



Ben Shelly
President

Rex Lee Jim
Vice President

NHSPC 212-01-2014

**RESOLUTION OF THE
NAVAJO HEAD START POLICY COUNCIL**

NAVAJO HEAD START POLICY COUNCIL SUPPORTS AND APPROVES THE IMPLEMENTATION OF THE NAVAJO HEAD START ANNUAL REVISION OF POLICY & PROCEDURES (INCLUDING FORMS, PROFESSIONAL DEVELOPMENT, FLOW CHART & TRACKING) AND SERVICE DELIVERY PLANS 2013-2014 IN THE AREA OF MANAGEMENT SYSTEMS AND PROCEDURES.

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, 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
2. Pursuant to 45 CFR 1304-50. Program Governance and Appendix A. 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 45CFR 1304.51(a)(1)(iii) Management Systems and procedures-Program planning must include: the development of written plans(s) for implementing service in each of the program areas covered by this part (e.g. Early Childhood Development and Health Services, Family and Community Partnership, and program Design and Management);
4. Pursuant to 45 CFR 1304.51 (a)(2) All written plans for implementing services, and the progress in meeting them, must be reviewed by the grantee staff and reviewed and approved by the Policy Council or Policy Committee at least annually, and must be revised and updated as needed; and
5. Pursuant to 45 CFR 1304.51 (a) Management Planning must develop and implement a systematic, ongoing process of program planning that includes consultation with the programs governing body, policy council, and program staff that EHS/NH provides services for.
6. 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, educational nutritional social, and other services based on family needs assessment; and
7. 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
8. The Navajo Nation 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:

Supports and approves the implementation of the Navajo Head Start Annual Revision of Policy & Procedures (including forms, professional development, flow chart & tracking) and Service Delivery Plans 2013-2014 in the area of Management Systems and Procedures.

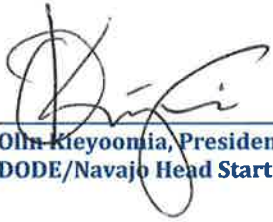
CERTIFICATION

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 DoDE Education Building which a quorum was present and that it was passed by vote of 11 in favor, 0 opposed, and 2 abstained, this 23rd day of January 2014.

NNHSPC 212-01-2014

Motion by: Ellen Cooley

Second by: Alvin Clark



Olin Kleyoomia, President
DODE/Navajo Head Start Policy Council



Ben Shelly
President

**DEPARTMENT OF DINÉ EDUCATION
THE NAVAJO NATION**

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Rex Lee Jim
Vice-President

NNBEJA-NHS-003-2014

**RESOLUTION OF THE
NAVAJO NATION BOARD OF EDUCATION**

Approving the Implementation of the Navajo Head Start annual revision of policy & procedures (including forms, professional development, flow charts, and tracking) and Service Delivery plans 2013-2014 in the area of Management Systems and Services.

WHEREAS:

1. The Health, Education, and Human Services Committee is the oversight committee for the Department of Diné Education and Navajo Nation Board of Education [2 N.N.C. § 401 (C)(1); 10 N.N.C. § 1(B)]; 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. [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)]; and
3. The Department of Diné Education (hereinafter 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 Navajo Nation Board of Education. 10 N.N.C. §107(B); and
4. 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; and,
5. 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. The 2013-2014 Navajo Head Start Policy and Procedures and Service Delivery Plans is revised annually for implementation of Head Start/Early Head Start services
6. The Board acknowledges the Navajo Head Start Resolution #212-01-2014 passed on January 23, 2014, Approving the Navajo Head Start to implement the policy and procedures

BOARD OF EDUCATION

Jimmie C. Begay, President · Dolly C. Begay, Vice President · Dr. Bernadette Todacheene, Secretary
Members: *Katherine D. Arviso · Rose J. Yazzie · Gloria Johns · Bennie Begay · Patrick D. Lynch*
Timothy Benally, M.Ed, Acting Navajo Nation Superintendent of Schools

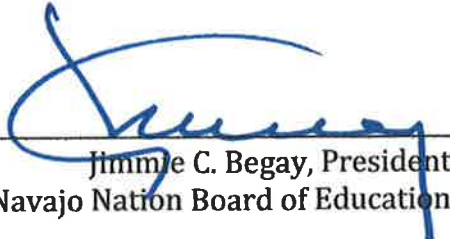
and service delivery plans, as it relates to services within the program; and Recommending Approval through the Navajo Nation Board of Education, and the Health, Education, and Human Services Committee of the Navajo Nation Council.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Navajo Nation Board of Education hereby approves the Navajo Head Start Policy and Procedures and Service Delivery Plans.
2. The Navajo Nation Board of Education further recommends that the Navajo Nation Superintendent of Schools or his designee(s) and other designated members of the Navajo Nation Council to advocate on behalf of the Navajo Nation consistent with the services stated in this resolution.
3. The Navajo Nation Board of Education hereby directs and empowers the Superintendent of Schools 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 Katherine D. Arviso and seconded by Patrick Lynch and that the same was passed by a vote of 4 in favor; 0 opposed; 0 abstained, this 29th day of January 2014.


Jimmie C. Begay, President
Navajo Nation Board of Education

Navajo Head Start

PERFORMANCE STANDARD 1304.51 MANAGEMENT SYSTEMS AND PROCEDURES SERVICE PLAN

2013-2014

PROGRAM STANDARDS	ACTIVITY	PERSON RESPONSIBLE	TIMELINE	DOCUMENTATION
1304.51(1)(1) Grantee to develop a systematic program planning process.	Grantee insures that a systematic ongoing process of program planning is followed. The plan outlines the roles of the Policy Council, management, staff, parents, the community and the Governing Board. The written plan for program planning includes the Community Assessment, the formulation of Goals, the development of written service plans, and the Program Self-Assessment Plan. The Administrative Timeline gives an overview of when	Assistant Superintendent, Management Team	Annually	Program Design and Management Service Plans, Administrative Timeline, Program Planning Process
1304.51(a)(1)(i) Community Assessment	The program planning process includes a community assessment with demographic information collected and analyzed annually and an in-depth assessment carried out on a defined 3-5 year cycle. All required information will be included. LEA, community, state, Navajo Nation and federal data are the primary sources of data.	Assistant Superintendent, Management Team	In-depth assessment in 2014, Updates in 2015 & 2016	Community Assessment & Updates
1304.51(a)(1)(ii) Program Goals and Objectives	Long-term program goals and short-term program and financial objectives addressing findings from the community and program assessments are developed by Management Team, with input from Staff, and other stakeholders. The respective Committee and staff gives and makes a final recommendation to the Policy Council.	Head Start/ECEAP Director, Head Start Assistant Director, Policy Council Advocate	Major goals and objectives developed in 2014, Updates in 2015 & 2016	Three Year Goals and Objectives, Policy Council, Subcommittee Minutes
1304.51(a)(1-2) Written Service Plans	Service Plans describing services are developed and implemented in each program area annually with revisions and updates. Service plans will be developed for Performance Standards in 1304, 1305, and 1308. Input regarding service plans is gathered from staff meetings, the staff, Management Meetings, monitoring reports, strategic planning, self-assessment, Policy Council, Region Parent and Local Parent Committees	Assigned staff on the Management Team Assistant Superintendent Assistant Superintendent, Management Team	Annually Annually by July	Revised Service Plans, Policy Council Minutes Service Policy Council minutes & Region and Local Parent Minutes

<p>1304.51(b) Communication General</p>	<p>The grantee ensures that the internal communication system is utilized to provide timely and accurate information, sharing with parents, School Board, Policy Council, staff, and the general community.</p>	<p>Assistant Superintendent, Management Team</p>	<p>Ongoing</p>	<p>Administrative Timeline, Internal Communication Policy</p>
<p>1304.51(e), cont'd</p>	<p>Monthly Regional Team meetings of classroom staff with their Manager and Coach provide program operations information and program sharing opportunities.</p>	<p>Assistant Superintendent, Management Team, All Staff</p>	<p>Ongoing</p>	<p>Various agendas, minutes and meeting reports, meeting schedule, written communications, memos, site visit reports, meeting minutes, email, phone logs</p>
<p>1304.51(g) Record keeping and confidentiality</p>	<p>All records regarding a child, family and staff are confidential. The Confidentiality Policy requires confidential family and staff records be kept in locked cabinets. Enrollment, eligibility, and staff files are maintained at the Administrative Offices; children and family files are kept in each classroom. In classrooms, a file access log attached to each child's file is signed by any person who has had access to the file is established and maintained in a confidential manner for use on all field trips.</p>	<p>All Staff Classroom staff</p>	<p>At all times Ongoing</p>	<p>Locked cabinets at administrative office and classrooms, Confidentiality Policies File Access Log, Emergency Book</p>

<p>1304.5(h)(1-2) Reporting Systems</p>	<p>An effective and efficient reporting system is established to include reports on financial status, program operations, and to track and monitor program activities. Examples of the reports include: Program Monitoring, Enrollment, Attendance, Director's Report, Budget, Parent Activity, PC Attendance, In-kind, Meals, Staff Qualifications, Ethnicity & Language and Staff Health Requirements.</p> <p>Annual reports include: Program Self-Assessment, Staff Survey Results, Parent Survey Results, Program Information Report (PIR), ChildPlus and Child Outcomes.</p> <p>Required federal, Navajo Nation, state, and local and reports are submitted to the required entities and shared with the appropriate parties.</p>	<p>Assigned Management Team Staff</p>	<p>Monthly</p>	<p>Reports to Madison chart, Various reports</p>
		<p>Assistant Director, NHS Finance</p>	<p>As required</p>	<p>Required Financial Reports, Various reports</p>

<p>1304.51(1) Program Self-Assessment and Monitoring</p>	<p>The annual Program Self-Assessment Plan is developed by the Management Team and approved by Policy Council. The process utilizes the Performance Standards, Office of Head Start Monitoring Protocols. Written Service Plans, prior Improvement Plans and Monitoring Reports as the basis for evaluation.</p> <p>The classroom staff, Policy Council, Head Start parents, Governing Board member(s) and community members are all trained in the program Self-Assessment process. Documents and checklists are prepared relating to the priorities and plans.</p> <p>The Self-Assessment is conducted by teams of parents, staff, and community reviewers assigned to different program components. Self-Assessment results are shared with staff Policy Council and Governing Board. An improvement plans is reviewed by Policy Council and the Governing Board.</p>	<p>Assistant Superintendent, Management Team</p> <p>Assistant Superintendent, Management Team</p> <p>Head Start Assistant Director, Leadership Team</p>	<p>February, 2014</p> <p>March, 2014</p> <p>April-May, 2014</p>	<p>Program Self-Assessment Plan, Policy Council Minutes</p> <p>Policy Council Minutes, Program Self-Assessment Plan and Monitoring checklists</p> <p>Program Self-Assessment Review Documentation, Self-Assessment Report, Written Improvement Plan</p>
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1304.51(i)(2)	<p>Assigned Manager monitor the program for compliance with Head Start Performance Standards, including specific activities and services described in the Grantee's service plans. Classroom visits are carried out for the purpose of monitoring, to provide technical assistance, staff support, plan strategies and training for quality services.</p> <p>Health and Family/Community Manager conduct in-depth monitoring of classroom records and practices and coordinate their findings with the respective Program Specialists.</p> <p>The Head Start/ECEAP Director, Head Start Assistant Director and Budget Technician monitor administrative performance of fiscal services. Eligibility, Recruitment, Selection, Enrollment and attendance are monitored for compliance. The Director presents a complete Program Monitoring Report to the Policy Council prior to the Program Self-Assessment. Enrollment and attendance are reported monthly to the Policy Council. Ethnicity, language, health, child development outcomes, and other PIR data reports integral to monitoring system are reported quarterly to Policy Council.</p>	Assigned Manager(s)	<p>Monthly or as required by monitoring plan or Classroom performance</p> <p>In accordance with morning schedule</p> <p>Monthly</p>	<p>Monitoring Plan, Monitoring Forms, Monitoring Summary, Monitoring Timelines, Monitoring Report, Monitoring Analysis</p> <p>Monitoring Summary, Monitoring Timelines, Monitoring Report, Monitoring Analysis</p> <p>Monthly Expenditure Reports, Policy Council Minutes</p>
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