

## LEGISLATIVE SUMMARY SHEET

Tracking No. 0167-19

**DATE:** June 20, 2019

**TITLE OF RESOLUTION:** AN ACTION RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES AND NAABIK'ÍYÁTI' COMMITTEES AND NAVAJO NATION COUNCIL; AMENDING CJY-57-18, TITLED "RELATING TO AN EMERGENCY FOR THE NAVAJO NATION; APPROVING SUPPLEMENTAL FUNDING FROM THE UNRESERVED, UNDESIGNATED FUND BALANCE IN THE AMOUNT OF SIX MILLION THREE HUNDRED THIRTY-THREE THOUSAND THREE HUNDRED THIRTY-THREE (\$6,333,333) TO THE NAVAJO HEAD START PROGRAM, WAIVING 12 N.N.C. §820 (E) AND (F)"; ALLOWING THE NAVAJO NATION HEAD START PROGRAM TO USE SUPPLEMENTAL FUNDS TO PAY PAST DUE BILLS AND OTHER DEBTS

**PURPOSE:** The purpose of this legislation is to amend CJY-57-18 to allow the Navajo Nation Head Start Program to use the supplemental approved in FY 2018 to be used to pay past due bills and other debts.

This written summary does not address recommended amendments as may be provided by the standing committees. The Office of Legislative Counsel requests each Council Delegate to review each proposed resolution in detail.

5-DAY BILL HOLD PERIOD: 2888  
Website Posting Time/Date: 11:57 AM 6/28/19  
Posting End Date: 7.3.19  
Eligible for Action: 7.4.19

Health Education & Human Services Committee  
Thence  
Naa'bik'iyáti' Committee  
Thence  
Navajo Nation Council

PROPOSED STANDING COMMITTEE RESOLUTION  
24<sup>th</sup> NAVAJO NATION COUNCIL – First Year 2019

INTRODUCED BY



(Prime Sponsor)

TRACKING NO. 0167-19

AN ACTION

RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES AND  
NAABIK'ÍYÁTI' COMMITTEES AND NAVAJO NATION COUNCIL; AMENDING  
CJY-57-18, TITLED "RELATING TO AN EMERGENCY FOR THE NAVAJO  
NATION; APPROVING SUPPLEMENTAL FUNDING FROM THE UNRESERVED,  
UNDESIGNATED FUND BALANCE IN THE AMOUNT OF SIX MILLION THREE  
HUNDRED THIRTY-THREE THOUSAND THREE HUNDRED THIRTY-THREE  
(\$6,333,333) TO THE NAVAJO HEAD START PROGRAM, WAIVING 12 N.N.C.  
§820 (E) AND (F)"; ALLOWING THE NAVAJO NATION HEAD START PROGRAM  
TO USE SUPPLEMENTAL FUNDS TO PAY PAST DUE BILLS AND OTHER  
DEBTS

BE IT ENACTED:

**Section One. Authority**

- A. The Health, Education and Human Services Committee of the Navajo Nation Council is empowered to oversee the Department of Diné Education. The Navajo Nation Head Start Program falls under the Department of Diné Education. 2 N.N.C. § 401(C)(1).
- B. The Naabik'iyáti' Committee of the Navajo Nation Council is empowered to review all proposed legislation which requires final action by the Navajo Nation Council. 2 N.N.C. §164(A)(9).

1 C. The Navajo Nation Council is the governing body of the Navajo Nation. 2 N.N.C. § 102  
2 (A).

3  
4 **Section Two. Findings**

5 A. The Navajo Nation approved Council Resolution CJY-57-18, attached as **Exhibit A**,  
6 titled "Relating to an Emergency for the Navajo Nation; Approving Supplemental  
7 Funding From the Unreserved, Undesignated Fund Balance in the Amount of Six Million  
8 Three Hundred Thirty-Three Thousand Three Hundred Thirty-Three (\$6,333,333) to the  
9 Navajo Head Start Program, Waiving 12 N.N.C. §820 (E) And (F)" for Head Start to  
10 continue "to provide direct services to the 2,105 funded slots under the Head Start and  
11 Early Head Start programs." Exhibit A, Section 2, Paragraph B.

12 B. The Resolution was offered as an emergency since it impacted the Navajo Nation's  
13 ability to provide direct services. Exhibit A, Section 1, Paragraph C.

14 C. The supplemental appropriation was approved to be "used as matching funds and/or  
15 in-kind to the federal grant for Head Start appropriation or grant to the Navajo Nation  
16 for FY 2018 and later years." Exhibit A, Section 3, Paragraph A.

17 D. Navajo Nation Head Start requests the approval for supplemental funding be  
18 amended to include unpaid bills and other debts that cannot be paid through its  
19 current funding.

20  
21 **Section Three. Proposed Amendment to CJY-57-18**

22 The Navajo Nation hereby amends Council Resolution, CJY-57-18, Section Three,  
23 Paragraph A, as follows:

24  
25 This supplemental appropriation of \$6,333,333 shall be from that amount of funds that  
26 exceeds the minimum fund balance of the Unreserved, Undesignated Fund Balance as  
27 determined by the Office of the Controller and to Business Unit Number, NEW. The  
28 appropriation may be used as matching funds and/or in-kind to the federal grant for  
29 Headstart appropriation or grant to the Navajo Nation for FY 2018 and later years.  
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1 Additionally, the Navajo Nation Head Start Program is permitted to use this supplemental  
2 appropriation to pay past due bills and other debts.

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4 **Section Four. Approval**

5 The Navajo Nation approves the amendment as indicated in Section Three above.  
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RESOLUTION OF THE  
NAVAJO NATION COUNCIL

23rd NAVAJO NATION COUNCIL -- Fourth Year, 2018

AN ACTION

RELATING TO AN EMERGENCY FOR THE NAVAJO NATION; APPROVING SUPPLEMENTAL FUNDING FROM THE UNRESERVED, UNDESIGNATED FUND BALANCE IN THE AMOUNT OF SIX MILLION, THREE HUNDRED THIRTY-THREE THOUSAND, THREE HUNDRED THIRTY-THREE DOLLARS (\$6,333,333) TO THE NAVAJO HEAD START PROGRAM, WAIVING 12 N.N.C. § 820(E) AND (F)

BE IT ENACTED:

SECTION ONE. AUTHORITY

- A. The Navajo Nation Council has the authority to approve supplemental appropriations. 12 N.N.C. § 820(L).
- B. The Navajo Nation Code provides, "[m]atters constituting an emergency shall be limited to the cessation of law enforcement services, and disaster relief services, fire protection services or other direct services required as an entitlement under Navajo Nation or federal law, or which directly threaten the sovereignty of the Navajo Nation." 2 N.N.C. § 164(A)(16).
- C. This legislation is offered as an emergency legislation due since Navajo Head Start Program will be required to close its daily operations. As such, this impacts the Nation's ability to provide direct services to the Navajo people.
- D. The Title 12 Appropriations Act Supplemental Appropriation requirements include:
  1. When the Controller identifies additional sources of revenues above and beyond the initial or current revenue projections, supplemental appropriations may be allocated by the Navajo Nation Council. 12 N.N.C. § 820(L).
  2. Supplemental appropriations made from non-recurring revenues shall only be made for non-recurring operations or purposes, as set forth at § 820(F). The Controller of the Navajo Nation shall be responsible for designating recurring and non-recurring revenues. 12 N.N.C. § 820(L).

3. All requests for annual operating funds and supplemental funds shall be submitted to the Office of Management and Budget for budget impact analysis and other appropriate actions. 12 N.N.C. § 820(M).

## SECTION TWO. FINDINGS

- A. The Navajo Nation Head Start Program has requested a supplemental appropriation of \$6,333,333 to a new Business Unit. A Supplemental Funding Proposal Summary along with Budget Forms 1 through 4, are included in **Exhibit A**.
- B. Included in the Supplemental Funding Proposal summary is a statement of need, which provides, "the supplemental funding request will ensure that the Navajo Head Start Program continues to provide direct services to the 2,105 funded slots under the Head Start and Early Head Start Programs."
- C. A document from the Controller, dated July 2018, indicates the balance in the UUFB is \$11,012,319.
- D. Due to the emergency nature of this legislation the Office of Management and Budget has provided the statutory prequired reviews. See **Exhibit B**.
- E. The Office of the Controller provided an updated balance for the UUFB and indicated the costs are recurring. See **Exhibit C**.

## SECTION THREE. APPROVING SUPPLEMENTAL FUNDING FROM THE UNRESERVED, UNDESIGNATED FUND BALANCE IN THE AMOUNT OF SIX MILLION, THREE HUNDRED THIRTY-THREE THOUSAND, THREE HUNDRED THIRTY-THREE DOLLARS (\$6,333,333) FOR BUSINESS UNIT NUMBER, NEW, TO THE NAVAJO NATION HEAD START PROGRAM WAIVING 12 N.N.C. § 820 (E) AND (F)

- A. This supplemental appropriation of \$6,333,333 shall be from that amount of funds that exceeds the minimum fund balance of the Unreserved, Undesignated Fund Balance as determined by the Office of the Controller and to Business Unit Number, NEW. The appropriation may be used as matching funds and/or in-kind to the federal grant for Headstart appropriation or grant to the Navajo Nation for FY 2018 and later years."
- B. The Navajo Nation hereby approves supplemental funding from the Unreserved, Undesignated Fund Balance in the amount of

\$6,333,333 for Business Unit Number NEW, to fund the Navajo Nation Head Start Program.

- C. The supplemental funding shall be deposited in accordance with the budget forms in **Exhibit A**.
- D. With the Controller's designation of this appropriation as a recurring cost, the Navajo Nation waives 12 N.N.C. § 820(E) and (F) regarding the restriction on recurring and non-recurring costs.

#### SECTION FOUR. APPROPRIATIONS

The Navajo Nation approves the supplemental funding to the Navajo Nation Head Start Program and the funding shall not lapse at the end of Fiscal Year 2018. 12 N.N.C. § 820 (N)

#### CERTIFICATION

I, hereby, certify that the foregoing resolution was duly considered by the Navajo Nation Council at a duly called meeting in Window Rock, Navajo Nation (Arizona), at which a quorum was present and that the same was passed by a vote of 17 in Favor and 02 Opposed, on this 17<sup>th</sup> day of July 2018.



LoRenzo C. Bates, Speaker  
23rd Navajo Nation Council

July 27, 2018  
Date

Motion: Honorable Kee Allen Begay, Jr.  
Second: Honorable Amber Kanazbah Crotty

Speaker Bates not voting



ACTION BY THE NAVAJO NATION PRESIDENT:

1. I, hereby, sign into law the foregoing legislation, pursuant to 2 N.N.C. §1005 (c)(10), on this 3rd day of August 2018.

  
\_\_\_\_\_  
Russell Begaye, President  
Navajo Nation

2. I, hereby, veto the foregoing legislation, pursuant to 2 N.N.C. §1005 (c)(11), on this \_\_\_\_\_ day of \_\_\_\_\_ 2018 for reason(s) expressed in the attached letter to the Speaker

\_\_\_\_\_  
Russell Begaye, President  
Navajo Nation

3. I, hereby, exercise line item veto pursuant to the 2010 Certified Initiative, over the supplemental appropriations approved herein by the Navajo Nation Council; on this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_  
Russell Begaye, President  
Navajo Nation

EXHIBIT

tabbles

# THE NAVAJO NATION SUPPLEMENTAL FUNDING PROPOSAL SUMMARY

PART I. Business Unit No.: NEW Program Title: Navajo Head Start  
 Division/Branch: Education / Executive Amount Requested: \$6,333,333.00 Phone No.: 928-871-6902  
 Prepared By: Christine M. Chavez Email Address: [christinechavez@navajohs.org](mailto:christinechavez@navajohs.org)

## PART II. REASON FOR REQUEST AND STATEMENT OF NEED:

The Supplemental Funding request in the amount of \$6,333,333.00 is needed to cover the personnel expenses for salaries, fringe benefits and employee related expenses for mandatory insurance coverage for general liability insurance and worker's compensation. The Navajo Head Start Program request will cover the expenses for the period of March 1, 2018 to June 30, 2018. The Supplemental Funding request will ensure that the Navajo Head Start Program continues to provide direct services to the 2,105 funded slots under the Head Start and Early Head Start Programs. The Navajo Head Start Program has submitted the Grant Application to the Office of Head Start for the period of March 1, 2018 to February 28, 2019; which is the fourth year of a five year grant. There are extenuating, legal circumstances that have prohibited Navajo Head Start from receiving appropriate funds to continue with seamless operations into the new grant year. Therefore, this is an EMERGENCY request for funds utilizing the Undesignated, Unreserved Fund Balance account to ensure the Navajo Head Start Program's to continue to provide direct services.

## PART III. CONTINGENCY PLAN IF REQUEST IS NOT FUNDED:

The Navajo Head Start Program will begin to notify staff and to close daily operations. This will adversely affect 300+ staff and 2,105 enrollment slots with their affiliated families. In order to continue to provide direct services, Navajo Head Start must be fully staffed to operate over 90 centers across the Navajo Nation. Since personnel is a vital aspect of providing direct services, Navajo Head Start's request for Supplemental Funding from the Undesignated, Unreserved Fund Balance is to cover the personnel expenses to remain fully operational.

## PART IV. ALTERNATIVE FUNDING SOURCES BEING PURSUED:

Navajo Head Start is actively researching other funding sources available. At this time there are no funding opportunities available, that have the capacity to provide the funding allocation necessary to ensure the Navajo Head Start Program to remain fully operational.

## PART V. AFFIRMATION IS PROVIDED THAT THE PROPOSAL INFORMATION IS COMPLETE AND ACCURATE AND THE APPROPRIATE BRANCH CHIEF RECOMMENDS APPROVAL:

REVIEWED BY: Tracy Lewis 7-3-18 Division Director's Signature / Date

RECOMMEND APPROVAL: Lenette Lee 7/5/18 Branch Chief's Signature / Date



FY 2018

# THE NAVAJO NATION PROGRAM BUDGET SUMMARY

Page 1 of 16  
BUDGET FORM 1

<b>PART I. Business Unit No.:</b> <u>NEW</u>		<b>Program Title:</b> <u>Navajo Head Start</u>		<b>Division/Branch:</b> <u>Education</u>	
<b>Prepared By:</b> <u>Christine M. Chavez</u>		<b>Phone No.:</b> <u>(928) 871-6902</u>		<b>Email Address:</b> <u>christinechavez@navajohns.org</u>	

PART II. FUNDING SOURCE(S)	Fiscal Year Term	Amount	% of Total	PART III. BUDGET SUMMARY			
UUF	1001/17 - 9/30/18	6,333,333.50	100%	Fund Type Code	(A) NNC Approved Original Budget	(B) Proposed Budget	(C) Difference (Column B - A)
				2001 Personnel Expenses	1	6,290,276	6,290,276
				3000 Travel Expenses			0
				3500 Meeting Expenses			0
				4000 Supplies			0
				5000 Lease and Rental			0
				5500 Communications and Utilities			0
				6000 Repairs and Maintenance			0
				6500 Contractual Services			0
				7000 Special Transactions	1	43,057	43,057
				8000 Public Assistance			0
				9000 Capital Outlay			0
				9500 Matching Funds			0
				9500 Indirect Cost			0
				<b>TOTAL</b>		\$0.00	6,333,333

PART IV. POSITIONS AND VEHICLES		(D)	(E)
Total # of Positions Budgeted:		400	
Total # of Permanently Assigned Vehicles:		210	

**PART V. I HEREBY ACKNOWLEDGE THAT THE INFORMATION CONTAINED IN THIS BUDGET PACKAGE IS COMPLETE AND ACCURATE.**

<p><b>Dr. Elvira Blisoi, Asst. Superintendent (A)</b></p> <p>SUBMITTED BY: Program Manager's Printed Name</p> <p><u>Christine M. Chavez</u> 7/3/2018</p> <p>SUBMITTED BY: Program Manager's Signature and Date</p>	<p><b>Dr. Tommy Lewis, Jr., Superintendent</b></p> <p>APPROVED BY: Division Director/Branch Chief's Printed Name</p> <p><u>Tommy Lewis</u> 7-3-18</p> <p>APPROVED BY: Division Director/Branch Chief's Signature and Date</p>
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## Navajo Head Start

**GSMMC-1907:** NNS will provide opportunities inclusive of necessary health services; comprehensive quality services; provide a learning environment that is healthy, safe, assessable, pleasant, comfortable, age appropriate, culturally sensitive, and responsive to the individual needs of children at the local and community level.

1st QTR		2nd QTR		3rd QTR		4th QTR	
Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual

- One quarter of NHS staff, Policy Council & Board of Education to receive training per quarter

Division Director/Branch Chief's Signature and Date

FY 2018

THE NAVAJO NATION  
LISTING OF POSITIONS AND ASSIGNMENTS BY BUSINESS UNIT

PAGE 1 of 12  
BUDGET FORM 3

[illegible]

FY 2018

THE NAVAJO NATION  
LISTING OF POSITIONS AND ASSIGNMENTS BY BUSINESS UNIT

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BUDGET FORM 3

1039	243038	3668	HSP	AG80A	15.20	496	\$	7,539.20
1040	243039	3668	HSP	AG80A	15.20	496	\$	7,539.20
1041	243013	3668	HSP	AG80A	15.20	496	\$	7,539.20
1042	945540	3640	HST	AG61A	16.57	496	\$	8,218.72
1043	243015	3668	HSP	AG80A	15.20	496	\$	7,539.20
1044	945542	3640	HST	AG61B	17.06	496	\$	8,461.76
1045	945544	3640	HST	AG61A	16.57	496	\$	8,218.72
1046	945545	3640	HST	AG61A	16.57	496	\$	8,218.72
1047	243016	3668	HSP	AG80A	15.20	496	\$	7,539.20
1048	243018	3668	HSP	AG80A	15.20	496	\$	7,539.20
1049	243040	3668	HSP	AG80A	15.20	496	\$	7,539.20
1050	243041	3668	HSP	AG80A	15.20	496	\$	7,539.20
1051	945556	3640	HST	AG61A	16.57	496	\$	8,218.72
1052	945557	3659	HST	AG61A	21.48	496	\$	10,654.08
1053	945558	3640	HST	AG61D	16.61	496	\$	8,238.56
1054	945563	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1055	945569	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1056	242664	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1057	945574	3659	HSCT	AL64A	21.80	496	\$	10,812.80
1058	949198	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1059	945596	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1060	945602	4145	HSBD	AG59C	14.82	496	\$	7,360.72
1061	945606	3659	HST	AG64A	21.48	496	\$	10,654.08
1062	945610	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1063	945615	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1064	945617	3640	HST	AG61A	16.57	496	\$	8,218.72
1065	945071	4145	HSBD	AG159A	14.31	496	\$	7,097.76
1066	945620	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1067	945624	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1068	945634	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1069	949179	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1070	945018	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1071	945645	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1072	945649	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1073	945650	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1074	945753	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1075	945914	3659	HST	AG61A	16.57	496	\$	8,218.72
1076	945929	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1077	945930	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1078	945933	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1079	243126	3648	HS Health & Nutrition Liaison	AG63A	19.70	696	\$	13,711.20
							\$	329,276.32



FY 2018

THE NAVAJO NATION  
LISTING OF POSITIONS AND ASSIGNMENTS BY BUSINESS UNIT

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BUDGET FORM 3

1079	243042	3658	HS SRC	AG66A	25.13	496	\$	12,464.48
1080	240254	3671	SPC	AG66A	25.13	496	\$	12,464.48
1081	243133	4077	Main Tech	AG60A	15.20	696	\$	10,579.20
1082	243134	4077	Main Tech	AG60A	15.20	696	\$	10,579.20
1083	243176	4077	Main Tech	AG60A	15.20	696	\$	10,579.20
1084	242971	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1085	243090	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1086	243379	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1087	243091	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1088	243092	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1089	243093	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1090	243329	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1091	243330	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1092	243094	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1093	243474	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1094	243332	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1095	243333	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1096	243334	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1097	243095	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1098	243096	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1099	243097	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1100	243098	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1101	243099	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1102	243100	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1103	243135	3649	HS ERSEA / Fam Eng Liaison	AG63A	19.51	696	\$	13,578.96
1104	243136	3649	HS ERSEA / Fam Eng Liaison	AG63A	19.70	696	\$	13,711.20
1105	243137	3649	HS ERSEA / Fam Eng Liaison	AG63A	19.70	696	\$	13,711.20
1106	243138	3649	HS ERSEA / Fam Eng Liaison	AG63A	19.70	696	\$	13,711.20
1107	243020	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1108	945369	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1109	243021	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1110	945371	3640	HST	AG61A	16.57	496	\$	8,218.72
1111	945373	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1112	945374	3659	HST	AG61A	16.57	496	\$	8,218.72
1113	243019	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1114	243022	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1115	945377	3640	HST	AG61A	16.57	496	\$	8,218.72
1116	243023	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1117	945380	3640	HST	AG61A	16.57	496	\$	8,218.72
1118	945381	3640	HST	AG61A	16.57	496	\$	8,218.72
1119	945382	3659	HSCT	AG64A	21.48	496	\$	10,654.08
							\$	376,595.28

THE NAVAJO NATION  
LISTING OF POSITIONS AND ASSIGNMENTS BY BUSINESS UNIT

1120	243024	3668	HSP	AG60A	15.20	496	\$	7,539.20
1121	945447	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1122	945385	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1123	945389	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1124	243027	3668	HSP	AG60D	16.61	496	\$	8,236.56
1125	945394	3640	HST	AG61A	16.57	496	\$	8,218.72
1126	242970	3668	HSP	AG60A	15.20	496	\$	7,539.20
1127	945397	3640	HST	AG61A	16.57	496	\$	8,218.72
1128	243083	3668	HSP	AG60A	15.20	496	\$	7,539.20
1129	945543	3668	HSP	AG60A	15.20	496	\$	7,539.20
1130	945082	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1131	243458	3668	HSP	AG60A	15.20	496	\$	7,539.20
1132	243084	3668	HSP	AG60A	15.20	496	\$	7,539.20
1133	243338	3668	HSP	AG60A	15.20	496	\$	7,539.20
1134	243102	3668	HSP	AG60A	15.20	496	\$	7,539.20
1135	243335	3668	HSP	AG60A	15.20	496	\$	7,539.20
1136	243339	3668	HSP	AG60A	15.20	496	\$	7,539.20
1137	243140	3668	HSP	AG60A	15.20	496	\$	7,539.20
1138	243103	3668	HSP	AG60A	15.20	496	\$	7,539.20
1139	243104	3668	HSP	AG60A	15.20	496	\$	7,539.20
1140	243336	3668	HSP	AG60A	15.20	496	\$	7,539.20
1141	243336	3668	HSP	AG60A	15.20	496	\$	7,539.20
1142	945290	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1143	945421	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1144	945438	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1145	945439	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1146	945442	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1147	945454	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1148	945609	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1149	945470	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1150	946704	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1151	945473	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1152	945474	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1153	945475	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1154	945477	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1155	945044	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1156	945752	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1157	945463	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1158	945308	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1159	945350	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1160	945031	3659	HSCT	AG64A	21.48	496	\$	10,654.08
							\$	315,580.00

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THE NAVAJO NATION  
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1161	945039	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1162	945238	3659	HSCT	AL64A	21.80	496	\$	10,812.80
1163	945920	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1164	945254	3659	HSCT	AG64A	16.61	496	\$	8,238.56
1165	945268	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1166	945707	3640	HST	AG61D	16.57	496	\$	8,218.72
1167	945774	3640	HST	AG61F	19.22	496	\$	9,533.12
1168	945776	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1169	243127	3648	HS Health & Nutrition Liaison	AG63A	19.70	696	\$	13,711.20
1170	941070	3640	HST	AG61A	16.57	496	\$	8,218.72
1171	945358	4041	Fleet Coordinator	AG60A	15.20	696	\$	10,579.20
1172	941099	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1173	243028	3658	HS SRC	AG66A	25.13	496	\$	12,464.48
1174	243452	3658	HS SRC	AG66A	25.13	496	\$	12,464.48
1175	243239	4077	Maint Tech	AG60A	15.20	696	\$	10,579.20
1176	243147	4077	Maint Tech	AG60A	15.20	696	\$	10,579.20
1177	243148	4077	Maint Tech	AG60A	15.20	696	\$	10,579.20
1178	243149	4077	Maint Tech	AG60A	15.20	696	\$	10,579.20
1179	243105	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1180	243106	3668	HSPP, Ton1	AG59A	15.20	496	\$	7,539.20
1181	243381	4145	HSBD	AG64A	13.95	496	\$	6,919.20
1182	243453	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1183	243337	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1184	243455	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1185	243456	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1186	242968	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1187	243107	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1188	243141	3649	HS ERSEA/ Fam Eng Liaison	AG63A	19.70	696	\$	13,711.20
1189	243142	3649	HS ERSEA/ Fam Eng Liaison	AG63A	19.51	696	\$	13,578.96
1190	243143	3649	HS ERSEA/ Fam Eng Liaison	AG63A	19.70	696	\$	13,711.20
1191	243144	3649	HS ERSEA/ Fam Eng Liaison	AG63A	19.70	696	\$	13,711.20
1192	243382	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1193	243385	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1194	243029	3667	HS Sch. Refress & Lung Inmri	AG67A	25.13	696	\$	17,490.48
1195	243778	3658	HS SRC	AG66C	26.65	496	\$	13,223.36
1196	242928	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1197	242966	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1198	242965	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1199	242964	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1200	242972	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1201	945024	3659	HSCT	AG64A	21.48	496	\$	10,654.08
							\$	407,791.04



THE NAVAJO NATION  
LISTING OF POSITIONS AND ASSIGNMENTS BY BUSINESS UNIT

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THE NAVAJO NATION  
LISTING OF POSITIONS AND ASSIGNMENTS BY BUSINESS UNITPAGE 7 of 12  
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1243	945276	3640	HST	AG61F	17.62	496	\$	8,739.52
1244	945712	3640	HST	AG61D	16.61	496	\$	8,238.56
1245	243325	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1246	945689	4145	HSBD	AG59B	14.41	496	\$	7,147.36
1247	945688	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1248	945770	4041	Plant Coordinator	AG60J	19.64	696	\$	13,669.44
1249	945703	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1250	949199	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1251	945246	3640	HSCT	AG64A	21.48	496	\$	10,654.08
1252	240256	3658	HS SPC	AG6BD	27.49	496	\$	13,635.04
1253	240250	3658	HS SPC	AL66A	25.51	496	\$	12,652.96
1254	243150	4077	Maint Tech	AG60A	15.20	696	\$	10,579.20
1255	243151	4077	Maint Tech	AG60A	15.20	696	\$	10,579.20
1256	243152	4077	Maint Tech	AG60A	15.20	696	\$	10,579.20
1257	243153	4077	Maint Tech	AG60A	15.20	696	\$	10,579.20
1258	243110	3668	HSPP	AG60C	16.13	496	\$	8,000.48
1259	243326	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1260	243154	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1261	243155	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1262	243156	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1263	243112	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1264	243157	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1265	243158	3649	HS ERSEA / Fram Eng Liaison	AG63A	19.70	696	\$	13,711.20
1266	243160	3649	HS ERSEA / Fram Eng Liaison	AG63C	20.69	696	\$	14,400.24
1267	243161	3649	HS ERSEA / Fram Eng Liaison	AG63A	19.70	696	\$	13,711.20
1268	243327	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1269	243238	4077	Maint Tech	AG60A	15.20	696	\$	10,579.20
1270	243328	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1271	243389	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1272	243462	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1273	243396	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1274	243388	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1275	243387	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1276	243429	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1277	242976	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1278	242975	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1279	242979	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1280	945137	3640	HST	AG61D	18.12	496	\$	8,987.52
1281	945139	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1282	242974	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1283	945145	3640	HST	AG61D	16.61	496	\$	8,238.56
							\$	374,328.40

**THE NAVAJO NATION**  
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1283	242978	3668	HSP	AG60A	15.20	496	\$	7,539.20
1284	945149	3659	HSCT	AL64A	21.80	496	\$	10,812.80
1285	243046	3668	HSP	AG60A	15.20	496	\$	7,539.20
1286	242973	3668	HSP	AG60A	15.20	496	\$	7,539.20
1287	243047	3668	HSP	AG60A	15.20	496	\$	7,539.20
1288	242977	3668	HSP	AG60A	15.20	496	\$	7,539.20
1289	243025	3668	HSP	AG60A	15.20	496	\$	7,539.20
1290	946157	3659	HST	AG64A	16.57	496	\$	8,218.72
1291	946159	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1292	946160	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1293	241572	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1294	243026	3668	HSP	AG60A	15.20	496	\$	7,539.20
1295	243114	3668	HSP	AG60A	15.20	496	\$	7,539.20
1296	242907	3640	HSCT	AG64A	21.48	496	\$	10,654.08
1297	243163	3668	HSP	AG60A	15.20	496	\$	7,539.20
1298	946171	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1299	243115	3668	HSP	AG60A	15.20	496	\$	7,539.20
1300	243116	3668	HSP	AL60A	15.58	496	\$	7,727.68
1301	946181	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1302	243237	3668	HSP	AG60A	15.20	496	\$	7,539.20
1303	243340	3668	HSP	AG60A	15.20	496	\$	7,539.20
1304	946192	3668	HSP	AG60A	15.20	496	\$	7,539.20
1305	946193	4145	HSBD	AL59A	14.31	496	\$	7,097.76
1306	241328	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1307	946195	4145	HSBD	AL59A	14.31	496	\$	7,097.76
1308	241329	3640	HST	AG61A	16.57	496	\$	8,218.72
1309	946217	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1310	946221	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1311	946227	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1312	946232	4145	HSBD	AG59C	14.82	496	\$	7,350.72
1313	947464	4145	HSBD	AL59A	14.31	496	\$	7,097.76
1314	946416	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1315	946448	3640	HST	AG61B	17.06	496	\$	8,461.76
1316	941581	3640	HST	AG61B	17.06	496	\$	8,461.76
1317	241584	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1318	948546	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1319	948551	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1320	948893	3640	HST	AG61A	16.57	496	\$	8,218.72
1321	243129	3648	HS Health & North Libs	AG63A	19.70	696	\$	13,711.20
1322	243164	4077	Marine Tech	AG60A	15.20	696	\$	10,579.20
1323	243165	4077	Marine Tech	AG60A	15.20	696	\$	10,579.20
					\$			340,921.44





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1365	243450	3669	HS Student Data Specialist	AG63A	19.51	696	\$	13,578.96
1366	242942	1872	Information Systems Technician	AG60A	15.20	696	\$	10,579.20
1367	243441		HS HR Employee Relations Specialist	AG65C	24.46	696	\$	17,024.16
1368	949399	3669	HS Student Transportation Supvr	AG64C	22.54	696	\$	15,687.84
1369	242926	1872	Information Systems Technician	AG60A	15.20	696	\$	10,579.20
1370	NEW	1872	Information Systems Technician	AG60A	15.20	696	\$	10,579.20
1371	242909	1847	Sr. Network Specialist	AG65A	23.19	696	\$	16,140.24
1372	242771	3660	HS Dir of Edu Svcs, Dir of Prog Operations	AG70C	37.84	696	\$	26,197.44
1373	242772	3666	HS HN Specialist	AG65A	23.19	696	\$	16,140.24
1374	242799	3664	HS Comm Partnership Mgr	AG67C	29.04	696	\$	20,211.84
1375	243444	3633	HS Facilities & Safety Officer	AG64B	21.87	696	\$	15,221.52
1376	243447	1251	Sr. Programs & Projects Spec.	AG67A	27.39	696	\$	19,063.44
1377	243476	1872	Information Systems Technician	AG60A	15.20	696	\$	10,579.20
1378	243771	1872	Information Systems Technician	AG60A	15.20	696	\$	10,579.20
1379	242773	3665	HS ERS&A Specialist	AG65A	23.19	696	\$	16,140.24
1380	243448		Regional Partnership Coordinator	AG64A	21.27	696	\$	14,803.92
1381	243449		Regional Partnership Coordinator	AG64A	21.27	696	\$	14,803.92
1382	NEW	3633	HS Facilities & Safety Officer	AG64A	21.27	696	\$	14,803.92
1383	NEW		HS Employee Clearance Specialist	AG62A	17.90	696	\$	12,458.40
1384	243395	3679	HS Mental Health & Death, Liaison	AG63A	19.70	696	\$	13,711.20
1385	243396	3679	HS Mental Health & Death, Liaison	AG63A	19.70	696	\$	13,711.20
1386	243397	3679	HS Mental Health & Death, Liaison	AG63A	19.70	696	\$	13,711.20
1387	243398	3679	HS Mental Health & Death, Liaison	AG63A	19.70	696	\$	13,711.20
1388	243399	3679	HS Mental Health & Death, Liaison	AG63A	19.70	696	\$	13,711.20
1389	242796	3667	HS Mental Health & Death, Specialist	AG65A	23.19	696	\$	16,140.24
1390	943678	3655	Early Head Start Teacher	AG60A	15.20	496	\$	7,539.20
1391	943683	3655	Early Head Start Teacher	AG60D	16.61	496	\$	8,238.56
1392	943685	3655	Early Head Start Teacher	AG60A	15.20	496	\$	7,539.20
1393	943691	3655	Early Head Start Teacher	AG60A	15.20	496	\$	7,539.20
1394	943693	3655	Early Head Start Teacher	AG60F	17.45	496	\$	8,655.20
1395	943696	3655	Early Head Start Teacher	AG60F	17.45	496	\$	8,655.20
1396	944454	3655	Early Head Start Teacher	AG60C	16.13	496	\$	8,000.48
1397	944463	3655	Early Head Start Teacher	AG60F	17.45	496	\$	8,655.20
1398	242915	3658	HS School Readiness Coach	AG66A	25.13	496	\$	12,464.48

\$	3,823,118.32	
\$	1,571,301.63	41.1%
\$	5,394,420	

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THE NAVAJO NATION  
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1399	OS	AG58A	12.81	696	\$	8,915.76
1400	Admin. Asst.	AG62A	17.90	696	\$	12,458.40
1401	HS HR Asst.	AG60C	16.13	696	\$	11,226.48
1402	Office Spec.	AG58A	12.81	696	\$	8,915.76
1403	Admin. Asst.	AG62A	17.90	696	\$	12,458.40
1404	OS	AG58A	12.81	696	\$	8,915.76
1405	Off. Spec.	AG58A	12.81	696	\$	8,915.76
1406	Sr. Prg Pjt Spec.	AG67A	27.39	696	\$	19,063.44
1407	HSPP	AG60A	15.20	496	\$	7,539.20
1408	HSPP	AG60A	15.20	496	\$	7,539.20
1409	HSCIT	AG64A	21.48	496	\$	10,654.08
1410	HSPP	AG60A	15.20	496	\$	7,539.20
1411	HSPP	AG60A	15.20	496	\$	7,539.20
1412	HSPP	AG60A	15.20	496	\$	7,539.20
1413	HSPP	AG60A	15.20	496	\$	7,539.20
1414	HSPP	AG60A	15.20	496	\$	7,539.20
1415	SOS	AG60A	15.20	696	\$	10,579.20
1416	HSPP	AG60A	15.20	496	\$	7,539.20
1417	HSPP-1on1	AG60A	15.20	496	\$	7,539.20
1418	Off. Spec.	AG58A	12.81	696	\$	8,915.76
1419	HSPP	AG60A	15.20	496	\$	7,539.20
1420	SOS	AG60A	15.20	696	\$	10,579.20
1421	HSPP	AG60A	15.20	496	\$	7,539.20
1422	HSPP	AG60A	15.20	496	\$	7,539.20
1423	HSPP	AG60A	15.20	496	\$	7,539.20
1424	Laborer	AG56A	9.91	696	\$	6,897.96
1425	HSPP	AG60A	15.20	496	\$	7,539.20
1426	HSPP	AG60A	15.20	496	\$	7,539.20
1427	Off. Spec.	AG58A	12.81	696	\$	8,915.76
1428	HSPP	AG60A	15.20	496	\$	7,539.20
1429	HSPP	AG60A	15.20	496	\$	7,539.20
1430	HSPP	AG60A	15.20	496	\$	7,539.20
1431	HHPP	AG60A	15.20	496	\$	7,539.20
1432	Office Asst.	AG56A	10.79	696	\$	7,509.84
1433	Intern	AG56A	10.79	696	\$	7,509.84
1434	Intern	AG56A	10.79	696	\$	7,509.84
1435	Htn & Nutrition Liaison	AG63A	19.51	696	\$	13,578.96
1436	Intern	AG56A	10.79	696	\$	7,509.84
1437	Intern	AG56A	10.79	696	\$	7,509.84
					\$	341,784.08



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THE NAVAJO NATION  
LISTING OF POSITIONS AND ASSIGNMENTS BY BUSINESS UNIT

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BUDGET FORM 3

1438	4143	HS Student Data Spec	AL63A	19.80	696	\$	13,780.80
1439	4143	Laborer	AL55A	9.81	696	\$	6,827.76
1440	4143	Laborer	AL55A	9.81	696	\$	6,827.76
1441	4143	Laborer	AL55A	9.81	696	\$	6,827.76
1442	4143	Laborer	AL55A	9.81	696	\$	6,827.76
1443	4143	Laborer	AL55A	9.81	696	\$	6,827.76
1444		Laborer	AL55A	9.81	696	\$	6,827.76
1445		Laborer	AL55A	9.81	696	\$	6,827.76
1446		Laborer	AL55A	9.81	696	\$	6,827.76
1447		Laborer	AL55A	9.81	696	\$	6,827.76
1448		Laborer	AL55A	9.81	696	\$	6,827.76
1449		Laborer	AL55A	9.81	696	\$	6,827.76
1450		Laborer	AL55A	9.81	696	\$	6,827.76
1451		Laborer	AL55A	9.81	696	\$	6,827.76
1452		Laborer	AL55A	9.81	696	\$	6,827.76
1453		Laborer	AL55A	9.81	696	\$	6,827.76

\$ 473,000.96

\$ 814,785.04  
9.95%  
\$ 81,071.11  
\$ 895,856.15

\$ 6,290,276.10

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THE NAVAJO NATION  
DETAILED BUDGET AND JUSTIFICATION

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BUDGET FORM 4

PART I. PROGRAM INFORMATION:

Program Name/Title: \_\_\_\_\_

Navajo Head Start

Business Unit No.: \_\_\_\_\_

NEW

PART II. DETAILED BUDGET:

(A)	(B)	(C)	(D)
Object Code (LOD 5)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code
2110	2000 PERSONNEL EXPENSES Permanent - 400 positions	3,823,118	6,290,276
2310	Temporary - 55 positions	814,785	
2900	Fringe Benefits Regular @ 41.1% Temporary @ 9.95%	1,571,301.63 81,071.11	
7710	7000 SPECIAL TRANSACTIONS Insurance Premiums 7766 Deductible Expenses 7767 Workers Compensation	43,057 13,838.61 29,218.79	43,057
	TOTAL	6,333,333	6,333,333



# THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT  
JONATHAN NEZ VICE PRESIDENT

## EXHIBIT "B"

July 17, 2018

### MEMORANDUM

To: Navajo Nation Council

From:   
Dominic Beyal, Executive Director  
Office of Management and Budget

Subject: Legislation Tracking No. 0259-18: Emergency Supplemental Budget Request for Navajo Headstart Program (NHP) for \$6,333,333

Below are our comments on the subject legislation which is supported by SUPPLEMENTAL FUNDING PROPOSAL SUMMARY (SFPS). In brief the purpose of the request needs to be clear and ensure there is a definite need for funding that is considered an Emergency.

1. PART II. of SFPS indicates the request will cover expenses for the period March 1, 2018 to June 30, 2018. This period has past so it appears these incurred expenses have not been paid.
2. NHP is a federal funded program that is on a 80% - 20% cost share between the federal government and Navajo Nation, respectively. The current funding is FY 2018 on which the period is March 01, 2018 to February 28, 2019. Attached is a document that provides an overview on status of the award and expenditure report on the budget of \$15,766,194 (federal share) that is in the FMIS. The balance on the budget as of today is \$11,001,260.25.
3. There is no explanation on why the \$6+ million (m) request for appropriation cannot be paid with the \$11m balance. There is sufficient balance so the "Emergency" seems not to be the case and is not explained explicitly.
4. The status of FY 2018 funding for NHP has been uncertain as shown on the attachment which my OMB/CGS staff can provide explanation.

In light of comment no. 3 above, the proposal should have been considered through the normal review by Executive Branch e. g., OMB, OCC, DOJ and OPVP for opportunity to provide recommendation and guidance on what the true need is for funding. Also the state of the FY 2018 funding for NHP by federal government is in contentious situation at the moment. That should be resolved first before Navajo Nation funds is appropriated to fund what the federal government is obligated and responsible for.

If you have question, call Mr. Shortey, Contracting Officer, and his staff at Contracts and Grants Section at (928) 871-6033 who are very familiar with this subject.

Attachment

Cc: OMB file



**FY 2018 Funding Notice / Award**  
**Navajo Headstart Program (NHP) / DODE**  
**Updated July 17, 2018**

1. FY 2018 Grant No. 90CI9889 – budget period is 3/1/18-2/28/19:

A	B	C	D	E	F
1	<b>Notice of Award (NOA)</b>	<b>Federal-80%</b>	<b>Nav Nation-20%</b>	<b>Total</b>	<b>Transmittal</b>
2	Mar 1, 2018	7,883,098	1,970,775	9,853,873	Mar 21, 2018, No. 1
3	May 17, 2018 - Mod 1	15,191,945	3,797,986	18,989,931	NHP to submit budget
4	Total	23,075,043	5,768,761	28,843,804	
5	June 14 2018 - Letter	16,132,552	4,033,138	20,165,690	
6	Difference Rows 4 & 5	-6,942,491	-1,735,623	-8,678,114	

- A. By letter of March 8, 2018, ACF/DHHS informed the Navajo Nation the FY 2018 funding will be \$15,766,194.
- B. By NOA of March 1, 2018, \$7,883,098 was awarded to the Nation. The Nation decided to have NHP submit budget for \$15 million. Such was entered in FMIS and same authorized for implementation on date referenced by highlighted yellow above.
- C. By NOA of May 17, 2018, the amount of award to the Nation was increased to \$23,075,043.
- D. By letter of June 14, 2018, ACF/DHHS informed the Nation FY 2018 funding will be reduced to \$16,132,552 due to "chronic under enrollment". There is no NOA on this.
- E. Legislation Tracking No. 0259-18 \$6,333,333 to cover expenses 3/1/18 to 6/30/18.




THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT  
JONATHAN NEZ VICE-PRESIDENT

**EXHIBIT "C"**

**Memorandum:**

To: Navajo Nation Delegates  
Navajo Nation Government

From:   
Pearline Kirk, Controller  
Office of the Controller

Date: July 16, 2018

Subject: Legislation 0259-18-Emergency for Navajo Nation- UUFB in the amount of \$6,333,333 to the Navajo Headstart Program

The Office of the Controller has reviewed the above referenced document.

1. The balance of the UUFB is \$11,012,319 as of July 13, 2018; there are a number of other supplemental requests that will be considered by the Navajo Nation Council in the near future. This supplemental request is for \$6,333,333 emergency funding to the Navajo Nation Headstart Program.
2. The budget exhibit A attached to this legislation indicates expenses for personnel along with related fringe benefits and workers compensation. These types of expenses are determined to be RECURRING costs.

If you should have any questions you can contact me at tribal extension X6125.

# NAVAJO NATION

RCS# 1165

2018 Summer Session

7/17/2018

07:45:03 PM

Amd# to Amd#  
MOT Begay, K  
SEC Crotty  
Legislation 0259-18: Approving  
Supplemental Funding from UUFB  
\$6,333,333 to Navajo Head Start  
Program

PASSED

Yea : 17

Nay : 2

Excused : 1

Not Voting : 4

## Yea : 17

Begay, K	Brown	Hale	Slim
Begay, NM	Crotty	Jack	Smith
Begay, S	Damon	Perry	Tso
BeGaye, N	Daniels	Phelps	Tsosie
Bennett			

## Nay : 2

Witherspoon	Pete
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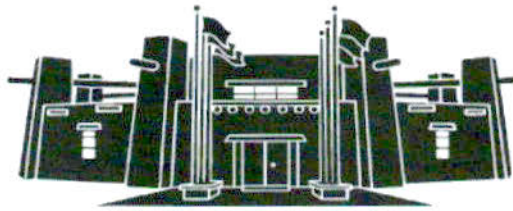
## Excused : 1

Filfred

## Not Voting : 4

Yazzie	Chee	Shepherd	Bates
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## MEMORANDUM

TO: Honorable Pernell Halona  
24<sup>th</sup> Navajo Nation Council

FROM: Kristen Lowell  
Kristen Lowell, Principal Attorney  
Office of Legislative Counsel

DATE: June 20, 2019

SUBJECT: **AN ACTION RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES AND NAABIK'ÍYÁTI' COMMITTEES AND NAVAJO NATION COUNCIL; AMENDING CJY-57-18, TITLED "RELATING TO AN EMERGENCY FOR THE NAVAJO NATION; APPROVING SUPPLEMENTAL FUNDING FROM THE UNRESERVED, UNDESIGNATED FUND BALANCE IN THE AMOUNT OF SIX MILLION THREE HUNDRED THIRTY-THREE THOUSAND THREE HUNDRED THIRTY-THREE (\$6,333,333) TO THE NAVAJO HEAD START PROGRAM, WAIVING 12 N.N.C. §820 (E) AND (F)"; ALLOWING THE NAVAJO NATION HEAD START PROGRAM TO USE SUPPLEMENTAL FUNDS TO PAY PAST DUE BILLS AND OTHER DEBTS**

As requested, I have prepared the above-referenced proposed resolution and associated legislative summary sheet pursuant to your request for legislative drafting. Based on existing law and review of documents submitted, the resolution as drafted is legally sufficient. As with any action of government however, it can be subject to review by the courts in the event of proper challenge.

**Please ensure that this particular resolution request is precisely what you want.** You are encouraged to review the proposed resolution to ensure that it is drafted to your satisfaction.

The Office of Legislative Counsel confirms the appropriate standing committee(s) based on the standing committees powers outlined in 2 N.N.C. §§301, 401, 501, 601 and 701. Nevertheless, "the Speaker of the Navajo Nation Council shall introduce [the proposed resolution] into the legislative process by assigning it to the respective oversight committee(s) of the Navajo Nation Council having authority over the matters for proper consideration." 2 N.N.C. §164(A)(5).

THE NAVAJO NATION  
LEGISLATIVE BRANCH  
INTERNET PUBLIC REVIEW PUBLICATION



LEGISLATION NO: \_0167-19\_\_\_\_\_

SPONSOR: Pernell Halona

TITLE: An Action Relating to Health, Education And Human Services And Naabik'iyáti' Committees And Navajo Nation Council; Amending CJY-57-18, Titled "Relating To An Emergency For The Navajo Nation; Approving Supplemental Funding From The Unreserved, Undesignated Fund Balance In The Amount Of Six Million Three Hundred Thirty-three Thousand Three Hundred Thirty-Three (\$6,333,333) To The Navajo Head Start Program, Waiving 12 N.N.C. § 820 (E) And (F)"; Allowing The Navajo Nation Head Start Program To Use Supplemental Funds To Pay Past Due Bills And Other Debts

*Date posted:* June 28, 2019 at 11:57am

Digital comments may be e-mailed to [comments@navajo-nsn.gov](mailto:comments@navajo-nsn.gov)

Written comments may be mailed to:

Executive Director  
Office of Legislative Services  
P.O. Box 3390  
Window Rock, AZ 86515  
(928) 871-7590

Comments may be made in the form of chapter resolutions, letters, position papers, etc. Please include your name, position title, address for written comments; a valid e-mail address is required. Anonymous comments will not be included in the Legislation packet.

**Please note:** This digital copy is being provided for the benefit of the Navajo Nation chapters and public use. Any political use is prohibited. All written comments received become the property of the Navajo Nation and will be forwarded to the assigned Navajo Nation Council standing committee(s) and/or the Navajo Nation Council for review. Any tampering with public records are punishable by Navajo Nation law pursuant to 17 N.N.C. §374 *et. seq.*

THE NAVAJO NATION  
LEGISLATIVE BRANCH  
INTERNET PUBLIC REVIEW SUMMARY

LEGISLATION NO.: 0167-19

SPONSOR: Honorable Pernell Halona


TITLE: An Action Relating to Health, Education And Human Services And Naabik'iyáti' Committees And Navajo Nation Council; Amending CJY-57-18, Titled "Relating To An Emergency For The Navajo Nation; Approving Supplemental Funding From The Unreserved, Undesignated Fund Balance In The Amount Of Six Million Three Hundred Thirty-three Thousand Three Hundred Thirty-Three (\$6,333,333) To The Navajo Head Start Program, Waiving 12 N.N.C. § 820 (E) And (F)"; Allowing The Navajo Nation Head Start Program To Use Supplemental Funds To Pay Past Due Bills And Other Debts

Posted: June 28, 2019 at 11:57 AM

5 DAY Comment Period Ended: July 03, 2019

Digital Comments received:

Comments Supporting	<i>None</i>
Comments Opposing	<i>None</i>
Inconclusive Comments	<i>None</i>

  
\_\_\_\_\_  
Legislative Tracking Secretary  
Office of Legislative Services

7/6/19 3:21pm

Date/Time



Committee Report

THE HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE OF THE NAVAJO NATION COUNCIL to whom has been assigned;

LEGISLATION NO. 0167-19

AN ACTION RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES AND NAABIK'YATI COMMITTEES AND NAVAJO NATION COUNCIL; AMENDING CJY-57-18, TITLED "RELATING TO AN EMERGENCY FOR THE NAVAJO NATION; APPROVING SUPPLEMENTAL FUNDING FROM UNRESERVED, UNDESIGNATED FUND BALANCE IN THE AMOUNT OF SIX MILLION THREE HUNDRED THIRTY-THREE (\$6,333,333) TO THE NAVAJO HEAD START PROGRAM, WAIVING 12 N.N.C. § 820 (E) AND (F)"; ALLOWING THE NAVAJO NATION HEAD START PROGRAM TO USE SUPPLEMENTAL FUNDS TO PAY PAST DUE BILLS AND OTHER DEBTS

(Note: Eligible for Committee Action July 04, 2019)

Sponsor: Honorable Pernell Halona; Honorable Edmund Yazzie

Amendment One (1): Page 2 of 3, Line 20: Add and Insert New Paragraph E. and New Paragraph F. as follows:

E. The Navajo Nation Board of Education has provided a resolution supporting this legislation, attached as Exhibit B.

F. The attached budget forms in Exhibit C, reflect the Navajo Headstart expenses for its supplemental appropriation.

Renumber or re-letter succeeding paragraphs or sections accordingly, if necessary; and this amendment shall supersede inconsistent language contained in any other committee amendment, which shall be conformed to the intent or language of this amendment. The Office of Legislative Services, with notice to the sponsor(s) of the Legislation, is hereby authorized to make necessary grammatical changes.

Has had under consideration and report the same with the recommendation that Legislation 0167-19 PASS with One (1) Amendment and no Directive; and therefore referred the same to the NAABIK'YATI' COMMITTEE OF THE NAVAJO NATION COUNCIL

Respectfully Submitted,



Daniel E. Tso, Chairperson  
Health, Education and Human Services Committee

**July 08, 2019 - Amendment One (1) Motion**

Motion by: Honorable Paul Begay, Jr.

Seconded by: Honorable Charlaine Tso

Vote: 4 in favor; 0 Opposed; Chairperson Not Voting

Yeas: Paul Begay, Jr.; Charlaine Tso; Edison J. Wauneka; Pernell Halona

Nays: None

Absent (excused): Nelson S. BeGaye

**July 08, 2019 - Main Motion**

Motion by: Honorable Edison J. Wauneka

Seconded by: Honorable Charlaine Tso

Vote: 4 in favor; 0 Opposed; Chairperson Not Voting

Yeas: Paul Begay, Jr.; Charlaine Tso; Edison J. Wauneka; Pernell Halona

Nays: None

Absent (excused): Nelson S. BeGaye

HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE  
Regular Meeting  
July 08, 2019

Roll Call  
Vote Tally Sheet

LEGISLATION NO. 0167-19

AN ACTION RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES AND NAABIK' IYATI COMMITTEES AND NAVAJO NATION COUNCIL; AMENDING CJY-57-18, TITLED "RELATING TO AN EMERGENCY FOR THE NAVAJO NATION; APPROVING SUPPLEMENTAL FUNDING FROM UNRESERVED, UNDESIGNATED FUND BALANCE IN THE AMOUNT OF SIX MILLION THREE HUNDRED THIRTY-THREE (\$6,333,333) TO THE NAVAJO HEAD START PROGRAM, WAIVING 12 N.N.C. § 820 (E) AND (F)"; ALLOWING THE NAVAJO NATION HEAD START PROGRAM TO USE SUPPLEMENTAL FUNDS TO PAY PAST DUE BILLS AND OTHER DEBTS

(Note: Eligible for Committee Action July 04, 2019)

*Sponsor: Honorable Pernell Halona; Honorable Edmund Yazzie*

July 08, 2019 - Amendment One (1) Motion

Motion by: Honorable Paul Begay, Jr.

Seconded by: Honorable Charlene Tso

Vote: 4 in favor; 0 Opposed; Chairperson Not Voting

Yeas: Paul Begay, Jr.; Charlene Tso; Edison J. Wauneka; Pernell Halona

Nays: None

Absent (excused): Nelson S. BeGaye

July 08, 2019 - Main Motion

Motion by: Honorable Edison J. Wauneka

Seconded by: Honorable Charlene Tso

Vote: 4 in favor; 0 Opposed; Chairperson Not Voting

Yeas: Paul Begay, Jr.; Charlene Tso; Edison J. Wauneka; Pernell Halona

Nays: None

Absent (excused): Nelson S. BeGaye

Daniel E. Tso, Chairperson  
Health, Education and Human Services Committee

Beverly Martinez, Legislative Advisor  
Health, Education and Human Services Committee





Jonathan Nez  
President

## DEPARTMENT OF DINÉ EDUCATION THE NAVAJO NATION

P.O. Box 670 · Window Rock, Arizona 86515  
PHONE (928) 871 – 7475 · FAX (928) 871 – 7474



Myron Lizer  
Vice-President

NNBEJE-540-2019

### RESOLUTION OF THE NAVAJO NATION BOARD OF EDUCATION

**Relating to Education; Approving and Supporting Amendments to Resolution CJY-57-18 in the Amount of \$6,333,333 From the Unreserved, Undesignated Fund Balance (UUFB) to Reallocate Any Unspent Balance to Operational Expenses to Include Unmet Needs and Unpaid Program Expenses as Determined by the Office of Management and Budget (OMB)**

#### WHEREAS:

1. The Navajo Nation Board of Education (hereinafter the “Board”) is the education agent in the Executive Branch for the purposes of overseeing the operation of all schools serving the Navajo Nation. 10 N.N.C. § 106 (A). The Board carries out its duties and responsibilities through the Department of Diné Education (hereinafter the “Department”). 10 N.N.C. §106 (G)(3).
2. The Department is the administrative agency within the Navajo Nation with responsibility and authority for implementing and enforcing the educational laws of the Navajo Nation. 2 N.N.C. §1801(B); 10 N.N.C. §107(A). The Department is under the immediate direction of the Navajo Nation Superintendent of Schools, subject to the overall direction of the Board. 10 N.N.C. §107(B).
3. The Navajo Head Start (“NHS”) Program, which is located within the Department of Diné Education as approved by the Department’s Plan of Operation, Resolution No. GSCMY-19-07. The NHS also is funded by a grant from the Office of Head Start, Administration of Children and Families (ACF), under the terms of the Head Start Act, 42 U.S.C. §9801 *et seq.*, and applicable regulations. The Navajo Nation is named the grantee and is responsible for ensuring compliance with the Head Start Act and performance standards in delivering the services to Navajo children and their families.
4. On August 3, 2018, Resolution CJY-57-18 titled “An Action Relating to an EMERGENCY for the Navajo Nation; Approving Supplemental Funding from the Unreserved, Undesignated Fund Balance in the Amount of Six Million, Three Hundred Thirty-Three Thousand, Three Hundred and Thirty Three Dollars (\$6,333,333) to the Navajo Head Start Program” was signed into law.
5. The Board acknowledges the Navajo Head Start Policy Council Resolution NHSPC-38-05-2019, including supporting documents (attached as “EXHIBIT A”) passed by the Navajo Head Start Policy Council on May 30, 2019 in support of this request.

#### BOARD OF EDUCATION

Freda Nells, *President* · Priscilla B. Manuelito, *Vice President* · Dr. Victoria Yazzie, *Secretary*

*Member:* Sharon A. Toadecheenie

Dr. Tommy Lewis, *Navajo Nation Superintendent of Schools*

**NOW THEREFORE BE IT RESOLVED THAT:**

1. The Navajo Nation Board of Education hereby approves and supports amendments to Resolution CJY-57-18 in the amount of \$6,333,333 from the Unreserved, Undesignated Fund Balance (UUFB) to reallocate any unspent balance to operational expenses to include unmet needs and unpaid program expenses as determined by the Office of Management and Budget (OMB).
2. The Navajo Nation Board of Education hereby directs and empowers the Assistant Superintendent of Head Start to take any actions deemed as necessary and proper to carry out the purposes of this resolution.

**CERTIFICATION**

I hereby certify that the foregoing resolution was duly considered by the Board of Education of the Navajo Nation at a duly called meeting at Window Rock, AZ (Navajo Nation) at which a quorum was present, motion by Priscilla B. Manuelito and seconded by Sharon A. Toadecheenie and that the same was passed by a vote of 3 in favor; 0 opposed; 0 abstained, this 13th day of June 2019.



Freda Nells, President  
Navajo Nation Board of Education

# **EXHIBIT A**



RESOLUTION OF THE  
NAVAJO NATION COUNCIL

23rd NAVAJO NATION COUNCIL -- Fourth Year, 2018

AN ACTION

RELATING TO AN EMERGENCY FOR THE NAVAJO NATION; APPROVING SUPPLEMENTAL FUNDING FROM THE UNRESERVED, UNDESIGNATED FUND BALANCE IN THE AMOUNT OF SIX MILLION, THREE HUNDRED THIRTY-THREE THOUSAND, THREE HUNDRED THIRTY-THREE DOLLARS (\$6,333,333) TO THE NAVAJO HEAD START PROGRAM, WAIVING 12 N.N.C. § 820(E) AND (F)

BE IT ENACTED:

SECTION ONE. AUTHORITY

- A. The Navajo Nation Council has the authority to approve supplemental appropriations. 12 N.N.C. § 820(L).
- B. The Navajo Nation Code provides, "[m]atters constituting an emergency shall be limited to the cessation of law enforcement services, and disaster relief services, fire protection services or other direct services required as an entitlement under Navajo Nation or federal law, or which directly threaten the sovereignty of the Navajo Nation." 2 N.N.C. § 164(A)(16).
- C. This legislation is offered as an emergency legislation due since Navajo Head Start Program will be required to close its daily operations. As such, this impacts the Nation's ability to provide direct services to the Navajo people.
- D. The Title 12 Appropriations Act Supplemental Appropriation requirements include:
  1. When the Controller identifies additional sources of revenues above and beyond the initial or current revenue projections, supplemental appropriations may be allocated by the Navajo Nation Council. 12 N.N.C. § 820(L).
  2. Supplemental appropriations made from non-recurring revenues shall only be made for non-recurring operations or purposes, as set forth at § 820(F). The Controller of the Navajo Nation shall be responsible for designating recurring and non-recurring revenues. 12 N.N.C. § 820(L).

3. All requests for annual operating funds and supplemental funds shall be submitted to the Office of Management and Budget for budget impact analysis and other appropriate actions.  
12 N.N.C. § 820 (M).

## SECTION TWO. FINDINGS

- A. The Navajo Nation Head Start Program has requested a supplemental appropriation of \$6,333,333 to a new Business Unit. A Supplemental Funding Proposal Summary along with Budget Forms 1 through 4, are included in **Exhibit A**.
- B. Included in the Supplemental Funding Proposal summary is a statement of need, which provides, "the supplemental funding request will ensure that the Navajo Head Start Program continues to provide direct services to the 2,105 funded slots under the Head Start and Early Head Start Programs."
- C. A document from the Controller, dated July 2018, indicates the balance in the UUFB is \$11,012,319.
- D. Due to the emergency nature of this legislation the Office of Management and Budget has provided the statutory prequired reviews. See **Exhibit B**.
- E. The Office of the Controller provided an updated balance for the UUFB and indicated the costs are recurring. See **Exhibit C**.

## SECTION THREE. APPROVING SUPPLEMENTAL FUNDING FROM THE UNRESERVED, UNDESIGNATED FUND BALANCE IN THE AMOUNT OF SIX MILLION, THREE HUNDRED THIRTY-THREE THOUSAND, THREE HUNDRED THIRTY-THREE DOLLARS (\$6,333,333) FOR BUSINESS UNIT NUMBER, NEW, TO THE NAVAJO NATION HEAD START PROGRAM WAIVING 12 N.N.C. § 820 (E) AND (F)

- A. This supplemental appropriation of \$6,333,333 shall be from that amount of funds that exceeds the minimum fund balance of the Unreserved, Undesignated Fund Balance as determined by the Office of the Controller and to Business Unit Number, NEW. The appropriation may be used as matching funds and/or in-kind to the federal grant for Headstart appropriation or grant to the Navajo Nation for FY 2018 and later years."
- B. The Navajo Nation hereby approves supplemental funding from the Unreserved, Undesignated Fund Balance in the amount of



\$6,333,333 for Business Unit Number NEW, to fund the Navajo Nation Head Start Program.

- C. The supplemental funding shall be deposited in accordance with the budget forms in **Exhibit A**.
- D. With the Controller's designation of this appropriation as a recurring cost, the Navajo Nation waives 12 N.N.C. § 820(E) and (F) regarding the restriction on recurring and non-recurring costs.

#### SECTION FOUR. APPROPRIATIONS

The Navajo Nation approves the supplemental funding to the Navajo Nation Head Start Program and the funding shall not lapse at the end of Fiscal Year 2018. 12 N.N.C. § 820 (N)

#### CERTIFICATION

I, hereby, certify that the foregoing resolution was duly considered by the Navajo Nation Council at a duly called meeting in Window Rock, Navajo Nation (Arizona), at which a quorum was present and that the same was passed by a vote of 17 in Favor and 02 Opposed, on this 17<sup>th</sup> day of July 2018.



LoRenzo C. Bates, Speaker  
23rd Navajo Nation Council

July 27, 2018

Date


Motion: Honorable Kee Allen Begay, Jr.  
Second: Honorable Amber Kanazbah Crotty

Speaker Bates not voting



ACTION BY THE NAVAJO NATION PRESIDENT:

1. I, hereby, sign into law the foregoing legislation, pursuant to 2 N.N.C. §1005 (c)(10), on this 3rd day of August 2018.

  
\_\_\_\_\_  
Russell Begaye, President  
Navajo Nation

2. I, hereby, veto the foregoing legislation, pursuant to 2 N.N.C. §1005 (c)(11), on this \_\_\_\_\_ day of \_\_\_\_\_ 2018 for reason(s) expressed in the attached letter to the Speaker

\_\_\_\_\_  
Russell Begaye, President  
Navajo Nation

3. I, hereby, exercise line item veto pursuant to the 2010 Certified Initiative, over the supplemental appropriations approved herein by the Navajo Nation Council; on this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_  
Russell Begaye, President  
Navajo Nation

EXHIBIT

# THE NAVAJO NATION SUPPLEMENTAL FUNDING PROPOSAL SUMMARY

PART I. Business Unit No.: NEW Program Title: Navajo Head Start  
 Division/Branch: Education / Executive Amount Requested: \$6,333,333.00 Phone No.: 928-871-6902  
 Prepared By: Christine M. Chavez Email Address: christinechavez@navajohs.org

## PART II. REASON FOR REQUEST AND STATEMENT OF NEED:

The Supplemental Funding request in the amount of \$6,333,333.00 is needed to cover the personnel expenses for salaries, fringe benefits and employee related expenses for mandatory insurance coverage for general liability insurance and worker's compensation. The Navajo Head Start Program request will cover the expenses for the period of March 1, 2018 to June 30, 2018. The Supplemental Funding request will ensure that the Navajo Head Start Program continues to provide direct services to the 2,105 funded slots under the Head Start and Early Head Start Programs. The Navajo Head Start Program has submitted the Grant Application to the Office of Head Start for the period of March 1, 2018 to February 28, 2019; which is the fourth year of a five year grant. There are extenuating, legal circumstances that have prohibited Navajo Head Start from receiving appropriate funds to continue with seamless operations into the new grant year. Therefore, this is an EMERGENCY request for funds utilizing the Undesignated, Unreserved Fund Balance account to ensure the Navajo Head Start Program's to continue to provide direct services.

## PART III. CONTINGENCY PLAN IF REQUEST IS NOT FUNDED:

The Navajo Head Start Program will begin to notify staff and to close daily operations. This will adversely affect 300+ staff and 2,105 enrollment slots with their affiliated families. In order to continue to provide direct services, Navajo Head Start must be fully staffed to operate over 90 centers across the Navajo Nation. Since personnel is a vital aspect of providing direct services, Navajo Head Start's request for Supplemental Funding from the Undesignated, Unreserved Fund Balance is to cover the personnel expenses to remain fully operational.

## PART IV. ALTERNATIVE FUNDING SOURCES BEING PURSUED:

Navajo Head Start is actively researching other funding sources available. At this time there are no funding opportunities available, that have the capacity to provide the funding allocation necessary to ensure the Navajo Head Start Program to remain fully operational.

## PART V. AFFIRMATION IS PROVIDED THAT THE PROPOSAL INFORMATION IS COMPLETE AND ACCURATE AND THE APPROPRIATE BRANCH CHIEF RECOMMENDS APPROVAL:

REVIEWED BY: Division Director's Signature / Date

RECOMMEND APPROVAL: Branch Chief's Signature / Date

*Christine Chavez* 7-3-18 *Lenette Lee* 7/5/18

fr



FY 2018

THE NAVAJO NATION  
PROGRAM BUDGET SUMMARY

Page 1 of 16  
BUDGET FORM 1

PART I. Business Unit No.: <u>NEW</u>		Program Title: <u>Navajo Head Start</u>		Division/Branch: <u>Education</u>	
Prepared By: <u>Christine M. Chavez</u>		Phone No.: <u>(928) 871-6602</u>		Email Address: <u>christinechavez@navajohs.org</u>	

PART II. FUNDING SOURCE(S)	Fiscal Year Term	Amount	% of Total	PART III. BUDGET SUMMARY	Fund Type Code	(A) NNC Approved Original Budget	(B) Proposed Budget	(C) Difference (Column B - A)
UFB	1001/17 - 9/30/18	6,333,333.50	100%	2001 Personnel Expenses	1		6,290,276	6,290,276
				3000 Travel Expenses				0
				3500 Meeting Expenses				0
				4000 Supplies				0
				5000 Lease and Rental				0
				5500 Communications and Utilities				0
				6000 Repairs and Maintenance				0
				6500 Contractual Services				0
				7000 Special Transactions	1		43,057	43,057
				8000 Public Assistance				0
				9000 Capital Outlay				0
				9500 Matching Funds				0
				9500 Indirect Cost				0
				<b>TOTAL</b>		\$0.00	6,333,333	6,333,333

PART IV. POSITIONS AND VEHICLES	(D)	(E)
Total # of Positions Budgeted:		400
Total # of Permanently Assigned Vehicles:		210

PART V. I HEREBY ACKNOWLEDGE THAT THE INFORMATION CONTAINED IN THIS BUDGET PACKAGE IS COMPLETE AND ACCURATE.

<p>Dr. Elnia Biscoi, Asst. Superintendent (A)</p> <p>SUBMITTED BY: Program Manager's Printed Name</p> <p><u>Christine M. Chavez</u> 7/3/2018</p> <p>SUBMITTED BY: Program Manager's Signature and Date</p>	<p>Dr. Tommy Lewis, Jr., Superintendent</p> <p>APPROVED BY: Division Director/Branch Chief's Printed Name</p> <p><u>Tommy Lewis</u> 7-3-18</p> <p>APPROVED BY: Division Director/Branch Chief's Signature and Date</p>
--	--



# THE NAVAJO NATION PROGRAM PERFORMANCE CRITERIA

**PART I. PROGRAM INFORMATION:**

Business Unit No.: NEW

Program Name/Title: Navajo Head Start

**PART II. PLAN OF OPERATION REFERENCE/LEGISLATED PROGRAM PURPOSE:**

GSMC-19-07: NHS will provide opportunities inclusive of necessary health services; comprehensive quality services; provide a learning environment that is healthy, safe, assessable, pleasant, comfortable, age appropriate, culturally sensitive, and responsive to the individual needs of children at the local and community level.

**PART III. PROGRAM PERFORMANCE CRITERIA:**

	1st QTR	2nd QTR	3rd QTR	4th QTR
Goal				
Actual				

1. Program Performance Area:

Meet up to 75% of funded enrollment at end of first quarter, which is 1,580 children of 2,105

Goal Statement:

Program will enroll 2,105 during 2nd, 3rd and 4th quarters to meet funded enrollment

2. Program Performance Area:

Restructure remaining 20% of field level staff by end of second quarter, or up to 30 staff per quarter

Goal Statement:

Complete restructure of 60 field level staff by end of second quarter

3. Program Performance Area:

Create four (4) new community partnerships with local and/or national resources to support HS initiatives

Goal Statement:

Create one (1) new partnership per quarter measured by MOAMOU execution

4. Program Performance Area:

Maintain accountability to the Governing Body of Navajo Head Start

Goal Statement:

Report to the Governing Body 3 times per quarter

5. Program Performance Area:

Enable NHS staff with awareness and rules/regulations of sexual harassment, bullying and code of conduct

Goal Statement:

One quarter of NHS staff, Policy Council & Board of Education to receive training per quarter

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				n/a
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**PART IV. I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION HAS BEEN THOROUGHLY REVIEWED.**

Dr. Elnita Biscoi, Asst. Superintendent (A)

Program Manager's Printed Name

*Elnita Biscoi* 7/3/18  
Program Manager's Signature and Date

Dr. Tommy Lewis, Jr., Superintendent

Division Director/Branch Chief's Printed Name

*Tommy Lewis Jr.* 7-3-18  
Division Director/Branch Chief's Signature and Date

FY 2018

THE NAVAJO NATION  
LISTING OF POSITIONS AND ASSIGNMENTS BY BUSINESS UNIT

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BUDGET FORM 3

SUB ACCT	POS NO	JOB TYPE	POSITION TITLE	EMP ID	WRKSITE CODE	FY 2017 ACTUAL		FY 2018 PROPOSED	
						G/S	SALARY	HOURS	BUDGET
1001	945904	3635	HS Superintdnt		AM7/D	48.11	696	\$	34,180.56
1002	242670	3637	HS Fiscal Manager		AG69E	36.04	696	\$	25,501.44
1003	242671	3636	HS HR Manager		AG69F	37.73	696	\$	26,280.08
1004	242906	3638	HS Info Systems Mgr		AG69F	34.64	696	\$	24,109.44
1005	945482	1384	Office Assistant		AG56A	10.79	696	\$	7,509.84
1006	243756	1384	Office Specialist		AG58A	12.81	696	\$	8,915.76
1007	243759	1524	AMS		AG58A	14.84	696	\$	10,328.84
1008	243541	1524	AMS		AG58D	13.99	696	\$	9,737.04
1009	243758	1524	AMS		AG58A	12.81	696	\$	8,915.76
1010	946900	2017	Sr Contract Analyst		AG65A	23.19	696	\$	18,140.24
1011	243760	2016	Prin Contract Analyst		AG67C	29.04	696	\$	20,211.84
1012	243769	1365	Senior Office Specialist		AG69A	15.20	696	\$	10,579.20
1013	949004	4015	Property Supervisor		AG61A	15.57	696	\$	11,532.72
1014	243131	1211	ASO		AG64A	21.27	696	\$	14,803.92
1015	243781	1365	HS Admin Regional Mgr		AG64A	21.27	696	\$	14,803.92
1016	243782	1365	HS Admin Regional Mgr		AG64A	21.27	696	\$	14,803.92
1017	243783	1365	HS Admin Regional Mgr		AG64A	21.27	696	\$	14,803.92
1018	243764	1365	HS Admin Regional Mgr		AG64A	24.51	696	\$	17,058.96
1019	243765	1365	Senior Office Specialist		AG65D	16.81	696	\$	11,560.56
1020	243767	1366	Office Specialist		AG58A	12.81	696	\$	8,915.76
1021	243770	1366	Office Specialist		AG58A	12.81	696	\$	8,915.76
1022	243768	1366	Office Specialist		AG58B	13.20	696	\$	8,187.20
1023	243769	1365	Office Specialist		AG58A	12.81	696	\$	8,915.76
1024	946684	1518	Senior Accountant		AL65A	22.54	696	\$	18,383.84
1025	942720	1186	HS HR Assistant		AG66C	16.13	696	\$	11,226.48
1026	945521	3640	HST		AG61B	17.06	496	\$	8,461.76
1027	242338	3668	HSPP		AG60A	15.20	496	\$	7,539.20
1028	243034	3668	HSPP		AG60A	15.20	496	\$	7,539.20
1029	243035	3668	HSPP		AG60A	15.20	496	\$	7,539.20
1030	945526	3659	HSCT		AG64A	21.48	496	\$	10,654.08
1031	945527	3659	HSCT		AG64A	21.48	496	\$	10,654.08
1032	243036	3668	HSPP		AG60A	15.20	496	\$	7,539.20
1033	242682	3640	HST		AG61A	15.57	496	\$	8,218.72
1034	243037	3668	HSPP		AG60A	15.20	496	\$	7,539.20
1035	945533	3659	HSCT		AG61A	15.57	496	\$	10,654.08
1036	945534	3640	HST		AG61A	15.57	496	\$	8,218.72
1037	945535	3659	HSCT		AG64A	21.48	496	\$	10,654.08
1038	945536	3659	HSCT		AL64A	21.48	496	\$	10,654.08
								\$	491,168.16

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1161	945039	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1162	945238	3659	HSCT	AL64A	21.80	496	\$	10,812.80
1163	945320	4145	HSBD	AG59A	13.95	498	\$	6,919.20
1164	945254	3659	HSCT	AG64A	16.61	496	\$	8,238.56
1165	945268	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1166	945707	3640	HST	AG61D	16.57	496	\$	8,218.72
1167	945774	3640	HST	AG61F	19.22	496	\$	9,533.12
1168	945776	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1169	243127	3648	HS Health & Nutrition Liaison	AG63A	19.70	696	\$	13,711.20
1170	941070	3640	HST	AG61A	16.57	496	\$	8,218.72
1171	945358	4041	Pilot Coordinator	AG60A	15.20	696	\$	10,579.20
1172	941099	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1173	243026	3658	HS SRC	AG66A	25.13	496	\$	12,464.48
1174	243452	3658	HS SRC	AG68A	25.13	496	\$	12,464.48
1175	243239	4077	Maint Tech	AG60A	15.20	696	\$	10,579.20
1176	243147	4077	Maint Tech	AG60A	15.20	696	\$	10,579.20
1177	243148	4077	Maint Tech	AG60A	15.20	696	\$	10,579.20
1178	243149	4077	Maint Tech	AG60A	15.20	696	\$	10,579.20
1179	243105	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1180	243106	3658	HSPP, Ton1	AG60A	15.20	496	\$	7,539.20
1181	243381	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1182	243453	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1183	243337	3658	HSPP	AG60A	15.20	496	\$	7,539.20
1184	243455	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1185	243456	3658	HSPP	AG60A	15.20	496	\$	7,539.20
1186	242968	3658	HSPP	AG60A	15.20	496	\$	7,539.20
1187	243107	3658	HSPP	AG60A	15.20	496	\$	7,539.20
1188	243141	3649	HS ERSEA / Farm Eng Liaison	AG63A	19.70	696	\$	13,711.20
1189	243142	3649	HS ERSEA / Farm Eng Liaison	AG63A	19.51	696	\$	13,578.96
1190	243143	3649	HS ERSEA / Farm Eng Liaison	AG63A	19.70	696	\$	13,711.20
1191	243144	3649	HS ERSEA / Farm Eng Liaison	AG63A	19.70	696	\$	13,711.20
1192	243382	3658	HSPP	AG60A	15.20	496	\$	7,539.20
1193	243385	3658	HSPP	AG60A	15.20	496	\$	7,539.20
1194	243029	3657	HS Sct. Roads & Lung Imm	AG67A	25.13	696	\$	17,490.48
1195	243778	3658	HS SRC	AG66C	26.65	496	\$	13,223.36
1196	242928	3658	HSPP	AG60A	15.20	496	\$	7,539.20
1197	242966	3658	HSPP	AG60A	15.20	496	\$	7,539.20
1198	242965	3658	HSPP	AG60A	15.20	496	\$	7,539.20
1199	242964	3658	HSPP	AG60A	15.20	496	\$	7,539.20
1200	242972	3658	HSPP	AG60A	15.20	496	\$	7,539.20
1201	945024	3659	HSCT	AG64A	21.48	496	\$	10,654.08

407,791.04



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1202	242969	3668	HSPP	AG80A	15.20	496	\$	7,539.20
1203	242967	3668	HSPP	AG80A	15.20	496	\$	7,539.20
1204	945029	3640	HSCT	AG84A	21.48	496	\$	10,654.08
1205	242960	3668	HSPP	AG80A	15.20	496	\$	7,539.20
1206	945032	3659	HSCT	AG84A	21.48	496	\$	10,654.08
1207	242961	3668	HSPP	AG80A	15.20	496	\$	7,539.20
1208	243085	3668	HSPP	AG80A	15.20	496	\$	7,539.20
1209	243086	3668	HSPP	AG80A	15.20	496	\$	7,539.20
1210	945037	3659	HSCT	AG84A	21.48	496	\$	10,654.08
1211	945038	3659	HSCT	AG84A	21.48	496	\$	10,654.08
1212	945090	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1213	945081	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1214	945083	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1215	243087	3668	HSPP	AG80A	15.20	496	\$	7,539.20
1216	945095	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1217	945104	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1218	945297	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1219	945110	3659	HSCT	AG84A	21.48	496	\$	10,654.08
1220	945300	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1221	945042	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1222	945055	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1223	945320	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1224	945324	4145	HSBD	AG59A	14.82	496	\$	7,350.72
1225	945299	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1226	945695	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1227	945713	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1228	243128	3648	HS Health & Nutrition Liaison	AG63A	19.70	696	\$	13,771.20
1229	945339	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1230	243030	3687	HS Sch. Nurses & Lung Imm	AG67C	29.04	696	\$	20,211.84
1231	949421	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1232	945237	3640	HST	AG81D	18.12	496	\$	8,987.52
1233	945240	3659	HSCT	AG84A	21.48	496	\$	10,654.08
1234	945241	3640	HST	AG81B	17.06	496	\$	8,461.76
1235	945242	3659	HSCT	AG84A	21.48	496	\$	10,654.08
1236	945244	3640	HST	AG81A	16.57	496	\$	8,218.72
1237	945251	3659	HSCT	AG84A	21.48	496	\$	10,654.08
1238	945252	3640	HST	AG81A	16.57	496	\$	8,218.72
1239	945256	3640	HST	AG81D	16.61	496	\$	8,238.56
1240	945262	3659	HSCT	AG84A	21.48	496	\$	10,654.08
1241	945270	3659	HSCT	AG84A	21.48	496	\$	10,654.08
1242	945271	3659	HST	AG81A	16.57	496	\$	8,218.72
							\$	358,455.84

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1243	945276	3640	HST	AG61F	17.62	496	\$	8,739.52
1244	945712	3640	HST	AG61D	18.61	496	\$	8,236.56
1245	243325	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1246	945689	4145	HSBD	AG59B	14.41	496	\$	7,147.36
1247	945698	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1248	945770	4041	Field Coordinator	AG60U	18.54	696	\$	13,669.44
1249	945703	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1250	949199	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1251	945246	3640	HSCT	AG64A	21.48	496	\$	10,654.08
1252	240258	3658	HS SFC	AG68D	27.49	496	\$	13,835.04
1253	240250	3658	HS SFC	AL66A	25.51	496	\$	12,652.86
1254	243150	4077	Meat Tech	AG60A	15.20	696	\$	10,579.20
1255	243151	4077	Meat Tech	AG60A	15.20	696	\$	10,579.20
1256	243152	4077	Meat Tech	AG60A	15.20	696	\$	10,579.20
1257	243153	4077	Meat Tech	AG60A	15.20	696	\$	10,579.20
1258	243110	3668	HSPP	AG60C	16.13	496	\$	8,000.48
1259	243326	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1260	243154	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1261	243155	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1262	243156	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1263	243112	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1264	243157	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1265	243158	3649	HS ERSEA / Farm Eng Liaison	AG63A	19.70	696	\$	13,711.20
1266	243160	3649	HS ERSEA / Farm Eng Liaison	AG63C	20.69	696	\$	14,400.24
1267	243161	3649	HS ERSEA / Farm Eng Liaison	AG63A	19.70	696	\$	13,711.20
1268	243327	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1269	243236	4077	Meat Tech	AG60A	15.20	696	\$	10,579.20
1270	243328	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1271	243389	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1272	243462	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1273	243386	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1274	243388	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1275	243387	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1276	243429	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1277	242976	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1278	242975	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1279	242979	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1280	945137	3640	HST	AG61D	18.12	498	\$	8,987.52
1281	945139	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1282	242974	3668	HSPP	AG60A	15.20	496	\$	7,539.20
1283	945145	3640	HST	AG61D	16.61	496	\$	8,238.56
							\$	374,328.40

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1283	242978	3688	HSP	AG80A	15.20	496	\$	7,539.20
1284	945149	3659	HSCT	AL54A	21.80	496	\$	10,812.80
1285	243046	3668	HSP	AG80A	15.20	496	\$	7,539.20
1286	242973	3668	HSP	AG80A	15.20	496	\$	7,539.20
1287	243047	3668	HSP	AG80A	15.20	496	\$	7,539.20
1288	242977	3668	HSP	AG80A	15.20	496	\$	7,539.20
1289	243025	3668	HSP	AG80A	15.20	496	\$	7,539.20
1290	945157	3659	HST	AG64A	18.57	496	\$	7,539.20
1291	945159	3659	HSCT	AG64A	21.48	496	\$	8,218.72
1292	945160	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1293	241572	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1294	243026	3668	HSP	AG80A	15.20	496	\$	7,539.20
1295	243114	3668	HSP	AG80A	15.20	496	\$	7,539.20
1296	242907	3640	HSCT	AG64A	21.48	496	\$	10,654.08
1297	243163	3668	HSP	AG80A	15.20	496	\$	7,539.20
1298	945171	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1299	243115	3668	HSP	AG80A	15.20	496	\$	7,539.20
1300	243116	3668	HSP	AL80A	15.98	496	\$	7,727.88
1301	945181	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1302	243237	3668	HSP	AG80A	15.20	496	\$	7,539.20
1303	243340	3668	HSP	AG80A	15.20	496	\$	7,539.20
1304	945192	3668	HSP	AG80A	15.20	496	\$	7,539.20
1305	945193	4145	HSBD	AL59A	14.31	496	\$	7,097.78
1306	241328	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1307	945195	4145	HSBD	AL59A	14.31	496	\$	7,097.78
1308	241329	3640	HST	AG61A	16.57	496	\$	8,218.72
1309	945217	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1310	945221	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1311	945227	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1312	945232	4145	HSBD	AG59C	14.82	496	\$	7,350.72
1313	947464	4145	HSBD	AL59A	14.31	496	\$	7,097.78
1314	945416	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1315	945449	3640	HST	AG61B	17.06	496	\$	8,461.76
1316	941581	3640	HST	AG61B	17.06	496	\$	8,461.76
1317	241584	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1318	948546	3659	HSCT	AG64A	21.48	496	\$	10,654.08
1319	948551	4145	HSBD	AG59A	13.95	496	\$	6,919.20
1320	948983	3640	HST	AG61A	18.57	496	\$	8,218.72
1321	243129	3648	HS Health & Human Lias	AG63A	19.70	696	\$	13,711.20
1322	243164	4077	Mainit Tech	AG80A	15.20	696	\$	10,579.20
1323	243165	4077	Mainit Tech	AG80A	15.20	696	\$	10,579.20
							\$	340,921.44



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1365	243450	3689	HS Student Data Specialist	AG63A	19.51	696	\$	13,578.96
1366	242842	1872	Information Systems Technician	AG60A	15.20	696	\$	10,579.20
1367	243441		HS HR Employee Relations Specialist	AG65C	24.46	696	\$	17,024.16
1368	949399	3669	HS Student Transportation Support	AG64C	22.54	696	\$	15,687.84
1369	242926	1872	Information Systems Technician	AG60A	15.20	696	\$	10,579.20
1370	NEW	1872	Information Systems Technician	AG60A	15.20	696	\$	10,579.20
1371	242909	1847	Sr. Network Specialist	AG65A	23.19	696	\$	18,140.24
1372	242771	3660	HS Div of Edu Svcs, Div of Prog Operations	AG70C	37.64	696	\$	26,197.44
1373	242772	3666	HS HN Specialist	AG65A	23.19	696	\$	18,140.24
1374	242799	3664	HS Comm Partnership Mgr	AG67C	29.04	696	\$	20,211.84
1375	243444	3633	HS Facilities & Safety Officer	AG64B	21.87	696	\$	15,221.52
1376	243447	1251	Sr. Programs & Projects Spec.	AG67A	27.29	696	\$	19,063.44
1377	243476	1872	Information Systems Technician	AG60A	15.20	696	\$	10,579.20
1378	243771	1872	Information Systems Technician	AG60A	15.20	696	\$	10,579.20
1379	242773	3665	HS ERSEA Specialist	AG65A	23.19	696	\$	18,140.24
1380	243448		Regional Partnership Coordinator	AG64A	21.27	696	\$	14,803.92
1381	243449		Regional Partnership Coordinator	AG64A	21.27	696	\$	14,803.92
1382	NEW	3633	HS Facilities & Safety Officer	AG64A	21.27	696	\$	14,803.92
1383	NEW		HS Employee Clearance Specialist	AG62A	17.90	696	\$	12,458.40
1384	243385	3679	HS Mental Health & Death Liaison	AG63A	19.70	696	\$	13,711.20
1385	243396	3679	HS Mental Health & Death Liaison	AG63A	19.70	696	\$	13,711.20
1386	243397	3679	HS Mental Health & Death Liaison	AG63A	19.70	696	\$	13,711.20
1387	243398	3679	HS Mental Health & Death Liaison	AG63A	19.70	696	\$	13,711.20
1388	243399	3679	HS Mental Health & Death Liaison	AG63A	19.70	696	\$	13,711.20
1389	242796	3667	HS Mental Health & Death Specialist	AG65A	23.19	696	\$	18,140.24
1390	943678	3655	Early Head Start Teacher	AG60D	15.20	496	\$	7,539.20
1391	943683	3655	Early Head Start Teacher	AG60D	15.20	496	\$	7,539.20
1392	943685	3655	Early Head Start Teacher	AG60D	15.20	496	\$	7,539.20
1393	943691	3655	Early Head Start Teacher	AG60D	15.20	496	\$	7,539.20
1394	943693	3655	Early Head Start Teacher	AG60F	17.45	496	\$	8,655.20
1395	943696	3655	Early Head Start Teacher	AG60F	17.45	496	\$	8,655.20
1396	944454	3655	Early Head Start Teacher	AG60C	16.13	496	\$	8,000.48
1397	944463	3655	Early Head Start Teacher	AG60F	17.45	496	\$	8,655.20
1398	242915	3658	HS School Readiness Coach	AG66A	25.13	496	\$	12,464.48

\$ 3,823,118.32

41.1%

\$ 1,571,301.63

\$ 5,394,420

FY 2018

THE NAVAJO NATION  
LISTING OF POSITIONS AND ASSIGNMENTS BY BUSINESS UNITPAGE 11 of 12  
BUDGET FORM 3

1399	OS	AG58A	12.81	696	\$	8,915.76
1400	Admin. Asst.	AG62A	17.90	696	\$	12,458.40
1401	HS HR Asst.	AG60C	16.13	696	\$	11,226.48
1402	Office Spec.	AG58A	12.81	696	\$	8,915.76
1403	Admin. Asst.	AG62A	17.90	696	\$	12,458.40
1404	OS	AG58A	12.81	696	\$	8,915.76
1405	Off. Spec.	AG58A	12.81	696	\$	8,915.76
1406	St. Prg. Pl. Spec.	AG67A	27.39	696	\$	19,063.44
1407	HSPP	AG60A	15.20	496	\$	7,539.20
1408	HSPP	AG60A	15.20	496	\$	7,539.20
1409	HSCIT	AG64A	21.48	496	\$	10,654.08
1410	HSPP	AG60A	15.20	496	\$	7,539.20
1411	HSPP	AG60A	15.20	496	\$	7,539.20
1412	HSPP	AG60A	15.20	496	\$	7,539.20
1413	HSPP	AG60A	15.20	496	\$	7,539.20
1414	HSPP	AG60A	15.20	496	\$	7,539.20
1415	SOS	AG60A	15.20	696	\$	10,578.20
1416	HSPP	AG60A	15.20	496	\$	7,539.20
1417	HSPP-Int'l	AG60A	15.20	496	\$	7,539.20
1418	Off. Spec.	AG58A	12.81	696	\$	8,915.76
1419	HSPP	AG60A	15.20	496	\$	7,539.20
1420	SOS	AG60A	15.20	696	\$	10,578.20
1421	HSPP	AG60A	15.20	496	\$	7,539.20
1422	HSPP	AG60A	15.20	496	\$	7,539.20
1423	HSPP	AG60A	15.20	496	\$	7,539.20
1424	Laborer	AG56A	9.91	696	\$	6,897.36
1425	HSPP	AG60A	15.20	496	\$	7,539.20
1426	HSPP	AG60A	15.20	496	\$	7,539.20
1427	Off. Spec.	AG58A	12.81	696	\$	8,915.76
1428	HSPP	AG60A	15.20	496	\$	7,539.20
1429	HSPP	AG60A	15.20	496	\$	7,539.20
1430	HSPP	AG60A	15.20	496	\$	7,539.20
1431	HHPP	AG60A	15.20	496	\$	7,539.20
1432	Office Asst.	AG56A	10.79	696	\$	7,508.84
1433	Intern	AG56A	10.79	696	\$	7,508.84
1434	Intern	AG56A	10.79	696	\$	7,508.84
1435	Winn & Nudrin Liaison	AG63A	19.51	696	\$	13,578.96
1436	Intern	AG56A	10.79	696	\$	7,508.84
1437	Intern	AG56A	10.79	696	\$	7,508.84
					\$	341,784.08



FY 2018

THE NAVAJO NATION  
LISTING OF POSITIONS AND ASSIGNMENTS BY BUSINESS UNIT

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BUDGET FORM 3

1438	4143	HS Student Data Spec	ALISA	19.80	696	\$	13,780.80
1439	4143	Laborer	ALISA	9.81	696	\$	6,827.76
1440	4143	Laborer	ALISA	9.81	696	\$	6,827.76
1441	4143	Laborer	ALISA	9.81	696	\$	6,827.76
1442	4143	Laborer	ALISA	9.81	696	\$	6,827.76
1443	4143	Laborer	ALISA	9.81	696	\$	6,827.76
1444		Laborer	ALISA	9.81	696	\$	6,827.76
1445		Laborer	ALISA	9.81	696	\$	6,827.76
1446		Laborer	ALISA	9.81	696	\$	6,827.76
1447		Laborer	ALISA	9.81	696	\$	6,827.76
1448		Laborer	ALISA	9.81	696	\$	6,827.76
1449		Laborer	ALISA	9.81	696	\$	6,827.76
1450		Laborer	ALISA	9.81	696	\$	6,827.76
1451		Laborer	ALISA	9.81	696	\$	6,827.76
1452		Laborer	ALISA	9.81	696	\$	6,827.76
1453		Laborer	ALISA	9.81	696	\$	6,827.76

\$ 473,000.86

\$ 814,785.04  
9.85%  
\$ 81,071.11  
\$ 895,856.15

\$ 6,290,276.10

FY 2018

THE NAVAJO NATION  
DETAILED BUDGET AND JUSTIFICATION

Page 15 of 16  
BUDGET FORM 4

PART I. PROGRAM INFORMATION:

Program Name/Title: \_\_\_\_\_

Navajo Head Start

Business Unit No.: \_\_\_\_\_

NEW

PART II. DETAILED BUDGET:

(A)	(B)	(C)	(D)
Object Code (L.O.D.)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code
2110	2000 PERSONNEL EXPENSES Permanent - 400 positions	3,823,118	6,290,276
2310	Temporary - 55 positions	814,785	
2900	Fringe Benefits Regular @ 41.1% Temporary @ 9.95%	1,571,301.83 81,071.11	
7710	7000 SPECIAL TRANSACTIONS Insurance Premiums 7766 Deductible Expenses 7767 Worker's Compensation	43,057 13,838.61 29,218.79	43,057
	TOTAL	6,333,333	6,333,333



# THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT  
JONATHAN NEZ VICT PRESIDENT

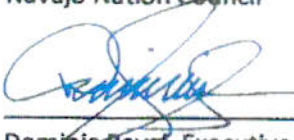
July 17, 2018

**EXHIBIT "B"**

## MEMORANDUM

To: Navajo Nation Council

From:

  
Dominic Beyer, Executive Director  
Office of Management and Budget

Subject: Legislation Tracking No. 0259-18: Emergency Supplemental Budget Request for Navajo Headstart Program (NHP) for \$6,333,333

Below are our comments on the subject legislation which is supported by SUPPLEMENTAL FUNDING PROPOSAL SUMMARY (SFPS). In brief the purpose of the request needs to be clear and ensure there is a definite need for funding that is considered an Emergency.

1. PART II. of SFPS indicates the request will cover expenses for the period March 1, 2018 to June 30, 2018. This period has past so it appears these incurred expenses have not been paid.
2. NHP is a federal funded program that is on a 80% - 20% cost share between the federal government and Navajo Nation, respectively. The current funding is FY 2018 on which the period is March 01, 2018 to February 28, 2019. Attached is a document that provides an overview on status of the award and expenditure report on the budget of \$15,766,194 (federal share) that is in the FMIS. The balance on the budget as of today is \$11,001,260.25.
3. There is no explanation on why the \$6+ million (m) request for appropriation cannot be paid with the \$11m balance. There is sufficient balance so the "Emergency" seems not to be the case and is not explained explicitly.
4. The status of FY 2018 funding for NHP has been uncertain as shown on the attachment which my OMB/CGS staff can provide explanation.

In light of comment no. 3 above, the proposal should have been considered through the normal review by Executive Branch e. g., OMB, OCC, DOJ and OPVP for opportunity to provide recommendation and guidance on what the true need is for funding. Also the state of the FY 2018 funding for NHP by federal government is in contentious situation at the moment. That should be resolved first before Navajo Nation funds is appropriated to fund what the federal government is obligated and responsible for.

If you have question, call Mr. Shortey, Contracting Officer, and his staff at Contracts and Grants Section at (928) 871-6033 who are very familiar with this subject.

Attachment

Cc: OMB file



**FY 2018 Funding Notice / Award**  
**Navajo Headstart Program (NHP) / DODE**  
**Updated July 17, 2018**

1. FY 2018 Grant No. 90CI9889 – budget period is 3/1/18-2/28/19:

A	B	C	D	E	F
1	Notice of Award (NOA)	Federal-80%	Nav Nation-20%	Total	Transmittal
2	Mar 1, 2018	7,883,098	1,970,775	9,853,873	Mar 21, 2018, No. 1
3	May 17, 2018 - Mod 1	15,191,945	3,797,986	18,989,931	NHP to submit budget
4	Total	23,075,043	5,768,761	28,843,804	
5	June 14 2018 - Letter	16,132,552	4,033,138	20,165,690	
6	Difference Rows 4 & 5	-6,942,491	-1,735,623	-8,678,114	

- A. By letter of March 8, 2018, ACF/DHHS informed the Navajo Nation the FY 2018 funding will be \$15,766,194.
- B. By NOA of March 1, 2018, \$7,883,098 was awarded to the Nation. The Nation decided to have NHP submit budget for \$15 million. Such was entered in FMIS and same authorized for implementation on date referenced by highlighted yellow above.
- C. By NOA of May 17, 2018, the amount of award to the Nation was increased to \$23,075,043.
- D. By letter of June 14, 2018, ACF/DHHS informed the Nation FY 2018 funding will be reduced to \$16,132,552 due to "chronic under enrollment". There is no NOA on this.
- E. Legislation Tracking No. 0259-18 \$6,333,333 to cover expenses 3/1/18 to 6/30/18.



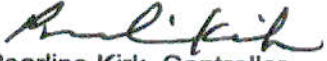
THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT  
JONATHAN NEZ VICE-PRESIDENT

**EXHIBIT "C"**

**Memorandum:**

To: Navajo Nation Delegates  
Navajo Nation Government

From:   
Pearline Kirk, Controller  
Office of the Controller

Date: July 16, 2018

Subject: Legislation 0259-18-Emergency for Navajo Nation- UUFB in the amount of  
\$6,333,333 to the Navajo Headstart Program

The Office of the Controller has reviewed the above referenced document.

1. The balance of the UUFB is \$11,012,319 as of July 13, 2018; there are a number of other supplemental requests that will be considered by the Navajo Nation Council in the near future. This supplemental request is for \$6,333,333 emergency funding to the Navajo Nation Headstart Program.
2. The budget exhibit A attached to this legislation indicates expenses for personnel along with related fringe benefits and workers compensation. These types of expenses are determined to be RECURRING costs.

If you should have any questions you can contact me at tribal extension X6125.

# NAVAJO NATION

RCS# 1165

2018 Summer Session

7/17/2018  
07:45:03 PM

Amd# to Amd#  
MOT Begay, K  
SEC Crotty

Legislation 0259-18: Approving  
Supplemental Funding from UUFB  
\$6,333,333 to Navajo Head Start  
Program

PASSED

Yea : 17

Nay : 2

Excused : 1

Not Voting : 4

Yea : 17

Begay, K	Brown	Hale	Slim
Begay, NM	Crotty	Jack	Smith
Begay, S	Damon	Perry	Tso
BeGaye, N	Daniels	Phelps	Tsosie
Bennett			

Nay : 2

Witherspoon	Pete
-------------	------

Excused : 1

Filfred

Not Voting : 4

Yazzie	Chee	Shepherd	Bates
--------	------	----------	-------





# NAVAJO HEAD START

Department of Diné Education



JONATHAN NEZ, *President*  
MYRON LIZER, *Vice President*

DR. ELVIRA BITSOI  
*Assistant Superintendent of Head Start*

**NHSPC-38-05-2019**

## RESOLUTION OF THE NAVAJO HEAD START POLICY COUNCIL

**REQUESTING THE NAVAJO NATION COUNCIL TO SUPPORT AND APPROVE THE AMENDMENT OF LEGISLATION # CJY-57-18 IN THE AMOUNT OF \$6,333,333 FROM THE UNRESERVED, UNDESIGNATED FUND BALANCE (UUFb) AND TO REALLOCATE ANY UNSPENT BALANCE TO OPERATIONAL EXPENSES TO INCLUDE; UNMET NEEDS AND UNPAID PROGRAM EXPENSES AS DETERMINED BY OFFICE OF MANAGEMENT AND BUDGET (OMB)**

### WHEREAS:

1. Pursuant to Resolution No. GSCMY-19-07. The Government Services Committee of the Navajo Nation Council approved the Plan of Operation for the Navajo Head Start. The Navajo Head Start is situated under the Executive Branch of the Navajo Nation government within the Division of Dine Education; and
2. The Navajo Nation Board of Education (hereinafter the "Board" is the education agent in the Executive Branch for the purposes of overseeing the operation of all schools serving the Navajo Nation, including the Navajo Head Start program. 10 N.N.C. §106[A]; 10 N.N.C. §51. The Board carries out its duties and responsibilities through the Department of Diné Education. 10 N.N.C. §106[G][3]; and
3. Pursuant to 45 CFR 1301-3. Program Governance: The Navajo Head Start Policy Council is duly elected and constituted Head Start Policy Council and an authorized entity of the Navajo Nation government; and
4. Pursuant to 45 CFR Sec. 1303.5(a)(2-4)(i-v) Limitations on development and administration cost. (a) Costs to develop and administer a program cannot be excessive or exceed 15% of the total approved program costs. Allowable costs to develop and administer a Head Start program cannot exceed 15% of the total approved program costs, which includes both federal costs and non-federal match unless the responsible HHS official grants a waiver... (2) To assess total program costs and determine whether a grantee meets this requirement, the grantee must: (i) determine the costs to develop and administer its program, including the local costs of necessary resources; (ii) Categorize total costs as development and administrative or program costs; (iii) Identify and allocate the portion of



dual benefits costs that are for development and administration; (iv) Identify and allocate the portion of indirect costs that are for developmental and administration versus program costs; and, (v) Delineate all development and administrative costs in the grant application and calculate the percentage of total approved costs allocated to development and administration; and

5. Navajo Head Start provides children with experiences that encourage and stimulate intellectual and social growth opportunities, promote Navajo Language and culture, and provides access to necessary medical, dental, and nutritional services under the Head Start and Early Head Start programs; and
6. The Navajo Head Start provides preventative maintenance to 96 classroom buildings and works collaborative with the Office of Environmental Health who provides annual facility surveys to certify our classrooms for continued operation in a safe and healthy learning environment; and
7. The Navajo Head Start continually improves to maintain and keep current technology equipment up-to-date for reporting mechanism for staff and in educating our children; and
8. The Navajo Head Start Policy Council has the best interest of the Navajo Head Start to continue in providing quality services to children and families.

**NOW, THEREFORE BE IT, RESOLVED:**

Requesting the Navajo Nation Council to support and approve the amendment of Legislation #CJY-57-18 in the amount of \$6,333.333 from the Unreserved, Undesignated Fund Balance (UUFb) and to reallocated any upspent balance to operational expenses to include; unmet needs and unpaid program expenses as determined by Office of Management and Budget (OMB).

**CERTIFICATION**

I hereby certify that the foregoing resolution was duly considered by the Navajo Head Start Policy Council at a duly called meeting in Window Rock, AZ conference room which a quorum was present and that it was passed by vote of 6 in favor, 0 opposed, and 0 abstained, this 30<sup>th</sup> day of May 2019.

Motion by: Peter Sage

Second by: Janice Filfred

Louise Charley  
Louise Charley, Vice President  
Navajo Head Start Policy Council

RESOLUTION OF THE  
HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE  
of the 24<sup>th</sup> NAVAJO NATION COUNCIL-First Year, 2019

AN ACTION

RELATING TO THE HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE;  
AMENDING THE NAVAJO HEAD START PLAN OF OPERATION

BE IT ENACTED:

SECTION ONE. AUTHORITY

The Health, Education and Human Services Committee is the oversight committee for Department of Diné Education and as such is empowered to adopt, amend, or rescind its Plan of Operation. 2 N.N.C. § 401(C)(1). The Navajo Head Start is located within the Department of Diné Education.

SECTION TWO. FINDING

- A. Amendments to the Plan of Operation and Organization Charts for Navajo Head Start are included as Exhibits to this legislation as follows:
- Exhibit A - Current Navajo Head Start Organizational Chart,
  - Exhibit B - Marked-up Plan of Operation,
  - Exhibit C - Clean copy of the Plan of Operation,
  - Exhibit D - Navajo Head Start Policy Council Resolution (NHSPC-19-11-2017), approving and supporting the 2018 Navajo Head Start Organizational Chart,
  - Exhibit E - Navajo Board of Education Resolution (NNBDEDE-409-2017), approving and supporting the 2018 Navajo Head Start Organizational Chart,
  - Exhibit F - Marked-up Plan of Operation for Navajo Head Start Organizational Chart. This document shows the progression from the previous organizational chart in Exhibit G, and
  - Exhibit G - Previous Navajo Head Start Organizational Chart.
- B. The Executive Official Review documents indicate amendments to the Navajo Head Start Plan of Operation are legally sufficient. These documents are attached as Exhibit H.



- C. Resolutions approving amendments to the Navajo Head Start Plan of Operation by the Navajo Nation Board of Education and the Navajo Head Start Policy Council are attached as Exhibits I and J.

**SECTION THREE. APPROVAL**

The Health, Education and Human Services Committee of the Navajo Nation Council approves amendments to the Plan of Operation for Navajo Head Start as indicated in Exhibits A and B.

**CERTIFICATION**

I, hereby, certify that the following resolution was duly considered by the Health, Education and Human Services Committee of the 24<sup>th</sup> Navajo Nation Council at a duly called meeting at Window Rock, (Navajo Nation) Arizona, at which quorum was present and that same was passed by a vote of 4 in favor, 0 opposed, on this 22<sup>nd</sup> day of April 2019.



Daniel E. Tso, Chairperson  
Health, Education and Human Services Committee  
Of the 24<sup>th</sup> Navajo Nation Council

Motion: Honorable Paul Begay Jr.  
Second: Honorable Edison J. Wauneka



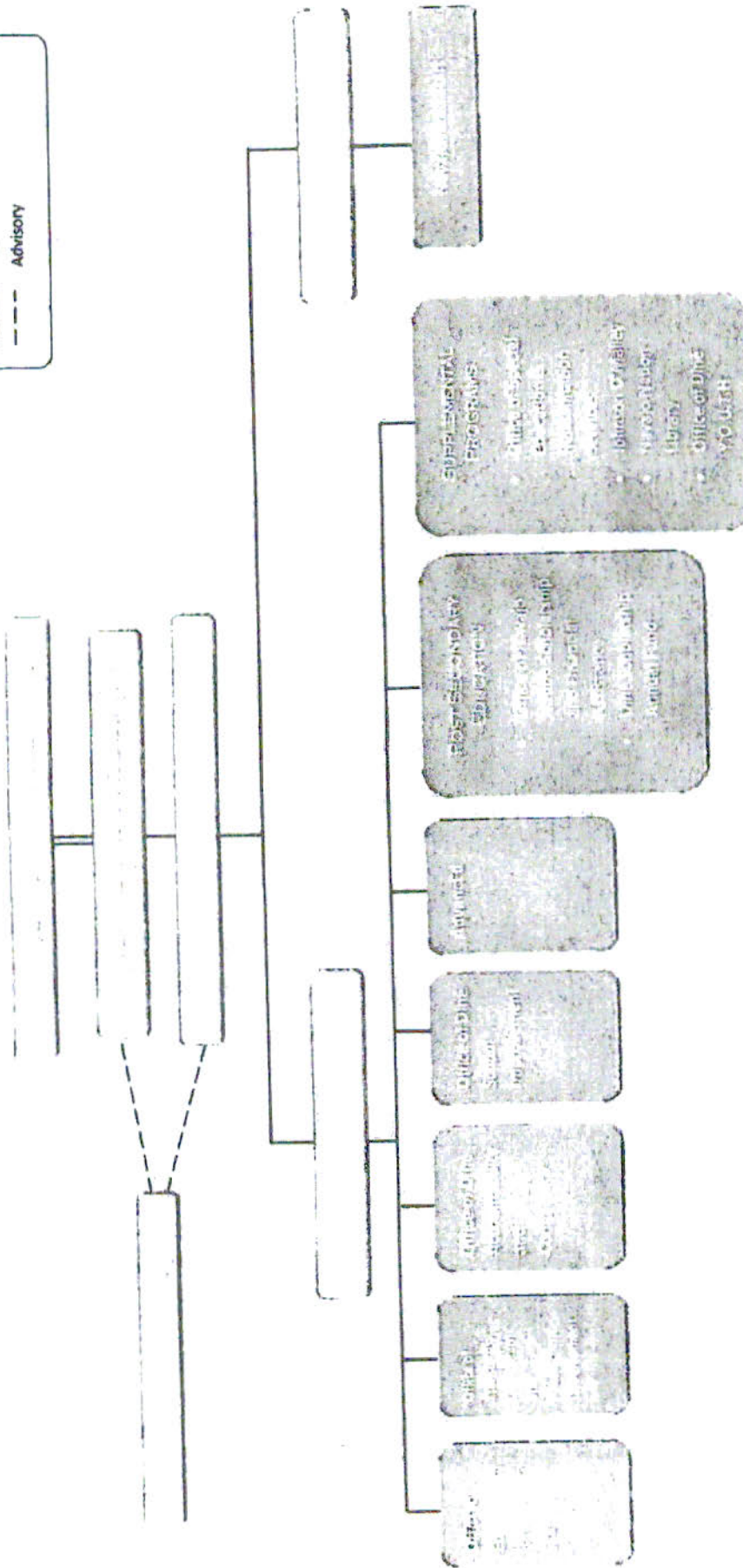
Officially approved by People's Median Board of Education

606/11/19

Dr. Tommie L. Lewis, Jr., Superintendent of Schools  
Deas Minister of Culture, Religion

# THE NAVAJO NATION Department of Diné Education Organizational Chart

— Legislative Oversight  
— Advisory

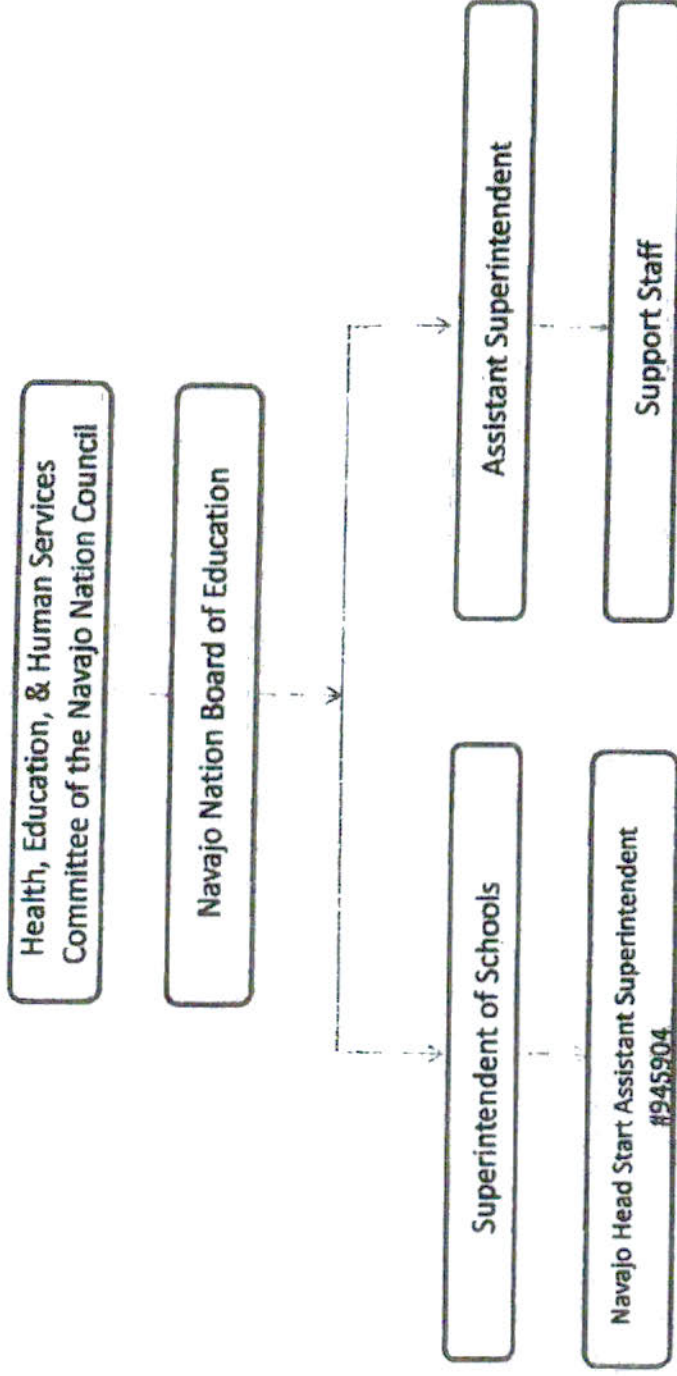


NNBOE APPROVED 6.18.12  
RESOLUTION #NNBE-167-2012



# Department of Diné Education

## Administration - Organization Chart



# Exhibit B

## DEPARTMENT OF DINE' EDUCATION NAVAJO HEAD START

### PLAN OF OPERATION

#### SECTION I. ESTABLISHMENT OF NAVAJO HEAD START

~~There is hereby established the Navajo Head Start within the Department of Diné Education of the Navajo Nation Executive Branch. The Head Start program was established in 1964, under the War on Poverty by United States President Lyndon B. Johnson, resulting from the Economic Opportunity Act of 1964. The enactment of the law implemented Head Start programs throughout the United States, and in 1965 the Head Start Program was established on the Navajo Nation pursuant to 45 CFR Part 1301-1305, Head Start Act 2007, Public Law 110-134 "Improving Head Start for School Readiness Act of 2007" and Guidance: Head Start Program Performance Standards and other regulations. Head Start is a national program that promotes school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social, and other services to enrolled children and families. The basic intent of the legislation and the program was to combat poverty, which was identified to be the main contributor to the economic instability of low income families in the nation.~~

~~The Government Services Committee of the Navajo Nation Council established the Department of Head Start (DOHS) in 2001 by Resolution No. GSCAP 35-01. In 2004, the Government Services Committee of the Navajo Nation Council established the Department of Early Childhood Development by resolution No. GSCJN 12-04. The Head Start and Early Head Start are two programs under the Navajo Head Start Program of the Department of Dine' education within the Executive Branch of the Navajo Nation Government.~~

#### SECTION II. PURPOSE

The purpose of Navajo Head Start (NHS) is to provide comprehensive and quality early childhood development services to all children and families of the Navajo Nation.

#### SECTION III. GOALS

The goals of Navajo Head Start shall be:

1. To provide continuity of comprehensive early childhood services for all children, transitioning from infancy to a formal educational classrooms, and to their families by providing full-day, year-round comprehensive services.



2. To provide children with opportunities inclusive of, but not limited to, access to and utilization of necessary medical, dental and nutritional services, as well as experiences which encourage and stimulate approaches to ~~utilization of necessary medical, dental and nutritional services, as well as experiences which encourage and stimulate growth~~ approaches to learning, social and emotional development, language and literacy, cognition, perceptual, motor, and physical development.
3. To coordinate, collaborate and partner with other programs/departments and other community stakeholders; including local educational agencies and businesses, in strategizing and planning for delivery of services for continual program improvement; and other appropriate activities to provide planning, construction and maintenance of facilities that will meet the needs of communities and programs for local children and their families.
4. To provide comprehensive and quality services for eligible children and their families enrolled with Navajo Head Start and Early Head Start (center and ~~home base/home education-home-based~~) by implementation of learning experiences that advance the intellectual and physical development of children that include: implementing the Head Start Early Learning Framework For School Readiness of children for instilling literacy, and phonemic print, and numeric awareness; their understanding and use of language; their understanding and use of increasingly complex and varied vocabulary; and appreciation of books and problem solving abilities as dual language learners.
5. To foster continuous improvement in the quality of the Navajo Head Start services, participate in research, demonstration and evaluation activities that will compare individual education achievement, social adaptation and health status of the children, ~~b~~By comparing the difference of income levels, outcomes related to cognitive, social-emotional, behavioral and academic development, school readiness and other improvement necessary to enable participating children and their families to succeed in school. The results of these analysis, reporting and linkages will be disseminated to an appropriate panel of experts in program evaluation, research, education and early childhood programs.
- ~~6. To provide eligible children and families with the opportunity to choose the type of program structure that best suits their needs: center-based and/or home education/home-based and conversions.~~
6. To provide eligible children and families with an affordable means of comprehensive early childhood services while they are working, in school or attending training.
- ~~8. To increase the quality of comprehensive early childhood services and the opportunity for families to choose the type of services that best suits their needs: center-based and/or home-based/home education services.~~
7. To provide an environment that is healthy, safe, accessible, pleasant, comfortable, age-appropriate, culturally sensitive, and responsible to the individual needs of children and



families.

8. To coordinate all programs that provide high-quality early childhood development services to focus on training, technical assistance; and obtain grants through competitive bidding to improve the quality of existing early childhood development services.
9. Administer Navajo Head Start/Early Head Start program activities in accordance with local, state, and federal applicable laws and regulations, including local needs and priorities, and maintaining program accountability.
10. Increase the availability of comprehensive early childhood development programs through access to various types of providers and services.
11. With close coordination of all early childhood development programs, increase the quality of comprehensive early childhood services through training and technical assistance to early childhood providers, individualization and measuring child performance and outcome. Ensure that the environment of care is conducive to the growth and development of a well-rounded individual to be school-ready. In close coordination with all early childhood development programs, provide disability services to children with suspected or identified special needs.
12. In close coordination with all early childhood development programs, implement a quality comprehensive program that will serve the educational, nutritional, medical, dental, and mental health aspects of each child.
13. In close coordination with early childhood development programs, implement appropriate researched-based curriculum and assessments for instruction in the Dine' language and culture for all children.
14. Encourage all early childhood programs to collaborate with other entities involved with health care, welfare, education, community service, family literacy, disabilities services, training & professional development, and referral services that should meet the needs of low-income children and families.

#### SECTION IV. STAFFING AND ORGANIZATION

##### 1. Staffing

- a. ~~The Navajo Head Start shall be administered by the Superintendent of Head Start~~  
Assistant Superintendent shall be under the general direction and guidance of the Superintendent of Schools of the Department of Diné Education, who shall be hired in accordance with the Navajo Nation Personnel Policies Manual and in accordance with 45 CFR Part 1302.90-91.
- b. The Assistant Superintendent shall be authorized to recommend additional

professional, technical and clerical positions as needed to carry out the organization purpose(s) as stated herein. Additional positions shall be acquired in accordance with applicable Personnel Policies & Procedures and applicable budget rules established for conducting the annual Navajo Nation budget process.

- e. ~~The Navajo Head Start shall have appropriate staff to administer the duties and responsibilities of the Navajo Head Start and Early Head Start programs and shall be under the supervision of the Superintendent of Navajo Head Start.~~
- d. ~~The Superintendent of Navajo Head Start shall hire additional personnel as needed to carry out the organization purpose, restructuring processes and Plan of Operation. Additional positions shall be acquired in accordance with the duly approved Navajo Nation Personnel Policies Manual and within applicable budget rules established for conducting the annual Navajo Nation budget process.~~
- e. ~~All personnel shall be employed and compensated in accordance with applicable Navajo Nation Personnel Policies Manual.~~

## 2. Organization

- a. The Navajo Head Start shall include the following offices and programs that the ~~Assistant Superintendent-Superintendent of Navajo Head Start~~ will administer. The ~~Assistant Superintendent-Superintendent of Navajo Head Start~~ will have the responsibility for daily operations and supervision of all employees.
  - i. Central Administration Office: The principal place and headquarters of business for the Navajo Head Start program (Executive Administration) will be located at Window Rock, Navajo Nation (Arizona). The Directors (Administrative Services, Financial Services, and Educational Services), Line Managers (Human Resources, Fiscal, School Readiness, Family & Community Services, Quality Assurance and Sr. Administrative Service Officer, under the direction of the Assistant Superintendent of Navajo Head Start, Superintendent of Navajo Head Start shall be responsible for administering and supervising employees and services to eligible children and families at all Navajo Head Start Program Regional Offices and Navajo Head Start Centers within their respective areas.
  - ii. Regional Offices: Navajo Head Start shall have regional offices at locations within the Navajo Nation to oversee the activities of the Navajo Head Start. The ~~Administrative Regional Managers~~ Director of Educational Services, under the supervision of the ~~Superintendent of Navajo Head Start~~ Assistant Superintendent of Navajo Head Start, ~~are~~ is responsible for administering and supervising employees and services to eligible children and families at all the Navajo Head Start Program Regional Offices and ~~Early Navajo Head Start and Early Head Start~~ Centers within their respective areas.



- iii. Navajo Head Start Center: Navajo Head Start shall have Navajo Head Start Centers at such locations or places within and/or around the Navajo Nation. The Centers shall be responsible for providing direct services to children (ages ~~zero~~ three to five years old) and to participating families within their service areas.
- iv. Navajo Early Head Start Center: Navajo Head Start shall have Navajo Early Head Start Centers at such locations or places within and/or around the Navajo Nation. The Centers shall be responsible for providing direct services to children (prenatal to three years old) and to participating families within their service areas.
- v. ~~Home Education and/or Home-Based:~~ Navajo Head Start will provide a Teacher and/or Paraprofessionals to work with parents to provide comprehensive services to children, pregnant women and families through home visits and group socialization activities.
- vi. ~~All Navajo Head Start office and Center employees shall report to the Administrative Regional Managers through their appropriate supervisors in accordance with the Plan of Operation, the Navajo Nation Personnel Policies Manual, and the United Mine Workers of America and Navajo Head Start Collective Bargaining Agreement.~~
- vi. The Navajo Head Start shall collaborate with the Navajo Nation Head Start Policy Council (NNHSPC) to secure and exercise certain authorities and responsibilities as prescribed by 45 CFR Part 1301.1-6, Program Governance and the Head Start Performance Standards.

### 3. Organizational Chart

- a. The organizational chart of the Navajo Head Start is attached and incorporated herein as ~~Exhibit A-Central Administration, and Exhibit B-Regional Administration.~~

## SECTION V. AUTHORITY AND RESPONSIBILITIES

The Program, under the general supervision of the Assistant Superintendent of Navajo Head Start ~~Superintendent of Navajo Head Start~~ has the authority to oversee the following:

- 1. ~~Fiscal Management (FM)~~Financial Services (FS): shall be responsible for the following:
  - a. All financial transactions ~~matters and issues~~ pertaining to the Navajo Head Start program.
  - b. Ensure all Navajo Head Start staff and offices/centers comply with all applicable



policies and procedures established by the Navajo Nation Office of the Controller  
~~Division of Finance~~ and ~~required applicable~~ Federal rules and regulations.

- c. Provide oversight of fiscal monitoring, evaluation, compliance, implementation and enforcement of all Federal, State and Tribal policies, procedures and regulations.
  - d. Monitor the operation of the Navajo Head Start program by establishing internal controls to effectively provide training & technical assistance relating to renewal of financial assistance, request for required Cash Match and supplemental funding.
  - e. Maintain accountability of all financial transactions in accordance with 2 Part 200 CFR, Uniform Guidance and the Office of Head Start Performance Standards.
2. ~~Human Resource Management (HRM)~~ Administrative Services (AS): shall be responsible for the following:

a. Human Resources

- i. Responsible for all NHS personnel matters ~~regarding Navajo Head Start~~ and ensure compliance with the Navajo Nation Personnel Policies Manual (NNPPM) and where applicable, the Collective Bargaining Agreement for Union employees.
- ii. Ensure that staff, consultants and volunteers abide by the program's standards of conduct, annual performance review, health examination that include screening for communicable diseases and periodic re-examination in accordance with Federal, State and Tribal laws.
- iii. Assure that all staff, regular volunteers, and consultants are screened and meet certification requirements including fingerprinting, Federal, State, and Tribal background checks, ~~and have regular contact with children.~~

b. Professional Development

- i. Ensure that the Navajo Head Start program has well-trained and qualified staff that possess an Associate of Arts Degree (AA), Bachelor of Science or Arts Degree (BS/BA), or Master of Arts Degree (MA) in the field of early childhood or education.
- ii. Ensure a high quality workforce in meeting the federal compliance with in the Head Start Act.
- iii. Ensure teaching staff will perform their jobs effectively and efficiently by meeting the changing needs of children and families.
- iv. Establishment of a system that supports staff in continuous learning that is

structured and supportive to the Navajo Head Start mission, vision and philosophy; this system will assist teaching staff to meet job requirements that include formal college course work, in-service training, and individualized coaching to support appropriate teaching methodologies.

c. Information Technology

- i. Responsible for Internet and transmission services by providing satellite and wireless services for staff, including, but not limited to, a Web site, work station, electronic mail and on-going computer training.
- ii. Handle all computer technology-related hardware and software configurations, setup, installation, upgrades, development of applications and technical assistance.
- iii. Establish a strategic plan to advance the technological capabilities of the program at the Central office, Regional offices and Centers.
- iv. Responsible for daily maintenance and operation of all computer equipment.

d. Support Services

- i. Responsible for the management, coordination and assignment of all Navajo Head Start, Early Head Start and home-based purchased and leased buses, vehicles, utility trucks and construction equipment.
- ii. Ensure compliance for reporting requirements, such as accidents, damages and/or violations, vehicle inspections, routine maintenance, daily pre-trip inspection, and appropriate recommendations for solution.
- iii. Require vehicles used to be equipped with a communication system, safety equipment, first aid kit, seat belt cutter, and ensure height-weight appropriate child safety restraints.
- iv. Responsible for maintaining and improving facilities to ensure compliance with Federal, State and Tribal health and safety standards, meeting all applicable building codes and regulations, electrical, plumbing, and mechanical codes.
- v. Determine applicable and acceptable codes, guidelines, and standards in the area of new facility construction.
- vi. Ensure that applicable standards are upheld in the construction process in compliance with procurement standards.
- vii. Ensure the results of community need assessments determine where facilities will be located.



3. School Readiness Education (SRE) Educational Services (ES) shall be responsible for the following:

- a. Oversight of all Navajo Head Start Educational Services employees in accordance with the Plan of Operation, the Navajo Nation Personnel Policies Manual, and where applicable, the Collective Bargaining Agreement between the United Mine Workers of America and Navajo Head Start.
- b. Conducting educational research and planning.
- c. Reporting statistical data and information related to all early childhood development programs, service delivery and management.
- d. Enforce compliance in the area of education and disability content in the service delivery of the Navajo Head Start program; to meet all federal, state and tribal rules, regulations and laws.
- e. Establish a partnership that shall expedite the sharing of information about innovative models for providing full working day, full-calendar year early childhood services for early childhood development programs.
- f. Establish partnerships between all early childhood education programs to improve instruction and classroom environment; including, parent training, family literacy and Dine' culture and language instruction.
- g. Providing educational and technical assistance to Navajo Head Start staff to infuse the Navajo language into the daily instruction of Head Start children at all Centers.
- h. Develop policies, procedures, service delivery plans, training plans, flow charts, and forms for implementation of Navajo language into the curriculum of the Navajo Head Start Program in conjunction to the Navajo Nation Program Performance Criteria - Form 2.
- i. Primary point of contact between all early childhood development programs; including the Navajo Head Start Policy Council and Local Parent Committees in meeting guidelines and regulations as established by the Head Start Program Performance Standards.
- j. Ensure that elected parents and community representatives are actively involved with the Navajo Head Start services and activities that benefit children, pregnant women and families.
- k. Ensure parents are provided educational opportunities, shared governance experience, fatherhood initiatives are implemented and encouraged, literacy services, parent involvement, and are provided available resource centers.



- ~~D. Information Technology (IT): shall be responsible for Internet and transmission services by providing satellite and wireless services for staff, including a Web site, work station, electronic mail and on going computer training. IT shall handle all computer technology related hardware and software configurations, setup, installation, upgrades, development of applications and technical assistance. IT shall establish a strategic plan to advance the technological capabilities of the program at the Central office, Regional offices and Centers. IT shall also be responsible for daily maintenance and operation of all computer equipment.~~
- ~~E. Navajo Immersion (NI): shall be responsible for providing educational and technical assistance to Navajo Head Start staff to infuse the Navajo language into the daily instruction of Head Start children at all Centers. NI shall develop policies and procedures, service delivery plans, training plans, flow charts, and forms for implementation of Navajo language into the curriculum of the Navajo Head Start Program in conjunction to the Navajo Nation Program Performance Criteria Form 2.~~
- ~~F. Professional Development (PD): shall ensure that the Navajo Head Start program has well trained and qualified staff that possess an Associate of Arts Degree (AA), Bachelor of Science or Arts Degree (BS/BA), or Masters of Arts Degree (MA) in the field of early childhood or education or related. This will ensure a high quality workforce in meeting the federal compliance within the Head Start Act. This will ensure staff will perform their jobs effectively and efficiently by meeting the changing needs of children and families. Establishment of a system that supports staff in continuous learning that is structured and supportive to the Navajo Head Start mission, vision and philosophy. This system will assist teaching staff to meet job requirements that include formal college course work, in service training, and individualized coaching to support appropriate teaching methodologies.~~
- ~~G. Contract and Compliance (C & C): shall be responsible for program monitoring, evaluation compliance, implementation and enforcement of all Federal, State and Tribal policies, procedures and regulations. Monitor the operation of the Navajo Head Start program by evaluating their effectiveness and training & technical assistance; including, renewal of financial assistance, request for supplemental funding, implement methods and procedures for measuring annually the quality and effectiveness of the programs for children and families based on program evaluation, self assessment and peer review. Seek information from local communities; including, needs assessment, development of service plans, family advocacy, and coordination of service delivery activities to children and families.~~
- ~~H. Fleet Management (FM): shall be responsible for the management, coordination and assignment of all Navajo Head Start, Early Head Start and Home base purchased and leased buses, vehicles, utility trucks and construction equipment. Ensure compliance for reporting requirements, such as accidents, damages and/or violations, vehicle inspections, routine maintenance, daily pre trip inspection, and appropriate recommendations for solution. FM will require vehicles used to be equipped with a communication system, safety equipment, first aid kit, seat belt cutter, and ensure~~



~~height-weight appropriate child safety restraints.~~

- I. ~~Facility Maintenance: shall be responsible for maintaining and improving facilities to ensure compliance with Federal, State and Tribal health and safety standards; meeting all applicable building codes and regulations, electrical, plumbing, and mechanical codes. Establish guidelines and standards, and determine applicable and acceptable codes in the area of new facility construction. Determine applicable and acceptable codes, guidelines, and standards in the area of new facility construction. Ensure that applicable standards are upheld in the construction process in compliance with procurement standards. Ensure the results of community need assessments will determine where facilities will be located.~~
- J. ~~Family Partnership (FP): shall be the primary point of contact between all early childhood development programs; including the Navajo Head Start Policy Council and Local Parent Committees in meeting guidelines and regulations as established by the Head Start Program Performance Standards. Ensure that elected parents and community representatives are actively involved with the Navajo Head Start services and activities that benefit children, pregnant women and families. To ensure parents are provided educational opportunities, shared governance experience, fatherhood are implemented and encouraged, literacy services, parent involvement, and are provided available resource centers.~~
- K. ~~Property: Fiscal Management shall be responsible for maintaining accountability of all equipment, non-expendable supplies; including buildings that are purchased and/or leased for the purpose of Navajo Head Start services. Maintain records of all items purchased by following established Navajo Nation Property Policies and Procedures in executing related duties. In-kind services and property inventory will be collected and reported for compliance measures.~~

## SECTION VI. LEGISLATIVE OVERSIGHT

The Health, Education and Human Services Committee of the Navajo Nation Council is the oversight committee for the Department of Dine Education pursuant to 2 N.N.C. § 401 (C) (1).

~~The Navajo Head Start ("NHS") Program, which is located within the Department of Dine Education as approved by the Department's Plan of Operation, Resolution No. GSCM-Y-19-07. The NHS also is funded by a grant from the Office of Head Start, Administration of Children and Families (ACF), under the terms of the Head Start Act, 42 U.S.C. § 9801 et seq. and applicable regulations.~~

## SECTION VII. AMENDMENTS

~~The Board of Education may forward recommendations for amendments and approval to this~~

~~Plan of Operation to the Health, Education and Human Services Committee, and HEHSC would make final recommendations for amendments and approval of this Plan of Operation.~~

Sections I through VII may be amended by the Health, Education, and Human Service Committee upon recommendations by the Navajo Nation Board of Education as deemed necessary.



Exhibit C

**DEPARTMENT OF DINÉ EDUCATION  
NAVAJO HEAD START  
PLAN OF OPERATION**

**SECTION I. ESTABLISHMENT OF NAVAJO HEAD START**

There is hereby established the Navajo Head Start within the Department of Diné Education of the Navajo Nation Executive Branch.

**SECTION II. PURPOSE**

The purpose of Navajo Head Start (NHS) is to provide comprehensive and quality early childhood development services to all children and families of the Navajo Nation.

**SECTION III. GOALS**

The goals of Navajo Head Start shall be:

1. To provide continuity of comprehensive early childhood services for all children, transitioning from infancy to a formal educational classroom, and to their families by providing full-day, year-round comprehensive services.
2. To provide children with opportunities inclusive of, but not limited to, access to and utilization of necessary medical, dental and nutritional services, as well as experiences which encourage and stimulate approaches to learning, social and emotional development, language and literacy, cognition, perceptual, motor, and physical development.
3. To coordinate, collaborate and partner with other programs/departments and other community stakeholders; including local educational agencies and businesses, in strategizing and planning for delivery of services for continual program improvement; and other appropriate activities to provide planning, construction and maintenance of facilities that will meet the needs of communities and programs for local children and their families.
4. To provide comprehensive and quality services for eligible children and their families enrolled with Navajo Head Start and Early Head Start (center and home-based) by implementation of learning experiences that advance the intellectual and physical development of children that include: implementing the Head Start Early Learning Framework For School Readiness of children for instilling literacy, phonemic print, and

numeric awareness; their understanding and use of language; their understanding and use of increasingly complex and varied vocabulary; and appreciation of books and problem solving abilities as dual language learners.

5. To foster continuous improvement in the quality of the Navajo Head Start services, participate in research, demonstration and evaluation activities that will compare individual education achievement, social adaptation and health status of the children, by comparing the difference of income levels, outcomes related to cognitive, social-emotional, behavioral and academic development, school readiness and other improvement necessary to enable participating children and their families to succeed in school. The results of these analysis, reporting and linkages will be disseminated to an appropriate panel of experts in program evaluation, research, education and early childhood programs.
6. To provide eligible children and families with an affordable means of comprehensive early childhood services while they are working in school or attending training.
7. To provide an environment that is healthy, safe, accessible, pleasant, comfortable, age-appropriate, culturally sensitive, and responsible to the individual needs of children and families.
8. To coordinate all programs that provide high-quality early childhood development services to focus on training, technical assistance; and obtain grants through competitive bidding to improve the quality of existing early childhood development services.
9. Administer Navajo Head Start/Early Head Start program activities in accordance with local, state, and federal applicable laws and regulations, including local needs and priorities, and maintaining program accountability.
10. Increase the availability of comprehensive early childhood development programs through access to various types of providers and services.
11. With close coordination of all early childhood development programs, increase the quality of comprehensive early childhood services through training and technical assistance to early childhood providers, individualization and measuring child performance and outcome. Ensure that the environment of care is conducive to the growth and development of a well-rounded individual to be school-ready. In close coordination with all early childhood development programs, provide disability services to children with suspected or identified special needs.
12. In close coordination with all early childhood development programs, implement a quality comprehensive program that will serve the educational, nutritional, medical, dental, and mental health aspects of each child.
13. In close coordination with early childhood development programs, implement appropriate researched-based curriculum and assessments for instruction in the



Diné language and culture for all children.

14. Encourage all early childhood programs to collaborate with other entities involved with health care, welfare, education, community service, family literacy, disabilities services, training & professional development, and referral services that should meet the needs of low-income children and families.

#### SECTION IV. STAFFING AND ORGANIZATION

##### 1. Staffing

- a. The Assistant Superintendent shall be under the general direction and guidance of the Superintendent of Schools of the Department of Diné Education.
- b. The Assistant Superintendent shall be authorized to recommend additional professional, technical and clerical positions as needed to carry out the organization purpose(s) as stated herein. Additional positions shall be acquired in accordance with applicable Personnel Policies & Procedures and applicable budget rules established for conducting the annual Navajo Nation budget process

##### 2. Organization

- a. The Navajo Head Start shall include the following offices and programs that the Assistant Superintendent will administer. The Assistant Superintendent will have the responsibility for daily operations and supervision of all employees.
  - i. Central Administration Office: The principal place and headquarters of business for the Navajo Head Start program (Executive Administration) will be located at Window Rock, Navajo Nation (Arizona). The Directors (Administrative Services, Financial Services, and Educational Services), under the direction of the Assistant Superintendent of Navajo Head Start, shall be responsible for administering and supervising employees and services to eligible children and families at all Navajo Head Start Program Regional Offices and Navajo Head Start Centers within their respective areas.
  - ii. Regional Offices: Navajo Head Start shall have regional offices at locations within the Navajo Nation to oversee the activities of the Navajo Head Start. The Director of Educational Services, under the supervision of the Assistant Superintendent of Navajo Head Start, is responsible for administering and supervising employees and services to eligible children and families at all the Navajo Head Start Program Regional Offices and Navajo Head Start and Early Head Start Centers within their respective areas.



- iii. Navajo Head Start Center: Navajo Head Start shall have Navajo Head Start Centers at such locations or places within and/or around the Navajo Nation. The Centers shall be responsible for providing direct services to children (ages three to five years old) and to participating families within their service areas.
- iv. Navajo Early Head Start Center: Navajo Head Start shall have Navajo Early Head Start Centers at such locations or places within and/or around the Navajo Nation. The Centers shall be responsible for providing direct services to children (prenatal to three years old) and to participating families within their service areas.
- v. Home-Based: Navajo Head Start will provide a Teacher and/or Paraprofessionals to work with parents to provide comprehensive services to children, pregnant women and families through home visits and group socialization activities.
- vi. The Navajo Head Start shall collaborate with the Navajo Nation Head Start Policy Council (NNHSPC) to secure and exercise certain authorities and responsibilities as prescribed by 45 CFR Part 1301.1-6, Program Governance and the Head Start Performance Standards.

### 3. Organizational Chart

- a. The organizational chart of the Navajo Head Start is attached and incorporated herein as Exhibit A.

## **SECTION V. AUTHORITY AND RESPONSIBILITIES**

The Program, under the general supervision of the Assistant Superintendent of Navajo Head Start has the authority to oversee the following:

- 1. Financial Services (FS) shall be responsible for the following:
  - a. All financial transactions pertaining to the Navajo Head Start program.
  - b. Ensure all Navajo Head Start staff and offices/centers comply with all applicable policies and procedures established by the Navajo Nation Office of the Controller and applicable Federal rules and regulations.
  - c. Provide oversight of fiscal monitoring, evaluation, compliance, implementation and enforcement of all Federal, State and Tribal policies, procedures and regulations.
  - d. Monitor the operation of the Navajo Head Start program by establishing internal controls to effectively provide training & technical assistance relating to renewal

of financial assistance, request for required Cash Match and supplemental funding.

- e. Maintain accountability of all financial transactions in accordance with 2 Part 200 CFR, Uniform Guidance and the Office of Head Start Performance Standards.

2. Administrative Services (AS) shall be responsible for the following:

a. Human Resources

- i. Responsible for all NHS personnel matters and ensure compliance with the Navajo Nation Personnel Policies Manual (NNPPM) and where applicable, the Collective Bargaining Agreement for Union employees.
- ii. Ensure that staff, consultants and volunteers abide by the program's standards of conduct, annual performance review, health examination that include screening for communicable diseases and periodic re-examination in accordance with Federal, State and Tribal laws.
- iii. Assure that all staff, regular volunteers, and consultants are screened and meet certification requirements including Federal, State, and Tribal background checks.

b. Professional Development

- i. Ensure that the Navajo Head Start program has well-trained and qualified staff that possess an Associate of Arts Degree (AA), Bachelor of Science or Arts Degree (BS/BA), or Master of Arts Degree (MA) in the field of early childhood or education.
- ii. Ensure a high quality workforce in meeting the federal compliance with the Head Start Act.
- iii. Ensure teaching staff will perform their jobs effectively and efficiently by meeting the changing needs of children and families.
- iv. Establishment of a system that supports staff in continuous learning that is structured and supportive to the Navajo Head Start mission, vision and philosophy; this system will assist teaching staff to meet job requirements that include formal college course work, in-service training, and individualized coaching to support appropriate teaching methodologies.

c. Information Technology

- i. Responsible for Internet and transmission services by providing satellite and wireless services for staff, including, but not limited to, a Web site, work station, electronic mail and on-going computer training.



- ii. Handle all computer technology-related hardware and software configurations, setup, installation, upgrades, development of applications and technical assistance.
- iii. Establish a strategic plan to advance the technological capabilities of the program at the Central office, Regional offices and Centers.
- iv. Responsible for daily maintenance and operation of all computer equipment.

d. Support Services

- i. Responsible for the management, coordination and assignment of all Navajo Head Start, Early Head Start and home-based purchases and leased buses, vehicles, utility trucks and construction equipment.
- ii. Ensure compliance for reporting requirements, such as accidents, damages and/or violations, vehicle inspections, routine maintenance, daily pre-trip inspection, and appropriate recommendations for solution.
- iii. Require vehicles used to be equipped with a communication system, safety equipment, first aid kit, seat belt cutter, and ensure height-weight appropriate child safety restraints.
- iv. Responsible for maintaining and improving facilities to ensure compliance with Federal, State and Tribal health and safety standards, meeting all applicable building codes and regulations, electrical, plumbing, and mechanical codes.
- v. Determine applicable and acceptable codes, guidelines, and standards in the area of new facility construction.
- vi. Ensure that applicable standards are upheld in the construction process in compliance with procurement standards.
- vii. Ensure the results of community need assessments to determine where facilities will be located.

3. Educational Services (ES) shall be responsible for the following:

- a. Oversight of all Navajo Head Start Educational Services employees in accordance with the Plan of Operation, the Navajo Nation Personnel Policies Manual, and where applicable, the Collective Bargaining Agreement between the United Mine Workers of America and Navajo Head Start.
- b. Conducting educational research and planning.
- c. Reporting statistical data and information related to all early childhood



development programs, service delivery and management.

- d. Enforce compliance in the area of education and disability content in the service delivery of the Navajo Head Start program, to meet all federal, state and tribal rules, regulations and laws.
- e. Establish a partnership that shall expedite the sharing of information about innovative models for providing full working day, full-calendar year early childhood services for early childhood development programs.
- f. Establish partnerships between all early childhood education programs to improve instruction and classroom environment; including, parent training, family literacy and Diné culture and language instruction.
- g. Providing educational and technical assistance to Navajo Head Start staff to infuse the Navajo language into the daily instruction of Head Start children at all Centers.
- h. Develop policies, procedures, service delivery plans, training plans, flow charts, and forms for implementation of Navajo language into the curriculum of the Navajo Head Start Program in conjunction to the Navajo Nation Program Performance Criteria - Form 2.
- i. Primary point of contact between all early childhood development programs; including the Navajo Head Start Policy Council and Local Parent Committees in meeting guidelines and regulations as established by the Head Start Program Performance Standards.
- j. Ensure that elected parents and community representatives are actively involved with the Navajo Head Start services and activities that benefit children, pregnant women and families.
- k. Ensure parents are provided educational opportunities, shared governance experience, fatherhood initiatives are implemented and encouraged, literacy services, parent involvement, and are provided available resource centers.

## **SECTION VI. LEGISLATIVE OVERSIGHT**

The Health, Education and Human Services Committee of the Navajo Nation Council is the oversight committee for the Department of Diné Education pursuant to 2 N.N.C. § 401 (C) (1).

## **SECTION VII. AMENDMENTS**

Sections I through VII may be amended by the Health, Education, and Human Service

Committee upon recommendations by the Navajo Nation Board of Education as deemed necessary.



Exhibit D

# NAVAJO HEAD START

Department of Diné Education



**RUSSELL BEGAYE, President**  
**JONATHAN NEZ, Vice President**

**DR. ELVIRA BITSON**  
*Acting Assistant Superintendent of Head Start*

NHSPC-19-11-2017

## RESOLUTION OF THE NAVAJO HEAD START POLICY COUNCIL

### APPROVING AND SUPPORTING THE NAVAJO HEAD START ORGANIZATIONAL CHART FOR NAVAJO HEAD START AND EARLY HEAD START TO REFLECT 2018 BUDGET

#### WHEREAS:

1. Pursuant to Resolution No. GSCMY-19-07. The Government Services Committee of the Navajo Nation Council approved the Plan of Operation for the Navajo Head Start. The Navajo Head Start is situated under the Executive Branch of the Navajo Nation government within the Division of Dine Education; and
2. Pursuant to 45 CFR 1302.20-24. Determining Program Structure Sub Part B. (a) (1) A program may choose to operate one or more of the following program options; center base, home base, family child care, or an approved locally designed variation; and
3. Pursuant to 45 CFR 1302.20-24. Determining Program Structure Sub Part B. (a)(2) To choose a program option and develop a program calendar, a program must consider in conjunction with the annual review of the community assessment described in 1302.11(b); and
4. Pursuant to 45 CFR 1302.21(a) Setting. The center based option delivers the full range of services, consistent with 1302.20 Education and child development services are delivered primarily in classroom settings; and
5. The purpose of Navajo Head Start is to promote the school readiness of low-income children by enhancing their cognitive, social and emotional development: (a) in a learning environment that supports children's growth in language, literacy, mathematics, science, social and emotional functioning, creative arts, physical skills, and approaches to learning; and (b) through the provision to low-income children and their families of health, education, nutrition, social, and other services based on family needs assessment; and
6. The Navajo Head Start Policy Council has the best interest of the Navajo Head Start to continue in providing quality services to children and families.

#### NOW THEREFORE BE IT, RESOLVED:

1. Navajo Head Start Policy Council Approves and Supports the 2018 Navajo Head Start Organizational Chart for Navajo Head Start and Early Head Start to reflect the 2018 budget.



2. Highly qualified personnel are needed to address Chronic Under Enrollment.

**CERTIFICATION**

I hereby certify that the foregoing resolution was duly considered by the Navajo Head Start Policy Council at a duly called meeting in **Window Rock, AZ** at the Navajo Head Start Conference Room which a quorum was present and that it was passed by vote of 5 in favor, 2 opposed, and 0 abstained, this 13<sup>th</sup> day of November 2017.

Motion by: Mary Ann Hanks

Second by: Louise Charley

  
\_\_\_\_\_  
**Trisha Begay, President**  
**DODE/Navajo Head Start Policy Council**



Exhibit E

**DEPARTMENT OF DINÉ EDUCATION  
THE NAVAJO NATION**

P.O. Box 670 - Window Rock, Arizona 86515  
PHONE (928) 671-7476 · FAX (928) 671-7474



**Russell Begaye**  
President

**Jonathan Nez**  
Vice-President

NNBEDE-409-2017

**RESOLUTION OF THE  
NAVAJO NATION BOARD OF EDUCATION/GOVERNING BODY FOR NAVAJO HEAD  
START**

**THE NAVAJO NATION BOARD OF EDUCATION HEREBY APPROVES AND SUPPORTS  
THE NAVAJO HEAD START ORGANIZATIONAL CHART FOR NAVAJO HEAD START  
AND EARLY HEAD START TO REFLECT 2018 BUDGET**

**WHEREAS:**

1. The Navajo Nation Board of Education (hereinafter the "Board") is the education agent in the Executive Branch for the purposes of overseeing the operation of all schools serving the Navajo Nation. 10 N.N.C. § 106 (A). The Board carries out its duties and responsibilities through the Department of Diné Education (hereinafter the "Department"). 10 N.N.C. §106 (C)(3).
2. The Department is the administrative agency within the Navajo Nation with responsibility and authority for implementing and enforcing the educational laws of the Navajo Nation. 2 N.N.C. §1801(B); 10 N.N.C. §107(A). The Department is under the immediate direction of the Navajo Nation Superintendent of Schools, subject to the overall direction of the Board. 10 N.N.C. §107(B).
3. The Navajo Head Start ("NHS") Program, which is located within the Department of Diné Education is approved by the Department's Plan of Operation, Resolution No. GSCMY-19-07. The NHS also is funded by a grant from the Office of Head Start, Administration of Children and Families (ACF), under the terms of the Head Start Act, 42 U.S.C. §9801 *et seq.*, and applicable regulations.
4. The Navajo Nation is named the grantee and is responsible for ensuring compliance with the Head Start Act and performance standards in delivering the services to Navajo children and their families.
5. Pursuant to 45 CFR §§1302.20-24, Determining Program Structure Sub Part B(a)(1), a program may choose to operate one or more of the following program options: center base, home base, family child care, or an approved locally designed variation.
6. Pursuant to 45 CFR §§1302.20-24, Determining Program Structure Sub Part B(a)(2), to choose a program option and develop a program calendar, a program must consider in conjunction with the annual review of the community assessment described in 1302.11(b).
7. Pursuant to 45 CFR §1302.21(a), setting the center based option delivers the full range of services, consistent with §1302.20, where education and child development services are delivered primarily in classroom settings.

**BOARD OF EDUCATION**

*Bonnie Begay, President · Gloria Johns, Vice President · Deloris Greyeyes, Secretary  
Members: Dr. Bernadette Tuckcheene · Marlene Barber · Dr. Pauline M. Begay · Patrick D. Lynch  
Dr. Twining Lewis, M. Ed, Navajo Nation Superintendent of Schools*

8. The Board acknowledges the Navajo Head Start Policy Council Resolution NHSPC-19-11-2017 passed on November 13, 2017.

**NOW THEREFORE BE IT RESOLVED THAT:**

1. The Navajo Nation Board of Education hereby approves and supports the 2018 Navajo Head Start Organizational Chart to reflect the 2018 budget.
2. The Navajo Nation Board of Education further recommends that the Navajo Nation Superintendent of Schools or his designee(s) to take any actions deemed as necessary and proper to carry out the purposes of this resolution.
3. The Navajo Nation Board of Education hereby directs and empowers the Assistant Superintendent of Navajo Head Start to take any actions deemed as necessary and proper to carry out the purposes of this resolution.

**CERTIFICATION**

I hereby certify that the foregoing resolution was duly considered by the Board of Education of the Navajo Nation at a duly called meeting at Window Rock, Arizona (Navajo Nation) at which a quorum was present, motion by Bernadette Todachene and seconded by Marlene Burbank and that the same was passed by a vote of 4 in favor; 0 opposed; 0 abstained, this 1st day of December 2017.

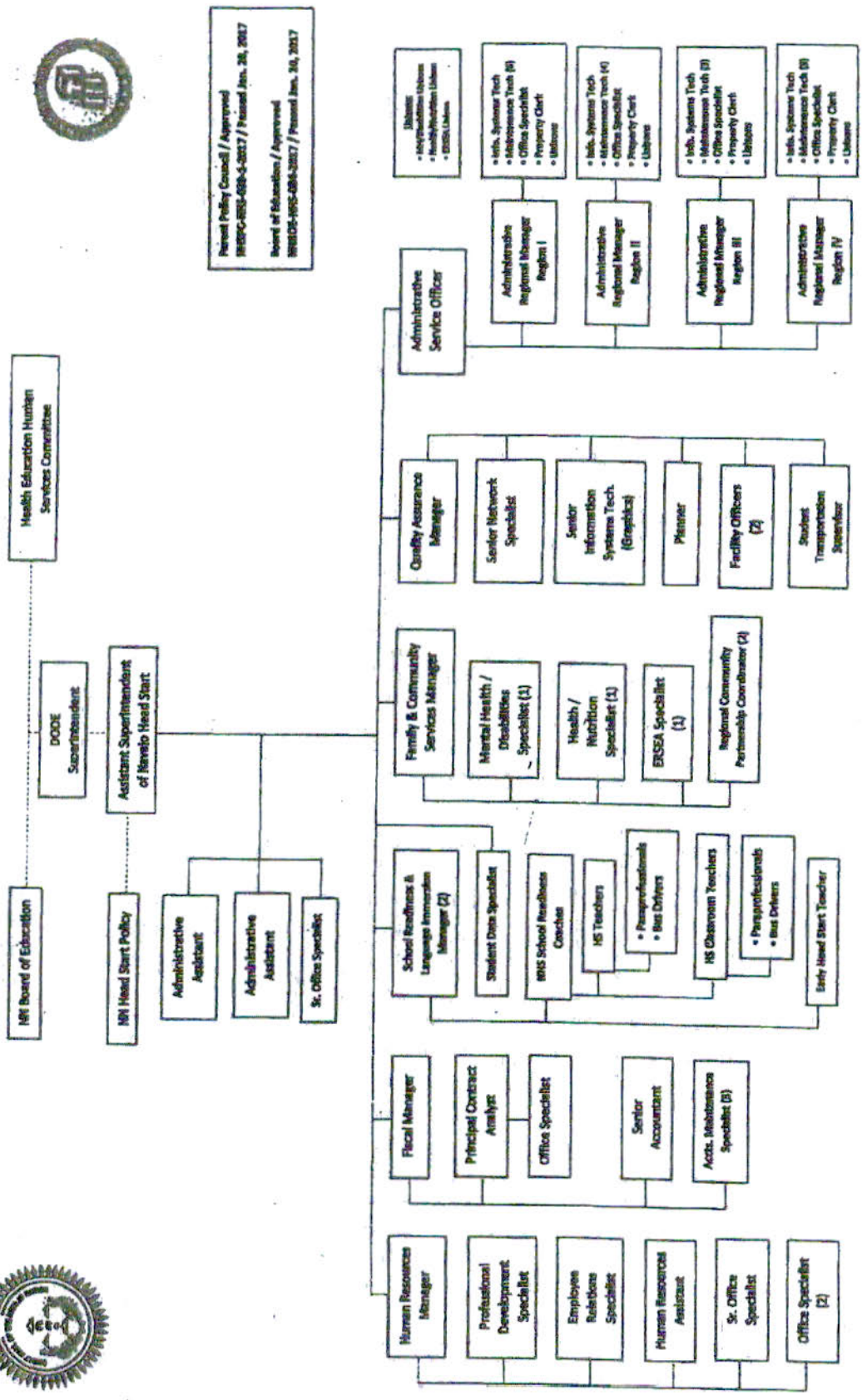
  
Gloria Johns, Vice President (Pro Tempore)  
Navajo Nation Board of Education





Exhibit G

Navajo Head Start Organizational Chart



Navajo Policy Council / Approved  
HHS/C-1001-008-5-2017 / Passed Jan. 26, 2017

Board of Education / Approved  
HHS/C-1001-008-5-2017 / Passed Jan. 26, 2017





# NAVAJO HEAD START

Department of Diné Education

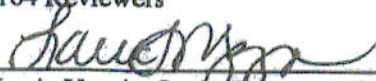


JONATHAN NEZ, *President*  
MYRON LIZER, *Vice President*

DR. ELVIRA BITSOI  
*Assistant Superintendent of Head Start*

## MEMORANDUM

TO: 164 Reviewers

FROM:   
Lacie Yazzie, Senior Programs & Projects Specialist  
NAVAJO HEAD START

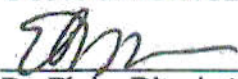
DATE: March 11, 2019

SUBJECT: NHS Plan of Operation—Document #9764

Navajo Head Start is re-submitting the program's Plan of Operation with the recommendations from the Navajo Nation Department of Justice and the Navajo Nation Office of Legislative Council. The clean version of the Plan Operation is labeled as Exhibit C. The marked up organizational chart requested by Navajo Nation Office of Legislative Council is labeled as Exhibit F—this document shows how the program progressed from the old organizational chart (Exhibit G) to the current one (Exhibit A). I have also attached the Policy Council Supporting Resolution (Exhibit D), the Navajo Nation Board of Education Supporting Resolution (Exhibit E), and the marked up Plan of Operation (Exhibit B).

NHS is re-submitting the 164 review packet back to the Navajo Nation Department of Justice for their review before it gets re-submitted to the Navajo Nation Office of Legislative Council (per NN Office of Legislative Council's request). Therefore, we are respectfully requesting another review of our program's Plan of Operation and should there be any questions please do not hesitate to contact me at 928-871-6902. Thank you for your time and understanding.

## CONCURRENCE:

  
Dr. Elvira Bitsoi, Assistant Superintendent  
NAVAJO HEAD START



Document No. 009764Date Issued: 02/21/2018**EXECUTIVE OFFICIAL REVIEW**

FEB 21 2018

Title of Document: Plan of Operation - reorganizationContact Name: YAZZIE, LACIE LASHAWNProgram/Division: DEPT OF DINE EDUCATIONEmail: lacieyazzie@navajohs.orgPhone Number: 928-871-6902

			Sufficient	Insufficient
<input type="checkbox"/>	<b>Business Site Lease</b>			
1. Division:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. Office of the Controller:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
(only if Procurement Clearance is not issued within 30 days of the initiation of the E.O. review)				
3. Office of the Attorney General:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Business and Industrial Development Financing, Veteran Loans, (i.e. Loan, Loan Guarantee and Investment) or Delegation of Approving and/or Management Authority of Leasing transactions</b>			
1. Division:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. Office of the Attorney General:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Fund Management Plan, Expenditure Plans, Carry Over Requests, Budget Modifications</b>			
1. Office of Management and Budget:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. Office of the Controller:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
3. Office of the Attorney General:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Navajo Housing Authority Request for Release of Funds</b>			
1. NNEPA:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. Office of the Attorney General:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Lease Purchase Agreements</b>			
1. Office of the Controller:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
(recommendation only)				
2. Office of the Attorney General:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Grant Applications</b>			
1. Office of Management and Budget:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. Office of the Controller:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
3. Office of the Attorney General:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<b>Five Management Plan of the Local Governance Act, Delegation of an Approving Authority from a Standing Committee, Local Ordinances (Local Government Units), or Plans of Operation/Division Policies Requiring Committee Approval</b>			
1. Division:	<u>EM</u>	Date: <u>2-21-18</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Office of the Attorney General:	<u>Lacie Yazzie</u>	Date: <u>2/22/18</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Relinquishment of Navajo Membership</b>			
1. Land Department:	<u>3/6/15</u>	Date: <u>3/6/15</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2. Elections:	<u>3/13/15</u>	Date: <u>3/13/15</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3. Office of the Attorney General:	<u>BIGS</u>	Date: <u>3/13/15</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

☐ **Land Withdrawal or Relinquishment for Commercial Purposes**

			Sufficient	Insufficient
1. Division:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. Office of the Attorney General:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>

☐ **Land Withdrawals for Non-Commercial Purposes, General Land Leases and Resource Leases**

			Sufficient	Insufficient
1. NLD	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. F&W	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
3. HPD	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
4. Minerals	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
5. NNEPA	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
6. DNR	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
7. DOJ	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>

☐ **Rights of Way**

			Sufficient	Insufficient
1. NLD	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. F&W	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
3. HPD	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
4. Minerals	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
5. NNEPA	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
6. Office of the Attorney General:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
7. OPVP	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>

☐ **Oil and Gas Prospecting Permits, Drilling and Exploration Permits, Mining Permit, Mining Lease**

			Sufficient	Insufficient
1. Minerals	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. OPVP	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
3. NLD	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>

☐ **Assignment of Mineral Lease**

			Sufficient	Insufficient
1. Minerals	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. DNR	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
3. DOJ	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>

☐ **ROW (where there has been no delegation of authority to the Navajo Land Department to grant the Nation's consent to a ROW)**

			Sufficient	Insufficient
1. NLD	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. F&W	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
3. HPD	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
4. Minerals	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
5. NNEPA	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
6. DNR	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
7. DOJ	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
8. OPVP	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>

☒ **OTHER: Plan of Operation for Navajo Head Start**

			Sufficient	Insufficient
1. OMB	<i>Approved - See Memo</i>	Date: <i>6-13-18</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. _____	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
5. _____	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>





# NAVAJO NATION DEPARTMENT OF JUSTICE

## DOCUMENT REVIEW REQUEST FORM



DOJ
3-12-19 8:00 am
DATE / TIME
<input type="checkbox"/> 7 Day Deadline
DOC # 109764 #4
SAS #:
UNIT: HSYU

☒ RESUBMITTAL  
(2018/2/2019)

\*\*\* FOR NNDJ USE ONLY - DO NOT CHANGE OR REVISE FORM. VARIATIONS OF THIS FORM WILL NOT BE ACCEPTED. \*\*\*

### CLIENT TO COMPLETE

DATE OF REQUEST: 3-11-19 ENTITY/DIVISION: DODE  
 CONTACT NAME: Lacie Yazzie DEPARTMENT: Navajo Head Start  
 PHONE NUMBER: 928-871-4902 E-MAIL: llyazzie@navajo-nsh.gov  
 TITLE OF DOCUMENT: Document # 9764 Plan of operation

### DOJ SECRETARY TO COMPLETE

DATE/TIME IN UNIT: 3/12 @ 9:10 REVIEWING ATTORNEY/ADVOCATE: JM

DATE/TIME OUT OF UNIT: 3/13 @ 4:28 LS

### DOJ ATTORNEY / ADVOCATE COMMENTS

Legally Sufficient

REVIEWED BY: (PRINT)	DATE / TIME	SURNAMED BY: (PRINT)	DATE / TIME
Jay C McLaugh	3/13/2019 11:00 am	V Blackhat	3/13/19 2:00 pm
DOJ Secretary Called: Candace		for Document Pick Up on 3/13 at 4:28 By: Smith	
PICKED UP BY: (PRINT)		DATE / TIME:	





Jonathan Nez  
President

# DEPARTMENT OF DINÉ EDUCATION THE NAVAJO NATION

P.O. Box 670 · Window Rock, Arizona 86515  
PHONE (928) 871 - 7475 · FAX (928) 871 - 7474



Myron Lizer  
Vice-President

NNBEAP-521-2019

## RESOLUTION OF THE NAVAJO NATION BOARD OF EDUCATION

### Relating to Education; Approving Amendments to the Plan of Operation for the Navajo Head Start Program

#### WHEREAS:

1. The Navajo Nation Board of Education (hereinafter the "Board") is the education agent in the Executive Branch for the purposes of overseeing the operation of all schools serving the Navajo Nation. 10 N.N.C. § 106 (A). The Board carries out its duties and responsibilities through the Department of Diné Education (hereinafter the "Department"). 10 N.N.C. §106 (G)(3).
2. The Department is the administrative agency within the Navajo Nation with responsibility and authority for implementing and enforcing the educational laws of the Navajo Nation. 2 N.N.C. §1801(B); 10 N.N.C. §107(A). The Department is under the immediate direction of the Navajo Nation Superintendent of Schools, subject to the overall direction of the Board. 10 N.N.C. §107(B).
3. Pursuant to 10 N.N.C. §106(G)(2), "(t)he Board is authorized to solicit funds, propose budgets and plans of operation, create positions, and establish organization relationships..."
4. The Health, Education and Human Services Committee of the Navajo Nation Council, as the oversight committee, can adopt, rescind, or amend the plan of operation for the Department of Diné Education. 2 N.N.C. §401(B)(8) and 2 N.N.C. §401(C)(1).
5. The Navajo Head Start ("NHS") Program, which is located within the Department of Diné Education as approved by the Department's Plan of Operation, Resolution No. GSCMY-19-07. The NHS also is funded by a grant from the Office of Head Start, Administration of Children and Families (ACF), under the terms of the Head Start Act, 42 U.S.C. §9801 *et seq.*, and applicable regulations. The Navajo Nation is named the grantee and is responsible for ensuring compliance with the Head Start Act and performance standards in delivering the services to Navajo children and their families.
6. The Board is in receipt of documentation and testimony supporting the amendments to the plan of operation for the Navajo Head Start Program, which is attached hereto as "EXHIBIT A." The Navajo Nation Department of Justice has also reviewed the proposed amendments and deemed them "legally sufficient."

#### BOARD OF EDUCATION


Freda Nells, President · Priscille B. Manuelito, Vice President · Dr. Victoria Yazzie, Secretary  
Member: Sharon A. Toadecheenie  
Dr. Tommy Lewis, Navajo Nation Superintendent of Schools

**NOW THEREFORE BE IT RESOLVED THAT:**

1. The Navajo Nation Board of Education hereby approves the amendments to the plan of operation for the Navajo Head Start Program which is attached hereto as "EXHIBIT A."
2. The Navajo Nation Board of Education hereby directs and empowers the Assistant Superintendent of Head Start to take any actions deemed as necessary and proper to carry out the purposes of this resolution.

**CERTIFICATION**

I hereby certify that the foregoing resolution was duly considered by the Board of Education of the Navajo Nation at a duly called meeting at Window Rock, AZ (Navajo Nation) at which a quorum was present, motion by Priscilla B. Manuelito and seconded by Sharon A. Toadecheenie and that the same was passed by a vote of 4 in favor; 0 opposed; 0 abstained, this 5th day of April 2019.

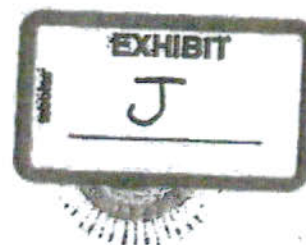
  
Freda Nells, President  
Navajo Nation Board of Education





# NAVAJO HEAD START

Department of Dine Education



JONATHAN NEZ, President  
MYRON LIZER, Vice President

DR. ELVIRA BITSOI  
Assistant Superintendent of Head Start

NHSPC-31-04-2019

## RESOLUTION OF THE NAVAJO HEAD START POLICY COUNCIL

**APPROVES AND SUPPORTS THE 2019 NAVAJO HEAD START AND EARLY HEAD START PLAN OF OPERATION**

### WHEREAS:

1. Pursuant to Resolution No. GSCMY-19-07. The Government Services Committee of the Navajo Nation Council approved the Plan of Operation for the Navajo Head Start. The Navajo Head Start is situated under the Executive Branch of the Navajo Nation government within the Division of Dine Education; and
2. Pursuant to 45 CFR 1301.3 *Program Governance*. The Navajo Nation Head Start Policy Council is duly elected and constituted Head Start Policy Council and an authorized entity of the Navajo Nation government; and
3. Pursuant to 45 CFR §1302.100 Subpart J-*Program Management and Quality Improvement* A program must provide management and a process of ongoing monitoring and continuous improvement for achieving program goals that ensures child safety and the delivery of effective, high-quality program services; and
4. Pursuant to 45 CFR §1302.101 *Management system*
  - (a) Implementation. A program must implement a management system that:
    - (1) Ensures a program, fiscal, and human resource management structure that provides effective management and oversight of all program areas and fiduciary responsibilities to enable delivery of high-quality services in all of the program services;
    - (2) Provides regular and ongoing supervision to support individual staff professional development and continuous program quality improvement;
    - (3) Ensures budget and staffing patterns that promote continuity of care for all children enrolled, allow sufficient time for staff to participate in appropriate training and professional development and,
    - (4) Maintains an automated accounting and record keeping system adequate for effective over-sight.
  - (b) Coordinated approaches. At the beginning of each program year, and on an ongoing basis throughout the year, a program must design and implement program-wide coordinated approaches that ensure:
    - (1) The training and professional development system;



- (2) The full and effective participation of children who are dual language learners and their families, by
  - (i) Utilizing information from the program's community assessment about the languages spoken throughout the program service area to anticipate child and family needs;
  - (ii) Identifying community resources and establishing ongoing collaborative relationships and partnerships with community organizations;
  - (iii) Systematically and comprehensively addressing child and family needs by facilitating meaningful access to program services, including, at a minimum, curriculum, instruction; staffing, supervision, and family partnerships with bilingual staff, oral language assistance and interpretation, or translation of essential program materials, as appropriate.
- (3) The full and effective participation of all children with disabilities, including but not limited to children eligible for services under IDEA, by providing services with appropriate facilities, program materials, curriculum, instruction, staffing, supervision, and partnerships, at a minimum, consistent with section 504 of the Rehabilitation Act and the Americans with Disabilities Act; and,
- (4) The management of program data to effectively support the availability, usability, integrity, and security of data. A program must establish procedures on data management, and have them approved by the governing body and policy council, in areas such as quality of data and effective use and sharing of data, while protecting the privacy of child records and applicable federal, state, local, and tribal laws; and

5. The Navajo Head Start Policy Council has the best interest of the Navajo Head Start to continue in providing quality services to children and families.

**NOW THEREFORE BE IT, RESOLVED:**

Navajo Head Start Policy Council approves and supports the 2019 Navajo Head Start and Early Head Start Plan of Operation.

**CERTIFICATION**

I hereby certify that the foregoing resolution was duly considered by the Navajo Head Start Policy Council at a duly called meeting in Window Rock, AZ at the Navajo Head Start Conference Room which a quorum was present and that it was passed by vote of 2 in favor, 2 opposed, and 0 abstained, this 4<sup>th</sup> day of April 2019.

NHSPC-04-31-2019

Motion by: Andrea Yazzie

Second by: Bobby George

Louise Charley

Louise Charley, Vice President  
DODE/Navajo Head Start Policy Council

HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE  
Regular Meeting  
April 22, 2019

Roll Call  
Vote Tally Sheet

LEGISLATION NO. 0086-19

AN ACTION RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE;  
AMENDING THE NAVAJO HEAD START PLAN OF OPERATION

(Note: Eligible for Committee Action April 17, 2019)

**Sponsor: Honorable Vince James**

April 22, 2019 - Amendment One (1) Motion

Motion by: Honorable Nelson S. BeGaye

Seconded by: Honorable Paul Begay, Jr.

Vote: 4 in favor; 0 Opposed; Chairperson Not Voting

Yeas: Nelson S. BeGaye; Paul Begay, Jr.; Pernell Halona; Edison J. Wauneka

Nays: None

Absent (excused): Charlaine Tso

April 22, 2019 - Amendment Two (2) Motion

Motion by: Honorable Nelson S. BeGaye

Seconded by: Honorable Pernell Halona

Vote: 4 in favor; 0 Opposed; Chairperson Not Voting

Yeas: Nelson S. BeGaye; Paul Begay, Jr.; Pernell Halona; Edison J. Wauneka

Nays: None

Absent (excused): Charlaine Tso

April 22, 2019 - Main Motion

Motion by: Honorable Paul Begay, Jr.

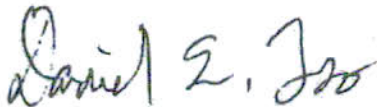
Seconded by: Honorable Edison J. Wauneka

Vote: 4 in favor; 0 Opposed; Chairperson Not Voting

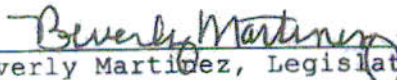
Yeas: Nelson S. BeGaye; Paul Begay, Jr.; Pernell Halona; Edison J. Wauneka

Nays: None

Absent (excused): Charlaine Tso



Daniel E. Tso, Chairperson  
Health, Education and Human Services Committee



Beverly Martinez, Legislative Advisor  
Health, Education and Human Services Committee





# NAVAJO HEAD START

Department of Diné Education



JONATHAN NEZ, *President*  
MYRON LIZER, *Vice President*

DR. ELVIRA BITSOI  
*Assistant Superintendent of Head Start*

NHSPC-38-05-2019

## RESOLUTION OF THE NAVAJO HEAD START POLICY COUNCIL

**REQUESTING THE NAVAJO NATION COUNCIL TO SUPPORT AND APPROVE THE AMENDMENT OF LEGISLATION # CJY-57-18 IN THE AMOUNT OF \$6,333,333 FROM THE UNRESERVED, UNDESIGNATED FUND BALANCE (UUF) AND TO REALLOCATE ANY UNSPENT BALANCE TO OPERATIONAL EXPENSES TO INCLUDE; UNMET NEEDS AND UNPAID PROGRAM EXPENSES AS DETERMINED BY OFFICE OF MANAGEMENT AND BUDGET (OMB)**

### WHEREAS:

1. Pursuant to Resolution No. GSCMY-19-07. The Government Services Committee of the Navajo Nation Council approved the Plan of Operation for the Navajo Head Start. The Navajo Head Start is situated under the Executive Branch of the Navajo Nation government within the Division of Dine Education; and
2. The Navajo Nation Board of Education (hereinafter the "Board" is the education agent in the Executive Branch for the purposes of overseeing the operation of all schools serving the Navajo Nation, including the Navajo Head Start program. 10 N.N.C. §106[A]; 10 N.N.C. §51. The Board carries out its duties and responsibilities through the Department of Diné Education. 10 N.N.C. §106[G][3]; and
3. Pursuant to 45 CFR 1301-3. Program Governance: The Navajo Head Start Policy Council is duly elected and constituted Head Start Policy Council and an authorized entity of the Navajo Nation government; and
4. Pursuant to 45 CFR Sec. 1303.5(a)(2-4)(i-v) Limitations on development and administration cost. (a) Costs to develop and administer a program cannot be excessive or exceed 15% of the total approved program costs. Allowable costs to develop and administer a Head Start program cannot exceed 15% of the total approved program costs, which includes both federal costs and non-federal match unless the responsible HHS official grants a waiver... (2) To assess total program costs and determine whether a grantee meets this requirement, the grantee must: (i) determine the costs to develop and administer its program, including the local costs of necessary resources; (ii) Categorize total costs as development and administrative or program costs; (iii) Identify and allocate the portion of



dual benefits costs that are for development and administration; (iv) Identify and allocate the portion of indirect costs that are for developmental and administration versus program costs; and, (v) Delineate all development and administrative costs in the grant application and calculate the percentage of total approved costs allocated to development and administration; and

5. Navajo Head Start provides children with experiences that encourage and stimulate intellectual and social growth opportunities, promote Navajo Language and culture, and provides access to necessary medical, dental, and nutritional services under the Head Start and Early Head Start programs; and
6. The Navajo Head Start provides preventative maintenance to 96 classroom buildings and works collaborative with the Office of Environmental Health who provides annual facility surveys to certify our classrooms for continued operation in a safe and healthy learning environment; and
7. The Navajo Head Start continually improves to maintain and keep current technology equipment up-to-date for reporting mechanism for staff and in educating our children; and
8. The Navajo Head Start Policy Council has the best interest of the Navajo Head Start to continue in providing quality services to children and families.

**NOW, THEREFORE BE IT, RESOLVED:**

Requesting the Navajo Nation Council to support and approve the amendment of Legislation #CJY-57-18 in the amount of \$6,333.333 from the Unreserved, Undesignated Fund Balance (UUFb) and to reallocated any upspent balance to operational expenses to include; unmet needs and unpaid program expenses as determined by Office of Management and Budget (OMB).

**CERTIFICATION**

I hereby certify that the foregoing resolution was duly considered by the Navajo Head Start Policy Council at a duly called meeting in **Window Rock, AZ** conference room which a quorum was present and that it was passed by vote of 6 in favor, 0 opposed, and 0 abstained, this **30<sup>th</sup>** day of **May 2019**.

Motion by: Peter Sage

Second by: Janice Filfred

Louise Charley  
Louise Charley, Vice President  
Navajo Head Start Policy Council

RESOLUTION OF THE  
HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE  
of the 24<sup>th</sup> NAVAJO NATION COUNCIL-First Year, 2019

AN ACTION

RELATING TO THE HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE;  
AMENDING THE NAVAJO HEAD START PLAN OF OPERATION

BE IT ENACTED:

SECTION ONE. AUTHORITY

The Health, Education and Human Services Committee is the oversight committee for Department of Diné Education and as such is empowered to adopt, amend, or rescind its Plan of Operation. 2 N.N.C. § 401(C)(1). The Navajo Head Start is located within the Department of Diné Education.

SECTION TWO. FINDING

- A. Amendments to the Plan of Operation and Organization Charts for Navajo Head Start are included as Exhibits to this legislation as follows:

**Exhibit A** - Current Navajo Head Start Organizational Chart,

**Exhibit B** - Marked-up Plan of Operation,

**Exhibit C** - Clean copy of the Plan of Operation,

**Exhibit D** - Navajo Head Start Policy Council Resolution (NHSPC-19-11-2017), approving and supporting the 2018 Navajo Head Start Organizational Chart,

**Exhibit E** - Navajo Board of Education Resolution (NNBDEDE-409-2017), approving and supporting the 2018 Navajo Head Start Organizational Chart,

**Exhibit F** - Marked-up Plan of Operation for Navajo Head Start Organizational Chart. This document shows the progression from the previous organizational chart in Exhibit G, and

**Exhibit G** - Previous Navajo Head Start Organizational Chart.

- B. The Executive Official Review documents indicate amendments to the Navajo Head Start Plan of Operation are legally sufficient. These documents are attached as **Exhibit H**.



- C. Resolutions approving amendments to the Navajo Head Start Plan of Operation by the Navajo Nation Board of Education and the Navajo Head Start Policy Council are attached as Exhibits I and J.

### SECTION THREE. APPROVAL

The Health, Education and Human Services Committee of the Navajo Nation Council approves amendments to the Plan of Operation for Navajo Head Start as indicated in Exhibits A and B.

### CERTIFICATION

I, hereby, certify that the following resolution was duly considered by the Health, Education and Human Services Committee of the 24<sup>th</sup> Navajo Nation Council at a duly called meeting at Window Rock, (Navajo Nation) Arizona, at which quorum was present and that same was passed by a vote of 4 in favor, 0 opposed, on this 22<sup>nd</sup> day of April 2019.



Daniel E. Tso, Chairperson  
Health, Education and Human Services Committee  
Of the 24<sup>th</sup> Navajo Nation Council

Motion: Honorable Paul Begay Jr.  
Second: Honorable Edison J. Wauneka

HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE  
Regular Meeting  
April 22, 2019

Roll Call  
Vote Tally Sheet

LEGISLATION NO. 0086-19

AN ACTION RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE;  
AMENDING THE NAVAJO HEAD START PLAN OF OPERATION

(Note: Eligible for Committee Action April 17, 2019)

**Sponsor: Honorable Vince James**

**April 22, 2019 - Amendment One (1) Motion**

Motion by: Honorable Nelson S. BeGaye

Seconded by: Honorable Paul Begay, Jr.

Vote: 4 in favor; 0 Opposed; Chairperson Not Voting

Yeas: Nelson S. BeGaye; Paul Begay, Jr.; Pernell Halona; Edison J. Wauneka

Nays: None

Absent (excused): Charlaine Tso

**April 22, 2019 - Amendment Two (2) Motion**

Motion by: Honorable Nelson S. BeGaye

Seconded by: Honorable Pernell Halona

Vote: 4 in favor; 0 Opposed; Chairperson Not Voting

Yeas: Nelson S. BeGaye; Paul Begay, Jr.; Pernell Halona; Edison J. Wauneka

Nays: None

Absent (excused): Charlaine Tso

**April 22, 2019 - Main Motion**

Motion by: Honorable Paul Begay, Jr.

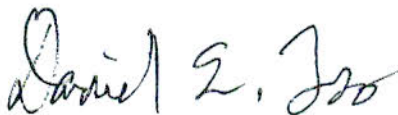
Seconded by: Honorable Edison J. Wauneka

Vote: 4 in favor; 0 Opposed; Chairperson Not Voting

Yeas: Nelson S. BeGaye; Paul Begay, Jr.; Pernell Halona; Edison J. Wauneka

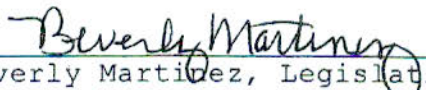
Nays: None

Absent (excused): Charlaine Tso



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Daniel E. Tso, Chairperson  
Health, Education and Human Services Committee



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Beverly Martinez, Legislative Advisor  
Health, Education and Human Services Committee

Motion by: Andrea Yazzie

Second by: Bobby George

Louise Charley  
Louise Charley, Vice President  
DODE/Navajo Head Start Policy Council



- (2) The full and effective participation of children who are dual language learners and their families, by
  - (i) Utilizing information from the program's community assessment about the languages spoken throughout the program service area to anticipate child and family needs;
  - (ii) Identifying community resources and establishing ongoing collaborative relationships and partnerships with community organizations;
  - (iii) Systematically and comprehensively addressing child and family needs by facilitating meaningful access to program services, including, at a minimum, curriculum, instruction; staffing, supervision, and family partnerships with bilingual staff, oral language assistance and interpretation, or translation of essential program materials, as appropriate.
- (3) The full and effective participation of all children with disabilities, including but not limited to children eligible for services under IDEA, by providing services with appropriate facilities, program materials, curriculum, instruction, staffing, supervision, and partnerships, at a minimum, consistent with section 504 of the Rehabilitation Act and the Americans with Disabilities Act; and,
- (4) The management of program data to effectively support the availability, usability, integrity, and security of data. A program must establish procedures on data management, and have them approved by the governing body and policy council, in areas such as quality of data and effective use and sharing of data, while protecting the privacy of child records and applicable federal, state, local, and tribal laws; and

5. The Navajo Head Start Policy Council has the best interest of the Navajo Head Start to continue in providing quality services to children and families.

**NOW THEREFORE BE IT, RESOLVED:**

Navajo Head Start Policy Council approves and supports the 2019 Navajo Head Start and Early Head Start Plan of Operation.

**CERTIFICATION**

I hereby certify that the foregoing resolution was duly considered by the Navajo Head Start Policy Council at a duly called meeting in **Window Rock, AZ** at the Navajo Head Start Conference Room which a quorum was present and that it was passed by vote of 2 in favor, 0 opposed, and 0 abstained, this 4<sup>th</sup> day of April 2019.





# NAVAJO HEAD START

Department of Diné Education



JONATHAN NEZ, *President*  
MYRON LIZER, *Vice President*

DR. ELVIRA BITSOI  
*Assistant Superintendent of Head Start*

NHSPC-31-04-2019

## RESOLUTION OF THE NAVAJO HEAD START POLICY COUNCIL

### APPROVES AND SUPPORTS THE 2019 NAVAJO HEAD START AND EARLY HEAD START PLAN OF OPERATION

#### WHEREAS:

1. Pursuant to Resolution No. GSCMY-19-07. The Government Services Committee of the Navajo Nation Council approved the Plan of Operation for the Navajo Head Start. The Navajo Head Start is situated under the Executive Branch of the Navajo Nation government within the Division of Dine Education; and
2. Pursuant to 45 CFR 1301.3 *Program Governance*. The Navajo Nation Head Start Policy Council is duly elected and constituted Head Start Policy Council and an authorized entity of the Navajo Nation government; and
3. Pursuant to 45 CFR §1302.100 Subpart J-*Program Management and Quality Improvement* A program must provide management and a process of ongoing monitoring and continuous improvement for achieving program goals that ensures child safety and the delivery of effective, high-quality program services; and
4. Pursuant to 45 CFR §1302.101 *Management system*
  - (a) Implementation. A program must implement a management system that:
    - (1) Ensures a program, fiscal, and human resource management structure that provides effective management and oversight of all program areas and fiduciary responsibilities to enable delivery of high-quality services in all of the program services;
    - (2) Provides regular and ongoing supervision to support individual staff professional development and continuous program quality improvement;
    - (3) Ensures budget and staffing patterns that promote continuity of care for all children enrolled, allow sufficient time for staff to participate in appropriate training and professional development and,
    - (4) Maintains an automated accounting and record keeping system adequate for effective over-sight.
  - (b) Coordinated approaches. At the beginning of each program year, and on an ongoing basis throughout the year, a program must design and implement program-wide coordinated approaches that ensure:
    - (1) The training and professional development system;

**NOW THEREFORE BE IT RESOLVED THAT:**

1. The Navajo Nation Board of Education hereby approves the amendments to the plan of operation for the Navajo Head Start Program which is attached hereto as "EXHIBIT A."
2. The Navajo Nation Board of Education hereby directs and empowers the Assistant Superintendent of Head Start to take any actions deemed as necessary and proper to carry out the purposes of this resolution.

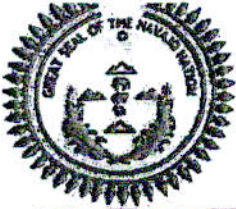
**CERTIFICATION**

I hereby certify that the foregoing resolution was duly considered by the Board of Education of the Navajo Nation at a duly called meeting at Window Rock, AZ (Navajo Nation) at which a quorum was present, motion by Priscilla B. Manuelito and seconded by Sharon A. Toadecheenie and that the same was passed by a vote of 4 in favor; 0 opposed; 0 abstained, this 5th day of April 2019.



Freda Nells, President  
Navajo Nation Board of Education





DEPARTMENT OF DINÉ EDUCATION  
THE NAVAJO NATION

P.O. Box 670 · Window Rock, Arizona 86515  
PHONE (928) 871 - 7475 · FAX (928) 871 - 7474



Jonathan Nez  
President

Myron Lizer  
Vice-President

NNBEAP-521-2019

RESOLUTION OF THE  
NAVAJO NATION BOARD OF EDUCATION

Relating to Education: Approving Amendments to the Plan of Operation for the Navajo Head Start Program

WHEREAS:

1. The Navajo Nation Board of Education (hereinafter the "Board") is the education agent in the Executive Branch for the purposes of overseeing the operation of all schools serving the Navajo Nation. 10 N.N.C. § 106 (A). The Board carries out its duties and responsibilities through the Department of Diné Education (hereinafter the "Department"). 10 N.N.C. §106 (G)(3).
2. The Department is the administrative agency within the Navajo Nation with responsibility and authority for implementing and enforcing the educational laws of the Navajo Nation. 2 N.N.C. §1801(B); 10 N.N.C. §107(A). The Department is under the immediate direction of the Navajo Nation Superintendent of Schools, subject to the overall direction of the Board. 10 N.N.C. §107(B).
3. Pursuant to 10 N.N.C. §106(G)(2), "(t)he Board is authorized to solicit funds, propose budgets and plans of operation, create positions, and establish organization relationships..."
4. The Health, Education and Human Services Committee of the Navajo Nation Council, as the oversight committee, can adopt, rescind, or amend the plan of operation for the Department of Diné Education. 2 N.N.C. §401(B)(8) and 2 N.N.C. §401(C)(1).
5. The Navajo Head Start ("NHS") Program, which is located within the Department of Diné Education as approved by the Department's Plan of Operation, Resolution No. GSCMY-19-07. The NHS also is funded by a grant from the Office of Head Start, Administration of Children and Families (ACF), under the terms of the Head Start Act, 42 U.S.C. §9801 *et seq.*, and applicable regulations. The Navajo Nation is named the grantee and is responsible for ensuring compliance with the Head Start Act and performance standards in delivering the services to Navajo children and their families.
6. The Board is in receipt of documentation and testimony supporting the amendments to the plan of operation for the Navajo Head Start Program, which is attached hereto as "EXHIBIT A." The Navajo Nation Department of Justice has also reviewed the proposed amendments and deemed them "legally sufficient."

BOARD OF EDUCATION

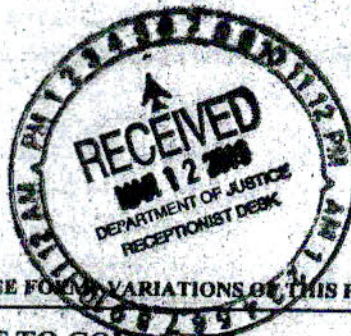
Freda Nells, *President* · Priscilla B. Manuelito, *Vice President* · Dr. Victoria Yazzie, *Secretary*  
Member: Sharon A. Toadecheenie  
Dr. Tommy Lewis, *Navajo Nation Superintendent of Schools*





# NAVAJO NATION DEPARTMENT OF JUSTICE

## DOCUMENT REVIEW REQUEST FORM



DOJ
3-12-19 08 AM
DATE / TIME
<input type="checkbox"/> 7 Day Deadline
DOC # 009764 #4
SAS #:
UNIT: Hsqw

☒ RESUBMITTAL  
(2018/2/2019)

\*\*\* FOR NNDOJ USE ONLY - DO NOT CHANGE OR REVISE FORM VARIATIONS OF THIS FORM WILL NOT BE ACCEPTED. \*\*\*

### CLIENT TO COMPLETE

DATE OF REQUEST: 3-11-19 ENTITY/DIVISION: DODE  
CONTACT NAME: Lacie Yazzie DEPARTMENT: Navajo Health Start  
PHONE NUMBER: 928-871-6902 E-MAIL: llyazzie@navajo-nsh.gov  
TITLE OF DOCUMENT: Document # 9764 Plan of operation

### DOJ SECRETARY TO COMPLETE

DATE/TIME IN UNIT: 3/12 @ 9:10 REVIEWING ATTORNEY/ADVOCATE: JM

DATE/TIME OUT OF UNIT: 3/13 @ 4:28 LS

### DOJ ATTORNEY / ADVOCATE COMMENTS

Legally Sufficient

REVIEWED BY: (PRINT)	DATE / TIME	SURNAMED BY: (PRINT)	DATE / TIME
Jay C. McGray	3/13/2019 11:00am	V. Blackhart	3/13/19 2:00pm

DOJ Secretary Called: Candace for Document Pick Up on 3/13 at 428 By Smith

PICKED UP BY: (PRINT) DATE / TIME:



☐ Land Withdrawal or Relinquishment for Commercial Purposes

Sufficient    Insufficient

- |                                    |       |             |                          |                          |
|------------------------------------|-------|-------------|--------------------------|--------------------------|
| 1. Division:                       | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Office of the Attorney General: | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

☐ Land Withdrawals for Non-Commercial Purposes, General Land Leases and Resource Leases

- |             |       |             |                          |                          |
|-------------|-------|-------------|--------------------------|--------------------------|
| 1. NLD      | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. F&W      | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. HPD      | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Minerals | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. NNEPA    | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. DNR      | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. DOJ      | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

☐ Rights of Way

- |                                    |       |             |                          |                          |
|------------------------------------|-------|-------------|--------------------------|--------------------------|
| 1. NLD                             | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. F&W                             | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. HPD                             | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Minerals                        | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. NNEPA                           | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Office of the Attorney General: | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. OPVP                            | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

☐ Oil and Gas Prospecting Permits, Drilling and Exploration Permits, Mining Permit, Mining Lease

- |             |       |             |                          |                          |
|-------------|-------|-------------|--------------------------|--------------------------|
| 1. Minerals | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. OPVP     | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. NLD      | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

☐ Assignment of Mineral Lease

- |             |       |             |                          |                          |
|-------------|-------|-------------|--------------------------|--------------------------|
| 1. Minerals | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. DNR      | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. DOJ      | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

☐ ROW (where there has been no delegation of authority to the Navajo Land Department to grant the Nation's consent to a ROW)

- |             |       |             |                          |                          |
|-------------|-------|-------------|--------------------------|--------------------------|
| 1. NLD      | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. F&W      | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. HPD      | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Minerals | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. NNEPA    | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. DNR      | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. DOJ      | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. OPVP     | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

☒ OTHER: Plan of Operation for Navajo Head Start

- |          |       |             |                                     |                          |
|----------|-------|-------------|-------------------------------------|--------------------------|
| 1. OMB   | _____ | Date: _____ | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. _____ | _____ | Date: _____ | <input type="checkbox"/>            | <input type="checkbox"/> |
| 3. _____ | _____ | Date: _____ | <input type="checkbox"/>            | <input type="checkbox"/> |
| 4. _____ | _____ | Date: _____ | <input type="checkbox"/>            | <input type="checkbox"/> |
| 5. _____ | _____ | Date: _____ | <input type="checkbox"/>            | <input type="checkbox"/> |

*1/5 - See Memo*

*6-13-18*

*7/5*

*Deval*



Document No. 009764Date Issued: 02/21/2018**EXECUTIVE OFFICIAL REVIEW**

FEB 21 2018

Title of Document: Plan of Operation - reorganizationContact Name: YAZZIE, LACIE LASHAWNProgram/Division: DEPT OF DINE EDUCATIONEmail: lacieyazzie@navajohs.orgPhone Number: 928-871-6902☐ **Business Site Lease**

Sufficient    Insufficient

- |   |       |             |                          |                          |
|---|-------|-------------|--------------------------|--------------------------|
| 1. Division:  | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Office of the Controller:  | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| (only if Procurement Clearance is not issued within 30 days of the initiation of the E.O. review) |       |             |                          |                          |
| 3. Office of the Attorney General:  | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

☐ **Business and Industrial Development Financing, Veteran Loans, (i.e. Loan, Loan Guarantee and Investment) or Delegation of Approving and/or Management Authority of Leasing transactions**

- |                                    |       |             |                          |                          |
|------------------------------------|-------|-------------|--------------------------|--------------------------|
| 1. Division:                       | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Office of the Attorney General: | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

☐ **Fund Management Plan, Expenditure Plans, Carry Over Requests, Budget Modifications**

- |                                     |       |             |                          |                          |
|-------------------------------------|-------|-------------|--------------------------|--------------------------|
| 1. Office of Management and Budget: | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Office of the Controller:        | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Office of the Attorney General:  | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

☐ **Navajo Housing Authority Request for Release of Funds**

- |                                    |       |             |                          |                          |
|------------------------------------|-------|-------------|--------------------------|--------------------------|
| 1. NNEPA:                          | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Office of the Attorney General: | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

☐ **Lease Purchase Agreements**

- |                                    |       |             |                          |                          |
|------------------------------------|-------|-------------|--------------------------|--------------------------|
| 1. Office of the Controller:       | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| (recommendation only)              |       |             |                          |                          |
| 2. Office of the Attorney General: | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

☐ **Grant Applications**

- |                                     |       |             |                          |                          |
|-------------------------------------|-------|-------------|--------------------------|--------------------------|
| 1. Office of Management and Budget: | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Office of the Controller:        | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Office of the Attorney General:  | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

☒ **Five Management Plan of the Local Governance Act, Delegation of an Approving Authority from a Standing Committee, Local Ordinances (Local Government Units), or Plans of Operation/Division Policies Requiring Committee Approval**

- |                                    |                     |                      |                                     |                          |
|------------------------------------|---------------------|----------------------|-------------------------------------|--------------------------|
| 1. Division:                       | <u>AM</u>           | Date: <u>2-21-18</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Office of the Attorney General: | <u>Lacie Yazzie</u> | Date: <u>2/22/18</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

☐ **Relinquishment of Navajo Membership**

- |                                    |               |                      |                                     |                                     |
|------------------------------------|---------------|----------------------|-------------------------------------|-------------------------------------|
| 1. Land Department:                | <u>Blaine</u> | Date: <u>3/6/18</u>  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Elections:                      | _____         | Date: <u>3/13/18</u> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 3. Office of the Attorney General: | _____         | Date: _____          | <input type="checkbox"/>            | <input type="checkbox"/>            |



# NAVAJO HEAD START

Department of Diné Education

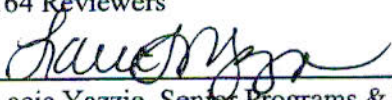


JONATHAN NEZ, *President*  
MYRON LIZER, *Vice President*

DR. ELVIRA BITSOI  
*Assistant Superintendent of Head Start*

## MEMORANDUM

TO: 164 Reviewers

FROM:   
Lacie Yazzie, Senior Programs & Projects Specialist  
NAVAJO HEAD START

DATE: March 11, 2019

SUBJECT: NHS Plan of Operation—Document #9764

Navajo Head Start is re-submitting the program's Plan of Operation with the recommendations from the Navajo Nation Department of Justice and the Navajo Nation Office of Legislative Council. The clean version of the Plan Operation is labeled as Exhibit C. The marked up organizational chart requested by Navajo Nation Office of Legislative Council is labeled as Exhibit F—this document shows how the program progressed from the old organizational chart (Exhibit G) to the current one (Exhibit A). I have also attached the Policy Council Supporting Resolution (Exhibit D), the Navajo Nation Board of Education Supporting Resolution (Exhibit E), and the marked up Plan of Operation (Exhibit B).

NHS is re-submitting the 164 review packet back to the Navajo Nation Department of Justice for their review before it gets re-submitted to the Navajo Nation Office of Legislative Council (per NN Office of Legislative Council's request). Therefore, we are respectfully requesting another review of our program's Plan of Operation and should there be any questions please do not hesitate to contact me at 928-871-6902. Thank you for your time and understanding.

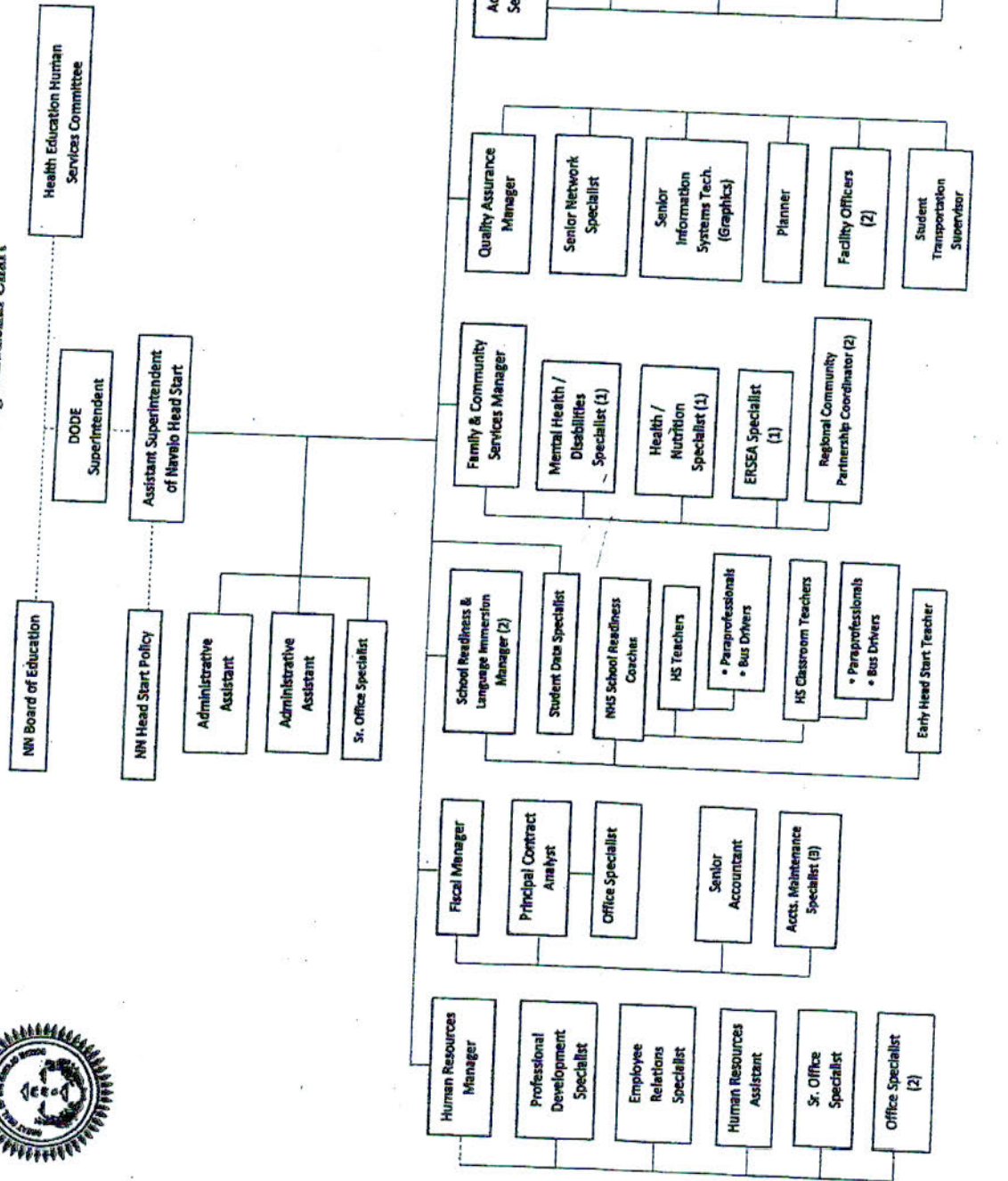
## CONCURRENCE:

  
Dr. Elvira Bitsoi, Assistant Superintendent  
NAVAJO HEAD START



Exhibit G

Navajo Head Start Organizational Chart



Parent Policy Council / Approved  
NHSFC-NHS-030-3-2017 / Passed Jan. 20, 2017

Board of Education / Approved  
NHSBE-NHS-034-2017 / Passed Jan. 20, 2017





Navajo Head Start Organizational Chart (Mark Up) - 2018-2019

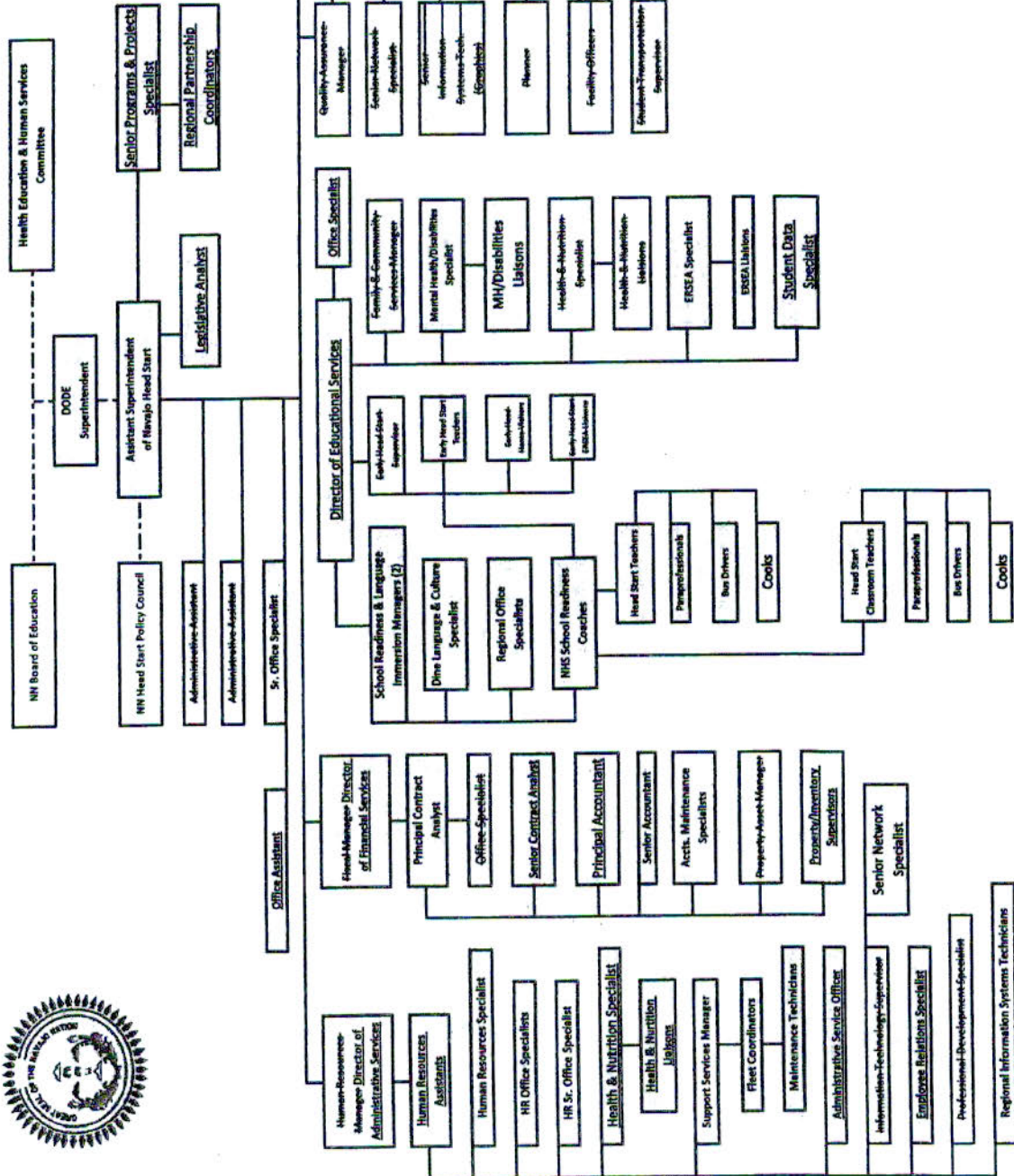


Exhibit F


8. The Board acknowledges the Navajo Head Start Policy Council Resolution NHSPC-19-11-2017 passed on November 13, 2017.

**NOW THEREFORE BE IT RESOLVED THAT:**

1. The Navajo Nation Board of Education hereby approves and supports the 2018 Navajo Head Start Organizational Chart to reflect the 2018 budget.
2. The Navajo Nation Board of Education further recommends that the Navajo Nation Superintendent of Schools or his designee(s) to take any actions deemed as necessary and proper to carry out the purposes of this resolution.
3. The Navajo Nation Board of Education hereby directs and empowers the Assistant Superintendent of Navajo Head Start to take any actions deemed as necessary and proper to carry out the purposes of this resolution.

**CERTIFICATION**

I hereby certify that the foregoing resolution was duly considered by the Board of Education of the Navajo Nation at a duly called meeting at Window Rock, Arizona (Navajo Nation) at which a quorum was present, motion by Bernadette Todacheene and seconded by Marlene Burbank and that the same was passed by a vote of 4 in favor; 0 opposed; 0 abstained, this 1st day of December 2017.

  
Gloria Johns, Vice President (Pro Tempore)  
Navajo Nation Board of Education



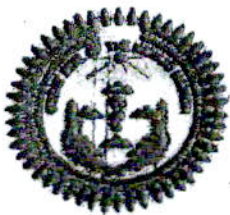


Exhibit E

**DEPARTMENT OF DINÉ EDUCATION  
THE NAVAJO NATION**

P.O. Box 670 · Window Rock, Arizona 86515  
PHONE (928) 871-7476 · FAX (928) 871-7474



**Russell Begaye**  
President

**Jonathan Nez**  
Vice-President

NNBEDE-409-2017

**RESOLUTION OF THE  
NAVAJO NATION BOARD OF EDUCATION/GOVERNING BODY FOR NAVAJO HEAD  
START**

**THE NAVAJO NATION BOARD OF EDUCATION HEREBY APPROVES AND SUPPORTS  
THE NAVAJO HEAD START ORGANIZATIONAL CHART FOR NAVAJO HEAD START  
AND EARLY HEAD START TO REFLECT 2018 BUDGET**

**WHEREAS:**

1. The Navajo Nation Board of Education (hereinafter the "Board") is the education agent in the Executive Branch for the purposes of overseeing the operation of all schools serving the Navajo Nation. 10 N.N.C. § 106 (A). The Board carries out its duties and responsibilities through the Department of Diné Education (hereinafter the "Department"). 10 N.N.C. §106 (O)(3).
2. The Department is the administrative agency within the Navajo Nation with responsibility and authority for implementing and enforcing the educational laws of the Navajo Nation. 2 N.N.C. §1801(B); 10 N.N.C. §107(A). The Department is under the immediate direction of the Navajo Nation Superintendent of Schools, subject to the overall direction of the Board. 10 N.N.C. §107(B).
3. The Navajo Head Start ("NHS") Program, which is located within the Department of Diné Education as approved by the Department's Plan of Operation, Resolution No. GSCMY-19-07. The NHS also is funded by a grant from the Office of Head Start, Administration of Children and Families (ACF), under the terms of the Head Start Act, 42 U.S.C. §9801 *et seq.*, and applicable regulations.
4. The Navajo Nation is named the grantee and is responsible for ensuring compliance with the Head Start Act and performance standards in delivering the services to Navajo children and their families.
5. Pursuant to 45 CFR §§1302.20-24, Determining Program Structure Sub Part B(a)(1), a program may choose to operate one or more of the following program options: center base, home base, family child care, or an approved locally designed variation.
6. Pursuant to 45 CFR §§1302.20-24, Determining Program Structure Sub Part B(a)(2), to choose a program option and develop a program calendar, a program must consider in conjunction with the annual review of the community assessment described in 1302.11(b).
7. Pursuant to 45 CFR §1302.21(a), setting the center based option delivers the full range of services, consistent with §1302.20, where education and child development services are delivered primarily in classroom settings.

**BOARD OF EDUCATION**

**Bennie Begay, President · Gloria Johns, Vice President · Dolores Greyeyes, Secretary**  
**Members: Dr. Bernadette Todecheene · Marlene Burbank · Dr. Pauline M. Begay · Patrick D. Lynch**  
**Dr. Tommy Lewis, M. Ed, Navajo Nation Superintendent of Schools**



2. Highly qualified personnel are needed to address Chronic Under Enrollment.

**CERTIFICATION**

I hereby certify that the foregoing resolution was duly considered by the Navajo Head Start Policy Council at a duly called meeting in **Window Rock, AZ** at the Navajo Head Start Conference Room which a quorum was present and that it was passed by vote of 5 in favor, 1 opposed, and 0 abstained, this 13<sup>th</sup> day of November 2017.

Motion by: Mary Ann Hanks

Second by: Louise Charley



Trisha Begay, President  
DODE/Navajo Head Start Policy Council



EXHIBIT 4

# NAVAJO HEAD START

Department of Diné Education



**RUSSELL BEGAYE**, President  
**JONATHAN NEZ**, Vice President

**DR. ELMIRA BITSOI**  
Acting Assistant Superintendent of Head Start

NHSPC-19-11-2017

## RESOLUTION OF THE NAVAJO HEAD START POLICY COUNCIL

### APPROVING AND SUPPORTING THE NAVAJO HEAD START ORGANIZATIONAL CHART FOR NAVAJO HEAD START AND EARLY HEAD START TO REFLECT 2018 BUDGET

#### WHEREAS:

1. Pursuant to Resolution No. GSCMY-19-07. The Government Services Committee of the Navajo Nation Council approved the Plan of Operation for the Navajo Head Start. The Navajo Head Start is situated under the Executive Branch of the Navajo Nation government within the Division of Dine Education; and
2. Pursuant to 45 CFR 1302.20-24. Determining Program Structure Sub Part B. (a) (1) A program may choose to operate one or more of the following program options; center base, home base, family child care, or an approved locally designed variation; and
3. Pursuant to 45 CFR 1302.20-24. Determining Program Structure Sub Part B. (a)(2) To choose a program option and develop a program calendar, a program must consider in conjunction with the annual review of the community assessment described in 1302.11(b); and
4. Pursuant to 45 CFR 1302.21(a) Setting, The center based option delivers the full range of services, consistent with 1302.20 Education and child development services are delivered primarily in classroom settings; and
5. The purpose of Navajo Head Start is to promote the school readiness of low-income children by enhancing their cognitive, social and emotional development: (a) in a learning environment that supports children's growth in language, literacy, mathematics, science, social and emotional functioning, creative arts, physical skills, and approaches to learning; and (b) through the provision to low-income children and their families of health, education, nutrition, social, and other services based on family needs assessment; and
6. The Navajo Head Start Policy Council has the best interest of the Navajo Head Start to continue in providing quality services to children and families.

#### NOW THEREFORE BE IT, RESOLVED:

1. Navajo Head Start Policy Council Approves and Supports the 2018 Navajo Head Start Organizational Chart for Navajo Head Start and Early Head Start to reflect the 2018 budget.



Committee upon recommendations by the Navajo Nation Board of Education as deemed necessary.

development programs, service delivery and management.

- d. Enforce compliance in the area of education and disability content in the service delivery of the Navajo Head Start program, to meet all federal, state and tribal rules, regulations and laws.
- e. Establish a partnership that shall expedite the sharing of information about innovative models for providing full working day, full-calendar year early childhood services for early childhood development programs.
- f. Establish partnerships between all early childhood education programs to improve instruction and classroom environment; including, parent training, family literacy and Diné culture and language instruction.
- g. Providing educational and technical assistance to Navajo Head Start staff to infuse the Navajo language into the daily instruction of Head Start children at all Centers.
- h. Develop policies, procedures, service delivery plans, training plans, flow charts, and forms for implementation of Navajo language into the curriculum of the Navajo Head Start Program in conjunction to the Navajo Nation Program Performance Criteria - Form 2.
- i. Primary point of contact between all early childhood development programs; including the Navajo Head Start Policy Council and Local Parent Committees in meeting guidelines and regulations as established by the Head Start Program Performance Standards.
- j. Ensure that elected parents and community representatives are actively involved with the Navajo Head Start services and activities that benefit children, pregnant women and families.
- k. Ensure parents are provided educational opportunities, shared governance experience, fatherhood initiatives are implemented and encouraged, literacy services, parent involvement, and are provided available resource centers.

## **SECTION VI. LEGISLATIVE OVERSIGHT**

The Health, Education and Human Services Committee of the Navajo Nation Council is the oversight committee for the Department of Diné Education pursuant to 2 N.N.C. § 401 (C) (1).

## **SECTION VII. AMENDMENTS**

Sections I through VII may be amended by the Health, Education, and Human Service



- ii. Handle all computer technology-related hardware and software configurations, setup, installation, upgrades, development of applications and technical assistance.
- iii. Establish a strategic plan to advance the technological capabilities of the program at the Central office, Regional offices and Centers.
- iv. Responsible for daily maintenance and operation of all computer equipment.

d. Support Services

- i. Responsible for the management, coordination and assignment of all Navajo Head Start, Early Head Start and home-based purchases and leased buses, vehicles, utility trucks and construction equipment.
- ii. Ensure compliance for reporting requirements, such as accidents, damages and/or violations, vehicle inspections, routine maintenance, daily pre-trip inspection, and appropriate recommendations for solution.
- iii. Require vehicles used to be equipped with a communication system, safety equipment, first aid kit, seat belt cutter, and ensure height-weight appropriate child safety restraints.
- iv. Responsible for maintaining and improving facilities to ensure compliance with Federal, State and Tribal health and safety standards, meeting all applicable building codes and regulations, electrical, plumbing, and mechanical codes.
- v. Determine applicable and acceptable codes, guidelines, and standards in the area of new facility construction.
- vi. Ensure that applicable standards are upheld in the construction process in compliance with procurement standards.
- vii. Ensure the results of community need assessments to determine where facilities will be located.

3. Educational Services (ES) shall be responsible for the following:

- a. Oversight of all Navajo Head Start Educational Services employees in accordance with the Plan of Operation, the Navajo Nation Personnel Policies Manual, and where applicable, the Collective Bargaining Agreement between the United Mine Workers of America and Navajo Head Start.
- b. Conducting educational research and planning.
- c. Reporting statistical data and information related to all early childhood

of financial assistance, request for required Cash Match and supplemental funding.

- e. Maintain accountability of all financial transactions in accordance with 2 Part 200 CFR, Uniform Guidance and the Office of Head Start Performance Standards.

2. Administrative Services (AS) shall be responsible for the following:

a. Human Resources

- i. Responsible for all NHS personnel matters and ensure compliance with the Navajo Nation Personnel Policies Manual (NNPPM) and where applicable, the Collective Bargaining Agreement for Union employees.
- ii. Ensure that staff, consultants and volunteers abide by the program's standards of conduct, annual performance review, health examination that include screening for communicable diseases and periodic re-examination in accordance with Federal, State and Tribal laws.
- iii. Assure that all staff, regular volunteers, and consultants are screened and meet certification requirements including Federal, State, and Tribal background checks.

b. Professional Development

- i. Ensure that the Navajo Head Start program has well-trained and qualified staff that possess an Associate of Arts Degree (AA), Bachelor of Science or Arts Degree (BS/BA), or Master of Arts Degree (MA) in the field of early childhood or education.
- ii. Ensure a high quality workforce in meeting the federal compliance with the Head Start Act.
- iii. Ensure teaching staff will perform their jobs effectively and efficiently by meeting the changing needs of children and families.
- iv. Establishment of a system that supports staff in continuous learning that is structured and supportive to the Navajo Head Start mission, vision and philosophy; this system will assist teaching staff to meet job requirements that include formal college course work, in-service training, and individualized coaching to support appropriate teaching methodologies.

c. Information Technology

- i. Responsible for Internet and transmission services by providing satellite and wireless services for staff, including, but not limited to, a Web site, work station, electronic mail and on-going computer training.



- iii. Navajo Head Start Center: Navajo Head Start shall have Navajo Head Start Centers at such locations or places within and/or around the Navajo Nation. The Centers shall be responsible for providing direct services to children (ages three to five years old) and to participating families within their service areas.
- iv. Navajo Early Head Start Center: Navajo Head Start shall have Navajo Early Head Start Centers at such locations or places within and/or around the Navajo Nation. The Centers shall be responsible for providing direct services to children (prenatal to three years old) and to participating families within their service areas.
- v. Home-Based: Navajo Head Start will provide a Teacher and/or Paraprofessionals to work with parents to provide comprehensive services to children, pregnant women and families through home visits and group socialization activities.
- vi. The Navajo Head Start shall collaborate with the Navajo Nation Head Start Policy Council (NNHSPC) to secure and exercise certain authorities and responsibilities as prescribed by 45 CFR Part 1301.1-6, Program Governance and the Head Start Performance Standards.

### 3. Organizational Chart

- a. The organizational chart of the Navajo Head Start is attached and incorporated herein as Exhibit A.

## **SECTION V. AUTHORITY AND RESPONSIBILITIES**

The Program, under the general supervision of the Assistant Superintendent of Navajo Head Start has the authority to oversee the following:

- 1. Financial Services (FS) shall be responsible for the following:
  - a. All financial transactions pertaining to the Navajo Head Start program.
  - b. Ensure all Navajo Head Start staff and offices/centers comply with all applicable policies and procedures established by the Navajo Nation Office of the Controller and applicable Federal rules and regulations.
  - c. Provide oversight of fiscal monitoring, evaluation, compliance, implementation and enforcement of all Federal, State and Tribal policies, procedures and regulations.
  - d. Monitor the operation of the Navajo Head Start program by establishing internal controls to effectively provide training & technical assistance relating to renewal



Diné language and culture for all children.

14. Encourage all early childhood programs to collaborate with other entities involved with health care, welfare, education, community service, family literacy, disabilities services, training & professional development, and referral services that should meet the needs of low-income children and families.

#### **SECTION IV. STAFFING AND ORGANIZATION**

##### **1. Staffing**

- a. The Assistant Superintendent shall be under the general direction and guidance of the Superintendent of Schools of the Department of Diné Education.
- b. The Assistant Superintendent shall be authorized to recommend additional professional, technical and clerical positions as needed to carry out the organization purpose(s) as stated herein. Additional positions shall be acquired in accordance with applicable Personnel Policies & Procedures and applicable budget rules established for conducting the annual Navajo Nation budget process

##### **2. Organization**

- a. The Navajo Head Start shall include the following offices and programs that the Assistant Superintendent will administer. The Assistant Superintendent will have the responsibility for daily operations and supervision of all employees.
  - i. Central Administration Office: The principal place and headquarters of business for the Navajo Head Start program (Executive Administration) will be located at Window Rock, Navajo Nation (Arizona). The Directors (Administrative Services, Financial Services, and Educational Services), under the direction of the Assistant Superintendent of Navajo Head Start, shall be responsible for administering and supervising employees and services to eligible children and families at all Navajo Head Start Program Regional Offices and Navajo Head Start Centers within their respective areas.
  - ii. Regional Offices: Navajo Head Start shall have regional offices at locations within the Navajo Nation to oversee the activities of the Navajo Head Start. The Director of Educational Services, under the supervision of the Assistant Superintendent of Navajo Head Start, is responsible for administering and supervising employees and services to eligible children and families at all the Navajo Head Start Program Regional Offices and Navajo Head Start and Early Head Start Centers within their respective areas.

numeric awareness; their understanding and use of language; their understanding and use of increasingly complex and varied vocabulary; and appreciation of books and problem solving abilities as dual language learners.

5. To foster continuous improvement in the quality of the Navajo Head Start services, participate in research, demonstration and evaluation activities that will compare individual education achievement, social adaptation and health status of the children, by comparing the difference of income levels, outcomes related to cognitive, social-emotional, behavioral and academic development, school readiness and other improvement necessary to enable participating children and their families to succeed in school. The results of these analysis, reporting and linkages will be disseminated to an appropriate panel of experts in program evaluation, research, education and early childhood programs.
6. To provide eligible children and families with an affordable means of comprehensive early childhood services while they are working in school or attending training.
7. To provide an environment that is healthy, safe, accessible, pleasant, comfortable, age-appropriate, culturally sensitive, and responsible to the individual needs of children and families.
8. To coordinate all programs that provide high-quality early childhood development services to focus on training, technical assistance; and obtain grants through competitive bidding to improve the quality of existing early childhood development services.
9. Administer Navajo Head Start/Early Head Start program activities in accordance with local, state, and federal applicable laws and regulations, including local needs and priorities, and maintaining program accountability.
10. Increase the availability of comprehensive early childhood development programs through access to various types of providers and services.
11. With close coordination of all early childhood development programs, increase the quality of comprehensive early childhood services through training and technical assistance to early childhood providers, individualization and measuring child performance and outcome. Ensure that the environment of care is conducive to the growth and development of a well-rounded individual to be school-ready. In close coordination with all early childhood development programs, provide disability services to children with suspected or identified special needs.
12. In close coordination with all early childhood development programs, implement a quality comprehensive program that will serve the educational, nutritional, medical, dental, and mental health aspects of each child.
13. In close coordination with early childhood development programs, implement appropriate researched-based curriculum and assessments for instruction in the



**DEPARTMENT OF DINÉ EDUCATION  
NAVAJO HEAD START  
PLAN OF OPERATION**

**SECTION I. ESTABLISHMENT OF NAVAJO HEAD START**

There is hereby established the Navajo Head Start within the Department of Diné Education of the Navajo Nation Executive Branch.

**SECTION II. PURPOSE**

The purpose of Navajo Head Start (NHS) is to provide comprehensive and quality early childhood development services to all children and families of the Navajo Nation.

**SECTION III. GOALS**

The goals of Navajo Head Start shall be:

1. To provide continuity of comprehensive early childhood services for all children, transitioning from infancy to a formal educational classroom, and to their families by providing full-day, year-round comprehensive services.
2. To provide children with opportunities inclusive of, but not limited to, access to and utilization of necessary medical, dental and nutritional services, as well as experiences which encourage and stimulate approaches to learning, social and emotional development, language and literacy, cognition, perceptual, motor, and physical development.
3. To coordinate, collaborate and partner with other programs/departments and other community stakeholders; including local educational agencies and businesses, in strategizing and planning for delivery of services for continual program improvement; and other appropriate activities to provide planning, construction and maintenance of facilities that will meet the needs of communities and programs for local children and their families.
4. To provide comprehensive and quality services for eligible children and their families enrolled with Navajo Head Start and Early Head Start (center and home-based) by implementation of learning experiences that advance the intellectual and physical development of children that include: implementing the Head Start Early Learning Framework For School Readiness of children for instilling literacy, phonemic print, and



~~Plan of Operation to the Health, Education and Human Services Committee, and HEHSC would make final recommendations for amendments and approval of this Plan of Operation.~~

Sections I through VII may be amended by the Health, Education, and Human Service Committee upon recommendations by the Navajo Nation Board of Education as deemed necessary.

height-weight appropriate child safety restraints.

- I. ~~Facility Maintenance: shall be responsible for maintaining and improving facilities to ensure compliance with Federal, State and Tribal health and safety standards; meeting all applicable building codes and regulations, electrical, plumbing, and mechanical codes. Establish guidelines and standards, and determine applicable and acceptable codes in the area of new facility construction. Determine applicable and acceptable codes, guidelines, and standards in the area of new facility construction. Ensure that applicable standards are upheld in the construction process in compliance with procurement standards. Ensure the results of community need assessments will determine where facilities will be located.~~
- J. ~~Family Partnership (FP): shall be the primary point of contact between all early childhood development programs; including the Navajo Head Start Policy Council and Local Parent Committees in meeting guidelines and regulations as established by the Head Start Program Performance Standards. Ensure that elected parents and community representatives are actively involved with the Navajo Head Start services and activities that benefit children, pregnant women and families. To ensure parents are provided educational opportunities, shared governance experience, fatherhood are implemented and encouraged, literacy services, parent involvement, and are provided available resource centers.~~
- K. ~~Property: Fiscal Management shall be responsible for maintaining accountability of all equipment, non-expendable supplies; including buildings that are purchased and/or leased for the purpose of Navajo Head Start services. Maintain records of all items purchased by following established Navajo Nation Property Policies and Procedures in executing related duties. In-kind services and property inventory will be collected and reported for compliance measures.~~

## SECTION VI. LEGISLATIVE OVERSIGHT

The Health, Education and Human Services Committee of the Navajo Nation Council is the oversight committee for the Department of Dine Education pursuant to 2 N.N.C. § 401 (C) (1).

~~The Navajo Head Start ("NHS") Program, which is located within the Department of Dine Education as approved by the Department's Plan of Operation, Resolution No. GSCM Y-19-07. The NHS also is funded by a grant from the Office of Head Start, Administration of Children and Families (ACF), under the terms of the Head Start Act, 42 U.S.C. § 9801 et seq. and applicable regulations.~~

## SECTION VII. AMENDMENTS

~~The Board of Education may forward recommendations for amendments and approval to this~~



- D. ~~Information Technology (IT): shall be responsible for Internet and transmission services by providing satellite and wireless services for staff, including a Web site, work station, electronic mail and on going computer training. IT shall handle all computer technology-related hardware and software configurations, setup, installation, upgrades, development of applications and technical assistance. IT shall establish a strategic plan to advance the technological capabilities of the program at the Central office, Regional offices and Centers. IT shall also be responsible for daily maintenance and operation of all computer equipment.~~
- E. ~~Navajo Immersion (NI): shall be responsible for providing educational and technical assistance to Navajo Head Start staff to infuse the Navajo language into the daily instruction of Head Start children at all Centers. NI shall develop policies and procedures, service delivery plans, training plans, flow charts, and forms for implementation of Navajo language into the curriculum of the Navajo Head Start Program in conjunction to the Navajo Nation Program Performance Criteria Form 2.~~
- F. ~~Professional Development (PD): shall ensure that the Navajo Head Start program has well trained and qualified staff that possess an Associate of Arts Degree (AA), Bachelor of Science or Arts Degree (BS/BA), or Masters of Arts Degree (MA) in the field of early childhood or education or related. This will ensure a high quality workforce in meeting the federal compliance within the Head Start Act. This will ensure staff will perform their jobs effectively and efficiently by meeting the changing needs of children and families. Establishment of a system that supports staff in continuous learning that is structured and supportive to the Navajo Head Start mission, vision and philosophy. This system will assist teaching staff to meet job requirements that include formal college course work, in-service training, and individualized coaching to support appropriate teaching methodologies.~~
- G. ~~Contract and Compliance (C & C): shall be responsible for program monitoring, evaluation compliance, implementation and enforcement of all Federal, State and Tribal policies, procedures and regulations. Monitor the operation of the Navajo Head Start program by evaluating their effectiveness and training & technical assistance; including, renewal of financial assistance, request for supplemental funding; implement methods and procedures for measuring annually the quality and effectiveness of the programs for children and families based on program evaluation, self assessment and peer review. Seek information from local communities; including, needs assessment, development of service plans, family advocacy, and coordination of service delivery activities to children and families.~~
- H. ~~Fleet Management (FM): shall be responsible for the management, coordination and assignment of all Navajo Head Start, Early Head Start and Home base purchased and leased buses, vehicles, utility trucks and construction equipment. Ensure compliance for reporting requirements, such as accidents, damages and/or violations, vehicle inspections, routine maintenance, daily pre trip inspection, and appropriate recommendations for solution. FM will require vehicles used to be equipped with a communication system, safety equipment, first aid kit, seat belt cutter, and ensure~~



3. ~~School Readiness Education (SRE)~~ Educational Services (ES): shall be responsible for the following:

- a. Oversight of all Navajo Head Start Educational Services employees in accordance with the Plan of Operation, the Navajo Nation Personnel Policies Manual, and where applicable, the Collective Bargaining Agreement between the United Mine Workers of America and Navajo Head Start.
- b. Conducting educational research and planning.
- c. Reporting statistical data and information related to all early childhood development programs, service delivery and management.
- d. Enforce compliance in the area of education and disability content in the service delivery of the Navajo Head Start program; to meet all federal, state and tribal rules, regulations and laws.
- e. Establish a partnership that shall expedite the sharing of information about innovative models for providing full working day, full-calendar year early childhood services for early childhood development programs.
- f. Establish partnerships between all early childhood education programs to improve instruction and classroom environment; including, parent training, family literacy and Dine' culture and language instruction.
- g. Providing educational and technical assistance to Navajo Head Start staff to infuse the Navajo language into the daily instruction of Head Start children at all Centers.
- h. Develop policies, procedures, service delivery plans, training plans, flow charts, and forms for implementation of Navajo language into the curriculum of the Navajo Head Start Program in conjunction to the Navajo Nation Program Performance Criteria - Form 2.
- i. Primary point of contact between all early childhood development programs; including the Navajo Head Start Policy Council and Local Parent Committees in meeting guidelines and regulations as established by the Head Start Program Performance Standards.
- j. Ensure that elected parents and community representatives are actively involved with the Navajo Head Start services and activities that benefit children, pregnant women and families.
- k. Ensure parents are provided educational opportunities, shared governance experience, fatherhood initiatives are implemented and encouraged, literacy services, parent involvement, and are provided available resource centers.



structured and supportive to the Navajo Head Start mission, vision and philosophy; this system will assist teaching staff to meet job requirements that include formal college course work, in-service training, and individualized coaching to support appropriate teaching methodologies.

c. Information Technology

- i. Responsible for Internet and transmission services by providing satellite and wireless services for staff, including, but not limited to, a Web site, work station, electronic mail and on-going computer training.
- ii. Handle all computer technology-related hardware and software configurations, setup, installation, upgrades, development of applications and technical assistance.
- iii. Establish a strategic plan to advance the technological capabilities of the program at the Central office, Regional offices and Centers.
- iv. Responsible for daily maintenance and operation of all computer equipment.

d. Support Services

- i. Responsible for the management, coordination and assignment of all Navajo Head Start, Early Head Start and home-based purchased and leased buses, vehicles, utility trucks and construction equipment.
- ii. Ensure compliance for reporting requirements, such as accidents, damages and/or violations, vehicle inspections, routine maintenance, daily pre-trip inspection, and appropriate recommendations for solution.
- iii. Require vehicles used to be equipped with a communication system, safety equipment, first aid kit, seat belt cutter, and ensure height-weight appropriate child safety restraints.
- iv. Responsible for maintaining and improving facilities to ensure compliance with Federal, State and Tribal health and safety standards, meeting all applicable building codes and regulations, electrical, plumbing, and mechanical codes.
- v. Determine applicable and acceptable codes, guidelines, and standards in the area of new facility construction.
- vi. Ensure that applicable standards are upheld in the construction process in compliance with procurement standards.
- vii. Ensure the results of community need assessments determine where facilities will be located.

policies and procedures established by the Navajo Nation Office of the Controller Division of Finance and required-applicable Federal rules and regulations.

- c. Provide oversight of fiscal monitoring, evaluation, compliance, implementation and enforcement of all Federal, State and Tribal policies, procedures and regulations.
  - d. Monitor the operation of the Navajo Head Start program by establishing internal controls to effectively provide training & technical assistance relating to renewal of financial assistance, request for required Cash Match and supplemental funding.
  - e. Maintain accountability of all financial transactions in accordance with 2 Part 200 CFR, Uniform Guidance and the Office of Head Start Performance Standards.
2. Human Resource Management (HRM)- Administrative Services (AS): shall be responsible for the following:
- a. Human Resources
    - i. Responsible for all NHS personnel matters ~~regarding Navajo Head Start~~ and ensure compliance with the Navajo Nation Personnel Policies Manual (NNPPM) and where applicable, the Collective Bargaining Agreement for Union employees.
    - ii. Ensure that staff, consultants and volunteers abide by the program's standards of conduct, annual performance review, health examination that include screening for communicable diseases and periodic re-examination in accordance with Federal, State and Tribal laws.
    - iii. Assure that all staff, regular volunteers, and consultants are screened and meet certification requirements including fingerprinting, Federal, State, and Tribal background checks, ~~and have regular contact with children.~~
  - b. Professional Development
    - i. Ensure that the Navajo Head Start program has well-trained and qualified staff that possess an Associate of Arts Degree (AA), Bachelor of Science or Arts Degree (BS/BA), or Master of Arts Degree (MA) in the field of early childhood or education.
    - ii. Ensure a high quality workforce in meeting the federal compliance with in the Head Start Act.
    - iii. Ensure teaching staff will perform their jobs effectively and efficiently by meeting the changing needs of children and families.
    - iv. Establishment of a system that supports staff in continuous learning that is



- iii. Navajo Head Start Center: Navajo Head Start shall have Navajo Head Start Centers at such locations or places within and/or around the Navajo Nation. The Centers shall be responsible for providing direct services to children (ages ~~zero~~ three to 5 five years old) and to participating families within their service areas.
- iv. Navajo Early Head Start Center: Navajo Head Start shall have Navajo Early Head Start Centers at such locations or places within and/or around the Navajo Nation. The Centers shall be responsible for providing direct services to children (prenatal to three years old) and to participating families within their service areas.
- v. ~~Home Education and/or Home-Based:~~ Navajo Head Start will provide a Teacher and/or Paraprofessionals to work with parents to provide comprehensive services to children, pregnant women and families through home visits and group socialization activities.
- vi. ~~All Navajo Head Start office and Center employees shall report to the Administrative Regional Managers through their appropriate supervisors in accordance with the Plan of Operation, the Navajo Nation Personnel Policies Manual, and the United Mine Workers of America and Navajo Head Start Collective Bargaining Agreement.~~
- vi. The Navajo Head Start shall collaborate with the Navajo Nation Head Start Policy Council (NNHSPC) to secure and exercise certain authorities and responsibilities as prescribed by 45 CFR Part 1301.1-6, Program Governance and the Head Start Performance Standards.

### 3. Organizational Chart

- a. The organizational chart of the Navajo Head Start is attached and incorporated herein as Exhibit A ~~Central Administration, and Exhibit B Regional Administration.~~

## SECTION V. AUTHORITY AND RESPONSIBILITIES

The Program, under the general supervision of the Assistant Superintendent of Navajo Head Start ~~Superintendent of Navajo Head Start~~ has the authority to oversee the following:

- 1. ~~Fiscal Management (FM)~~ Financial Services (FS): shall be responsible for the following:
  - a. All financial transactions ~~matters and issues~~ pertaining to the Navajo Head Start program.
  - b. Ensure all Navajo Head Start staff and offices/centers comply with all applicable

professional, technical and clerical positions as needed to carry out the organization purpose(s) as stated herein. Additional positions shall be acquired in accordance with applicable Personnel Policies & Procedures and applicable budget rules established for conducting the annual Navajo Nation budget process.

- ~~e. The Navajo Head Start shall have appropriate staff to administer the duties and responsibilities of the Navajo Head Start and Early Head Start programs and shall be under the supervision of the Superintendent of Navajo Head Start.~~
- ~~d. The Superintendent of Navajo Head Start shall hire additional personnel as needed to carry out the organization purpose, restructuring processes and Plan of Operation. Additional positions shall be acquired in accordance with the duly approved Navajo Nation Personnel Policies Manual and within applicable budget rules established for conducting the annual Navajo Nation budget process.~~
- ~~e. All personnel shall be employed and compensated in accordance with applicable Navajo Nation Personnel Policies Manual.~~

## 2. Organization

- a. The Navajo Head Start shall include the following offices and programs that the Assistant Superintendent-Superintendent of Navajo Head Start will administer. The Assistant Superintendent-Superintendent of Navajo Head Start will have the responsibility for daily operations and supervision of all employees.
  - i. Central Administration Office: The principal place and headquarters of business for the Navajo Head Start program (Executive Administration) will be located at Window Rock, Navajo Nation (Arizona). The Directors (Administrative Services, Financial Services, and Educational Services), Line Managers (Human Resources, Fiscal, School Readiness, Family & Community Services, Quality Assurance and Sr. Administrative Service Officer, under the direction of the Assistant Superintendent of Navajo Head Start, Superintendent of Navajo Head Start shall be responsible for administering and supervising employees and services to eligible children and families at all Navajo Head Start Program Regional Offices and Navajo Head Start Centers within their respective areas.
  - ii. Regional Offices: Navajo Head Start shall have regional offices at locations within the Navajo Nation to oversee the activities of the Navajo Head Start. The Administrative Regional Managers Director of Educational Services, under the supervision of the Superintendent of Navajo Head Start Assistant Superintendent of Navajo Head Start, are is responsible for administering and supervising employees and services to eligible children and families at all the Navajo Head Start Program Regional Offices and ~~Early~~ Navajo Head Start and Early Head Start Centers within their respective areas.



families.

8. To coordinate all programs that provide high-quality early childhood development services to focus on training, technical assistance; and obtain grants through competitive bidding to improve the quality of existing early childhood development services.
9. Administer Navajo Head Start/Early Head Start program activities in accordance with local, state, and federal applicable laws and regulations, including local needs and priorities, and maintaining program accountability.
10. Increase the availability of comprehensive early childhood development programs through access to various types of providers and services.
11. With close coordination of all early childhood development programs, increase the quality of comprehensive early childhood services through training and technical assistance to early childhood providers, individualization and measuring child performance and outcome. Ensure that the environment of care is conducive to the growth and development of a well-rounded individual to be school-ready. In close coordination with all early childhood development programs, provide disability services to children with suspected or identified special needs.
12. In close coordination with all early childhood development programs, implement a quality comprehensive program that will serve the educational, nutritional, medical, dental, and mental health aspects of each child.
13. In close coordination with early childhood development programs, implement appropriate researched-based curriculum and assessments for instruction in the Dine' language and culture for all children.
14. Encourage all early childhood programs to collaborate with other entities involved with health care, welfare, education, community service, family literacy, disabilities services, training & professional development, and referral services that should meet the needs of low-income children and families.

#### SECTION IV. STAFFING AND ORGANIZATION

##### 1. Staffing

- a. ~~The Navajo Head Start shall be administered by the Superintendent of Head Start~~ Assistant Superintendent shall be under the general direction and guidance of the Superintendent of Schools of the Department of Diné Education, who shall be hired in accordance with the Navajo Nation Personnel Policies Manual and in accordance with 45 CFR Part 1302.90-91.
- b. The Assistant Superintendent shall be authorized to recommend additional



2. To provide children with opportunities inclusive of, but not limited to, access to and utilization of necessary medical, dental and nutritional services, as well as experiences which encourage and stimulate approaches to ~~utilization of necessary medical, dental and nutritional services, as well as experiences which encourage and stimulate growth~~ approaches to learning, social and emotional development, language and literacy, cognition, perceptual, motor, and physical development.
3. To coordinate, collaborate and partner with other programs/departments and other community stakeholders; including local educational agencies and businesses, in strategizing and planning for delivery of services for continual program improvement; and other appropriate activities to provide planning, construction and maintenance of facilities that will meet the needs of communities and programs for local children and their families.
4. To provide comprehensive and quality services for eligible children and their families enrolled with Navajo Head Start and Early Head Start (center and ~~home base/home education home-based~~) by implementation of learning experiences that advance the intellectual and physical development of children that include: implementing the Head Start Early Learning Framework For School Readiness of children for instilling literacy, ~~and~~ phonemic print, and numeric awareness; their understanding and use of language; their understanding and use of increasingly complex and varied vocabulary; and appreciation of books and problem solving abilities as dual language learners.
5. To foster continuous improvement in the quality of the Navajo Head Start services, participate in research, demonstration and evaluation activities that will compare individual education achievement, social adaptation and health status of the children, ~~b~~By comparing the difference of income levels, outcomes related to cognitive, social-emotional, behavioral and academic development, school readiness and other improvement necessary to enable participating children and their families to succeed in school. The results of these analysis, reporting and linkages will be disseminated to an appropriate panel of experts in program evaluation, research, education and early childhood programs.
- ~~6. To provide eligible children and families with the opportunity to choose the type of program structure that best suits their needs: center based and/or home education/home based and conversions.~~
6. To provide eligible children and families with an affordable means of comprehensive early childhood services while they are working, in school or attending training.
- ~~8. To increase the quality of comprehensive early childhood services and the opportunity for families to choose the type of services that best suits their needs: center based and/or home based/home education services.~~
7. To provide an environment that is healthy, safe, accessible, pleasant, comfortable, age-appropriate, culturally sensitive, and responsible to the individual needs of children and



**DEPARTMENT OF DINE' EDUCATION**  
**NAVAJO HEAD START**  
**PLAN OF OPERATION**

**SECTION I. ESTABLISHMENT OF NAVAJO HEAD START**

~~There is hereby established the Navajo Head Start within the Department of Diné Education of the Navajo Nation Executive Branch. The Head Start program was established in 1964, under the War on Poverty by United States President Lyndon B. Johnson, resulting from the Economic Opportunity Act of 1964. The enactment of the law implemented Head Start programs throughout the United States, and in 1965 the Head Start Program was established on the Navajo Nation pursuant to 45 CFR Part 1301-1305, Head Start Act 2007, Public Law 110-134 "Improving Head Start for School Readiness Act of 2007" and Guidance: Head Start Program Performance Standards and other regulations. Head Start is a national program that promotes school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social, and other services to enrolled children and families. The basic intent of the legislation and the program was to combat poverty, which was identified to be the main contributor to the economic instability of low-income families in the nation.~~

~~The Government Services Committee of the Navajo Nation Council established the Department of Head Start (DOHS) in 2001 by Resolution No. GSCAP-35-01. In 2004, the Government Services Committee of the Navajo Nation Council established the Department of Early Childhood Development by resolution No. GSCJN-12-04. The Head Start and Early Head Start are two programs under the Navajo Head Start Program of the Department of Dine' education within the Executive Branch of the Navajo Nation Government.~~

**SECTION II. PURPOSE**

The purpose of Navajo Head Start (NHS) is to provide comprehensive and quality early childhood development services to all children and families of the Navajo Nation.

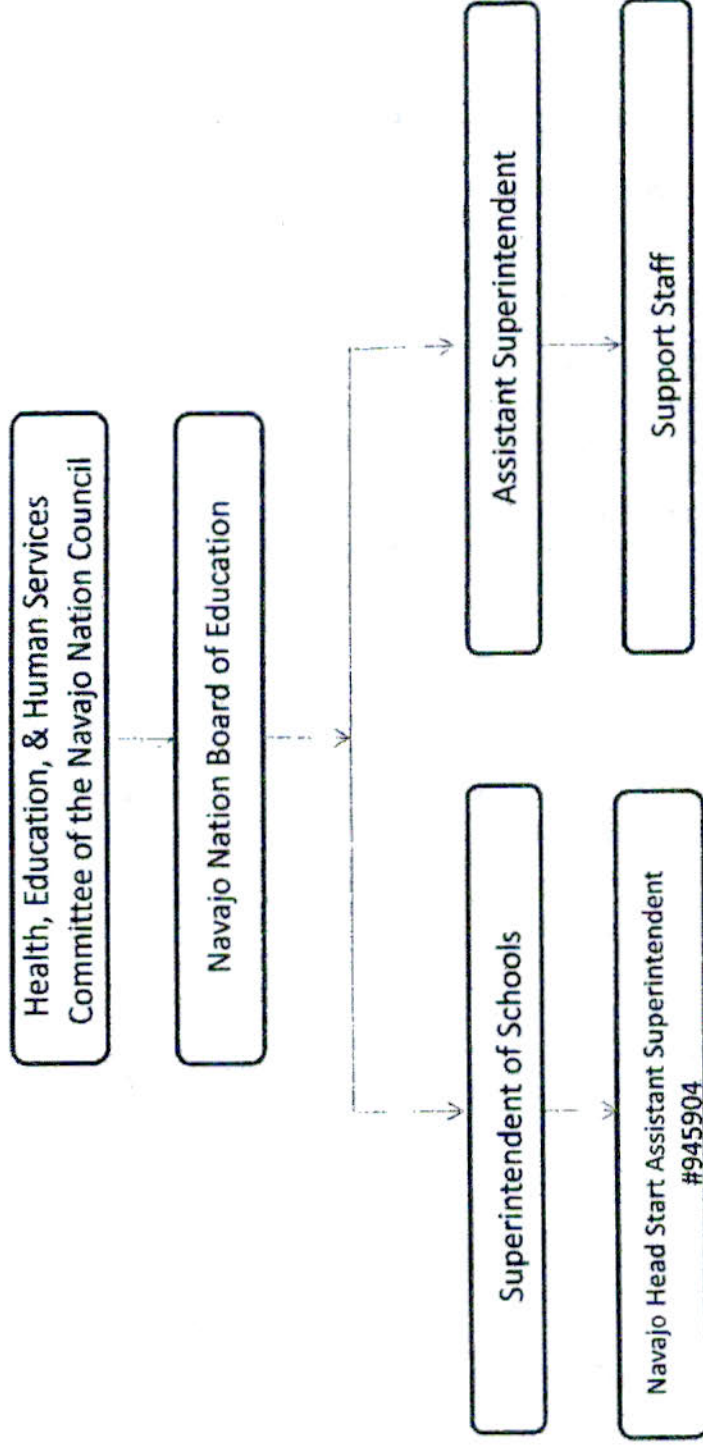
**SECTION III. GOALS**

The goals of Navajo Head Start shall be:

1. To provide continuity of comprehensive early childhood services for all children, transitioning from infancy to a formal educational classrooms, and to their families by providing full-day, year-round comprehensive services.

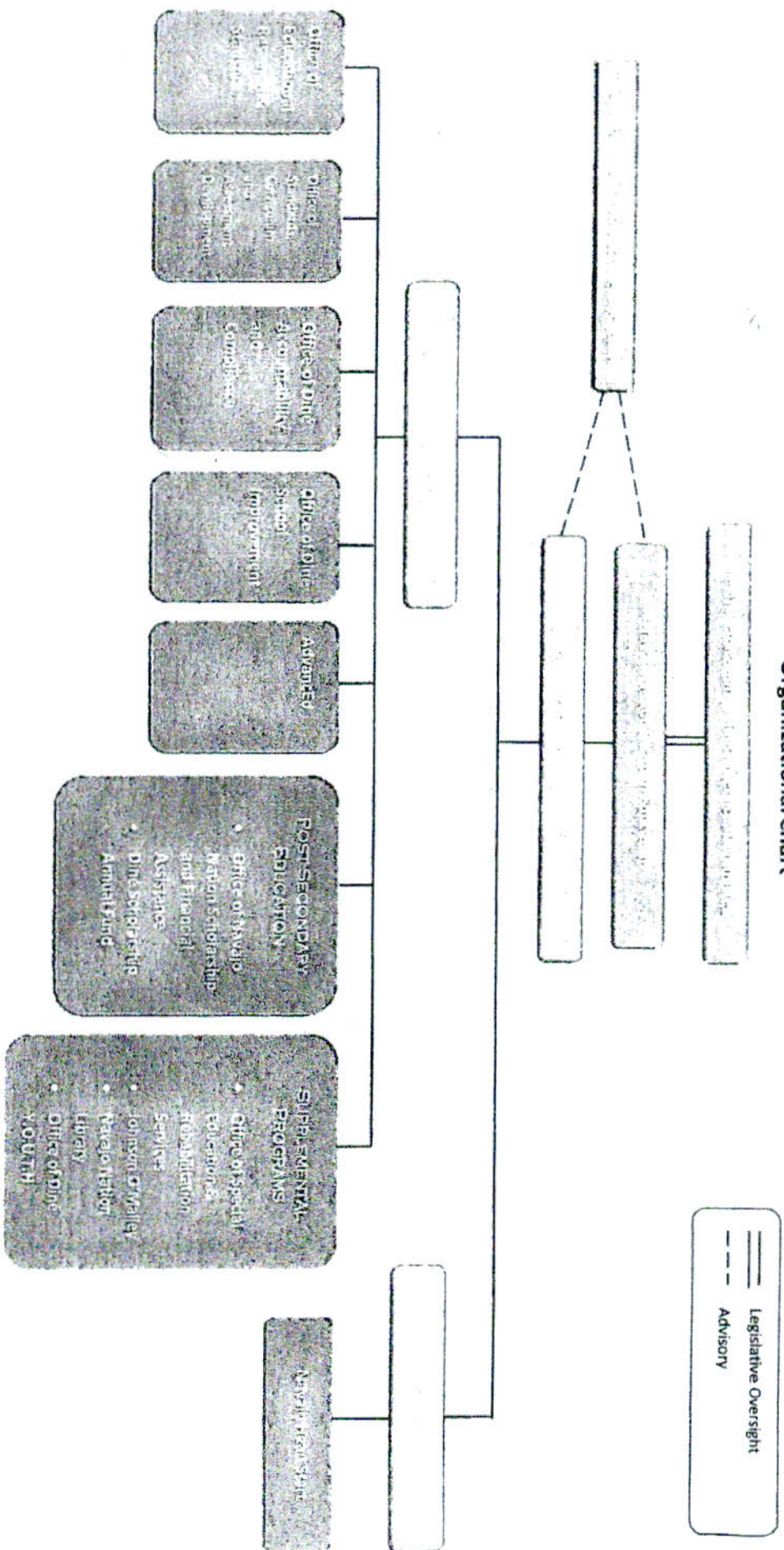
# Department of Diné Education

## Administration - Organization Chart





THE NAVAJO NATION  
Department of Diné Education  
Organizational Chart

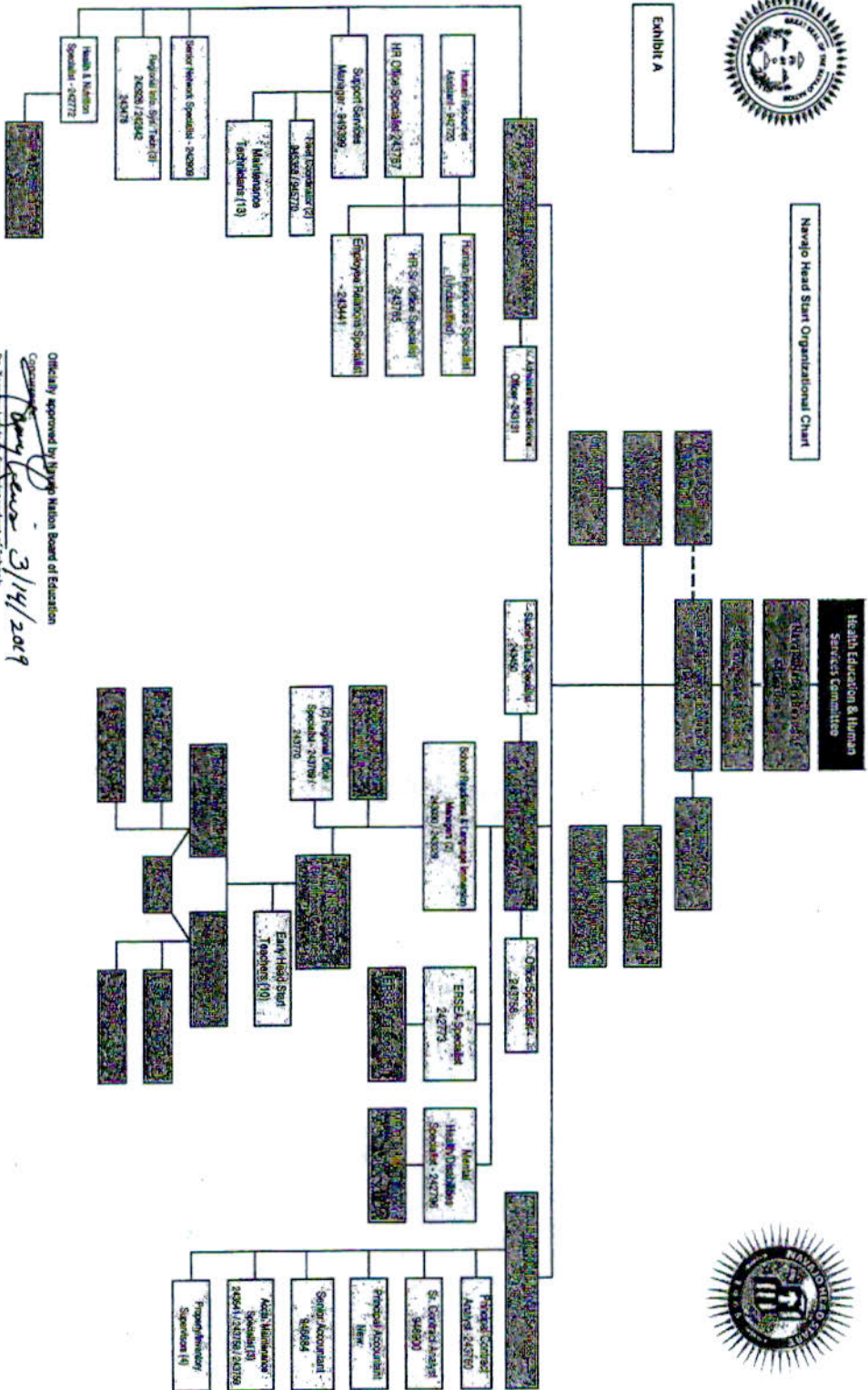




Navajo Head Start Organizational Chart



Exhibit A





FY 2020

# THE NAVAJO NATION PROGRAM BUDGET SUMMARY

 Page 1 of 1  
BUDGET FORM 1

PART I. Business Unit No.: 119032		Program Title: Navajo Head Start		Division/Branch: CODE/ Executive	
Prepared By: Janell Begay		Phone No.: 928-871-6902		Email Address: jebegay@navajo-nsn.gov	

PART II. FUNDING SOURCE(S)		Fiscal Year	Amount	% of Total
General Funds		10/1/2019-9/30/2020	5,709,369.18	100%





PART III. BUDGET SUMMARY		Fund Type Code	Original Budget	Proposed Budget	Difference (Column B - A)
2001	Personnel Expenses	1	4,002,573	3,591,970	(410,603)
3000	Travel Expenses	1		33,157	33,157
3500	Meeting Expenses				0
4000	Supplies	1		23,296	23,296
5000	Lease and Rental	1		49,235	49,235
5500	Communications and Utilities	1		252,127	252,127
6000	Repairs and Maintenance	1		18,002	18,002
6500	Contractual Services	1		72,877	72,877
7000	Special Transactions	1	39,036	44,132	5,096
8000	Public Assistance				0
9000	Capital Outlay				0
9500	Matching Funds		2,291,724	1,624,573	(667,151)
9500	Indirect Cost				0
<b>TOTAL</b>			<b>\$6,333,333.00</b>	<b>5,709,369.18</b>	<b>(623,964)</b>

PART IV. POSITIONS AND VEHICLES		(D)	(E)
Total # of Positions Budgeted:		89	89
Total # of Vehicles Budgeted:		0	0

PART V. I HEREBY ACKNOWLEDGE THAT THE INFORMATION CONTAINED IN THIS BUDGET PACKAGE IS COMPLETE AND ACCURATE.

Dr. Elvira Bitsoi, Assistant Superintendent of NHS SUBMITTED BY: Program Manager's Printed Name 	Dr. Tommy Lewis Jr., Superintendent of Schools APPROVED BY: Division Director/Branch Chief's Printed Name 
SUBMITTED BY: Program Manager's Signature and Date 	APPROVED BY: Division Director/Branch Chief's Signature and Date 

# THE NAVAJO NATION PROGRAM PERFORMANCE CRITERIA

FY 2020

<b>PART I. PROGRAM INFORMATION:</b>		Business Unit No.: <u>119032</u>		Program Name/Title: <u>Navajo Head Start/ Dine Navajo Language Immersion</u>	
<b>PART II. PLAN OF OPERATION/RESOLUTION NUMBER/PURPOSE OF PROGRAM:</b>					
NHS will pay and clean FY 2018 outstanding invoices to operate all Head Start Centers within Navajo Nation. NHS will provide comprehensive quality service; provide learning environment for our Navajo Children.					
<b>PART III. PROGRAM PERFORMANCE CRITERIA:</b>					
1. Goal Statement: Program meet funded enrollment	1st QTR		2nd QTR		4th QTR
	Goal	Actual	Goal	Actual	Goal
Program Performance Measure: meet up 1426 funded enrollment at the end of first quarter.	1,426		1,426		1,426
2. Goal Statement: Restructure remaining field staff by end of 4th quarter, or up to 30 staff per quarter.	60		60		n/a
Program Performance Measure: Complete restructure of 60 field level staff.	60		60		n/a
3. Goal Statement: Create four (4) new community partnerships with local and/or national resources to support NHS	1		1		1
Program Performance Measure: Create one (1) new partnership per quarter measured by MOA/MOU execution	1		1		1
4. Goal Statement: Maintain accountability to the Governing Body of NHS.	3		3		3
Program Performance Measure: Report to Governing Body of NHS	3		3		3
5. Goal Statement: Enable NHS staff with awareness and rules/regulations of sexual harrassment, bullying and code	2		2		2
Program Performance Measure: NHS staff, Policy Council & Board of Eudcation to receive training	2		2		2

**PART IV. I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION HAS BEEN THOROUGHLY REVIEWED.**

Dr. Elvira Bitsoi, Assistant Superintendent of NHS

Program Manager's Printed Name Elvira Bitsoi 6/24/19

Program Manager's Signature and Date [Signature] 6/24/19

Dr. Tommy Lewis Jr., Superintendent of Schools

Division Director/Branch Chief's Printed Name Tommy Lewis Jr. 6/24/19

Division Director/Branch Chief's Signature and Date [Signature] 6/24/19



**THE NAVAJO NATION**

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FY 2020

**LISTING OF POSITIONS AND ASSIGNMENTS BY BUSINESS UNIT**

**BUDGET FORM 3**

SUB ACCT	POS NO	JOB TYPE	POSITION TITLE	EMP ID	WRKSITE CODE	FY 2019 ACTUAL		FY 2020 PROPOSED	
						G/S	SALARY	HOURS	BUDGET
1007	945492	1364	Office Assistant	243972	WIN	AW56	23,068.00	2096	23,789.60
1008	242682	3640	Head Start Teacher	VACANT	TSA	AW61	32,718.4	1392	24,025.92
1017	243397	3679	HS Mental Health & Disab Liats	VACANT	FDA	AW63	38,875.00	2096	42,540.72
1018	243015	3668	HS Paraprofessional	153473	FLK	AW60	25,328.16	1392	22,258.08
1024	243040	3668	HS Paraprofessional	151112	RDR	AW60	25,328.16	480	22,258.08
1027	243959	599	Unclassified Title	VACANT	CHI			2096	50,618.40
1028	242915	3658	HS School Readiness Coach	VACANT	WIN	AW66	50,086.40	2096	54,852.32
1029	945088	4145	Head Start Bus Driver	VACANT	BKM	AW59	27,539.20	1392	20,420.64
1030	945563	4145	Head Start Bus Driver	274301	FLK	AW59	23,237.28	1392	20,420.64
1032	242664	4145	Head Start Bus Driver	VACANT	TSA	AW59	27,539.20	1392	20,420.64
1037	949198	4145	Head Start Bus Driver	132171	ANT	AW59	17,956.08	1392	20,420.64
1038	243448	3684	HS Regional Partnership Coord.	356314	WIN	AW64	53,102.40	2096	53,510.88
1039	243449	3648	HS Regional Partnership Coord.	VACANT	CHI	AW64	43,804.80	2096	53,510.88
1042	945615	3659	HS Classroom Teacher	VACANT	CHI	AW64	42,390.40	1392	30,832.80
1043	243960	599	Unclassified Title	VACANT	CHI			2096	50,618.40
1045	243961	599	Unclassified Title	VACANT	WIN			2096	46,426.40
1049	949179	3659	HS Classroom Teacher	323093	ANT	AW64	27,111.60	1392	30,832.80
1051	945096	3640	Head Start Teacher	VACANT	BKM	AW61	32,718.40	1392	24,025.92
1073	243468	3659	HS Classroom Teacher	VACANT	CHI	AW64	42,390.40	1392	30,832.80
1074	243469	3668	HS Paraprofessional	VACANT	CHI	AW60	31,616.00	1392	22,258.08
1075	243470	4145	Head Start Bus Driver	VACANT	CHI	AW59	27,539.20	1392	20,420.64
1096	243095	3668	HS Paraprofessional	206420	BLE	AW60	25,328.16	1392	22,258.08
1099	243098	3668	HS Paraprofessional	190465	TSA	AW60	19,571.76	1392	22,258.08
1102	243777	599	Unclassified Title	VACANT	CHI			2096	50,618.40
1107	243017	3668	HS Paraprofessional	VACANT	BKM	AW60	31,616.00	1392	22,258.08
1108	942491	4015	Property Supervisor	VACANT	CHI	AR61A	32,739.20	2096	36,176.96
1138	945380	3640	Head Start Teacher	224419	RLK	AW61	25,544.80	1392	24,025.92
1139	945381	3659	HS Classroom Teacher	VACANT	RKS	AW64	42,390.40	1392	30,832.80
1157	243339	3668	HS Paraprofessional	204890	RLK	AW60	23,665.20	1392	22,258.08
1159	243103	3668	HS Paraprofessional	360772	RKS	AW60	23,665.20	1392	22,258.08
1168	945442	4145	Head Start Bus Driver	128630	RLK	AW59	23,237.28	1392	20,420.64
1177	945044	4145	Head Start Bus Driver	151204	NSC	AW59	23,237.28	1392	20,420.64
1180	945308	4145	Head Start Bus Driver	VACANT	RRC	AW60	27,539.20	1392	20,420.64
1181	945350	4145	Head Start Bus Driver	VACANT	RKS	AW61	27,539.20	1392	20,420.64
1183	945031	3659	HS Classroom Teacher	118540	NSC	AW64	32,782	1392	30,832.80
1185	945238	3659	HS Classroom Teacher	227823	RRC	AW64	47,382.40	1392	30,832.80
1198	243451	599	Unclassified Title	VACANT	WIN			2096	36,176.96
1200	244406	500	Temporary Employee	VACANT	NNW			1224	16,487.28
1207	243106	3668	HS Paraprofessional	347504	STM	AP60A	22,496.00	1392	22,258.08



**THE NAVAJO NATION**

FY 2020

**LISTING OF POSITIONS AND ASSIGNMENTS BY BUSINESS UNIT**

1215	242968	3668	HS Paraprofessional	347306	NSC	AW60	23,665.20	1392	22,258.08
1222	243382	3668	HS Paraprofessional	241453	RRC	AW60	23,665.20	1392	22,258.08
1226	243778	3658	HS School Readiness Coach	15991	CHI	AW66	48,857.60	2096	54,852.32
1253	945029	3659	HS Classroom Teacher	150441	CAR	AW64	27,111.60	1392	30,832.80
1296	945271	3640	Head Start Teacher	188630	BCN	AW61	25,544.80	1392	24,025.92
1309	240250	3658	HS School Readiness Coach	18030	SRN	AW66	46,059.20	2096	54,852.33
1319	243156	3668	HS Paraprofessional	172266	BCN	AW60	25,328.16	1392	22,258.08
1323	243159	3649	HS ERSEA & FAM ENG Lias.	VACANT	SRN	AW63	38,875.20	2096	42,590.72
1336	942494	4015	Property Supervisor	157191	SRN	AW61	35,900.80	2096	36,176.96
1364	945145	3640	Head Start Teacher	VACANT	KAI	AW61	32,718.40	1392	24,025.92
1368	242973	3668	HS Paraprofessional	150673	TNL	AW60	25,328.16	1392	22,258.08
1374	945160	3659	HS Classroom Teacher	VACANT	TNL	AW64	42,390.40	1392	30,832.80
1376	243026	3668	HS Paraprofessional	1535415	DLC	Aw64	25,328.16	1392	22,258.08
1378	945165	3659	HS Classroom Teacher	VACANT	TCA	AW64	42,390.40	1392	30,832.80
1379	242607	3659	HS Classroom Teacher	348864	HDR	AW64	32,782.00	1392	30,832.80
1384	243116	3668	HS Paraprofessional	353680	LEU	AW60	23,665.20	1392	22,258.08
1385	243117	3668	HS Paraprofessional	VACANT	TCA	AW60	31,616.00	1392	22,258.08
1387	243237	3668	HS Paraprofessional	311440	HDR	AW60	23,665.20	1392	22,258.08
1388	243340	3668	HS Paraprofessional	VACANT	KAI	AW60	31,616.00	1392	22,258.08
1390	945193	4145	Head Start Bus Driver	VACANT	HDR	AW59	27,539.20	1392	20,420.64
1400	945227	4145	Head Start Bus Driver	286070	KAI	AW59	23,237.28	1392	20,420.64
1405	947464	4145	Head Start Bus Driver	VACANT	TNL	AW59	27,539.20	1392	20,420.64
1407	947466	4145	Head Start Bus Driver	VACANT	TCA	AW59	27,539.20	1392	20,420.64
1411	945164	3640	Head Start Teacher	VACANT	GAP	AW61	32,718.40	1392	24,025.94
1419	242609	4145	Head Start Bus Driver	VACANT	TCA	AW59	27,539.20	1392	20,420.64
1426	941959	3640	Head Start Teacher	135339	TNL	AW61	27,339.84	1392	24,025.92
1428	243166	4077	Maintenance Tech	VACANT	KAY	AR60A	30,035.20	2096	33,515.04
1429	243236	4077	Maintenance Tech	VACANT	TCA	AR60A	30,035.20	2096	33,515.04
1430	243089	3659	HS Classroom Teacher	VACANT	KAY	AW64	42,390.40	1392	30,832.80
1431	243118	3668	HS Paraprofessional	246604	KAY	AW60	23,665.20	1392	22,258.08
1432	243341	4145	Head Start Bus Driver	VACANT	KAY	AW59	27,539.20	1392	20,420.64
1444	243123	3668	HS Paraprofessional	VACANT	TCA	AW60	31,616.00	1392	22,258.08
1448	243169	3649	HS ERSEA & FAM ENG Lias.	359574	TCA	AW63	35,763.20	2096	42,590.72
1449	949004	4015	Property Supervisor	204616	WIN	AW61	35,900.80	2096	36,176.96
<b>Subtotal:</b>									<b>2,108,410.75</b>

1200	500	Temporary Employee Sr. Prog. Spc	VACANT	NNW	1224	34,908.48
1200	500	Temporary Employee Prog. Proj. Spc	VACANT	NNW	1224	24,871.68
1200	500	Temporary- HS Sch. Read. Coach	VACANT	NNW	1224	32,032.08
1200	500	Temporary- Legislative Analyst	VACANT	NNW	1224	32,032.08



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LISTING OF POSITIONS AND ASSIGNMENTS BY BUSINESS UNIT

BUDGET FORM 3

1200	500	Temporary- Maintenance Tech	VACANT	NNW	1224	19,571.76
1200	500	Temporary- Labor	VACANT	NNW	1224	13,892.40
1200	500	Temporary- Labor	VACANT	NNW	1224	13,892.40
1200	500	Temporary- Labor	VACANT	NNW	1224	13,892.40
1200	500	Temporary- Labor	VACANT	NNW	1224	13,892.40
1200	500	Temporary- Office Assistant	VACANT	NNW	1224	16,487.28
1200	500	Temporary- Office Assistant	VACANT	NNW	1224	16,487.28
1200	500	Temporary- Office Specialist	VACANT	NNW	1224	16,487.28
1200	500	Temporary- HS HR Assistant	VACANT	NNW	1224	19,571.76
1200	500	Temporary- HS HR Assistant	VACANT	NNW	1224	19,571.76
1200	500	Temporary-Account Main. Spc.	VACANT	NNW	1224	16,487.28
1200	500	Temporary-Account Main. Spc.	VACANT	NNW	1224	16,487.28

Subtotal:

320,565.60

Business Unit Total: 1,079,401.20

2,428,976.35

FY 2020

# The Navajo Nation

## Listing of Positions and Assignments by Business Unit

Updated by (DPM Use Only)

Date

SUB ACCT	POS NO	JOB TYPE	POSITION TITLE	WKSITE	EMP ID	CODE	FY 2019 ACTUAL G/S	SALARY	HOURS	FY 2020 PROPOSED BUDGET PERIOD	BUDGET
119032			NAVAJO HEAD START - WINDOW ROCK								
1007	945492	1364	OFFICE ASSISTANT	243972		WIN	AW56	23,608.00	2,080	10/01/2019 - 09/30/2020	23,608.00
									2096		23,789.64
1008	242682	3640	HEAD START TEACHER	VACANT		TSA	AW61	32,718.40	1,616	10/01/2019 - 09/30/2020	32,718.00
									1392		24,025.92
1013	945536	3659	HS CLASSROOM TEACHER	349642		RDR	AW64	32,782.00	488	10/01/2019 - 09/30/2020	32,782.00
									0		0
1017	243397	3679	HS MENTAL HEALTH & DISAB LIAIS	VACANT		FDA	AW63	38,875.20	2,080	10/01/2019 - 09/30/2020	38,875.00
									2096		42,540.72
1018	243015	3668	HS PARAPROFESSIONAL	153473		FLK	AW60	25,328.16	1,616	10/01/2019 - 09/30/2020	25,328.00
									1392		22,258.08
1024	243040	3668	HS PARAPROFESSIONAL	151112		RDR	AW60	25,328.16	480	10/01/2019 - 09/30/2020	25,328.00
									1392		22,258.08
1025	243041	3668	HS PARAPROFESSIONAL	318293		RDR	AW60	19,571.76	480	10/01/2019 - 09/30/2020	19,572.00
									0		0
1027	243959	0599	UNCLASSIFIED TITLE	VACANT		CHI			1,576	10/01/2019 - 09/30/2020	38,060.00
									2096		50,618.40
1028	242915	3658	HS SCHOOL READINESS COACH	VACANT		WIN	AW66	50,086.40	1,584	10/01/2019 - 09/30/2020	50,086.00
									2096		54,852.32
1029	945088	4145	HEAD START BUS DRIVER	VACANT		BKM	AW59	27,539.20	1,616	10/01/2019 - 09/30/2020	27,539.00
									1392		20,420.64
1030	945563	4145	HEAD START BUS DRIVER	274301		FLK	AW59	23,237.28	1,616	10/01/2019 - 09/30/2020	23,237.00



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# The Navajo Nation

## Listing of Positions and Assignments by Business Unit

Updated by (DPM Use Only)

Date

SUB ACCT	POS NO	JOB TYPE	POSITION TITLE	EMP ID	WKSITE CODE	FY 2019 G/S	ACTUAL SALARY	HOURS	FY 2020 PROPOSED BUDGET PERIOD	BUDGET
1032	242664	4145	HEAD START BUS DRIVER	VACANT	TSA	AW59	27,539.20	1,616	10/01/2019 09/30/2020	20,420.64
1037	949198	4145	HEAD START BUS DRIVER	132171	ANT	AW59	17,956.08	480	10/01/2019 09/30/2020	20,420.64
1038	243448	3684	HS REGIONAL PARTNERSHIP COOR	356314	WIN	AW64	53,102.40	2,080	10/01/2019 09/30/2020	20,420.64
1039	243449	3684	HS REGIONAL PARTNERSHIP COOR	VACANT	CHI	AW64	43,804.80	2,096	10/01/2019 09/30/2020	53,510.88
1042	945615	3659	HEAD START CLASSROOM TEACHER	VACANT	FLK	AW64	42,390.40	1,616	10/01/2019 09/30/2020	53,510.88
1043	243960	0599	UNCLASSIFIED TITLE	VACANT	CHI			1,576	10/01/2019 09/30/2020	30,832.80
1045	243961	0599	UNCLASSIFIED TITLE	VACANT	WIN			2,008	10/01/2019 09/30/2020	50,618.40
1049	949179	3659	HS CLASSROOM TEACHER	323093	ANT	AW64	27,111.60	2,008	10/01/2019 09/30/2020	46,426.40
1051	945096	3640	HEAD START TEACHER	VACANT	BKM	AW61	32,718.40	1,616	10/01/2019 09/30/2020	32,718.00
1070	243090	3659	HS CLASSROOM TEACHER	256119	BLE	AW64	35,085.60	480	10/01/2019 09/30/2020	24,025.92
1072	243091	4145	HEAD START BUS DRIVER	VACANT	BLE	AW59	27,539.20	480	10/01/2019 09/30/2020	35,086.00



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# The Navajo Nation

## Listing of Positions and Assignments by Business Unit

Updated by (DPM Use Only)

Date

SUB ACCT	POS NO	JOB TYPE	POSITION TITLE	WKSITE	EMP ID	FY 2019 ACTUAL G/S	SALARY	HOURS	FY 2020 PROPOSED BUDGET PERIOD	BUDGET
1073	243468	3659	HS CLASSROOM TEACHER	CHI	VACANT	AW64	42,390.40	1,616	10/01/2019 09/30/2020	42,390.00
								1392		30832.80
1074	243469	3668	HS PARAPROFESSIONAL	CHI	VACANT	AW60	31,616.00	1,616	10/01/2019 09/30/2020	31,616.00
								1392		22258.08
1075	243470	4145	HEAD START BUS DRIVER	CHI	VACANT	AW59	27,539.20	1,616	10/01/2019 09/30/2020	27,539.00
								1392		20420.64
1096	243095	3668	HS PARAPROFESSIONAL	BLE	206420	AW60	25,328.16	480	10/01/2019 09/30/2020	25,328.00
								1392		22258.08
1099	243098	3668	HS PARAPROFESSIONAL	TSA	190465	AW60	19,571.76	1,616	10/01/2019 09/30/2020	19,572.00
								1392		22258.08
1102	243777	0599	UNCLASSIFIED TITLE	CHI	VACANT			1,576	10/01/2019 09/30/2020	38,060.00
								2096		50618.40
1107	243017	3668	HS PARAPROFESSIONAL	BKM	VACANT	AW60	31,616.00	1,616	10/01/2019 09/30/2020	31,616.00
								1392		22258.08
1108	942491	4015	PROPERTY SUPERVISOR	CHI	VACANT	AR61A	32,739.20	2,008	10/01/2019 09/30/2020	32,739.00
								2096		36176.96
1138	945380	3640	HEAD START TEACHER	RLK	224419	AW61	25,544.80	1,616	10/01/2019 09/30/2020	25,545.00
								1392		24025.92
1139	945381	3659	HS CLASSROOM TEACHER	RKS	VACANT	AW64	42,390.40	1,616	10/01/2019 09/30/2020	42,390.00
								1392		30832.80
1157	243339	3668	HS PARAPROFESSIONAL	RLK	204890	AW60	23,665.20	1,616	10/01/2019 09/30/2020	23,665.00
								1392		22258.08
1159	243103	3668	HS PARAPROFESSIONAL	RKS	360772	AW60	23,665.20	1,616	10/01/2019 09/30/2020	23,665.00

Report Date: 6/6/2019 - 9:07:55 AM

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## The Navajo Nation

## Listing of Positions and Assignments by Business Unit

Updated by (DPM Use Only) \_\_\_\_\_ Date \_\_\_\_\_

SUB ACCT	POS NO	JOB TYPE	POSITION TITLE	WKSITE	EMP ID	CODE	FY 2019 ACTUAL G/S	SALARY	HOURS	FY 2020 PROPOSED BUDGET PERIOD	BUDGET
1168	945442	4145	HEAD START BUS DRIVER		128630	RLK AW59		23,237.28	1,616	10/01/2019 09/30/2020	22,258.08
1177	945044	4145	HEAD START BUS DRIVER		151204	NSC AW59		23,237.28	1,584	10/01/2019 09/30/2020	20,420.64
1180	945308	4145	HEAD START BUS DRIVER		VACANT	RRC AW59		27,539.20	1,616	10/01/2019 09/30/2020	20,420.64
1181	945350	4145	HEAD START BUS DRIVER		VACANT	RKS AW59		27,539.20	1,616	10/01/2019 09/30/2020	20,420.64
1183	945031	3659	HS CLASSROOM TEACHER		118540	NSC AW64		32,782.00	1,584	10/01/2019 09/30/2020	32,782.00
1185	945238	3659	HS CLASSROOM TEACHER		227823	RRC AW64		47,382.40	1,896	10/01/2019 09/30/2020	47,382.00
1194	941081	4145	HEAD START BUS DRIVER		VACANT	STB AW59		27,539.20	80	10/01/2019 09/30/2020	20,832.80
1198	243451	0599	UNCLASSIFIED TITLE		VACANT	WIN			0		0
1200	244406	0500	TEMPORARY EMPLOYEE		VACANT	NNW			2,080	10/01/2019 09/30/2020	37,420.00
1207	243106	3668	HS PARAPROFESSIONAL		347504	STM AP60A		22,496.00	320	10/01/2019 09/30/2020	36,176.96
1215	242968	3668	HS PARAPROFESSIONAL		347306	NSC AW60		23,665.20	1,584	10/01/2019 09/30/2020	22,496.00
									1,616	10/01/2019 09/30/2020	22,258.08
									1,584	10/01/2019 09/30/2020	23,665.00
									1,584	10/01/2019 09/30/2020	22,258.08



FY 2020

# The Navajo Nation

## Listing of Positions and Assignments by Business Unit

Updated by (DPM Use Only)

Date

SUB ACCT	POS NO	JOB TYPE	POSITION TITLE	WKSITE CODE	EMP ID	FY 2019 ACTUAL		HOURS	FY 2020 PROPOSED			
						G/S	SALARY		BUDGET PERIOD	BUDGET		
1222	243382	3668	HS PARAPROFESSIONAL		241453	RRC	AW60	23,665.20	1,816	10/01/2019	09/30/2020	23,665.00
									1392			22,258.08
1226	243778	3658	HS SCHOOL READINESS COACH		15991	CHI	AW66	48,857.60	1,744	10/01/2019	09/30/2020	48,858.00
									2096			54,852.32
1243	242928	3668	HS PARAPROFESSIONAL		234357	CAR	AW60	19,571.76	480	10/01/2019	09/30/2020	19,572.00
									0			0
1248	242972	3668	HS PARAPROFESSIONAL		150182	MRA	AW60	25,328.16	480	10/01/2019	09/30/2020	25,328.00
									0			0
1253	945029	3659	HS CLASSROOM TEACHER		150441	CAR	AW64	27,111.60	480	10/01/2019	09/30/2020	27,112.00
									1392			30,832.80
1267	945103	4145	HEAD START BUS DRIVER		150526	SNS	AW59	21,711.60	300	10/01/2019	09/30/2020	21,712.00
									0			0
1273	945042	4145	HEAD START BUS DRIVER		208899	CAR	AW59	23,237.28	480	10/01/2019	09/30/2020	23,237.00
									0			0
1296	945271	3640	HEAD START TEACHER		188630	BCN	AW61	25,544.80	480	10/01/2019	09/30/2020	25,545.00
									1392			24,025.92
1309	240250	3658	HS SCHOOL READINESS COACH		18030	SRN	AW66	46,059.20	2,080	10/01/2019	09/30/2020	46,059.00
									2096			54,852.32
1319	243156	3668	HS PARAPROFESSIONAL		172266	BCN	AW60	25,328.16	480	10/01/2019	09/30/2020	25,328.00
									1392			22,258.08
1323	243159	3649	HS ERSEA & FAM ENG LIAS		VACANT	SRN	AW63	38,875.20	2,080	10/01/2019	09/30/2020	38,875.00
									2096			42,590.72
1336	942494	4015	PROPERTY SUPERVISOR		157191	SRN	AW61	35,900.80	2,080	10/01/2019		35,901.00

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FY 2020

# The Navajo Nation

## Listing of Positions and Assignments by Business Unit

Updated by (DPM Use Only)

Date

SUB ACCT	POS NO	JOB TYPE	POSITION TITLE	WKSITE	EMP ID	CODE	FY 2019 ACTUAL G/S	SALARY	HOURS	FY 2020 PROPOSED BUDGET PERIOD	BUDGET
										09/30/2020	
1364	945145	3640	HEAD START TEACHER			VACANT	AW61	32,718.40	1,616	10/01/2019	36,176.96
										09/30/2020	32,718.00
1368	242973	3668	HS PARAPROFESSIONAL			150673	TNL	25,328.16	1,392	10/01/2019	24,025.92
										09/30/2020	25,328.00
1372	945157	3640	HEAD START TEACHER			353137	KAY	25,544.80	1,392	10/01/2019	22,258.08
										09/30/2020	25,545.00
1374	945160	3659	HS CLASSROOM TEACHER			VACANT	TNL	42,390.40	1,584	10/01/2019	42,390.00
										09/30/2020	42,390.00
1376	243026	3668	HS PARAPROFESSIONAL			153412	DLC	25,328.16	1,392	10/01/2019	30,832.80
										09/30/2020	25,328.00
1378	945165	3659	HS CLASSROOM TEACHER			VACANT	TCA	42,390.40	1,584	10/01/2019	22,258.08
										09/30/2020	42,390.00
1379	242607	3659	HS CLASSROOM TEACHER			346864	HDR	32,782.00	1,616	10/01/2019	30,832.80
										09/30/2020	32,782.00
1384	243116	3668	HS PARAPROFESSIONAL			353680	LEU	23,665.20	1,392	10/01/2019	22,258.08
										09/30/2020	23,665.00
1385	243117	3668	HS PARAPROFESSIONAL			VACANT	TCA	31,616.00	1,584	10/01/2019	31,616.00
										09/30/2020	31,616.00
1387	243237	3668	HS PARAPROFESSIONAL			311440	HDR	23,665.20	1,392	10/01/2019	22,258.08
										09/30/2020	23,665.00
1388	243340	3668	HS PARAPROFESSIONAL			VACANT	KAI	31,616.00	1,596	10/01/2019	22,258.08
										09/30/2020	31,616.00



FY 2020

# The Navajo Nation

## Listing of Positions and Assignments by Business Unit

Updated by (DPM Use Only)

Date

SUB ACCT	POS NO	JOB TYPE	POSITION TITLE	WKSITE	EMP ID	FY 2019 ACTUAL G/S	SALARY	HOURS	FY 2020 PROPOSED BUDGET PERIOD	BUDGET
1390	945193	4145	HEAD START BUS DRIVER	VACANT		AW59	27,539.20	1,616	10/01/2019 09/30/2020	22,258.08
1400	945227	4145	HEAD START BUS DRIVER	286070		AW59	23,237.28	1,616	10/01/2019 09/30/2020	20,420.64
1405	947464	4145	HEAD START BUS DRIVER	VACANT		TNL	27,539.20	1,584	10/01/2019 09/30/2020	20,420.64
1407	947466	4145	HEAD START BUS DRIVER	VACANT		TCA	27,539.20	1,584	10/01/2019 09/30/2020	20,420.64
1411	945164	3640	HEAD START TEACHER	VACANT		GAP	32,718.40	1,584	10/01/2019 09/30/2020	20,420.64
1419	242609	4145	HEAD START BUS DRIVER	VACANT		TCA	27,539.20	1,584	10/01/2019 09/30/2020	24,025.92
1426	941959	3640	HEAD START TEACHER	135339		TNL	27,339.84	1,616	10/01/2019 09/30/2020	20,420.64
1428	243186	4077	MAINTENANCE TECH	VACANT		KAY	30,035.20	1,848	10/01/2019 09/30/2020	24,025.92
1429	243236	4077	MAINTENANCE TECH	VACANT		TCA	30,035.20	2,008	10/01/2019 09/30/2020	33,515.04
1430	243089	3659	HS CLASSROOM TEACHER	VACANT		KAY	42,390.40	1,616	10/01/2019 09/30/2020	33,515.04
1431	243118	3668	HS PARAPROFESSIONAL	246604		KAY	23,665.20	1,616	10/01/2019 09/30/2020	30,832.80
								1,392		22,258.08



FY 2020

# The Navajo Nation

## Listing of Positions and Assignments by Business Unit

Updated by (DPM Use Only)

Date

SUB ACCT	POS NO	JOB TYPE	POSITION TITLE	WKSITE	EMP ID	FY 2019 G/S	ACTUAL SALARY	HOURS	FY 2020 PROPOSED BUDGET PERIOD	BUDGET
1432	243341	4145	HEAD START BUS DRIVER		VACANT	KAY AW59	27,539.20	1,616	10/01/2019 - 09/30/2020	27,539.00
								1392		20420.64
1444	243123	3668	HS PARAPROFESSIONAL		VACANT	TCA AW60	31,616.00	1,584	10/01/2019 - 09/30/2020	31,616.00
								1392		22,258.08
1448	243169	3649	HS ERSEA & FAM ENG LIAIS		359574	TCA AW63	35,763.20	2,080	10/01/2019 - 09/30/2020	35,763.00
								2096		42,590.72
1449	949004	4015	PROPERTY SUPERVISOR		204616	WIN AW61	35,900.80	2,080	10/01/2019 - 09/30/2020	35,901.00
								2096		36,176.96
1450	243398	3679	HS MENTAL HEALTH & DISAB LIAIS		157983	SRN AW63	42,265.60	320	10/01/2019 - 09/30/2020	42,266.00
								0		0

BUSINESS UNIT TOTAL:

2,378,705.52

2320 Temporary

Sr. Programs &amp; Projects Specialist

Program &amp; Project Specialist

HS Health &amp; Nutrition Liaison

HS School Readiness Coach

Maintenance Tech

Maintenance Tech

Labor

Labor

Labor

Labor

Office Assistant

Office Assistant

1224

1224

1224

1224

1224

1224

1224

1224

1224

1224

1224

34,908.48

24,871.68

32,032.08

19,571.76

19,571.76

13,892.40

13,892.40

13,892.40

16,487.28

14,487.28

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Office Specialist  
Office Specialist  
ITS HR Assistant  
ITS HR Assistant  
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19,571.76  
19,571.76  
16,487.28  
16,487.28  
324,592.56  
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Account Range	Original Budget	Revised Budget	Actuals	Encumbrances	Budget Available	% Expensed of Total
00010 GENERAL FUND						
119032 FY2018 HEADSTART SUP						
1000 Revenues						
1100 Royalties						
1110 Natural Resources						
1200 Taxes						
1210 Retail						
1260 Non Retail						
1350 Rentals & Leasing Rev						
1351 Natural Resources						
1390 Other Resources						
1400 Financial Revenues, n						
1410 Investment Income						
1480 Investment Expenses						
1500 Fees & Permits						
1510 Fees						
1570 Permits						
1600 Fines & Court Fees						
1601 Court						
1660 Public Safety Fines						
1680 Other Fines						
1700 External C/G Revenue						



Account Range	Original Budget	Revised Budget	Actuals	Encumbrances	Budget Available	% Expensed of Total
1705 CG Revenue						
1850 Other Revenue Sources						
1851 Program Revenue		6,333,333.00-			6,333,333.00-	
1930 Miscellaneous						
1851 Program Revenue		6,333,333.00-			6,333,333.00-	
1950 Self-Funded Premiums						
1990 Other Revenues						
1850 Other Revenue Sources		6,333,333.00-			6,333,333.00-	
1000 Revenues		6,333,333.00-			6,333,333.00-	
2000 Expenses						
2001 Personnel Expenses						
2100 Permanent						
2110 Regular		2,166,296.00	401,162.11		1,765,133.89	18.52
2100 Permanent		2,166,296.00	401,162.11		1,765,133.89	18.52
2300 Temporary						
2310 Temporary		765,754.00	18,545.93		747,208.07	2.42
2300 Temporary		765,754.00	18,545.93		747,208.07	2.42
2400 Stipends						
2500 Overtime						
2600 Holiday Pay						
2700 Merit & Bonus Pay						
2900 Fringe Benefits		1,016,193.00			1,016,193.00	

R55BU500

NN0002

PBROWN

## NAVAJO NATION

## Budget Status Report

As of 6/30/2019

6/21/2019

16:09:53

Account Range	Original Budget	Revised Budget	Actuals	Encumbrances	Budget Available	% Expensed of Total
2910 FICA			32,107.65		32,107.65	
2920 Group Insurance			84,351.77		84,351.77	
2940 Retirement			78,235.74		78,235.74	
2950 Unemployment Benefit			3,843.20		3,843.20	
2970 Annual Leave			2,023.88		2,023.88	
2900 Fringe Benefits		1,016,193.00	200,562.24		815,630.76	19.74
2001 Personnel Expenses		3,948,243.00	620,270.28		3,327,972.72	15.71
3000 Travel Expenses						
3100 Vehicle Use						
3200 Personal Travel Expense						
3300 Commercial/Charter F						
3500 Meeting Expenses						
3501 NN Council Delegates						
3600 Commissions/Boards						
3700 Chapter Officials						
3800 Other Non Employees						
4000 Supplies						
4100 Office Supplies & Eq						
4400 Operating Supplies						
4600 Transportation Suppl						
5000 Lease & Rental						
5100 Lease						



R55BU500

NN0002

PBROWN

## NAVAJO NATION

## Budget Status Report

As of 6/30/2019

6/21/2019

16:09:53

Account Range	Original Budget	Revised Budget	Actuals	Encumbrances	Budget Available	% Expensed of Total
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5300 Rental

5500 Communications &amp; Util

5510 Communications

5700 Utilities

6000 Repairs &amp; Maintenance

6010 Building

6100 Plant, Property &amp; Eq

6400 Transportation

6500 Contractual Services

6510 Professional Service

6800 Technical Services

6900 Other Contractual Se

6950 Subcontracted Servic

7000 Special Transactions

7100 Programs

7300 Contingencies &amp; Loss

7400 Media

7500 Employee Special Tra

7700 Insurance &amp; Benefits

Account Range	Original Budget	Revised Budget	Actuals	Encumbrances	Budget Available	% Expensed of Total
7710 Insurance Premiums		39,284.00	3,693.54		35,590.46	9.40
7700 Insurance & Benefits		39,284.00	3,693.54		35,590.46	9.40
7000 Special Transactions		39,284.00	3,693.54		35,590.46	9.40
8000 Assistance						
8010 Public						
8700 Grants						
8800 Scholarships						
9000 Capital Outlay						
9001 Real Property						
9100 Personal Property						
9300 Other Income and Expe						
9310 Other Income						
9400 Other Expense						
9500 Matching & Indirect C						
9501 Matching Funds		2,345,806.00			2,345,806.00	
9510 Cash Matching Funds		2,345,806.00			2,345,806.00	
9501 Matching Funds						
9700 Indirect Cost (Overh						
9500 Matching & Indirect C		2,345,806.00			2,345,806.00	
2000 Expenses		6,333,333.00	623,963.82		5,709,369.18	9.85
119032 FY2018 HEADSTART SUP			623,963.82		623,963.82-	



R55BU500  
NN0002  
PBROWN

NAVAJO NATION  
Budget Status Report  
As of 6/30/2019

6/21/2019 16:09:53

Account Range	Original Budget	Revised Budget	Actuals	Encumbrances	Budget Available	% Expensed of Total
00010 GENERAL FUND			623,963.82		623,963.82	

# THE NAVAJO NATION DETAILED BUDGET AND JUSTIFICATION

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BUDGET FORM 4

FY 2020

<b>PART I. PROGRAM INFORMATION:</b>			
Program Name/Title: _____		Business Unit No.: <u>119032</u>	
Navajo Head Start/ DODE			
<b>PART II. DETAILED BUDGET:</b>			
(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification (LOD 7)	Total by DETAILED Object Code (LOD 6)	Total by MAJOR Object Code (LOD 4)
2110	2001 Personnel Expenses Regular 2120 Regular 73 employees Regular Full-Time	2,108,411	3,591,970
2310	Temporary 2330. Temporary 21 positions Temporary Part-Time	320,566	
2900	Fringe 2900. Fringe 47.88% x 2,428,976.35	1,162,994	
3230	3000 Travel Expenses Personal Travel 3240. Per Diem Meals Isleta-Incident weather stay extra night and accommodate staff with meals for dinner & breakfast 3250. Lodging Isleta-Incident weather stay extra night and accommodate staff. 3250. Lodging Sheraton-Incident weather stay extra night and accommodate staff.	1,564 28,489 3,104 33,156	33,157
4410	4000 Supplies Operating Supplies 4460. Food Supplies SYSCO-Funding Period ended 4460. Food Supplies SYSCO-Funding Period ended	10,177 7,325 17,502	23,296
4610	Supplies 4620. Parts & Supplies ICR NN Fleet Management-Funding Period ended, insufficient funds	648	
5110	Building 5120. Office Space Tuba City Partners-Contract Expired and not enough to encumber funds under calculated 5120. Office Space Navajo Shopping Center-Expired contract and funds were not encumbered	3,944 1,202 5,146	
<b>TOTAL</b>		<b>3,648,423</b>	<b>3,648,423</b>



**THE NAVAJO NATION  
DETAILED BUDGET AND JUSTIFICATION**

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**BUDGET FORM 4**

FY 2020

<b>PART I. PROGRAM INFORMATION:</b>			
Program Name/Title: _____		Business Unit No.: <u>119032</u>	
Navajo Head Start/ DODE _____			
<b>PART II. DETAILED BUDGET:</b>			
<b>(A)</b>	<b>(B)</b>	<b>(C)</b>	<b>(D)</b>
<b>Object Code (LOD 6)</b>	<b>Object Code Description and Justification (LOD 7)</b>	<b>Total by DETAILED Object Code (LOD 6)</b>	<b>Total by MAJOR Object Code (LOD 4)</b>
5310	<b>5000 Lease &amp; Rental</b> Building/Space 5350. Other Space Rental 5350. Other Space Rental 5350. Other Space Rental 5350. Other Space Rental 5350. Other Space Rental 5350. Other Space Rental 5350. Other Space Rental 5350. Other Space Rental Cedar Unified School District-Contract was not executed and insufficient funds	18,900 3,150 6,300 3,150 3,150 3,150 3,150 900 38,700	49,235
5360	Equipment/Supplies 5370. Equipment Rental Konica Minolta- Funds were not encumbered and contract expired	10,535	
5570	<b>5500 Communications &amp; Utilities</b> Internet 5600. Internet Services Frontier- Funds were not encumbered, contract expired, and renewal was refused	239,018	252,127
5610	Wireless 5630. Two way radio Frontier- Funds were not encumbered, contract expired, and renewal was refused	771	
<b>TOTAL</b>		<b>289,024</b>	<b>301,362</b>

**THE NAVAJO NATION  
DETAILED BUDGET AND JUSTIFICATION**

Page 3 of 6  
**BUDGET FORM 4**

FY 2020

<b>PART I. PROGRAM INFORMATION:</b> Program Name/Title: _____ Navajo Head Start/ DODE _____ Business Unit No.: <u>119032</u>			
<b>PART II. DETAILED BUDGET:</b>			
(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification (LOD 7)	Total by DETAILED Object Code (LOD 6)	Total by MAJOR Object Code (LOD 4)
5710	5500 Communication & Utilities Energy NTUA- Electric for SR center were not paid 636 NTUA- Electric for TC center were not paid 650 NTUA- Electric for FORT center were not paid 1,804 NTUA- Electric for CP center were not paid 160 NTUA- Electric for Twin Lakes center were not paid 471 Cedar Unified School District- Contract was not executed and funds were not encumbered 1,200 <div style="border-top: 1px solid black; margin-top: 5px;">4,921</div>	636 650 1,804 160 471 1,200 <div style="border-top: 1px solid black; margin-top: 5px;">4,921</div>	636 650 1,804 160 471 1,200
5750	5740. Propane Ferrelgas- Contract expired and propane was not paid 1,525 Services 5740. Water NN Water Code Administration- Invoices were sent to wrong mail box. 638 5740. Water NTUA- water invoices accumulated every month 4,872 5770. Sewage NTUA- Late fees accumulated for sewage/waste 382	1,525   638 4,872  382	1,525   638 4,872  382
<b>TOTAL</b>		12,338	12,338



**THE NAVAJO NATION  
DETAILED BUDGET AND JUSTIFICATION**

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**BUDGET FORM 4**

FY 2020

<b>PART I. PROGRAM INFORMATION:</b> Program Name/Title: _____ Navajo Head Start/ DODE _____ Business Unit No.: <u>119032</u>			
<b>PART II. DETAILED BUDGET:</b>			
(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification (LOD 7)	Total by DETAILED Object Code (LOD 6)	Total by MAJOR Object Code (LOD 4)
6020	6000 Repairs & Maintenance Supplies Diamond Vogel Paints-PO was not submitted on time and prices were incorrect	3,458	12,751
6130	6030. Building R&M Supplies Services Konica Minolta-Contract Expired and funds were not encumbered, undercalculated	9,292	9,292
6200	6140. Furn & Equip R&M Services External Contractors 6240. Pest Control Orkin- Contract expired and miscalculated funds	8,395	8,395
6300	Technology 6320. Software Support Real Time Solutions, Inc.- Contract expired and invoice lapse	315	315
6520	6500 Contractual Services Consulting Navajo Sanitation-Consulting never paid Sage Cedar Partnerships & Associates- IN REVIEW WITH DOJ	11 65,400 <u>65,411</u>	11 65,400
6910	Other Contractual Services 6921. Other Services Speedy Sales Services- Contract ended Cedar Unified School District- Contract expired MSR West/ E3 Diagnostics- Funds were not encumbered Real Time Solutions, Inc.- Contract expired in FY17	6,784 342 123 217 <u>7,466</u>	6,784 342 123 217
<b>TOTAL</b>		<b>94,338</b>	<b>85,628</b>

**THE NAVAJO NATION**  
**DETAILED BUDGET AND JUSTIFICATION**

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**BUDGET FORM 4**

FY 2020

<b>PART I. PROGRAM INFORMATION:</b> Program Name/Title: _____ Navajo Head Start/ DODE _____ Business Unit No.: <u>119032</u>			
<b>PART II. DETAILED BUDGET:</b>			
(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification (LOD 7)	Total by DETAILED Object Code (LOD 6)	Total by MAJOR Object Code (LOD 4)
7510	<b>7000 Special Transactions</b> <b>Training &amp; Professional Dues</b> <b>7520 Training/Registration Fees</b>  Teaching Strategies- Did not create a service contract, contract never executed The Young Music Co.- Contract never executed Southwest Consortium of Indian Head Start- Previous Staff who traveled did not provide evidence of attending Navajo Technical University- Spring Classes were not paid and funds were not encumbered Joy Manus: GMB- contract was never executed  2,392 4,000 1,925 11,128 4,770 <u>24,215</u>	2,392 4,000 1,925 11,128 4,770 <u>24,215</u>	44,132
7710	<b>7530. Training Supplies</b>  Navajo Technical University- Books were not paid and contract expired  2,279  Regular Full Time      2,428,976.60 /100 x .30 7,287  Regular Full Time      1,162,993.87 /100 x .89 10,351	2,279  7,287  10,351	44,132
<b>TOTAL</b>		44,132	44,132



THE NAVAJO NATION  
DETAILED BUDGET AND JUSTIFICATION

FY 2020

PART I. PROGRAM INFORMATION:			
Program Name/Title:		Business Unit No.: 119032	
Navajo Head Start/ DODE			
PART II. DETAILED BUDGET:			
(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification (LOD 7)	Total by DETAILED Object Code (LOD 6)	Total by MAJOR Object Code (LOD 4)
9510	<p>9500 Matching &amp; Indirect Cost</p> <p>Cash Match</p> <p>1,624,573.18</p> <p><u>135,870</u></p> <p>Audit</p> <p>Cost</p> <p>Res allowed</p>	1,624,573	1,624,573
TOTAL		1,624,573	1,624,573

1,488,701