Navajo Board of Election Supervisors and the Navajo Nation Council and related local school policies and procedures before he/she takes office, and to acquaint the new member(s) with the school requirements and expectations.

The newly elected member shall be invited to meet with the principal and other school administrative staff to discuss services performed within the school for the position of member(s) of the To’Nanees’Dizi II School Board. He/she shall be given related materials for the position, which are pertinent to the To’Nanees’Dizi II School Board meetings and functions. He/she shall be invited to attend To’Nanees’Dizi II School Board meetings and begin participation in the discussion relating to the function and duties as a member(s) of To’Nanees’Dizi II School Board.

**140.1 Appointment and/or Election of Officers for To’Nanees’Dizi II I Board:**

**140.1.1 General:**

The Officers of the To’Nanees’Dizi II School Board shall be a President, Vice-President, Secretary, and Board member(s), whose duties are subsequently defined in the Navajo Election Codes, Title 11 of the Navajo Nation Council.

Membership of the To’Nanees’Dizi II School Board shall appoint and/or elect all officers, using their judgment to carry out fully its provisions for the promotion, interests, and welfare of all students and the school and for the protection of school properties.

In addition, the elected members of the To’Nanees’Dizi II School Board shall be appointed Administrative Assistants along with the Principal to oversee the preparation of the schedule of meetings-related materials, taking meeting minutes, preparing travel itineraries, distribution of support documents to each member of To’Nanees’Dizi II School Board and other attendees. The Administrative Assistant shall also be subject to other assignments.

**140.1.2. President of Governing To’Nanees’Dizi II School Board:**

The President of the To’Nanees’Dizi II School Board shall preside over all meetings. The President shall have all rights including the right to temporarily relinquish his/her seat to participate in discussion. Under this situation, the transfer of power is reverse to the Vice-President who shall preside over the meeting.

The President of the To’Nanees’Dizi II School Board shall have the following responsibilities:

- A. Call the meeting to order and register the time, date, and location of the meeting.
- B. Announce the business to come before the To’Nanees’Dizi II School Board in its proper order.
- C. Enforce the To’Nanees’Dizi II School Board 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 To’Nanees’Dizi II School Board and other attendees before calling for the vote.
- F. If no further discussion, the President will call for the question.
- G. Call for Special Meetings as deemed necessary giving notice as prescribed by established policy, 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 To’Nanees’Dizi II School Board shall sign such documents on behalf of the To’Nanees’Dizi II School Board as may require his/her signature and maintain regular positive communication with the principal on organizational matters. He/she shall represent the To’Nanees’Dizi II School Board in deliberation with other boards, districts, or agencies and may designate another member of the To’Nanees’Dizi II School Board to carry out these tasks.

In addition, the President of the To’Nanees’Dizi II School Board shall perform the duties specifically requested upon him/her by the school.

In the interim, the meetings of the To’Nanees’Dizi II School Board 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 To’Nanees’Dizi II School Board**

The Vice-President shall preside over all meetings of the To’Nanees’Dizi II School Board 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 To’Nanees’Dizi II School Board, which will create no quorum, therefore, 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 To’Nanees’Dizi II School Board:**

The Secretary of the To’Nanees’Dizi II School Board shall oversee the completion of accurate and complete minutes. He/she shall sign all documents on behalf of the To’Nanees’Dizi II School Board as delegated.

**140.1.5. Duties of Administrative Assistant for NCSI.**

The NCSI Administrative Assistant to the To’Nanees’Dizi II School Board shall be responsible for overseeing the preparation of the To’Nanees’Dizi II School Board 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 To’Nanees’Dizi II School Board, responsible for making arrangements for travel and accommodations for out-of-town meetings or conferences, and responsible for overseeing the production and distribution of To’Nanees’Dizi II School Board Policies and regulations. Available and distributed proposed agenda and supporting documents and materials to the board members of the To’Nanees’Dizi II School Board.

The Administrative Assistant is also to perform other duties as assigned by the To’Nanees’Dizi II School Board and by the principal.

**140.2 School Attorney**

The To’Nanees’Dizi II School Board shall retain the services of a State Licensed Attorney for Counsel. The School Attorney is required to attend meetings of the To’Nanees’Dizi II School Board upon request to provide and answer any legal matters that may arise. The principal may confer with the legal counselor 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 To’Nanees’Dizi II School Board:**

**150.1.1. General:**

The To’Nanees’Dizi II Schools Board meetings are Open Public Meetings except when the To’Nanees’Dizi II School Board 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 To’Nanees’Dizi II School Board may exclude the public from those parts of the meeting, that deal with matters held confidential, in accordance, with the laws, regulations, and policies. The To’Nanees’Dizi II School Board 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.

Comment and questions at the beginning dealing with any topic related to the To’Nanees’Dizi II School Board conduct of the school 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 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.
- G. Mandated in-service programs.

Advance notice of all regular and Special Meetings of the To’Nanees’Dizi II School Board shall be posted for the public as stated in the policies and procedures. As required the Administrative Assistant shall publish a public notice. The notice shall describe and state the purpose of the meeting, listing the items to be discussed and indicate the availability of materials relative to such items.

**150.1.2. Regular Meetings of the To’Nanees’Dizi II School Board:**

The regular meeting date of the To’Nanees’Dizi II School Board shall be set at the first regular meeting of the To’Nanees’Dizi II School Board in January of each year. The monthly meeting will be at the discretion of the To’Nanees’Dizi II School Board at 10 AM each month at Naatsis’Aan Community School, but open for other locations at the discretion of the To’Nanees’Dizi’ II School Board. At least three (3) days advance notice of a regular meeting of the To’Nanees’Dizi’ II School Board shall be given to the community through radio or posting of notice of announcement and to members of the To’Nanees’Dizi’ II School Board along with a copy of previous meeting minutes, the proposed agenda and support documents.

Regular meetings of the To’Nanees’Dizi’ II School Board shall also include an opportunity for the public to address the To’Nanees’Dizi’ II School Board; notice to the President of To’Nanees’Dizi II School Board, the Principal, and/or Administrative Assistant, five (5) prior notice required, in order, to be placed an item(s) on the agenda. The request shall be in writing with a statement of purpose and documents clearly defined. When addressing the To’Nanees’Dizi II School Board, statements/comments should be limited to three (3) minutes to facilitate the orderly completion of the agenda. Groups desiring to address the To’Nanees’Dizi II School Board shall select a spokesperson to present. However, no official action will be taken except in emergency cases.

**150.1.3. Special Meeting of the To’Nanees’Dizi II Schools School Board:**

The President, the Principal, and/or majority members of the To’Nanees’Dizi II School Board may call for a Special Meeting of the To’Nanees’Dizi’ II School Board. Notice for a Special Meeting shall be delivered and posted 48 hours before the scheduled meeting to each member of the To’Nanees’Dizi’ II School Board, the local chapter, when feasible through a radio station as a public announcement.

The notice shall specify the time, date, and location of the meeting. A general statement of purpose shall be included. Any member of the To’Nanees’Dizi II School Board may waive notice in writing before, during, or after a Special meeting. Attendance at a Special Meeting shall constitute a waiver of prior notice.

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

#### **150.1.4. Annual Corporate Meeting**

At the Annual Corporate Meeting of the To’Nanees’Dizi II School Board, the Secretary shall present to the To’Nanees’Dizi II School Board the re-certification of the By-laws, which are in effect, and by such By-laws shall be considered along with any proposed amendments for approval by a majority vote of the To’Nanees’Dizi II School Board members. Board members may not participate through teleconference, e-mail, or any other means of technology. Members shall make every attempt to be present at the Annual Corporate Meeting.

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

Performance measures will be developed in conjunction with the To’Nanees’Dizi II School Board’s planning process and will be updated annually for their approval. This process will be used to measure results, ensure accountability, and encourage continuous improvement to meet goals and objectives.

Progress reports that include progress on the approved strategic plan, details of implementation, status of goals and objectives, and expanded information on points of interest and special appropriations will be provided to the To’Nanees’Dizi II School Board at least once annually by the principal of the school.

#### **150.1.5 Proposed Meeting Agenda**

The school principal, in consultation with the To’Nanees’Dizi II School Board President, is responsible for the final preparation of the agenda for board meetings. To’Nanees’Dizi II School Board Members, staff members, or student members may suggest items for the agenda. Any member of the public may request in writing that a matter within the jurisdiction of the To’Nanees’Dizi II School Board be placed on the agenda of a regular meeting.

The Administrative Assistant will prepare a tentative meeting packet with a copy of the agenda for each To’Nanees’Dizi II School Board Member at least 48 hours before each meeting date, together with the principal or designee’s report, minutes to be approved, copies of communication, reports from the department supervisors, staff, citizens, and other available documents pertinent to the meeting.

#### **150.1.6. Public Participation**

At a time so designated on the agenda of a Regular Meeting, members of the community may bring before the To’Nanees’Dizi II School Board matters that are not listed on the agenda. Community members should contact the principal’s office if they wish to make a formal presentation to the To’Nanees’Dizi II School Board. Arrangements may be made within 24 hours of the board meeting by submitting the “comment form”.

Public comments at the call to the public on the agenda may enhance To’Nanees’Dizi II School Board awareness, and it includes the participation of parents and locally impacted individuals. The To’Nanees’Dizi II School Board will allow three (3) minutes for public comment. Three minutes will be enforced by the chair. If disruption continues, the chair will declare the meeting adjourned.

The To’Nanees’Dizi’ II School Board will not be expected to respond immediately to any issues during the public comment period. Any further discussion or action on a matter brought forward during the public comment period will be at the discretion of the To’Nanees’Dizi’ II School Board.

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

Comments and questions at a Special Meeting must relate to the specific purpose of the special meeting agenda. The To’Nanees’Dizi II School Board President shall recognize speakers who identify themselves and their topics, maintain a 3-minute (additional time 2 minutes) time limit, and keep order in the meetings. Presentations must be included on the meeting agenda.

**150.1.7. Handling Staff and Community Complaints**

It is the To’Nanees’Dizi’ II School Board’s policy related to personnel complaints and differences are to be settled according to the Chain of Command indicated on the Organizational Chart. An individual board member shall not step into such situations as to resolve a problem or complaint. To’Nanees’Dizi’ II School Board members will refer staff and community complaints back to the principal for solutions. The To’Nanees’Dizi’ II School Board shall be involved only when the complaint has been filed against the principal.

**150.1.8. Quorum**

If the To’Nanees’Dizi II School Board consists of five (5) members, three (3) members present shall constitute a quorum. If the To’Nanees’Dizi II School Board consists of three members, two members must be present, to constitute a quorum and ratify action items. In any event, an affirmative vote of not less than two is required to approve action items. Refer to NNC Titles 10 and 11 (see attached).

**150.1.9. To’Nanees’Dizi’ II School Board Meeting Procedures**

The To’Nanees’Dizi’ II School Board President or Vice-President shall call the meeting to order. A quorum for the transaction of business shall consist of a majority of the full members of the board. If no quorum is present, the presiding officer will adjourn the meeting.

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

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

1. Main Motion – To bring a new idea/business before the assembly
  - Can be made only while no other motion is pending.
  - It can be written in the form of a resolution.
  - If adopted, it becomes “the official action taken by the assembly”.
2. Postpone indefinitely – to decline to take a position on the main question; to avoid a vote.
  - The purpose of this motion is to reject or kill the main motion for the duration of the meeting.
3. Amend –To change or modify the working of the pending motion before the motion itself is acted upon.

- Two amendments
    - Primary amendments
    - Secondary amendment
4. Commit or Refer –To refer a pending question to a committee or small group of selected persons to investigate or to act.
  5. Postpone to a Certain Time – to defer action on a pending question to a definite day, meeting, and hour or after a certain event.
  6. Limit or Extend Limits of Debate – To reduce or increase the length of speeches permitted on immediately pending questions or a series of pending questions. It may set a time when debate shall cease.
  7. Call for the Question – Name given to the motion to close debate and at once take a vote on the pending question.
  8. Lay on the Table – To lay the pending question aside temporarily when something more urgent has arisen. This does not kill the motion. The 10<sup>th</sup> Edition does provide that a motion can be set “aside” to bring up another motion of more importance. Does not require a second. Must be dealt with within the same meeting.
  9. Call or Order – To require/demand the assembly conform to its agenda, program, or proper schedule of business.
  10. Raise a question of Privilege
    - To correct undesirable conditions or to permit an urgent request that rights and privileges of the assembly or members are taken up at once.
    - To protect the rights, privileges, and comfort of the assembly and the individual members.
  11. Recess – to authorize a short, immediate intermission, while a motion is pending. Does not require a second.
  12. Adjourn – to end or close the meeting.

#### **150.1.10 Executive Session**

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

The presiding officer shall declare the To’Nanees’Dizi’ II School Board in Executive Session on items noted above if:

- 1) The item is designated on the agenda,
- 2) The item is requested by a To’Nanees’Dizi’ II School Board member and a majority of the board concurs; or,
- 3) A specific student or adult staff member is cited in a conversation or presentation in connection with a personnel or student problem.

It shall be the practice of the To’Nanees’Dizi’ II School Board to state in the agenda of any regular or special meeting that an executive session is planned and to state the general reasons for the executive session. When it is determined that an executive session is needed during a regular To’Nanees’Dizi’ II School Board meeting and no executive session was announced in the agenda, the presiding officer shall publicly announce the reason(s) for the executive session before adjourning into the Executive Session.

Because board meetings are intended to be open to the community, executive sessions should not be commonly or frequently used. Out of respect to community members who are present, the presiding officer should indicate the approximate time that the To’Nanees’Dizi’ II School Board Members will return from the Executive Session. The To’Nanees’Dizi’ II Board should use the executive session efficiently and return to the open meeting quickly after its official action during an executive session.

#### **150.1.11 Absence**

To’Nanees’Dizi’ II Board member participation is valuable. They are all needed and expected to attend all meetings. To’Nanees’Dizi’ II School Board members are expected to notify the President or the Principal of any absence thirty (30) minutes before the meeting. Sending written or oral communication to the President or Principal is reasonable and acceptable for extended absence To’Nanees’Dizi’ II School Board related activities; Education related activities and official Navajo Nation related business is considered excusable, which include meetings and other events that a To’Nanees’Dizi’ II School Board Member has been obliged to attend. It also may include a To’Nanees’Dizi’ II School Board Member’s job-related activity that involves the education, health, or social welfare of all Navajo children and/or students. It should also be understood that personal health-related reasons for absence might be excused if the To’Nanees’Dizi’ II School Board Member tries but is unable to schedule the health treatment for a time that does not conflict with a scheduled board meeting. A board member’s seat will be declared vacant if a board member is absent from three (3) consecutive meetings as established by the Navajo Nation Board of Elections Office. To’Nanees’Dizi’ II School Board members’ attendance at meetings and board functions is recorded in the minutes.

#### **150.1.12. Public Hearing**

In addition to Regular and Special Meetings, the To’Nanees’Dizi’ II School Board may schedule and hold hearings for specific purposes. These purposes may include gaining or providing specific information from the community or meeting the requirements of a particular School program. There will be no To’Nanees’Dizi’ II School Board action at any hearing. The To’Nanees’Dizi’ II School Board works with the administration to plan, prepare for, conduct, record, and use the results from all hearings. These activities and hearing rules shall include the following:

- A. The specific purposes will be agreed upon and a board member will work with the administration.
- B. In advance, the To’Nanees’Dizi’ II School Board members and administration will plan and prepare the hearing procedure, location, time, date, attendees, agenda, other handouts, recording methods, follow-up, and report back to the communities, etc.
- C. The hearings will be publicized, in advance, written notices posted in the community and/or radio announcements.
- D. The To’Nanees’Dizi’ II School Board and administrators will designate chairpersons for each hearing and will prepare for the hearings by reviewing hearing procedures, discussing issues, and developing the points to be emphasized in opening statements.

At the beginning of each hearing, the chairperson will explain the purpose, the hearing rules, and how the To’Nanees’Dizi’ II School Board will use the hearing information. Each hearing chairperson, in a respectful and orderly manner, will conduct a hearing.

#### **150.1.13 Minutes of the Meetings**



The official records of procedures for the To’Nanees’Dizi’ II School Board meetings shall be known as the Minutes. Written minutes shall be kept of all To’Nanees’Dizi’ II School Board Regular or Special Meetings. Such minutes include:

- A. The date, time, and place of the meeting.
- B. The names of the members present or absent.
- C. Approval of Agenda.
- D. Approval of previous meeting minutes.
- E. The names of all community members or visitors who made public comments to the To’Nanees’Dizi’ II School Board and a summary of their testimony or reports.
- F. The substance of all matters proposed, discussed, or decided, and a record, by individual members, of motions and votes taken.
- G. Any other information that any member requests to be entered in the minutes.
- H. Adjournment of the meeting.

The Administrative Assistant or designated personnel shall affix his/her signatures to the minutes upon approval of the To’Nanees’Dizi’ II School Board. The minutes, upon approval, shall be kept forever as permanent public records of the To’Nanees’Dizi’ II School Board of the School.

Copies of the minutes for each Regular or Special Meeting shall be available within (5) five days after the meeting and shall be distributed to all To’Nanees’Dizi’ II School Board with the agenda for the next regular or special meeting. The minutes will be available for community review at the School or the Chapter House bulletin board postings.

Persons desiring to obtain photocopies of any item on permanent file must file, submit a written request to the business office, and, upon payment may obtain the requested copies. Files are open for examination during regular business hours to ensure the integrity and safekeeping of the permanent files of the To’Nanees’Dizi’ II School Board.

#### **160.1 Authority of To’Nanees’Dizi’ II School Board Committees with Special Assignments**

The To’Nanees’Dizi’ II School Board may establish committees of the boards as deemed necessary and shall appoint a chairperson from one of its members for each committee established. The principal shall be an ex officio member of every committee established and shall attend each meeting of all committees. The committee will be dissolved when the task or assignment is completed or at any time by a vote of the To’Nanees’Dizi’ II School Board.

A committee shall report its findings of fact to the To’Nanees’Dizi’ II School Board at a public meeting, at which time it shall consider the findings of fact contained in the report together with the recommendation of the principal. All committee meetings shall be 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.

To’Nanees’Dizi’ II School Board committees will have the duties and authority that it provides by approval of a motion. A committee or individual shall not make any decisions that are properly the responsibility of the To’Nanees’Dizi’ II School Board. A committee shall not assume any administrative responsibilities that are properly the responsibility of the school staff unless assigned by the To’Nanees’Dizi’ II School Board.

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 To’Nanees’Dizi II School Board 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 To’Nanees’Dizi II School Board is to create educational policies. The course in a community depends upon the wisdom and care with which decisions are made.

To’Nanees’Dizi’ II School Board 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 To’Nanees’Dizi’ II School Board members, the principal, staff, local group, or community members may propose policies. The To’Nanees’Dizi II School Board shall use regular processes to consider any proposed change, repeal, or additions to the policies. It shall not take action on any policy proposal until hearing the recommendations of the views of persons or groups who will be affected by the proposal.

The To’Nanees’Dizi’ II School Board 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 To’Nanees’Dizi’ II School Board 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 To’Nanees’Dizi’ II School Board, the Principal in cooperation with the staff, community members, or any group or organizations.

To’Nanees’Dizi’ II School Board action on any proposal will not be taken earlier than the next regular or special meeting following To’Nanees’Dizi’ II School Board approval for a first reading. During the interim between the first reading and board action, the principal will seek to discuss and review the proposal with the staff, faculty, or other board members as appropriate. After thorough consideration, the proposal will be presented to the To’Nanees’Dizi’ II School Board for action.

The principal or administrative staff will recommend making non-substantial corrections and amendments to the To’Nanees’Dizi’ II School Board policies and procedures as may be necessary in such areas as typographical errors, cross-reference, and citations of state, Navajo Nation, and Federal Laws.

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

The principal has the authority to act when there is no written policy guidance from the To’Nanees’Dizi’ School Board. The principal shall inform the To’Nanees’Dizi’ II School Board of such action and the need for the policy.

#### **180.1 Outside Consultants to the To’Nanees’Dizi’ II School Board**

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

#### **180.2 To’Nanees’Dizi’ II School Board/Staff/Community Communications**

The To’Nanees’Dizi’ II School Board recognizes the need for effective communication of its actions with the school’s programs. It shall encourage staff and community members to politely offer ideas about the programs, plans, policies, and how to operate the school efficiently and effectively. It shall also encourage politeness and respectfulness of To’Nanees’Dizi’ II School Board/Staff relationship and communication.

#### **180.3 Board Members Visiting Programs**

The To’Nanees’Dizi’ II School Board recognizes that its members gain valuable information by visiting Naatsis’Aan Community School, Inc. programs. It also recognizes that making unauthorized commitments or decisions during visits to departments can place individual members in a difficult position. To’Nanees’Dizi’ II School Board members shall use the following guidelines in making visits.

- Inform the Principal or office staff that the To’Nanees’Dizi’ II School Board member will visit a program.
- Remember that a single To’Nanees’Dizi’ II School Board member has no individual authority and has the same status as any other visitor or parent.
- Visiting To’Nanees’Dizi’ II School Board members should not disrupt program activities or take staff away from their work with questions or requests.
- Visiting To’Nanees’Dizi’ II School Board members 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 To’Nanees’Dizi’ II School Board Members recognize the value of increasing its knowledge and expertise and encourage 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. To’Nanees’Dizi’ II School Board members shall use these guidelines in its training and development. All new board members are required to receive cumulative hours of forty (40) hours of training within one year at the school’s expense.

The Principal and the To’Nanees’Dizi’ II School Board Secretary shall gather and maintain a file of To’Nanees’Dizi’ II School Board conferences and workshops. The To’Nanees’Dizi’ II School

Board 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.

To’Nanees’Dizi’ II School Board members 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 To’Nanees’Dizi’ II School Board at the next To’Nanees’Dizi’ II School Board meeting following the activity. To’Nanees’Dizi’ II School Board members 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 To’Nanees’Dizi’ II School Board and the administration shall orientate each newly elected board member to understand the To’Nanees’Dizi’ II School Board member’s role, responsibilities, duties, policies, and procedures. That orientation shall include the following:

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

**180.6 Board Member Compensation**

To’Nanees’Dizi’ II School Board members will be compensated for their services with a stipend for To’Nanees’Dizi’ II School Board meetings, attendance, and participation. A stipend payment policy is attached and incorporated into the To’Nanees’Dizi’ II School Board Operating Policies.

**180.7 Board Member Expenses and Insurance**

To’Nanees’Dizi’ II School Board members must be reimbursed for appropriate expenses from their participation in activities or services that were already authorized by the To’Nanees’Dizi’ II School Board 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 To’Nanees’Dizi’ II School Board on a case-by-case situation shall determine travel expenses.

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

**180.8. Stipend Payment: Governing To’Nanees’Dizi’ II School Board:**

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 Annual Corporate meeting.
2. The standard stipend will be paid to compensate members for all work and activities, which 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 on-going 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 five (5) 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 meets five days.

I hereby certify that the foregoing Naatsis'Aan Community School Operating Policies and Procedures and related documents were duly considered by the To'Nanees'Dizi' II School Board 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: \_\_\_\_\_

\_\_\_\_\_  
 Willie Grayeyes, To'Nanees'Dizi II School Board Member  
 Naatsis'Aan Community School, Inc.