

LEGISLATIVE SUMMARY SHEET

Tracking No. 0086-19

DATE: April 4, 2019

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

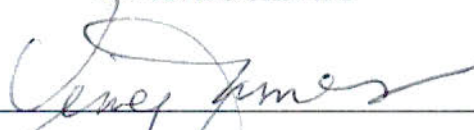
PURPOSE: To approve amendments to Navajo Head Start Plan of Operation.

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 review the proposed resolution in detail.

5-DAY BILL HOLD PERIOD: 24/03/19
Website Posting Time/Date: 4/11/19 9:47am
Posting End Date: 4/16/19
Eligible for Action: 4/17/19

PROPOSED STANDING COMMITTEE RESOLUTION
24th NAVAJO NATION COUNCIL—First Year, 2019

INTRODUCED BY


Primary Sponsor

TRACKING NO. 0086-19

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,

1
2 **Exhibit E** — Navajo Board of Education Resolution (NNBDEDE-409-2017),
3 approving and supporting the 2018 Navajo Head Start Organizational Chart,

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

7 **Exhibit G** — Previous Navajo Head Start Organizational Chart.

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

11 C. Resolutions approving amendments to the Navajo Head Start Plan of Operation
12 by the Navajo Nation Board of Education and the Navajo Head Start Policy
13 Council are attached as **Exhibits I and J**, respectively.

14
15 **SECTION THREE. APPROVAL**

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



Navajo Head Start Organizational Chart - 2018-2019



Budget: \$23,075,043.00

NN Board of Education / Approved
RES. # NNALDE-409-2017 / 12/10/2017

Health Education & Human
Services Committee

NN Board of Education

Superintendent of Navajo
Education

Assistant Superintendent of
Head Start - 945904

NN Head Start Policy
Council

Sr. Office Specialist -
243766

Office Assistant - 945482

Director of Administrative Services
242671

Human Resources
Assistant (2) - 942720 / UNC

Human Resources
Specialist (Unclassified)

HR Office Specialist (2)
243767 / 243768

HR Sr. Office Specialist
243765

Support Services
Manager - 949399

Fleet Coordinator (2)
945358 / 945770

Maintenance
Technicians (16)

Information Technology
Supervisor - 242606

Senior Network
Specialist - 242909

Regional Info. Sys. Tech
(4) 242926 / 242842
243771 / 2434766

Student Data Specialist
243450

Director of
Educational Services - 242771

School Readiness & Language
Immersion Managers (2)
243030 / 243029

Dine Language & Culture
Specialist (4) UNCL

(4) Regional Office
Specialist - 243769 /
243770 / 2-UNCL

(9) NHS School
Readiness Coaches

HS Classroom Teachers
(55)

HS Paraprofessionals
(55)

HS Bus Drivers (55)

Head Start Teachers (26)

HS Paraprofessionals
(26)

HS Bus Drivers (26)

Early Head Start
Supervisor - UNCL

Early Head Start
Teachers (10)

Early Head Start
Home Visitors (12)

Early Head Start
ERSEA Liaisons (3)

Health & Nutrition
Specialist - 242772

Health/Nutrition
Liaisons (5)

ERSEA Specialist
242773

ERSEA Liaisons (15)

Mental
Health/Disabilities
Specialist - 242796

MH/Disabilities
Liaisons (5)

Director of Financial Services
242670

Principal Contract
Analyst - 243760

Sr. Contract Analyst
946900

Senior Accountant
946684

Assets Maintenance
Specialist (3)
243541 / 243758 /
243759

Property Asset
Manager - 243131

Property/Inventory
Clerks (4)

1480	Seasonal (10 mos.)
1760	11 Months
2080	Year Round
Administration	Year Round

1/25/2018

Exhibit A

**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 ~~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

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 Manuel, 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.

**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 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.

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 13th 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) 871 - 7475 · 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 (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.
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 · Delores 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


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 F

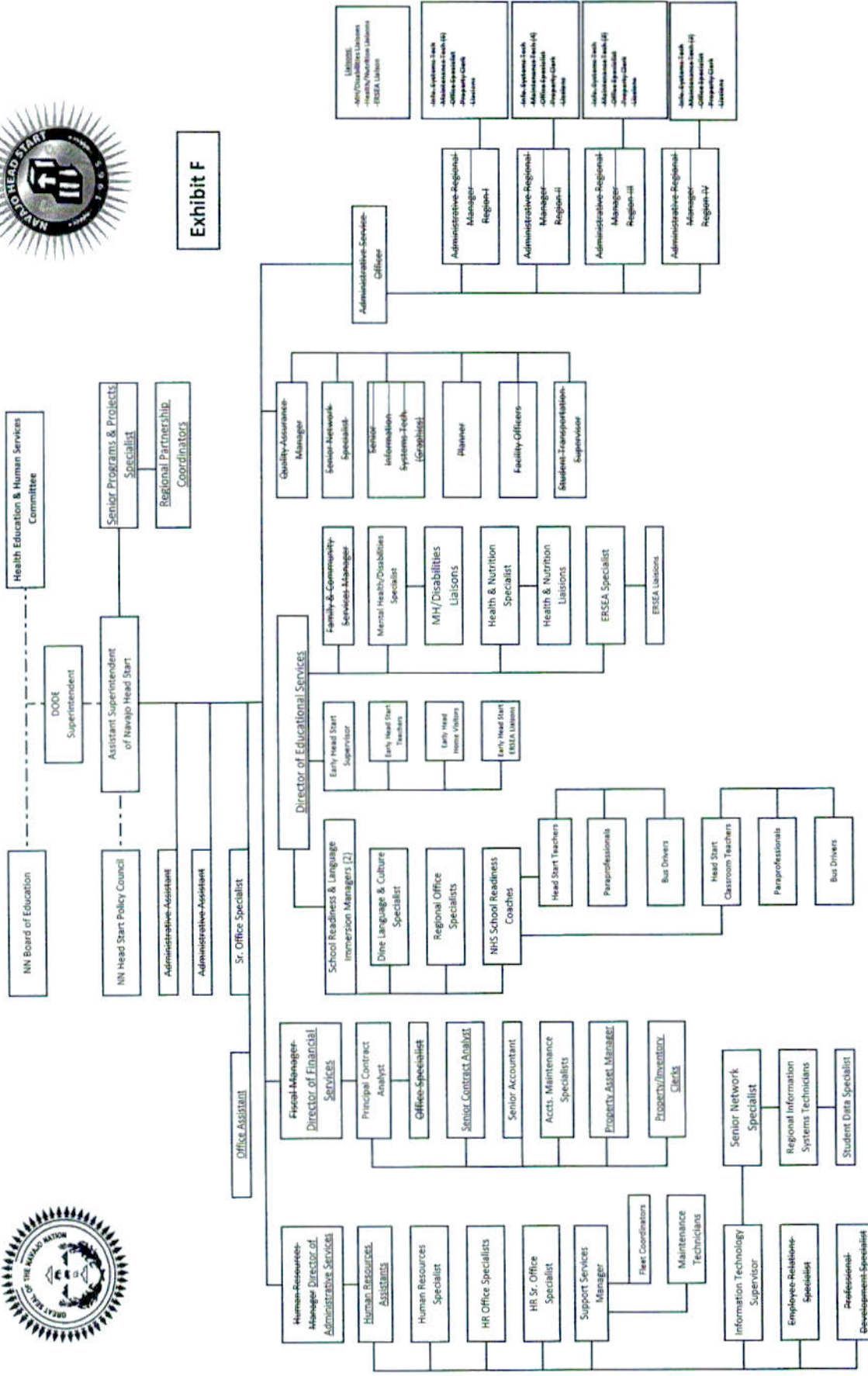
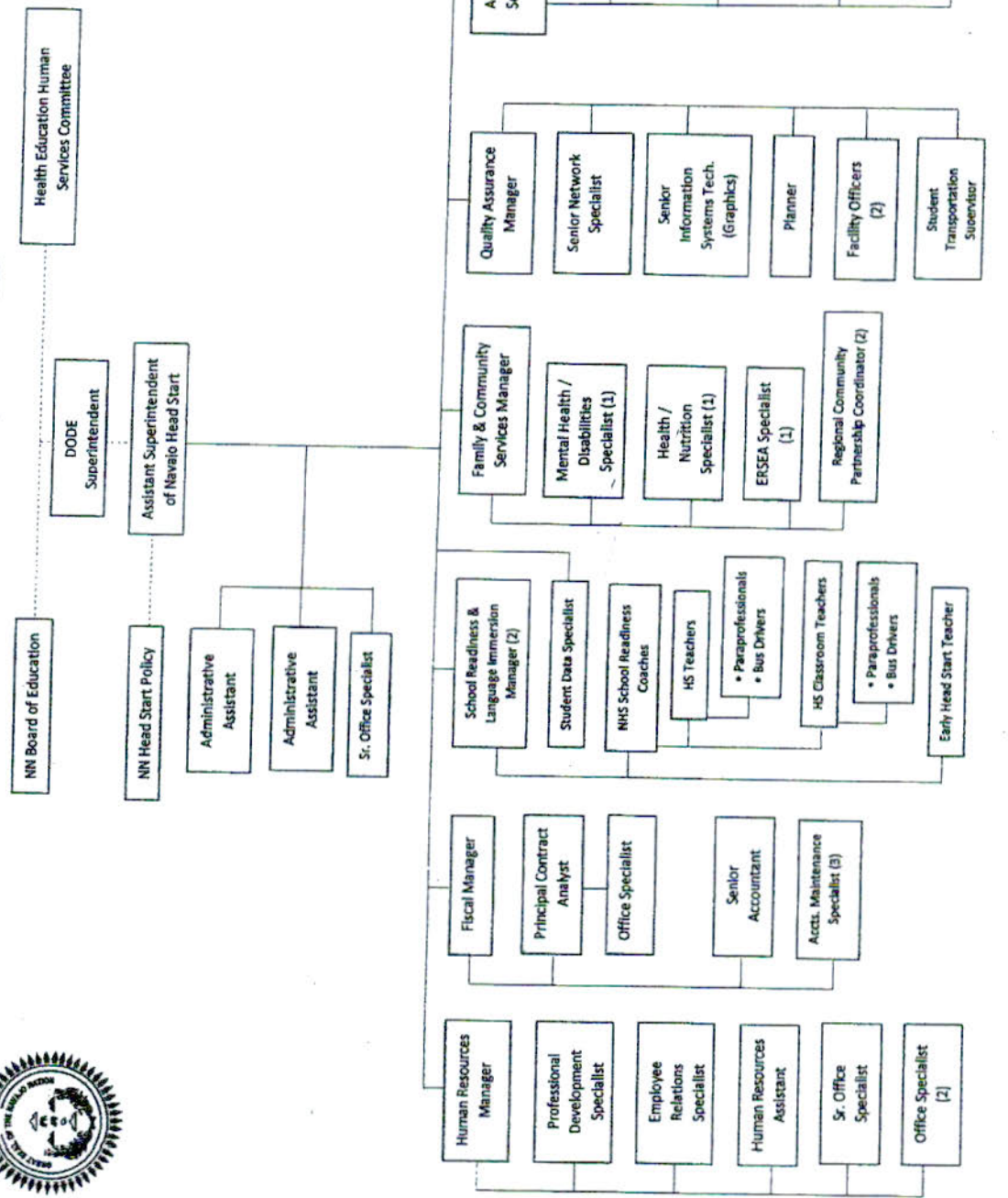


Exhibit G

Navajo Head Start Organizational Chart

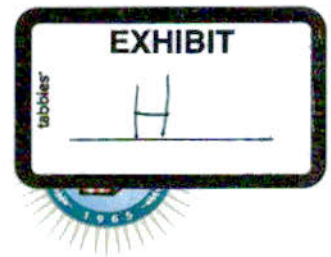


Parent Policy Council / Approved
NHSPC-NHS-039-3-2017 / Passed Jan. 20, 2017
Board of Education / Approved
NNBOE-NHS-034-2017 / Passed Jan. 20, 2017



NAVAJO HEAD START

Department of Diné Education

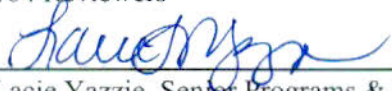


JONATHAN NEZ, *President*
MYRON LIZER, *Vice President*

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 - reorganization Contact Name: YAZZIE, LACIE LASHAWNProgram/Division: DEPT OF DINE EDUCATIONEmail: lacieyazzie@navajohs.org Phone 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"/> |

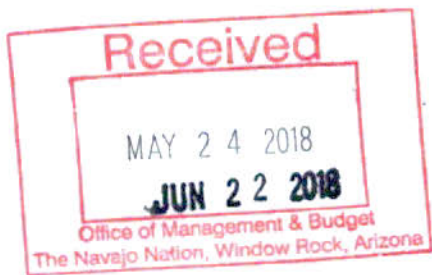
☒ **Five Management Plan of the Local Governance Act, Delegation of an Approving Authority from a Standing Committee, Local Ordinances (Local Government Units), or Plans of Operation/Division Policies Requiring Committee Approval**

- | | | | | |
|------------------------------------|---------------------|----------------------|-------------------------------------|--------------------------|
| 1. Division: | <u>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"/> |

☐ **Relinquishment of Navajo Membership**

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

8105 1 2 017



☐ 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"/> |

Approved - See Memo

6-13-18

7/5

Legal

BIOS S S HUG

Received

MAY 24 2018
JUN 22 2018

Office of Management & Budget
The Navajo Nation, Window Rock, Arizona



NAVAJO NATION DEPARTMENT OF JUSTICE

DOCUMENT REVIEW REQUEST FORM



DOJ	
3-12-19 @ 8 AM	
DATE / TIME	
<input type="checkbox"/> 7 Day Deadline	
DOC #:	209764#4
SAS #:	
UNIT:	Hsqw

☒ 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: 928-871-6902	E-MAIL: lyazzie@navajo-nsn.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 11:09am	Blackhat	3/13/19 2:00pm

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** · 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 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 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;

- (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.

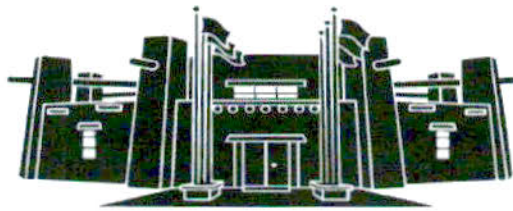
CERTIFICATION

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 4th day of April 2019.

Motion by: Andrea Yazzie

Second by: Bobby George

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



MEMORANDUM

TO: Honorable Vince James
24th Navajo Nation Council

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

DATE: April 4, 2019

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

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).

If the proposed resolution is unacceptable to you, please contact me at the Office of Legislative Counsel and advise me of the changes you would like made to the proposed resolution.

THE NAVAJO NATION
LEGISLATIVE BRANCH
INTERNET PUBLIC REVIEW PUBLICATION



LEGISLATION NO: _0086-19_

SPONSOR: Vince James

TITLE: An Action Relating To The Health, Education And Human Services
Committee; Amending The Navajo Head Start Plan Of Operation

Date posted: April 11, 2019 at 9:47 AM

Digital comments may be e-mailed to 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) 871-7586

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.: 0086-19

SPONSOR: Honorable Vince James

TITLE: An Action Relating To The Health, Education And Human Services Committee; Amending the Navajo Head Start Plan Of Operation

Posted: April 11, 2019 at 9:47am

5 DAY Comment Period Ended: April 16, 2019

Digital Comments received:

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



**Legislative Secretary
Office of Legislative Services**

4/17/19 8:15am

Date/Time