

Duration:
80 min

Department of
Diné Education

The Office of Diné
Accountability &
Compliance (ODAC)

Anderson Yazzie, Jr., Education Program Manager
Jamey Lowrey, Senior Education Specialist
Lavida B. Maestas, Senior Education Specialist
Ryan M. Tsosie, Office Specialist

Reauthorization of P.L. 100-297 Grant & P.L. 93-638 Contract Schools

Delegation of Authority
(HEHSCMY-012-12)
Clarification Instructions for Grant
Application (HEHSCMA-02-21)



Section A

Name, address and phone number of the school board submitting the application.

For contact purposes, all School Board members' information should be included.

Required Information

School Letterhead:

- Name of school
- School address
- School website
- School phone
- Fax numbers

ALL School Board members:

- Addresses
- Email address
- Contact Phones

Example:

Superintendent /Principal
David Nez

Head Start Director
Cynthia Nells

6-12 School Counselor
Vanessa Frank

Pine Hill Schools
PO BOX 280
Pine Hill, NM 87357
505-775-3245
(Fax) 505-775-3505
www.phswarriors.rnsb.k12.nm.us

FACE Program Director
Lahoma Henio (acting)

Athletic Director
Patricia Chavez

K-12 Registrar
Priscilla Henio

Ramah Navajo School Board, Inc.

PO Box 10 Pine Hill, NM 87357 PH: 505-775-4150 Fax: 505-775-3240

BOARD OF TRUSTEES

Terms of office 2022-2025

Martha Garcia, President (Navajo)

PO Box 15 Pine Hill, NM 87357
Cell (505) 713-4007

Email: marthag@rnsb.k12.nm.us

Victoria Henio, Vice President (Navajo)

PO Box 81 Pine Hill, NM 87357

Email: vhenio@rnsb.k12.nm.us

Sarah Henio-Adeky, Secretary-Treasurer (Navajo)

PO Box 14 Pine Hill, NM 87357

Cell (505) 870-0876

Email: shadeky@rnsb.k12.nm.us

Carolyn Coho, Member (Navajo)

PO Box 146 Ramah, NM 87357

Cell (505) 303-6333

Email: carolc@rnsb.k12.nm.us

Gjermundson Jake, Member (Navajo)

PO Box 102 Pine Hill, NM 87357

Cell: (505) 495-7182

Email: gjake@rnsb.k12.nm.us

Section B

Example:

Resolutions from the local school board and the chapter(s) within the schools' authorized boundaries supporting the school board application.

Required Information

School & Chapter House Letterhead:

- Each School Board (aka: Grantee) must provided a recent resolution of intent to continue operation under Public Law 100-297 or Public Law 93-638 status. This resolution shall be effective for the duration of the School's reauthorization, or for a minimum of one (1) year.
- The Grantee must obtain and provide a recent approved Chapter Resolution(s) from each Chapter that represents the school, which support the Grantee's intent to continue operation under Public Law 100-297 or Public Law 93-638 status. These resolution(s) shall be effective for the duration of the School's reauthorization, for a minimum of one year. Such Resolutions must be included with every reauthorization application submission. The Grantee has the sole responsibility to obtain the Chapter resolutions as it is their responsible to communicate with their stakeholders. Prior Chapter Resolutions without beginning and end dates will not be accepted.
- Grantees who require Agency Council resolutions should follow the steps above, as applicable.

David Jose
 President
Chancey K. Martinez
 Vice-President
Dixie M. Begay
 Secretary/Treasurer

RAMAH NAVAJO CHAPTER
 HC 61, Box 13
 Ramah, New Mexico 87321-9601
 (505) 240-8000
 Tribal Office

Norman M. Begay
 Council Delegate
 Navajo Nation Council
Rodger Martinez
 Member
 Eastern Navajo Land Board

RESOLUTION OF THE RAMAH NAVAJO CHAPTER

No. 022304

SUPPORTING AND APPROVING THE RAMAH NAVAJO SCHOOL BOARD, INC. REAUTHORIZATION BY NAVAJO NATION, TO CONTINUE TO OPERATE THE FOLLOWING EDUCATION PROGRAMS AT PINE HILL SCHOOLS: ISEP, TITLE I, SPECIAL EDUCATION, FACE, TRANSPORTATION, FACILITIES MANAGEMENT OPERATIONS, FACILITIES MANAGEMENT MAINTENANCE, MINOR PROJECTS & IMPROVEMENTS, AND ADMINISTRATION COSTS FOR SY JULY 1, 2023 THROUGH JUNE 30, 2024.

1. WHEREAS, Pursuant to Navajo Tribal Council Resolution CJ-20-55, the Ramah Navajo Chapter is a certified Chapter of the Navajo Nation and the Chapter is uniquely situated as satellite community of the Navajo Nation; and
2. WHEREAS, The Ramah Navajo Chapter of the Navajo Nation established the Ramah Navajo School Board, Inc., on February 6, 1970, through Chapter Resolutions No. M75-70-1A; and
3. WHEREAS, The Ramah Navajo School Board, Inc. (RNSB) was incorporated on February 10, 1970, as a private, not-for-profit organization in the State of New Mexico to provide charitable, benevolent, social, educational and related services as needed by the Ramah Navajo community; and
4. WHEREAS, RNSB is the governing body for FACE and K-12 Pine Hill Schools in the Ramah Navajo Community and currently operates the Pine Hill Schools under the provisions of P.L. 100-297; and
5. WHEREAS, RNSB has operated the Pine Hill Schools and ancillary programs under a P.L. 93-638 contract and does reserve the right to revert to P.L. 93-638 contract at such time as deemed desirable by the Ramah Navajo School Board, Inc., Board of Trustees; and
6. WHEREAS, RNSB administers the following BIA education Programs at the Pine Hill Schools: ISEP, Title I, Special Education, FACE, Transportation, Facilities Management Operations, Facilities Management Maintenance, Minor Projects & Improvements, and Administrative Cost; and
7. WHEREAS, RNSB recommitts itself through its mission statement and through the combined efforts of parents, staff, and all community members to maintain a strong foundation for lifelong learning through teaching essential skills, citizenship, and the Navajo Language and Culture; and
8. WHEREAS, RNSB has chosen to continue as a grant school in order to provide the educational programs that will best serve the needs of the students of the Ramah Navajo Community.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Ramah Navajo Chapter hereby supports and approves the Ramah Navajo School Board, Inc. reauthorization by Navajo Nation to continue to operate the following education programs at the Pine Hill Schools: ISEP, Title I, Special Education, FACE, Transportation, Facilities Management Operations, Facilities Management Maintenance, Minor Projects & Improvements, and Administrative Costs for SY July 1, 2023 through June 30, 2024.

CERTIFICATION

We hereby certify that the foregoing resolution was duly considered by the Ramah Navajo Chapter at a duly called meeting in Mt. View, Navajo Nation (New Mexico), at which a quorum was present and that the same was passed by a vote of 10 in favor, 0 opposed, and 01 abstained on this 16th day of February, 2023.

David Jose
David Jose, President

Chancey K. Martinez
Chancey K. Martinez, Vice President

Dixie M. Begay
Dixie M. Begay, Secretary/Treasurer

Motioned by: Monica Yazzie
Seconded by: Carol Coho

RNC Resolution No.022304
February 16, 2023
Page 2

Section C


Narrative explanation of the school board's prior experience and knowledge in operating the school.

Required Information

- Each School Board member must submit an updated narrative with every reauthorization application which includes information on all training(s) attended.
- Please do not include copies of certification(s) and/or attendance sheet(s). Narratives submitted from prior reauthorization applications will not be accepted.

No more than one page front and back.

Example:



GREYHILLS ACADEMY HIGH SCHOOL
PO Box 160 | 160 Warrior Drive
Tuba City, Arizona 86045
Phone: (928) 283-6271 | Fax: (928) 283-6604 | www.greyhillsacademy.org

C. To'Nanees'Dizi Schools II School Board Narratives

1. Felix R. Fuller

Felix Fuller is presently serving as Pro-Temp President of To'Nanees Dizi Schools II. His experience and knowledge in operating the school consists of serving as a vocational agriculture instructor at Monument Valley High School in Kayenta, Az. He also obtained experience about school operations by serving on the parent advisory committee at Shonto Preparatory and Navajo Preparatory schools. The ten-years of experience of serving as president and vice-president 10 years as Shonto Community Governance also can be applied to experience of operating a school. Other experience obtained outside of the school setting are from working at SCG's non-profit; as well as working in the field of tourism and economic development. Mr. Fuller also has thirty-years of experience as a chemist and in environmental compliance.
2. Roberta Gorman

Roberta Gorman is a certified educator for Flagstaff Unified School District. Her educational background consists of a bachelors and master's degree in the areas of special education and elementary education. Her educational background extends into conducting at education conferences such as the 2022 NAU Stabilizing American Indian Languages & American Indian Indigenous Teacher Education Conference on Puente de Hozho Language and Culture.
3. Willie Grayeyes

Willie Grayeyes has served as a member of the San Juan County Commission for four years. He has a long career as a public school educator, trained social worker, and community advocate. His experience also includes serving as a delegate to the Navajo Nation Council. He has worked for the community as a member of the commission where he strived toward transparency and accountability.
4. Chester Claw

Chester Claw did not submit a narrative.

Vaughn Salabye Felix R. Fuller Roberta Gorman Willie Grayeyes Chester Claw Vacant
CEO School Board School Board School Board School Board School Board

Section D

Example:

Information on the geographic and demographic factors in the affected area

Required Information

- School history
- School location
- Local resources available for your students
- List of current feeder schools
- Student demographics & number of students attending your school
- Economic services located near your school
- Education services available to your community and students

No more than one page, front and back

Dzilth-Na-O-Dith-Hle Community School
Section D. Geographic & Demographic



School History

Dzilth-Na-O-Dith-Hle Community School first opened in 1968 as a Bureau of Indian Affairs providing K-8th grade educational services and residential services for 1st – 12th grade students. The school was built at the foot of one of the six sacred mountains, Dzilth-Na-O-Dith-Hle, that represents a special significance to our Diné people. It is the birthplace of Changing Woman and home to first man and first woman and first boy and first girl. The school converted to a tribally controlled grant school under Public Law 100-297 on July 1, 2005.

School Location

Dzilth-Na-O-Dith-hle Community School is located in San Juan County, New Mexico. We are located 26 miles south of Bloomfield, New Mexico County Road 7585. The school is located in what is known as the checkerboard portion of the Navajo Indian Reservation. We are considered a Rural, Remote, Census defined as rural territory that is more than 25 miles from an urbanized area and is also more than 20 miles from an urban cluster.

Local Resources Available for Students

Next to the school campus is the Indian Health Service Clinic, San Juan County Fire Station, Brethren In Christ Mission, Nageezi Chapter, Huerfano Chapter, Nageezi Head Start Program, Dzilth-Na-O-Dith-Hle Bible Church, Hanaadli Office of Dine Youth, Nageezi Post Office, and Speedway Gas Station.

List of Feeder Schools

Upon completion of eighth grade, many of our students transfer to schools in neighboring towns such as: Aztec, High School, Bloomfield High School, Farmington High School, Navajo Preparatory School, Piedra Vista High School and Cuba High School.

Student Demographic & Number of Students Attending DCS

Our students come from various chapters as depicted on the attached chapter profile report, **Attachment A**, from the Native American Student Information System (NASIS). We serve a

student body of approximately 160 students in grades K-8. We are both an academic program and residential program. Our school dormitory also serves approximately 60 students in grades 1st-12th. We serve high school students who attend Bloomfield High School during the weekday. These students are bussed daily to Bloomfield High School. Attached are the bus routes maps, **Attachment B**, that indicate the locations of areas served.

Economic Services Near the School

The three main types of services located near our school are as follows:

- 1) Business services – There are only two convenient stores and a gas station located near our school. The town of Bloomfield, NM is located 26 miles north of the school.
- 2) Social Services – None.
- 3) Personal services – There is a US post office, three chapters, a Head Start program, San Juan County Transfer Station, and Indian Health Service.

Education Services Available to Community and Students

There is a Head Start program at Nageezi Chapter and Hanaadli Office of Dine Youth.

New School and Dorm Replacement

Dzilth-Na-O-Dith-Hle Community School was selected in 2016 for a new school replacement project for the new school and dorm. Several staff provided their input on the development of the project plans. The new school occupancy is for 180 students from kindergarten through 8th grade, including the FACE program participants. The dormitory serves students from 1st through 12th grade with a capacity of 60 students. The approximate cost for the new school and dorm replacement was \$46,000,000. Students returned to a brand-new school on September 12, 2022. A dedication of the new facilities took place in October 2022 with the presence of honorable dignitaries, the community, parents, students, and staff.

Section E

Example:

A narrative description identifying each of the programs to be offered by the school board and a description of an implementation plan for each program.

Required Information

- Grantees must list all current programs to be offered with a description of how they will be implemented.
 - A strong emphasis should be placed on:
 - Academic programs
 - Navajo language and culture programs
 - Parent involvement efforts
 - Enhanced support for students
- No more than five pages, front and back.*

students are categorized in Tier III (those needing the most help), Tier II (those needing some help) and Tier I (those who are on grade level). Direct/Whole Group instruction in all Tiers is approximately 60 minutes. In addition, Tier III and Tier II students receive approximately 60 minutes of differentiated small-group instruction on a daily level using oral language.

The program provides explicit and systematic instruction in phonemic awareness, phonics, print concept, vocabulary, fluency, and comprehension beginning at the Kindergarten to second grade level. A variety of instructional strategies are used to teach skills needed to build a solid foundation from kindergarten through sixth grade. Students benefit from the following activities: Read Aloud, Think-Pair-Share, Songs and cheers, Art Projects, Games, Pocket Chart, Bookmaking, and Journals. Classroom teachers model correct reading strategies and techniques for students. Hands-on material and visual resources are used to teach reading and writing. Students are initially placed in small reading groups according to baseline assessments. Progress of each student is closely monitored and placed to the appropriate level once mastery is obtained in reading and math concepts. The teachers are observed by the principal and consultants. Academic staff collaborate strategies, ideas, resources, and accomplishments during academic meetings.

Beyond TextBook Reading/Math Program K-6[®]

Beyond TextBook clearly defines the reading and math program implemented and used by the K-6[®] Nazlini Community School, Inc. Beyond Textbooks, a comprehensive program of curriculum development, instructional improvement, student assessment, and multi-level interventions, is the result of this philosophy of planning, teaching, and sharing. The developers of Beyond TextBook collaboratively review state content standards to identify core sets of essential standards that establish what students must learn in each content area at each grade level. These are the standards that provide students with knowledge beyond just a test date. A calendar is developed specifically of what standards will be covered each week. The BT reading program was implemented following the calendar provided by the Beyond TextBook administrators. The curriculum calendars, facilitate the administration of common curriculum-aligned assessments, and encourage collaboration among teachers at the same grade level. The use of Beyond TextBook started being implemented in the fall of 2023-2024 school year. The teaching staff were told that the first year of implementation, Social Studies was not one of the main focus so the subject was not taught during the 2023-2024 school year.

Special Education Program

Nazlini Community School is a small school serving grades kindergarten to sixth grade and an on-site FACE program. Nazlini Community School ensures all children 3yrs to appropriately 12 years receive. Nazlini Community School is a small school serving grades kindergarten to sixth grade plus an on-site FACE program. All children with disabilities receive free appropriate public education that emphasizes special education

and related services (occupational therapy, physical therapy, speech therapy, counseling, school psychologist) designed to meet their needs and prepare them for further education i.e., middle school. Additional services can be available as needed but there are no students who have the need for those services at the present time.

Library/ Computer Room

The School library is located at the central part of the school with a collection of fiction, nonfiction, Native American, and other reference materials. The students are able to use the library anytime for research and leisure reading. The library is inviting to students and staff but it does need some improvements. The library is in need of new, updated books and materials.

The school also has a computer room where kindergarten through sixth grade students learn basic computer skills. A technology and media information plan is in place. The computer room is set up to administer summative and formative assessments to kindergarten through sixth grade. The computer room provides opportunities for students to access interactive online learning sites, and apply research skills.

Dine Language and Cultural Program

The Nazlini Community School, Inc. Dine Language and Cultural program serves FACE Preschool, Kindergarten through sixth grade students on an hourly daily basis. The Culture and Language class uses the Dine Language and Cultural standards and curriculum that the Office of Standards, Curriculum and Assessments Development provided to the school. The Dine Nation recognizes the importance of maintaining the language for the survival of the Nation. The lessons are derived from the standards and designed by the Dine Culture and Language teachers, the local elders, storytellers, and Navajo Culture and Language experts.

Student Council

The student council consists of students in grades fourth through sixth who are given an opportunity to campaign for offices of President, Vice President, Secretary and Treasurer. The program offers students the opportunity to be responsible citizens. After the election, the elected officers are given the role of being a representative for the student body. As a representative, the elected officers has to demonstrate academic proficiency

After school sports & Recreation

The school provides sports that coincide with the season. Students in grades third through sixth participate in sports that are provided during the season. In the fall session, cross country, flag football, and volleyball are offered for students to join. In the winter session, basketball is divided into boy and girl teams. Students build confidence in the

Section F

If not adopted, an affirmative statement that the Navajo Nation North Central Association (NN/NCA) Academic Standards will be adopted and that NN/NCA Certification will be acquired within one year.

Required Information

- Grantee must submit a current copy of their COGNIA Certification of Accreditation. The Navajo Nation Central Association (NN/NCA) is now called “COGNIA Navajo Nation.”

Example:



Section G

Statement certified by the school board if applicable, that the Residential Standards will be in conformance with 25 CFR Part 36 Subpart H. School boards shall report to OIEP with respect to instances of non-compliance with space and privacy requirements due to inadequate facilities.

Required Information

School Letterhead:

- Schools will need to submit the signed certification on school letterhead, if applicable.

Example:



Tsé Nitsaa Deez'áhí Diné Bi'ólta'

Rock Point Community School

PO Box 560 Highway 191 Rock Point, Arizona 86545 Phone: (928) 659-4221 Fax: (928) 659-4235

I, Layone Gardner, Board of Trustee Member of the *Rock Point Community School, Inc.* do hereby certify and make the following statements that I have read, understand, and will comply with the following laws, policies, and procedures:

- Section: G** – I certify, if applicable, that the Residential Standards will be in conformance with 25 CFR Part 36 Subpart H and shall report with respect to instances of non-compliance with space and privacy requirements due to inadequate facilities. **Initials:** LG
- Section: K** – I certify and assure that all employees will receive a background investigation and that the employees will meet the minimum standards for character and suitability required in 25 CFR Part 63.11. School Board members, in compliance with Navajo Law (including Navajo Election Law) and Federal laws, will also receive criminal background investigations. The criminal background check will include federal, state, and tribal convictions or Nolo Contendere pleas on child related convictions. No individual convicted of any child related crimes may serve on the school board. **Initials:** LG
- Section: L** – I certify that I have read and understand 25 USC 450d-Criminal Activities Involving Grants, Contracts, etc.; Penalties. **Initials:** LG
- Section: M** – I certify that I understand that all funds received must be deposited into accounts that are insured by an agency or instrumentality of the United States. **Initials:** LG
- Section N** – I certify that I have read and understand the Provisions of OMB Super-Circular A-87 particularly those sections that pertain to allowable and unallowable cost. **Initials:** LG
- Section: O** – I certify that I have read and understand the “Indian Child Protection and Family Violence Protection Act of 1990” requiring child abuse reporting procedures plan and background investigation requirement procedures. **Initials:** LG
- Section: P** Board Member Ethics – That I have been sworn in and will comply with the Ethics and Governance Law of the Navajo Nation. **Initials:** LG
- Section Q:** I do hereby certify that I have received training in the contents of Reauthorization of these requirements. **Initials:** LG

Layone Gardner
Layone Gardner, Board Vice-President

February 14, 2024

Section H.1

A specific point by point description of how the school board will handle the requirements of:

- Accounting and Management of equipment of the school and future equipment acquisitions.

Required Information

- Identify where this requirement is within the school's policies and procedures.

Example:

Richfield Residential Hall, Inc. Section H

H.1 Accounting and Management of equipment of the school and future equipment acquisitions.

The accounting and management of equipment of the school and future equipment acquisitions are addressed Richfield Residential Hall, Inc.'s Policies & Procedures Manual; approved on June 24, 2024; Section X, Financial Policies & Procedures Section VI. Property and Equipment, page 141.

H.2 A bookkeeping and accounting procedure system.

The bookkeeping and accounting procedure system are addressed Richfield Residential Hall, Inc.'s Financial Policies & Procedures Manual; approved on June 24, 2024; Section X, Financial Policies & Procedures, Bookkeeping and Accounting Procedures, page 139.

H.3 Recruitment and retention of adequately trained personnel.

The recruitment and retention of adequately trained personnel are addressed in Richfield Residential Hall, Inc.'s Policies & Procedures Manual; approved on June 24, 2024; Section I, Personnel, C. Recruitment and Selection, page 10 - 12.

H.4 Personnel policies and procedures.

Please refer to the attached document in H.4 for further details

H.5 Financial policies and procedures.

Please refer to the attached document in H.5 for further details.

H.6 Risk management programs (Insurance, including but not limited to, general liabilities, property protection, fire, vehicles, etc.).

Please refer to the attached document in H.6 for further details.

H.7 Consolidated school reform plan (1114) (Plan4Learning)

Richfield Residential Hall, Inc., is not obligated to provide documentation as it operates under the designation of a residential entity.

H.8 Reporting Requirements (Single Agency Audit Act of 1984 as amended).

The reporting requirements (Single Agency Audit Act of 1984 as amended) are addressed in Richfield Residential Hall, Inc.'s Financial Policies & Procedures Manual; approved on June 24, 2024; Section X, I. Organization, page 141.

H.9 Implementation and enforcement of the Navajo Nation Ethics in Government Law (2.N.N.C.6).

The implementation and enforcement of Navajo Nation Ethics in Government Law are addressed in Richfield Residential Hall, Inc.'s Policies & Procedures Manual; approved on June 24, 2024; Section IX, Governing Board By-Laws & Code of Ethics, page 131.

Section H.2

A specific point by point description of how the school board will handle the requirements of:

- A bookkeeping and accounting procedure system.

Required Information

- Identify where this requirement is within the school's policies and procedures.

Example:

Richfield Residential Hall, Inc. Section H

H.1 Accounting and Management of equipment of the school and future equipment acquisitions.

The accounting and management of equipment of the school and future equipment acquisitions are addressed Richfield Residential Hall, Inc.'s Policies & Procedures Manual; approved on June 24, 2024; Section X, Financial Policies & Procedures Section VI. Property and Equipment, page 141.

H.2 A bookkeeping and accounting procedure system.

The bookkeeping and accounting procedure system are addressed Richfield Residential Hall, Inc.'s Financial Policies & Procedures Manual; approved on June 24, 2024; Section X, Financial Policies & Procedures, Bookkeeping and Accounting Procedures, page 139.

H.3 Recruitment and retention of adequately trained personnel.

The recruitment and retention of adequately trained personnel are addressed in Richfield Residential Hall, Inc.'s Policies & Procedures Manual; approved on June 24, 2024; Section I, Personnel, C. Recruitment and Selection, page 10 - 12.

H.4 Personnel policies and procedures.

Please refer to the attached document in H.4 for further details

H.5 Financial policies and procedures.

Please refer to the attached document in H.5 for further details.

H.6 Risk management programs (Insurance, including but not limited to, general liabilities, property protection, fire, vehicles, etc.).

Please refer to the attached document in H.6 for further details.

H.7 Consolidated school reform plan (1114) (Plan4Learning)

Richfield Residential Hall, Inc., is not obligated to provide documentation as it operates under the designation of a residential entity.

H.8 Reporting Requirements (Single Agency Audit Act of 1984 as amended).

The reporting requirements (Single Agency Audit Act of 1984 as amended) are addressed in Richfield Residential Hall, Inc.'s Financial Policies & Procedures Manual; approved on June 24, 2024; Section X, I. Organization, page 141.

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The implementation and enforcement of Navajo Nation Ethics in Government Law are addressed in Richfield Residential Hall, Inc.'s Policies & Procedures Manual; approved on June 24, 2024; Section IX, Governing Board By-Laws & Code of Ethics, page 131.

Section H.3

A specific point by point description of how the school board will handle the requirements of:

- Recruitment and retention of adequately trained personnel.

Required Information

- Identify where this requirement is within the school's policies and procedures.

Example:

Richfield Residential Hall, Inc. Section H

H.1 Accounting and Management of equipment of the school and future equipment acquisitions.

The accounting and management of equipment of the school and future equipment acquisitions are addressed Richfield Residential Hall, Inc.'s Policies & Procedures Manual; approved on June 24, 2024; Section X, Financial Policies & Procedures Section VI. Property and Equipment, page 141.

H.2 A bookkeeping and accounting procedure system.

The bookkeeping and accounting procedure system are addressed Richfield Residential Hall, Inc.'s Financial Policies & Procedures Manual; approved on June 24, 2024; Section X, Financial Policies & Procedures, Bookkeeping and Accounting Procedures, page 139.

H.3 Recruitment and retention of adequately trained personnel.

The recruitment and retention of adequately trained personnel are addressed in Richfield Residential Hall, Inc.'s Policies & Procedures Manual; approved on June 24, 2024; Section I, Personnel, C. Recruitment and Selection, page 10 - 12.

H.4 Personnel policies and procedures.

Please refer to the attached document in H.4 for further details

H.5 Financial policies and procedures.

Please refer to the attached document in H.5 for further details.

H.6 Risk management programs (Insurance, including but not limited to, general liabilities, property protection, fire, vehicles, etc.).

Please refer to the attached document in H.6 for further details.

H.7 Consolidated school reform plan (1114) (Plan4Learning)

Richfield Residential Hall, Inc., is not obligated to provide documentation as it operates under the designation of a residential entity.

H.8 Reporting Requirements (Single Agency Audit Act of 1984 as amended).

The reporting requirements (Single Agency Audit Act of 1984 as amended) are addressed in Richfield Residential Hall, Inc.'s Financial Policies & Procedures Manual; approved on June 24, 2024; Section X, I. Organization, page 141.

H.9 Implementation and enforcement of the Navajo Nation Ethics in Government Law (2.N.N.C.6).

The implementation and enforcement of Navajo Nation Ethics in Government Law are addressed in Richfield Residential Hall, Inc.'s Policies & Procedures Manual; approved on June 24, 2024; Section IX, Governing Board By-Laws & Code of Ethics, page 131.

Section H.4

A specific point by point description of how the school board will handle the requirements of:

- Personnel policies and procedure

Required Information

- Schools must submit the current approved school board personnel policies/procedures and School Board By-Laws with date adopted.

Example:

PERSONNEL POLICIES AND PROCEDURES



NAATSI'S'AAN COMMUNITY
SCHOOL
2019-2020

APPROVED: 09-20-19

Section H.5

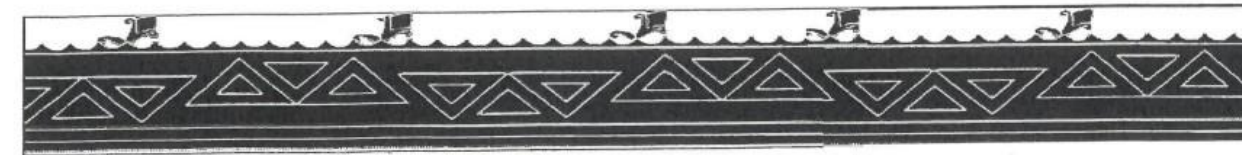
A specific point by point description of how the school board will handle the requirements of:

- Financial policies and procedures

Required Information

- Schools must submit the current approved school board financial policies/procedures with date adopted.

Example:

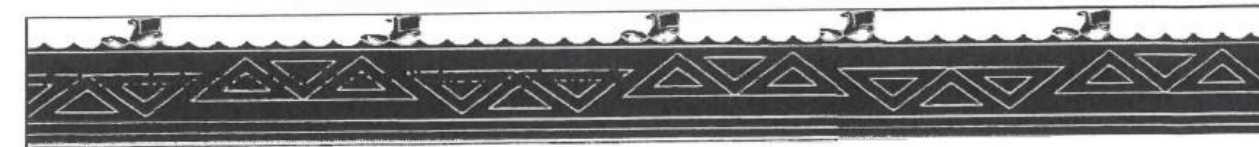


Winslow Residential Hall Inc.



Financial Policy & Procedures

APPROVED BY THE BOARD: March 6, 2020



Section H.6


Example:

A specific point by point description of how the school board will handle the requirements of:

- Risk management programs (Insurance, including but not limited to general liabilities, property protection, fire, vehicles, etc.).

Required Information

- School must provide all current insurance policies and manuals with coverage information



BLACMES-01 WFOSTER

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/14/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Mahoney Group - Mesa 1835 South Extension Road Mesa, AZ 85210	CONTACT NAME: Mindy Weisbrod PHONE (A/C, No, Ext): (480) 214-2724 FAX (A/C, No): (480) 730-4929 E-MAIL ADDRESS: mweisbrod@mahoneygroup.com
INSURER(S) AFFORDING COVERAGE NAIC #	
INSURER A : Native American Schools	
INSURER B : Summit Administration Services	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

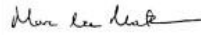
INSURED
 Black Mesa Community School Board Inc
 PO Box 97
 Pinon, AZ 86510

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR VVO	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			NASLIAB252	7/1/2024	7/1/2025	EACH OCCURRENCE \$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$ 2,000,000
							GENERAL AGGREGATE \$ 3,000,000
							PRODUCTS - COMP/OP AGG \$ 300,000
							\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			NASLIAB252	7/1/2024	7/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	NASWC252	7/1/2024	7/1/2025	PER STATUTE OTH-ER
			N/A				E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Sexual Misconduct			NASLIAB252	7/1/2024	7/1/2025	Occ/Agg 1,000,000
A	Professional Liab			NASLIAB252	7/1/2024	7/1/2025	Agg/Occ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER Proof of Insurance	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Section H.7

Example:

A specific point by point description of how the school board will handle the requirements of:

- Consolidated school reform plans (1114)

Required Information

- School must submit the following approved, finalized, and current plans for the upcoming school year during Reauthorization:
 - Comprehensive Support and Improvement Plan
 - Needs Assessment
 - SMART GOALS
 - School Wide Budget
 - Proposed continuous School Improvement Plan

Bureau of Indian Education
Na' Neelzhiin Ji'Olta (Torreon)
2023-2024 School Improvement Plan

Board Approval Date: June 28, 2023
 Public Presentation Date: June 30, 2023
 School Type: Navajo
 ERC: Crownpoint

BUREAU OF INDIAN EDUCATION
 SY 2024-2025 Schoolwide Budget

SY 2024-2025 TITLE I, PART A: IMPROVING BASIC PROGRAMS OPERATED BY LEA			
SY	NAME	PREVIOUS SCHOOL YEAR ALLOCATION	EXPENDED PREVIOUS SY ALLOCATION
2023	NAVICS	\$ 163,070.00	\$ 120,019.63
	Black Mesa Community School	\$ 43,050.37	\$ 163,070.00
		TOTAL CARRYOVER AVAILABLE	\$ 206,120.37
		EST. CURRENT SCHOOL YEAR ALLOCATION	\$ 206,120.37
		TOTAL AVAILABLE	\$ 206,120.37

BUDGET LINE ITEMS	UNIT AMOUNT	TOTAL	DESCRIPTION (Enter thorough justification that aligns to the SMART goals and evidence-based strategies/activities in the ISEP Plan.)
REQUIRED SET-ASIDE - Education for Homeless Youth and Children:		\$ 815.35	BMCs offers supplemental transportation to enhance attendance, as well as affordable clothing, eyeglasses, and personal hygiene supplies to help students succeed academically. The program also provides transportation for students to acquire necessary enrollment documents.
Set-aside should be based on a needs assessment that includes the number and educational needs of homeless students.			
Academic/supplemental supplies	815.35		
Parent and Family Engagement - At least 1% for Parent and Family Engagement if schools receive more than \$500,000.00 of Title I, Part A.		\$ 1,630.70	The Parent Involvement Policy is accessible to the local community and is updated regularly to address the evolving needs of parents and the school. Various parent engagement activities will be organized to involve families and enhance their capacity to contribute to improved student outcomes.
Parent and Family Engagement activities	1,630.70		
INSTRUCTION			
Salaries		\$ 402,766.40	One certified teacher for grades 7 and 8. ISEP funding will not fully cover all academic salary expenses. This certified teacher holds a Reading Endorsement and is responsible for delivering intensive reading intervention to struggling readers, offering more individualized, supportive, and explicit instruction than typical classroom reading. A paraprofessional will also provide one-on-one intervention for students facing challenges in kindergarten. Stipends will be given to certified academic staff who participate in professional development on non-working days, with compensation set at \$150.00 per day for 7 teachers and 10 members of the leadership team. Professional Learning Communities (PLCs) are encouraged and supported to implement intervention strategies that benefit students academically, emotionally, socially, and physically.
Certified Teacher	\$ 52,008.00		
Paraprofessional	\$ 30,358.40		
Supplemental Stipends	\$ 20,400.00		
Benefits		\$ 20,393.28	Social Security 6.5%, Medicare 1.45%, Workers Comp 2%, Benefits 10.05%
Professional Development/Purchased Professional Services		\$ 0%	Employees may be required to participate in professional learning communities focused on enhancing student achievement. These sessions will develop strategies to engage student learning and improve foundational skills, as well as increase proficiency in informational text, literary text, and vocabulary development. Mathematics training will cover number operations, algebraic thinking, measurement and data, and math literacy. Additionally, paraprofessionals will offer one-on-one intervention instruction for students struggling in reading and math. They will also contribute to creating a well-rounded educational experience in a safe and healthy environment by implementing the LifeSkills Program, funded by the University of Colorado Boulder, which will be integrated with traditional teaching methods.
Travel	\$ 15,600.00		
Registration Fees	\$ 17,000.00		
Equipment		\$ 32,600.00	
These figures are for the above, the formulae is not correct, it gives a %.	\$ 15,600.00		
	\$ 17,000.00		
Supplies and Materials		\$ 47,754.94	General supply, textbook and technology cost will be supplemental, reasonable and will assist our teachers to increase academic achievement. School PUP (\$3,000.00), Microsoft 365 (\$4,480.00) and Readline (\$2,000.00) subscriptions for all students and staff to increase technology usage, math and reading comprehension. Technology cost is provided by other programs that will sufficiently cover the total cost. BMCs will change to Houghton Mifflin this school year.
Textbooks	\$ 15,139.00		
Materials/Classroom Supplies	\$ 22,315.64		
Dues & Subscriptions	\$ 10,300.00		
Other Expenses:		\$	
SUPPORT SERVICES			
Salaries		\$	

Section H.8

A specific point by point description of how the school board will handle the requirements of:

- Reporting Requirements (Single Agency Audit Act of 1984 as amended).

Required Information

- Identify where this requirement is within the school's policies and procedures that they will abide by the reporting requirements of the Single Agency Audit Act of 1984 as amended.

Example:

Richfield Residential Hall, Inc. Section H

H.1 Accounting and Management of equipment of the school and future equipment acquisitions.

The accounting and management of equipment of the school and future equipment acquisitions are addressed Richfield Residential Hall, Inc.'s Policies & Procedures Manual; approved on June 24, 2024; Section X, Financial Policies & Procedures Section VI. Property and Equipment, page 141.

H.2 A bookkeeping and accounting procedure system.

The bookkeeping and accounting procedure system are addressed Richfield Residential Hall, Inc.'s Financial Policies & Procedures Manual; approved on June 24, 2024; Section X, Financial Policies & Procedures, Bookkeeping and Accounting Procedures, page 139.

H.3 Recruitment and retention of adequately trained personnel.

The recruitment and retention of adequately trained personnel are addressed in Richfield Residential Hall, Inc.'s Policies & Procedures Manual; approved on June 24, 2024; Section I, Personnel, C. Recruitment and Selection, page 10 - 12.

H.4 Personnel policies and procedures.

Please refer to the attached document in H.4 for further details

H.5 Financial policies and procedures.

Please refer to the attached document in H.5 for further details.

H.6 Risk management programs (Insurance, including but not limited to, general liabilities, property protection, fire, vehicles, etc.).

Please refer to the attached document in H.6 for further details.

H.7 Consolidated school reform plan (1114) (Plan4Learning)

Richfield Residential Hall, Inc., is not obligated to provide documentation as it operates under the designation of a residential entity.

H.8 Reporting Requirements (Single Agency Audit Act of 1984 as amended).

The reporting requirements (Single Agency Audit Act of 1984 as amended) are addressed in Richfield Residential Hall, Inc.'s Financial Policies & Procedures Manual; approved on June 24, 2024; Section X, I. Organization, page 141.

H.9 Implementation and enforcement of the Navajo Nation Ethics in Government Law (2.N.N.C.6).

The implementation and enforcement of Navajo Nation Ethics in Government Law are addressed in Richfield Residential Hall, Inc.'s Policies & Procedures Manual; approved on June 24, 2024; Section IX, Governing Board By-Laws & Code of Ethics, page 131.

Section H.9

A specific point by point description of how the school board will handle the requirements of:

- Implementation and enforcement of the Navajo Nation Ethics in Government Law (2.N.N.C.6)

Required Information

- Identify where this requirement is within the school's policies and procedures.

Example:

Richfield Residential Hall, Inc. Section H

H.1 Accounting and Management of equipment of the school and future equipment acquisitions.

The accounting and management of equipment of the school and future equipment acquisitions are addressed Richfield Residential Hall, Inc.'s Policies & Procedures Manual; approved on June 24, 2024; Section X, Financial Policies & Procedures Section VI. Property and Equipment, page 141.

H.2 A bookkeeping and accounting procedure system.

The bookkeeping and accounting procedure system are addressed Richfield Residential Hall, Inc.'s Financial Policies & Procedures Manual; approved on June 24, 2024; Section X, Financial Policies & Procedures, Bookkeeping and Accounting Procedures, page 139.

H.3 Recruitment and retention of adequately trained personnel.

The recruitment and retention of adequately trained personnel are addressed in Richfield Residential Hall, Inc.'s Policies & Procedures Manual; approved on June 24, 2024; Section I, Personnel, C. Recruitment and Selection, page 10 - 12.

H.4 Personnel policies and procedures.

Please refer to the attached document in H.4 for further details

H.5 Financial policies and procedures.

Please refer to the attached document in H.5 for further details.

H.6 Risk management programs (Insurance, including but not limited to, general liabilities, property protection, fire, vehicles, etc.).

Please refer to the attached document in H.6 for further details.

H.7 Consolidated school reform plan (1114) (Plan4Learning)

Richfield Residential Hall, Inc., is not obligated to provide documentation as it operates under the designation of a residential entity.

H.8 Reporting Requirements (Single Agency Audit Act of 1984 as amended).

The reporting requirements (Single Agency Audit Act of 1984 as amended) are addressed in Richfield Residential Hall, Inc.'s Financial Policies & Procedures Manual; approved on June 24, 2024; Section X, I. Organization, page 141.

H.9 Implementation and enforcement of the Navajo Nation Ethics in Government Law (2.N.N.C.6).

The implementation and enforcement of Navajo Nation Ethics in Government Law are addressed in Richfield Residential Hall, Inc.'s Policies & Procedures Manual; approved on June 24, 2024; Section IX, Governing Board By-Laws & Code of Ethics, page 131.

Section I

Example:

Documentation of Incorporation with the Navajo Nation Corporation Commission.

Required Information

School must provide:

- A copy of the initial Certificate of Incorporation
- Certificate of Good Standing for **two consecutive years** to validate compliance with the Navajo Nation Business Regulatory Department



Section J

Example:

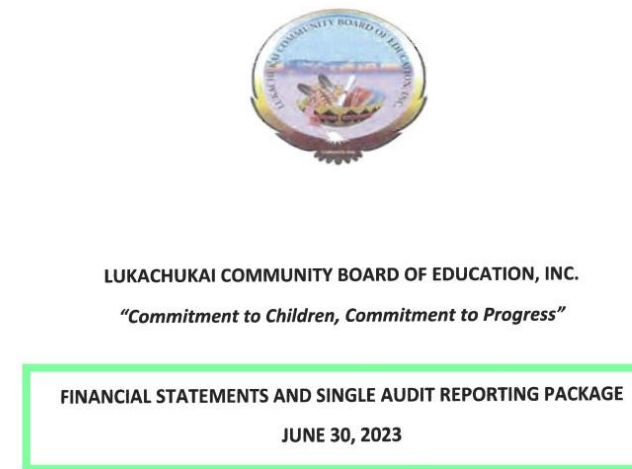
A Scope of Work that address program implementation and compliance to be utilized as a foundation by an independent auditing firm that will be retained to conduct an annual audit which meets the requirements of the Single Agency Audit Act of 1984 as amended in 1996.

Required Information

School must submit:

- Current and past two (2) years audit
- Scope of Work
 - Known as Engagement Letter associated with each audit within their application

According to the Grant/Contract Conversion/Maintenance Handbook: "All grantee/contractors will be select a different certified auditing firm each time the grant/contract is reauthorization." The Navajo Nation permits existing grant/contract schools to retain their auditing firm for no more than three (3) consecutive years and must select a different auditing firm thereafter.



BDR RICHARDS
CPA'S, PLC

15 November 2023

To the Governing Board and Principal

Lukachukai Community School, Inc.
Lukachukai, AZ 86507

We are pleased to confirm our understanding of the services we are to provide for Lukachukai Community School, Inc. for June 30, 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of Lukachukai Community School, Inc. as of June 30, 2023. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Lukachukai Community School's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Lukachukai Community School, Inc.'s RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.

We have also been engaged to report on supplementary information other than RSI that accompanies Lukachukai Community School Inc's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

- 1) Schedule of expenditures of federal awards.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could

Section K

Assurances that all employees will receive a background will meet the minimum standards for character and suitability required in 25 CFR Part 63.11. School board members, in compliance with Navajo Law (including Navajo Election Law) and Federal Laws, will also receive criminal background investigations. The criminal background check will include federal, state, and tribal convictions or Nolo Contendere pleas on child related convictions. No individuals convicted on any child related crimes may serve on the school board.

Required Information

School Letter:

- School board members shall submit the signed certification on school letterhead.

Example:

Tsé Nitsaa Deez'áhí Diné Bi'ólta'
Rock Point Community School
 PO Box 560 Highway 191 Rock Point, Arizona 86545 Phone: (928) 659-4221 Fax: (928) 659-4235

I, Layone Gardenez, Board of Trustee Member of the *Rock Point Community School, Inc.* do hereby certify and make the following statements that I have read, understand, and will comply with the following laws, policies, and procedures:

- Section: G** – I certify, if applicable, that the Residential Standards will be in conformance with 25 CFR Part 36 Subpart H and shall report with respect to instances of non-compliance with space and privacy requirements due to inadequate facilities. **Initials:** LG
- Section: K** – I certify and assure that all employees will receive a background investigation and that the employees will meet the minimum standards for character and suitability required in 25 CFR Part 63.11. School Board members, in compliance with Navajo Law (including Navajo Election Law) and Federal laws, will also receive criminal background investigations. The criminal background check will include federal, state, and tribal convictions or Nolo Contendere pleas on child related convictions. No individual convicted of any child related crimes may serve on the school board. **Initials:** LG
- Section: L** – I certify that I have read and understand 25 USC 450d-Criminal Activities Involving Grants, Contracts, etc.; Penalties. **Initials:** LG
- Section: M** – I certify that I understand that all funds received must be deposited into accounts that are insured by an agency or instrumentality of the United States. **Initials:** LG
- Section N** – I certify that I have read and understand the Provisions of OMB Super-Circular A-87 particularly those sections that pertain to allowable and unallowable cost. **Initials:** LG
- Section: O** – I certify that I have read and understand the “Indian Child Protection and Family Violence Protection Act of 1990” requiring child abuse reporting procedures plan and background investigation requirement procedures. **Initials:** LG
- Section: P** Board Member Ethics – That I have been sworn in and will comply with the Ethics and Governance Law of the Navajo Nation. **Initials:** LG
- Section Q:** I do hereby certify that I have received training in the contents of Reauthorization of these requirements. **Initials:** LG

Layone Gardenez
 Layone Gardenez, Board Vice-President

February 14, 2024

Section L

Example:

Certification from each school board member that they have read and understand 25 USC 450d – Criminal Activities Grants, Contracts, etc.; Penalties.

Required Information

School Letter:

- School board members shall submit the signed certification on school letterhead.



I, Layone Gardenez, Board of Trustee Member of the *Rock Point Community School, Inc.* do hereby certify and make the following statements that I have read, understand, and will comply with the following laws, policies, and procedures:

1. **Section: G** – I certify, if applicable, that the Residential Standards will be in conformance with 25 CFR Part 36 Subpart H and shall report with respect to instances of non-compliance with space and privacy requirements due to inadequate facilities. **Initials:** LG
2. **Section: K** – I certify and assure that all employees will receive a background investigation and that the employees will meet the minimum standards for character and suitability required in 25 CFR Part 63.11. School Board members, in compliance with Navajo Law (including Navajo Election Law) and Federal laws, will also receive criminal background investigations. The criminal background check will include federal, state, and tribal convictions or Nolo Contendere pleas on child related convictions. No individual convicted of any child related crimes may serve on the school board. **Initials:** LG
3. **Section: L** – I certify that I have read and understand 25 USC 450d-Criminal Activities Involving Grants, Contracts, etc.; Penalties. **Initials:** LG
4. **Section: M** – I certify that I understand that all funds received must be deposited into accounts that are insured by an agency or instrumentality of the United States. **Initials:** LG
5. **Section N** – I certify that I have read and understand the Provisions of OMB Super-Circular A-87 particularly those sections that pertain to allowable and unallowable cost. **Initials:** LG
6. **Section: O** – I certify that I have read and understand the “Indian Child Protection and Family Violence Protection Act of 1990” requiring child abuse reporting procedures plan and background investigation requirement procedures. **Initials:** LG
7. **Section: P** Board Member Ethics – That I have been sworn in and will comply with the Ethics and Governance Law of the Navajo Nation. **Initials:** LG
8. **Section Q:** I do hereby certify that I have received training in the contents of Reauthorization of these requirements. **Initials:** LG

Layone Gardenez
Layone Gardenez, Board Vice-President

February 14, 2024

Section M

Example:

Certification from each school board members that they understand that all funds received must be deposited into accounts that are insured by an agency or instrumentality of the United States.

Required Information

School Letter:

- School board members shall submit the signed certification on school letterhead.



I, Layone Gardner, Board of Trustee Member of the *Rock Point Community School, Inc.* do hereby certify and make the following statements that I have read, understand, and will comply with the following laws, policies, and procedures:

- Section: G** – I certify, if applicable, that the Residential Standards will be in conformance with 25 CFR Part 36 Subpart H and shall report with respect to instances of non-compliance with space and privacy requirements due to inadequate facilities. **Initials:** LG
- Section: K** – I certify and assure that all employees will receive a background investigation and that the employees will meet the minimum standards for character and suitability required in 25 CFR Part 63.11. School Board members, in compliance with Navajo Law (including Navajo Election Law) and Federal laws, will also receive criminal background investigations. The criminal background check will include federal, state, and tribal convictions or Nolo Contendere pleas on child related convictions. No individual convicted of any child related crimes may serve on the school board. **Initials:** LG
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- Section: M** – I certify that I understand that all funds received must be deposited into accounts that are insured by an agency or instrumentality of the United States. **Initials:** LG
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- Section: O** – I certify that I have read and understand the “Indian Child Protection and Family Violence Protection Act of 1990” requiring child abuse reporting procedures plan and background investigation requirement procedures. **Initials:** LG
- Section: P** Board Member Ethics – That I have been sworn in and will comply with the Ethics and Governance Law of the Navajo Nation. **Initials:** LG
- Section Q:** I do hereby certify that I have received training in the contents of Reauthorization of these requirements. **Initials:** LG

Layone Gardner
Layone Gardner, Board Vice-President

February 14, 2024

Section N

Certification from each school board members, the school chief, and the fiscal & personnel manager that they have read and understand the Provisions of OMB Circular, A-87 particularly those sections that pertain to allowable and unallowable cost.

Required Information

School Letter:

- School board members
- School chief administer officer
- Fiscal manager
- Personnel manager

shall submit the signed certification on school letterhead.

Example:



I, Layone Gardner, Board of Trustee Member of the *Rock Point Community School, Inc.* do hereby certify and make the following statements that I have read, understand, and will comply with the following laws, policies, and procedures:

1. **Section: G** – I certify, if applicable, that the Residential Standards will be in conformance with 25 CFR Part 36 Subpart H and shall report with respect to instances of non-compliance with space and privacy requirements due to inadequate facilities. **Initials:** LG
2. **Section: K** – I certify and assure that all employees will receive a background investigation and that the employees will meet the minimum standards for character and suitability required in 25 CFR Part 63.11. School Board members, in compliance with Navajo Law (including Navajo Election Law) and Federal laws, will also receive criminal background investigations. The criminal background check will include federal, state, and tribal convictions or Nolo Contendere pleas on child related convictions. No individual convicted of any child related crimes may serve on the school board. **Initials:** LG
3. **Section: L** – I certify that I have read and understand 25 USC 450d-Criminal Activities Involving Grants, Contracts, etc.; Penalties. **Initials:** LG
4. **Section: M** – I certify that I understand that all funds received must be deposited into accounts that are insured by an agency or instrumentality of the United States. **Initials:** LG
5. **Section N** – I certify that I have read and understand the Provisions of OMB Super-Circular A-87 particularly those sections that pertain to allowable and unallowable cost. **Initials:** LG
6. **Section: O** – I certify that I have read and understand the “Indian Child Protection and Family Violence Protection Act of 1990” requiring child abuse reporting procedures plan and background investigation requirement procedures. **Initials:** LG
7. **Section: P** Board Member Ethics – That I have been sworn in and will comply with the Ethics and Governance Law of the Navajo Nation. **Initials:** LG
8. **Section Q:** I do hereby certify that I have received training in the contents of Reauthorization of these requirements. **Initials:** LG

Layone Gardner
Layone Gardner, Board Vice-President

February 14, 2024

Section O

Example:

Certification from each school board members that they have read and understand the “Indian Child Protection and Family Violence Prevention Act of 1990” requiring child abuse reporting procedures plan and background investigation requirement procedures.

Required Information

School Letter:

- School board members shall submit the signed certification on school letterhead.



I, Layone Gardner, Board of Trustee Member of the *Rock Point Community School, Inc.* do hereby certify and make the following statements that I have read, understand, and will comply with the following laws, policies, and procedures:

- Section: G** – I certify, if applicable, that the Residential Standards will be in conformance with 25 CFR Part 36 Subpart H and shall report with respect to instances of non-compliance with space and privacy requirements due to inadequate facilities. **Initials:** LG
- Section: K** – I certify and assure that all employees will receive a background investigation and that the employees will meet the minimum standards for character and suitability required in 25 CFR Part 63.11. School Board members, in compliance with Navajo Law (including Navajo Election Law) and Federal laws, will also receive criminal background investigations. The criminal background check will include federal, state, and tribal convictions or Nolo Contendere pleas on child related convictions. No individual convicted of any child related crimes may serve on the school board. **Initials:** LG
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- Section: P** Board Member Ethics – That I have been sworn in and will comply with the Ethics and Governance Law of the Navajo Nation. **Initials:** LG
- Section Q:** I do hereby certify that I have received training in the contents of Reauthorization of these requirements. **Initials:** LG

Layone Gardner
Layone Gardner, Board Vice-President

February 14, 2024

Section P

Signed copy of a School Board Code of Ethics from each school board member.

Required Information

School Letter:

- School board members shall submit the signed certification on school letterhead.

Example:



The Navajo Nation **DR. BUU NYGREN** *PRESIDENT*

Yideeskáadi Nitsáhákees | Think for the Future

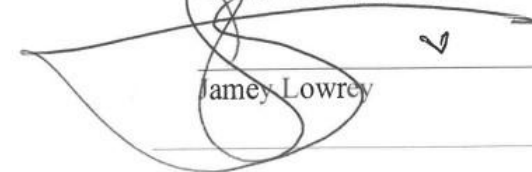
BOARD MEMBER CODE OF ETHICS

Directions: Review the following statement, then sign this code of ethics solidify your commitment to board service in the best interests of this school.


As a member of the School Board, I, Jamey Lowrey will :

- Represent the interests of all people served by this school and not favor special interest inside or outside school.
- Not use my membership on this board for my own personal advantage or for the advantage of my friends, relatives or supporters.
- Keep confidential information confidential
- Support decisions of the board.
- Do nothing to violate the trust of those who elected me to the Board or of those we serve.
- Focus my efforts on the mission of this school and not on my personal goals.
- Work with and through the designated administrators of this school to ensure that the school is well run.
- Not use nor condone the misuse of alcohol or illegal substances while involved with school business or activities.
- Refrain from participating in any manner which comes before the board which involves an interest to myself or any relative including but not limited to: Parents, spouse, children, mother or father-in-laws, siblings, aunt, uncle, grandparents, first cousin, step-children, step-parents, half brothers and sisters, or other individuals where a significant emotional or financial bond exists.
- Consider myself a "trustee" of this school and do my best to ensure that it is well maintained, financially secure, growing and always operating in the best interests of those we serve.

I have read, understand and agree to abide by this Code of Ethics.


Jamey Lowrey

Date

12/19/2024 

DEPARTMENT OF DINÉ EDUCATION
Post Office Box 670 · Window Rock, Arizona, 86515 · Phone (928)871-7475 · Fax (928) 871-7474

NAVAJO NATION BOARD OF EDUCATION
Dr. Pauletta White, President · Andrea K. Thomas, Vice President · Nadine M. Chatto, Secretary
Members: Dr. Henry Fowler · Joan A. Gray · Emerson John
Spencer W. Willie · Freda Nells · Sharon A. Toadechenie
Roy Tracy, (A) Superintendent of Schools

Section Q

Example:

Certification from each school board member that they have received training in the contents of these requirements.

Required Information

School Letter:

- School board members shall submit the signed certification on school letterhead.



Tsé Nitsaa Deez'áhi Diné Bi'ólta'
Rock Point Community School

PO Box 560 Highway 191 Rock Point, Arizona 86545 Phone: (928) 659-4221 Fax: (928) 659-4235

I, Layone Gardner, Board of Trustee Member of the *Rock Point Community School, Inc.* do hereby certify and make the following statements that I have read, understand, and will comply with the following laws, policies, and procedures:

- Section: G** – I certify, if applicable, that the Residential Standards will be in conformance with 25 CFR Part 36 Subpart H and shall report with respect to instances of non-compliance with space and privacy requirements due to inadequate facilities. **Initials:** LG
- Section: K** – I certify and assure that all employees will receive a background investigation and that the employees will meet the minimum standards for character and suitability required in 25 CFR Part 63.11. School Board members, in compliance with Navajo Law (including Navajo Election Law) and Federal laws, will also receive criminal background investigations. The criminal background check will include federal, state, and tribal convictions or Nolo Contendere pleas on child related convictions. No individual convicted of any child related crimes may serve on the school board. **Initials:** LG
- Section: L** – I certify that I have read and understand 25 USC 450d-Criminal Activities Involving Grants, Contracts, etc.; Penalties. **Initials:** LG
- Section: M** – I certify that I understand that all funds received must be deposited into accounts that are insured by an agency or instrumentality of the United States. **Initials:** LG
- Section N** – I certify that I have read and understand the Provisions of OMB Super-Circular A-87 particularly those sections that pertain to allowable and unallowable cost. **Initials:** LG
- Section: O** – I certify that I have read and understand the “Indian Child Protection and Family Violence Protection Act of 1990” requiring child abuse reporting procedures plan and background investigation requirement procedures. **Initials:** LG
- Section: P** Board Member Ethics – That I have been sworn in and will comply with the Ethics and Governance Law of the Navajo Nation. **Initials:** LG
- Section Q:** I do hereby certify that I have received training in the contents of Reauthorization of these requirements. **Initials:** LG

Layone Gardner
Layone Gardner, Board Vice-President

February 14, 2024

HEHSCMY – 012 – 12 Requirements

Re-Affirmed Resolution ECF-12-01 [Grant/Contract Conversion/Maintenance Handbook]

- BIE-Operated schools that wish to convert to a grant/contract schools, along with existing/contract schools operating under the authority of P.L. 93 – 638 or P.L. 100 – 297 are required to fully comply with the provisions of must comply with ECF-12-01 in to maintain their continued authorization from the Navajo Nation.

9. The Health, Education and Human Services committee hereby requires the Navajo Nation Office of Monitoring, Evaluation and Technical Assistance ensure that all schools that wish to exercise their option to convert to grant or contract status and all schools currently operating under the authority of Public law 93-638 or Public law 100-297 in order to maintain authorization from the Navajo Nation to operate their schools, to comply with the approved and applicable provisions of the Grant/Contract Conversion/Maintenance Handbook as approved by Resolution ECF-12-01.

All P.L. 93 – 638 Contract and P.L. 100-297 Grant Application shall be administratively Reviewed, Processed, & Recommended by the Superintendent of Schools to the Navajo Nation Board of Education.

- The Superintendent of Schools and Director of OMETA (ODAC) are responsible for ensuring the grant/contract school submitting complete and compliant grant/contract application before they can be considered for reauthorization by the Navajo Nation of Education according to the parameters outlined by HEHCS.
- Completed Grant Applications shall be administratively review, process, and recommend reauthorization based on the Criteria (Delegation of Authority) established by HEHSCMY-012-12.

III. AUTHORITY, DUTY AND RESPONSIBILITY

A. All P.L. 93-638 and P.L. 100-297 Contract Reauthorization Applications shall be administratively reviewed, processed and recommended by the Superintendent of Schools of the Department of Diné Education before presentation to the Navajo Nation Board of Education.

B. The Superintendent of the Department of the Diné Education and the Director of the Office of Monitoring, Evaluation and Technical Assistance shall implement and administer the approved P.L. 93-638 and P.L. 100-297 Contract Reauthorization Applications for the operation of education and education-related programs and/or residential programs, pursuant to Public Law 93-638 and Public Law 100-297, in accord with the grant application and BIA-funded education and education-related programs.

According to DOJ's advice, incomplete and/or non-compliant grant/contract application shall not be considered for reauthorization until they comply with ECF-12-01.

Pursuant to the recommendation of the Superintendent of Schools, the Navajo Nation Board of Education shall reauthorize Grant/Contract Schools for the following terms, in accordance with the Delegation of Authority guidelines:

- 1 year or less
- 2 years
- 3 years

The duration of the reauthorization will be determined based on the criteria set forth in the Delegation of Authority.

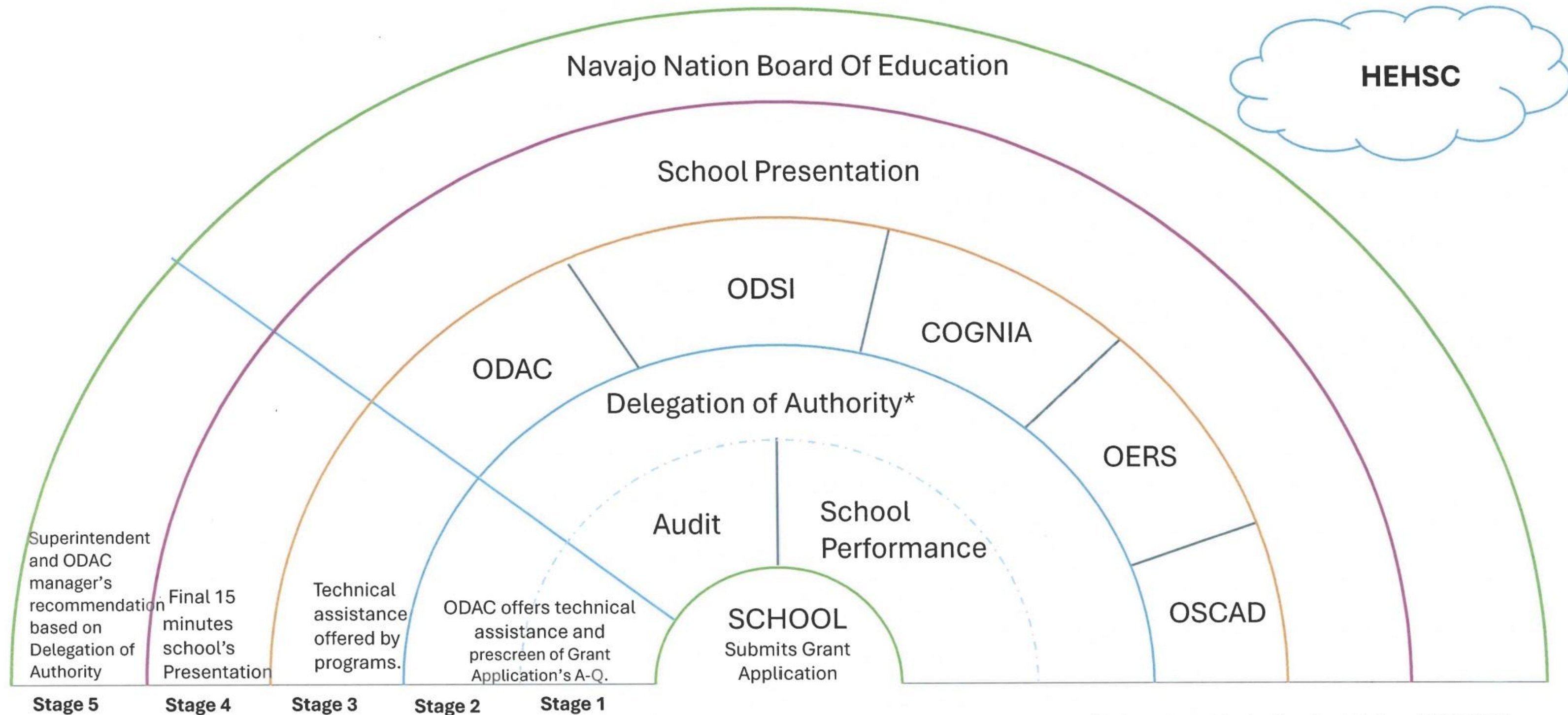
II. DELEGATION

A. Pursuant to 2 N.N.C. § 401(B)(5), the Health, Education and Human Services Committee hereby delegates to the Navajo Nation Board of Education the authority to approve P.L. 93-638 and P.L. 100-297 Contract Reauthorization Applications for a one, two or three-year terms for the operation of education and education-related programs and/or residential programs, pursuant to Public Law 93-638 and Public Law 100-297, and in accord with the grant application and BIA-funded education and education-related programs. Guidelines that shall govern the number years of reauthorization shall be as follows:

Based on the recommendation of the Superintendent of Schools, the Navajo Nation Board of Education shall reauthorize Grant/Contract Schools in accordance with the Delegation of Authority. This reauthorization is contingent upon the fulfillment of two key requirements: (1) the school's current financial status, as demonstrated through financial audits, and (2) the school's academic performance, as evidenced by current academic assessment achievements.

1. One or less year(s) reauthorization shall be granted where schools and/or residential programs have material weaknesses in their current financial audit reports, which includes, but is not limited to serious audit findings, failure to submit audits, etc.
2. Two-year reauthorization shall be granted to schools and/or residential programs that do not have material weaknesses in their current financial audit reports, but have not met academic proficiency based on the current existing academic assessment systems in place.
3. Four-year reauthorization shall be granted to schools and/or residential programs that do not have material weaknesses in their current financial audit reports and met academic proficiency based on the current existing academic assessment systems in place.

Reauthorization Map



HEHSC – Human, Education, Health Services Committee
 ODSI – Office of Dine School Improvement
 ODAC – Office of Dine Accountability & Compliance
 OERS – Office of Educational Research & Statistics
 OSCAD – Office of Standards, Curriculum, and Assessment Development

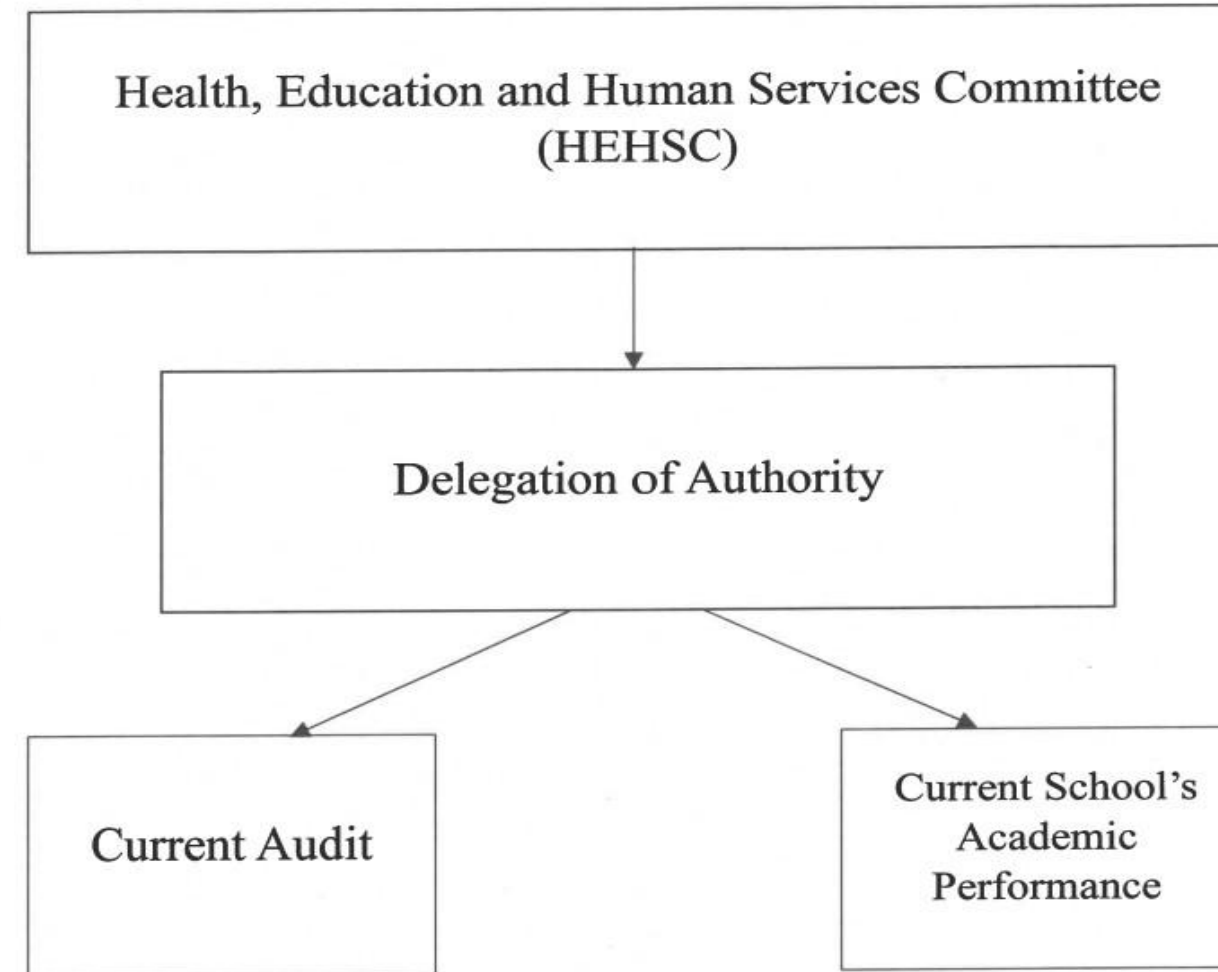
Reauthorization**

*Delegation of Authority – Legislation: HEHSCMY - 012-12: Year(s) or month(s) recommendation for school's reauthorization; HEHSCMA-02-21: Clarification Instructions for Grant Application

**Reauthorization – Legislation: PL.93-638, ECF-12-01, HEHSCMY - 012012

Flow Chart of Delegation of Authority

Reauthorization Guidelines



- 1 year or less**
- Material weakness
 - Serious audit findings
 - Failure to submit audit

- 2 years**
- Do not have any material weakness
 - Do not met academic proficiency based on current existing academic assessment

- 3 years**
- Do not have any material weakness
 - Met academic proficiency based on current existing academic assessment

Example 1:

**GREASEWOOD SPRINGS COMMUNITY SCHOOL, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2018**

Summary of Auditor's Results:

Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

- Significant deficiency(ies) identified: Yes
- Material weakness(es) identified: No

Noncompliance material to financial statements noted: No

Federal Awards

Internal control over major programs:

- Significant deficiency(ies) identified: Yes
- Material weakness(es) identified: No

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with §200.516 of Uniform Guidance: Yes

Identification of major programs:

<u>CFDA Numbers</u>	<u>Name of Federal Program or Cluster</u>
15.042	Indian School Equalization
15.046	Administrative Cost Grants for Indian Schools

Dollar threshold used to distinguish between Type A and Type B programs: \$750,000

Auditee qualified as low-risk auditee: No

Findings Related to Financial Statements Reported in Accordance with *Government Auditing Standards*: Yes

Findings and Questioned Costs Related to Federal Awards: Yes

Summary Schedule of Prior Audit Findings required to be reported: Yes

Example 2:

**NAATSI'S'AAN COMMUNITY SCHOOL, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2018**

SECTION I - SUMMARY OF AUDIT RESULTS

Financial Statements

Type of auditors' report issued: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? Yes
- Significant deficiency(ies) identified that are not considered to be a material weakness(es)? No

Noncompliance material to the financial statement noted: Yes

Federal Awards

Internal control over major programs:

- Material weakness(es) identified? Yes
- Significant deficiency(ies) identified that are not considered to be a material weakness(es)? Yes

Type of auditors' report issued on compliance for major programs: Qualified

Any audit findings disclosed that are required to be reported in accordance with Uniform Guidance 2 CFR 200.516(a)? Yes

IDENTIFICATION OF MAJOR PROGRAMS

<u>CFDA Numbers</u>	<u>Name of Federal Program</u>
15.042	Indian School Equalization
15.047	Indian Education Facilities, Operations, and Maintenance

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Auditee qualified as low risk auditee: No