

2022-2023 Governing Board Policies and Procedures



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Table of Content

110.1	Authority of the Governing Board Members	3
110.1.1	General Statement	3
110.1.2	General Authority	3
110.2	Duties and Powers of the Governing Board	5
110.3	Individual Governing Board Members	6
110.4	Delegation of Authority	6
110.5	The School Principal	6
110.6	Governing Board-Principal Relationship	7
120.1	Governing Board Members' Code of Ethics	7
120.2	Governing Board Members' Conflict of Interest	8
130.1	Qualification for Office of Governing Board of Education	9
130.1.1	Vacancy in Office	9
130.1.2	Orientation of newly elected member of Governing Board Member	9
140.1	Appoint and/or election of Officers for Governing Board of Education	10
140.1.1	General	10
140.1.2	President of the Governing Board of Education	10
140.1.3	Duties of the Vice-President of the Governing Board of Education	11
140.1.4	Duties of Secretary of the Governing Board of Education	11
140.1.5	Duties of Administrative Assistant	11
140.2	The School Attorney	11
150.1	Meetings of the Governing Board of Education	11
150.1.1	General	12
150.1.2	Regular Meetings of the Governing Board of Education	12
150.1.3	Special Meeting of the Governing Board of Education	13
150.1.4	Annual Corporate meeting	13
150.1.5	Meeting Agenda	13
150.1.6	Public Participation	14
150.1.7	Handling Staff and Community Complaints	14
150.1.8	Quorum	14
150.1.9	Governing Board Meeting Procedures	14
150.1.10	Executive Session	15
150.1.11	Absence	16
150.1.12	Board Hearing	16
150.1.13	Minutes of the Meetings	17
160.1	Authorities of Governing Board Committees with Special Assignments	
170.1	Policy Making/Development	18
170.1.1	General Statement	18
170.1.2	Policy Adoption	19
170.1.3	Administrative Action Absence of Policy	19
180.1	Outside Consultants to the Governing Board	19
180.2	Governing Board/Staff/Community Communications	19
180.3	Board Members Visiting Programs	19
180.4	Board Member Training and Development	20
180.5	New Board Member Orientation	20
180.6	Board Member Compensation	20
180.7	Board Member Expenses and Insurance	21
190.1	Stipend Payment: Governing Board of Education	21

Section 100

The Governing Board of Education is a body incorporated under the name of The Governing Board of Education, Inc. of Naatsis'Aan Community School (NCS), 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 Naatsis'Aan Community. They will establish direction; create policy and procedures related to all departments at NCS, which 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 governing 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 of the Navajo Nation laws and policies. The governing board is not bound, in any way, by any statement or action in part of an individual member, but only when the governing board, acts through adopted policies or by a majority vote of membership.

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

110.1 Authority of the Governing Board Members

110.1.1 General Statement

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

The primary goal 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 the Governing Board.

110.1.2 General Authority

The Governing Board shall ensure that the School is well managed, and 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 Governing Board will act in a professional manner, setting a positive leadership example in carrying out its operations. Its action 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 Governing Board duties and responsibilities:

- A. Setting Direction: The Governing 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, to seek and apply for funding and to actively use the policies and procedures as a guide to arrive at the School program goals.

- B. Program Planning Appraisal: The Governing 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 Governing Board is responsible for reviewing reports on programs and services for the purpose of appraisal and planning
- C. Community Liaison: The Governing Board is responsible for keeping themselves informed about the needs and related goals of the whole community, for setting direction in relation to 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 Governing Board is Responsible for establishing salary schedules, benefits, employment terms and conditions and, for establishing organization-wide personnel policies that includes an annual evaluation for all staff and bi-annual benchmark for the Principal.
- E. Overseeing Financial Resources: The Governing Board is responsible for monitoring and reviewing the School's finances through reports in a manner that insures 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 own spending for the Governing 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 set forth in the Procurement Policy.*
- F. Hearing Appeals in Specific Situations: The Governing Board is responsible for Hearing Appeals from the school contracted personnel both certified and non-certified. It assumes this role in situations, where all administration process for resolution has 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 Governing Board shall not hear any appeal in an open session or in the community comments portion of the agenda).
- G. Hiring, supporting, and evaluating the Principal: The Governing 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 Governing Board to actively evaluate/monitor the progress of its established goals and objectives for the Principal on a quarterly basis. It is the responsibility of the Principal to convey to the Governing Board's his/her needs for assistance in special situations.

110.2 Duties and Powers of the Governing Board

The Governing 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 Governing 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 Governing Board of Education 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 own 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 of such 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 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 fix the duties and compensation of a regular certified principal and teachers, office personnel, bus drivers, custodians, residential staff, 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 sick leave policy for all personnel.
- P. To provide for an annual audit of all such school activity funds. The original reports of such audit shall be delivered to the Governing Board, 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 31st of July each year, the Governing Board of Education shall have a preliminary estimate of the funds needed for support and maintenance of the School for the ensuing year. The Governing 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 a continuous oversight of the governing 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 sinking fund sufficient to pay any indebtedness and interest due on the indebtedness, and the amount necessary to pay installments on judgments.

110.3 Individual Governing Board of Education Members

Governing Board of Education Members Have No Individual Authority; Individual Governing Board Members have authority only when acting as a Governing Board legally in session. The Governing 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 pursuance of a specific Instruction from the entire Governing Board. When an individual Governing Board visits the School, they

have no more authority than any other citizen. Governing Board Members as individuals will not micromanage the school nor harass the Principal or any employees within the school at any particular time.

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

110.4 Delegation of Authority

The Governing Board delegates the Principal the function of specifying required actions and designating the detailed arrangements under the Governing Board policies for the operation of the school. All Governing Board authority to the staff is delegated through the Principal. The Principal is responsible for achieving the Governing Board's desired results through a fair, responsible, and ethical process that follow the policies and procedures, especially the Personnel Policy Manual of the school.

110.5 The School Principal

The Governing Board shall select the School Principal to be the head of the school system and be directly responsible to the Governing board for the total administration of the school. The Governing Board will vest in him/her the necessary authority and provide the appropriate personnel to carry out its administration.

The Governing Board will give counsel and advice to the Principal regarding the operation of the school, as it deems necessary, remembering always that Governing Board members as individuals have no authority, and only policies voted by the board have force.

The Principal of the School will be required to submit such periodic reports, as the Governing 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 Governing Board. The principal should present, important matters requiring board action to the Governing Board as required, not in a semi-private way to individual members.

The Principal will be expected by the Governing Board to attend all board meetings except at times when his/her own employment may be under consideration or by mutual consent he/she is absent for a reason authorized by the Governing Board.

In the community, the Governing 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 Governing Board-Principal Relation

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

The Governing Board of Education, together with the Principal, has a moral obligation to Provide such leadership and to the teaching profession. It is their obligation and Responsibility to work together for an increasingly effective program of education 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 Governing Board of Education Members' Code of Ethics

Members of the Governing Board of Education 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 Governing Board of Education has a moral obligation to be polite and be respectful in their treatment and working relationship with fellow members, the school staff, students, clients, outside visitors and other entities that served Naatsis'Aan Community School. The Governing Board of Education, Inc. intends to adopt the following CODE of ETHICS as stated below. The members of the Governing Board of Education 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 Governing Board of Education will ensure optimum performance and delivery of effective practice service approach. The Governing Board of Education's primary responsibility is to the students of Naatsis'Aan Community School and their own Oath of Office as representatives of the community

First and foremost, members of the Governing Board of Education shall conduct themselves in a congruence manner with the moral values that the members of the Governing Board of Education Members 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 Governing Board of Education are as follows:

- A. Honesty: Conducts human interactions in a fair, straightforward manner, tells the truth, does not cheat, steal, or intentionally misleading 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 regards, acknowledge the inherent values in human being and each living things, honors the rights of others to be autonomous and to be treated with dignity, but not to confused with an insistence that one is entitled to someone else's respect.
- F. Cooperative: Interacts with others mutually beneficial way and seeks thoughtful and peaceful ways of resolving conflict.
- G. Civil Duty: Respects the principles of representative of 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 amoral values 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 Governing Board of Education understand its role and commitment to providing an example of ethical decision-making as one of the most patent lessons it can provide to the students and the community.

Members of the Governing Board of Education 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 Operating Policies and Procedures up to and within the parameters of the Navajo Nation Codes. The Governing Board of Education Member should also use these guidelines in their individual actions and review the Navajo Nation Codes; Conduct of Ethic in Government Law (2NNC 6) often.

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

The Governing Board of Education Members of believe it is essential that Conflict of Interest and any appearance thereof be avoided in all school-related matters. Members of Governing Board of Education 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 Governing Board of Education.
- 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 Governing Board of Education:

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

Members of the Governing Board of Education shall be elected for a four-years term, in accordance, with the established Navajo Nation Election Laws as established by the Navajo Nation Board of Election Supervisors and be confirm and certified by the Navajo Nation Board of Election Supervisors. Elected members shall take their seat at the first meeting in January after their election.

130.1.1 Vacancy in Office:

The Governing Board of Education may declare vacancy of a board member's seat if the person elected fails to qualify for the membership of Governing Board of Education 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 charges, which involves with 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-third (2/3) of membership of Governing Board of Education shall declared the seat vacant.

The Governing Board of Education shall declare vacancy on a membership of the Governing Board of Education 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 Bureau of Indian Education.

The Governing Board of Education shall immediately notify the Navajo Board of Election Supervisors regarding 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 certify.

130.1.2 Orientation for a newly elected member of Governing Board of Education:

The members of Governing Board of Education and the school administration staff shall assist new member(s) elected to understand the associated functions of the Governing Board of Education 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 shall be invited to meet with the Principal and other school administrative staff to discuss services performed within the school for the position as member(s) of the Governing Board of Education. He/she shall be given related materials for the position, which are pertinent to the Governing Board of Education meetings and functions. He/she shall be invited to attend Governing Board of Education meeting and begin participation in the discussion relating to the function and duties as member(s) of Governing Board of Education.

140.1 Appointment and/or election of Officers for Governing Board of Education:

140.1.1 General:

The Officers of the Governing Board of Education shall be a President, Vice-President, Secretary and Board member(s), whose duties are subsequently defined in the Navajo Election Codes _____ of the Navajo Nation Council.

Membership of the Governing Board of Education shall appoint and/or elect all officers, using own judgement to carry out fully its provisions for promotion, interests and welfare of all students and the school and for the protection of school properties.

In addition, the elected members of the Governing Board of Education, there shall be appointed Administrative Assistant along the Principal to oversee the preparation of the schedule of meetings related materials, the taking meeting minutes, prepare travel itineraries, distribution of support documents to each member of Governing Board of Education and to other attendees. The Administrative Assistant shall also be subject to other assignments.

140.1.2 President of Governing Board of Education, Inc.:

The President of the Governing Board of Education shall preside over all meetings. The President shall have all rights including the right to temporarily relinquish his/her seat to participate in discussion and/or motion on issue. Under this situation the transfer of power revere to the Vice-President and shall preside over the meeting.

The President of the Governing Board of Education shall have the following responsibilities:

- A. Call the meeting to order and register time, date, and location of the meeting.
- B. Announce the business to come before the Governing Board of Education, Inc. in its proper order.
- C. Enforce the Governing Board of Education policies relating to the order of business and to conduct the meeting.
- D. Recognize persons, who will speak and protect the speaker, who has the floor from any disturbance or interference.
- E. Reiterates and explain clearly what the motion is to the members of Governing Board of Education and other attendees before calling for the vote.
- F. If no farther 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 collaborates with the Principal in the development of the board's agenda.
- I. Consults and collaborates with other members before making public statement but will serves as the Chief Spokesperson for the membership of Governing Boa of Education.

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

In addition, the President of the Governing Board of Education shall perform the duties specifically request upon him/her by the school.

In the interim of the meetings of the Governing Board of Education shall have authority to enforce all permanent regulations, rules, and policies, which may be adopted for the government control of the school and shall at all times adhere to the policies of the school.

140.1.3 Duties of Vice-President of the Governing Board of Education, Inc.

The Vice-President shall preside over all meeting of the Governing Board of Education in the absence of the President and shall perform such other duties as are deemed necessary. In the absence of the President and Vice-President of the Governing Board of Education, which will create no quorum, therefore, official meeting can be function.

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 fill.

140.1.4 Duties of the Secretary of the Governing Board of Education:

The Secretary of the Governing Board of Education shall oversee the completion of accurate and complete minutes. He/she shall sign all documents on behalf of the Governing Board of Education as delegated.

140.1.5 Duties of Administrative Assistant.

The Administrative Assistant to the Governing Board of Education shall be responsible for overseeing the preparation of the Governing Board of Education meeting and/or Work Session. The Administrative Assistant is responsible for proper posting of public notice of all board meetings, responsible for the preparation of the meeting minutes of Governing Board of Education., responsible for making arrangements for travel and accommodations for out-of-town

meetings or conferences and responsible for overseeing the production and distribution of Governing Board of Education Policies and regulations. Avail and distribute proposed agenda and supporting documents and materials to the board members of the Governing Board of Education.

The Administrative Assistant is also to perform other duties as assigned by Governing Board of Education and by the Principal.

140.2 School Attorney

The Governing Board of Education shall retain the services of a State Licensed Attorney for Counsel. The School Attorney is required to attend meetings of the Governing Board of Education upon request to provide and answers any legal matters that may arrived. The Principal may confer with the legal counselor of the attorney at his/her discretion.

150.1 Meeting of the Governing Board of Education:

150.1.1 General:

The Governing Board of Education meetings are Open Public Meetings except, when the Governing Board of Education calls for Executive Session and shall be a primary means of not sharing detail information with community members but can invite selected members the public for comments and suggestion within the Executive Session. The Governing Board of Education may exclude the public from those parts of the meeting, which deal with matters held confidential, in accordance, with the laws, regulation and policies. The Governing Board of Education welcomes participation of interested organizational and individual and will schedule time as appropriate for the public to speak. The length of time scheduled for public discussion maybe stated on the agenda together with time limit proposed for individual speakers.

Comment and questions at the beginning dealing with any topic related to the Governing Board of Education conduct of the school comments at Special Meeting must be related to the call of the meeting.

Items to be presented at such meetings must include, but not 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 budge.
- D. Report on student(s) achievement including testing program results.
- E. Annual plans for Special Education, bilingual/ESL, and basic skills program.
- F. Promotion and dropout statistics and other demographic data.
- G. Mandated in-service programs.

Advance notice of all regular and Special Meetings of the Governing Board of Education shall be posted for the public as stated in the policies and procedures. As require the Administrative Assistant shall publish a public notice. The notice shall describe and state the purpose for 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 Governing Board of Education:

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

Regular meeting of the Governing Board of Education shall also include an opportunity for the public to address the Governing Board of Education; notice to the President of Governing Board of Education, 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 statement of purpose and documents clearly defined. When addressing the Governing Board of Education, statement/comments should be limited to three (3) minutes to facilitate the orderly completion of the agenda. Groups desiring to address the Governing Board of Education shall select a spokesperson to present. However, not official action will be taken except in emergency cases.

150.1.3 Special Meeting of the Governing Board of Education:

The President, the Principal and/or majority members of the Governing Board of Education may call for Special Meeting of the Governing Board of Education. Notice for a Special Meeting shall be delivered and posted at least two (2) days before the scheduled meeting to each member of the Governing Board of Education, the local chapter, when feasible through radio station as public announcement.

The notice shall specify the time, date, and location of the meeting. General statement of purpose shall be included. Any member of Governing Board of Education may waive notice in writing before, during or after a Special meeting. Attendance at a Special Meeting shall constitute a waiver of prior notice.

No other business items shall be transacted or conducted at the Special Meeting. Only items included in the notice shall be address during the Special Meeting.

150.1.4 Annual Corporate Meeting

At the Annual Corporate Meeting of the Governing Board of Education, the Secretary shall present to the Governing 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 Governing 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 affect the achievement and objectives of the school.

Performance measures will be developed in conjunction with Governing 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 Governing Board at least once annually by the Principal of the School.

150.1.5 Meeting Agenda

The School Principal, in consultation with the Governing Board President, is responsible for the final preparation of the agenda for board meetings. Governing 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 Governing Board be placed on the agenda of a regular meeting.

The Administrative Assistant will prepare a meeting packet with a copy of the agenda to each Governing Board Members at least seven (7) days before each meeting date, together with the Principal or Designee's report, minutes to be approved, copies of communication, reports from the department Managers, 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 Governing 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 Governing Board. Arrangements will be made in advance and the presentation will be scheduled on a regular meeting agenda.

Community comments enhance Governing Board awareness, and it includes the participation of parents and locally impacted individuals. The Governing Board will allow a 3-minute time limit for comment periods and for individual speakers.

The Governing 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 community comment period will be at the discretion of the Governing Board.

Presentations, comments, and questions at a Regular Meeting can bring up any topics. No verbal comments shall be made regarding personnel matters or personal complaints against anyone connected with the School. These matters shall be referred to the administrator and will not be heard in a meeting.

Presentations, comments, and questions at a Special Meeting must relate to the specific purpose of the special meeting agenda. The Governing 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.

150.1.7 Handling Staff and Community Complaints

It is the Governing Board's policy that 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. Governing Board members will refer staff and community complaints back to the Principal for solutions. The Governing Board shall be involved only when the complaint has been filed against the Principal.

150.1.8 Quorum

If the Governing Board consists of four members, three members present shall constitute a quorum. If the Governing 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.

150.1.9 Governing Board Meeting Procedures

The Governing 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 meeting shall be adjourned.

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
 - 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 number of length of speeches permitted on immediately pending question or on a series of pending questions. It may set time when debate shall cease.
7. Previous 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 10th Edition does provide that a motion can be set “aside” in order 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 conforms 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 Governing 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 Governing Board in Executive Session on items noted above if:

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

It shall be practice of the Governing 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 Governing 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 Governing Board Members will return from Executive Session. The Governing 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

Governing Board member participation is valuable. They are all needed and expected to attend all meetings. Governing 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 Governing Board related activities; Education related activities and official Navajo Nation related business is considered excusable, which include meetings and other events that a Governing Board Member has been obliged to attend. It also may include a Governing 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 reason for absence might be excused if the Governing 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 consecutively as established by the Navajo Nation Board of Elections Office. Governing Board member's attendance at meetings and board functions are recorded in the minutes.

150.1.12 Board Hearings

In addition to Regular and Special Meetings, the Governing Board may schedule and hold hearings for specific purposes. These purposes may include gaining or providing specific

information from the community or to meet the requirements of a particular School program. There will be no Governing Board action at any hearing. The Governing 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 be to work with the administration.
- B. In advance, the Governing Board member and administration will plan and prepare the hearing procedure, location, time, date, attendees, agenda, and 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 Governing 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 Governing 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 Governing Board of Education meetings shall be known as the Minutes. Written minutes shall be kept of all Governing 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 Governing Board and a brief summary of their testimony or reports.
- F. The substance of all matters proposed, discussed, or decided, and a record, by individual member, 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 Governing Board. The minutes, upon approval, shall be kept forever as permanent public records of the Governing 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 Governing Board members 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 Governing Board.

160.1 Authority of Governing Board Committees with Special Assignments

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

A committee shall report its findings of fact to the Governing 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.

Governing 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 Governing Board. A committee shall not assume any administrative responsibilities that are properly the responsibility of the School staff unless assigned by the Governing Board.

The committee may encourage and actively seek input and participation by parents/guardians, staff, community members and students, and may consult with local boards and agencies. The Governing 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 Governing Board is to create educational policies. The course of education in a community depends upon the wisdom and care with which decisions are made.

Governing 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 are to be accomplished. Specific directions in detail telling how, by whom, where and when things are to be done are labeled as rules and regulations.

The Governing Board members, the Principal, staff, local group, or community member may propose policies. The Governing 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 Governing 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 Governing Board policies may be adopted by a majority vote at any regular or special meetings of the board. The adoption, amendment, or repeal of a board policy may be requested

by a member of the Governing Board, the Principal in cooperation with the staff, community members, or any group or organization.

Governing Board action on any proposal will not be taken earlier than the next regular or special meeting following Governing 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 Governing Board for action.

The Principal or administrative staff will be authorized to make non-substantial corrections and amendments to the Governing 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 Governing Board. The Principal shall inform the Governing Board of such action and of the need of the policy.

180.1 Outside Consultants to the Governing Board

The Governing Board recognizes that Naatsis'Aan Community School, Inc. operations have more complex under local control. They shall seek technical assistance whenever a special and/or a complex issue arise that is within the jurisdiction of the Governing Board. The technical services may include but not be limited to designated attorneys, independent auditors, and other specified consultants as needed. A Governing Board officer, the Principal, or designee may make a decision to seek such outside assistance.

180.2 Governing Board/Staff/Community Communications

The Governing Board recognizes the need for effective communication of its action 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 Governing Board/Staff relationship and communication.

180.3 Board Members Visiting Programs

The Governing 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. Governing Board members shall use the following guidelines in making visits.

- Inform the Principal or office staff that the Governing Board member will visit a program.
- Remember that a single Governing Board member has no individual authority and has the same status as any other visitor or as a parent.
- Visiting Governing Board members should not disrupt program activities or take staff away from their work with questions or requests.
- Visiting Governing Board members should openly observe, should refer questions or requests from staff or participant back through the chain of command, and should not make any commitments or take any actions as an individual.

180.4 Board Member Training and Development

The Governing Board Members recognize the value of increasing its knowledge and expertise and encourages members to participate in relevant conferences and workshops. It also recognizes that its budget is limited and that it should try to stay within its approved budget throughout the year. Governing Board members shall use these guidelines in its training and development.

The Principal and the Governing Board Secretary shall gather and maintain a file of Governing Board conferences and workshops. The Governing 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.

Governing 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 Governing Board members at the next Governing Board meeting following the activity. Governing Board members may not make double claims for any trips when these associations agree to pay for their trainings (i.e., Naatsis'Aan Community School, Inc., NASBA, and NAGSA).

180.5 New Board Member Orientation

The Governing Board and the administration shall orientate each newly elected board member to understand the Governing Board's role, responsibilities, duties, policies, and procedures. That orientation shall include the following:

- A. New member shall be given a copy of the Governing Board Operating Policies and Board meeting materials and shall be invited to attend board meetings and participate in the Governing Board discussions before being sworn into office.
- B. New members shall be given selected materials on the role of Governing Board members and on the responsibilities of the Governing Board and shall be offered the opportunity to discuss that information with the Principal or a Governing 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 Governing 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's audit, relevant laws, and relevant program for the Governing Board reference.

180.6 Board Member Compensation

Governing Board members will be compensated for their services with a stipend for Governing Board meeting, attendance, and participation. A stipend payment policy is attached and incorporated into the Governing Board Operating Policies.

180.7 Board Member Expenses and insurance

Governing Board members may be reimbursed for appropriate expenses from their participation in activities or services that were already authorized by the Governing 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 Governing 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 Governing Board members individually and as a group for claims made against them as a result of their membership and participation on the Governing Board.

180.8. Stipend Payment: Governing Board of Education, Inc.:

1. Stipend Payments:
 - 1.1 Contingent upon the availability of funds, 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, Board Members shall be paid a stipend of \$150.00 for each special and meeting.
 - 1.3 Emergency meeting:
Contingent upon the availability of funds, members of Governing Board of Education shall be paid a stipend of \$75.00 for each emergency meeting.
 - 1.4 Contingent upon the availability of funds, Board Member shall be paid a stipend of \$150.00 per day for Annual Corporate Meetings, Work Sessions, and/or Trainings.
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 on a regular basis 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 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 Emergency Meeting:
An emergency board meeting shall be call by the president and/or of the Governing Board of Education or by any two directors other than the President.

An emergency meeting or in urgent situation, whereby timing requires immediate attention, and the matter poses life and death situation.
 - 2.4 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 conduct the revision of the school policy handbooks. These meetings may be scheduled throughout the school year provided that meets five days.
 - 2.4 Public Hearing (Óosts'áá') Sessions: These public hearings are scheduled for the specific purpose to receive public comments on issues and concerns related to the operation and management of the school and the community at large.

I hereby certify that the foregoing Naatsis'Aan Community School Operating Policies and Procedures and related documents were duly considered by the Governing Board of Education 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 September 2022.

Motioned: _____ Seconded: _____

Willie Grayeyes, Governing Board President
Naatsis'Aan Community School, Inc.