



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

**Relating to Education; Approving Amendments to the Navajo Head Start and Organizational
Chart and Plan of Operation**

WHEREAS:

1. The Navajo Nation Board of Education (hereinafter the “Board”) is the education agent in the Executive Branch for the purposes of overseeing the operation of all schools serving the Navajo Nation. 10 N.N.C. §106(A). The Board carries out its duties and responsibilities through the Department of Diné Education (hereinafter the “Department”). 10 N.N.C. §106(G)(3).
2. The Department of Diné Education 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 Board. 10 N.N.C. §107(B).
3. Pursuant to 10 N.N.C. §106(G)(2), “(t)he Board is authorized to solicit funds, propose budgets and plans of operation, create positions, and establish organization relationships...”
4. The Health, Education and Human Services Committee of the Navajo Nation Council, as the oversight committee, can adopt, rescind, or amend the plan of operation for the Department of Diné Education. 2 N.N.C. §401(B)(8) and 2 N.N.C. §401(C)(1).
5. The Board is in receipt of documentation supporting the amendments to the Navajo Head Start plan of operation, which is attached hereto as “**EXHIBIT A.**”
6. The Board is in receipt of documentation supporting the amendments to the Navajo Head Start organizational chart, which is attached hereto as “**EXHIBIT B.**”
7. The Navajo Nation Department of Justice has also reviewed the proposed amendments and deemed them legally sufficient, which is attached hereto as “**EXHIBIT C.**”
8. The Board, upon the recommendation of the Department and Navajo Head Start approved an amended organization chart through Resolution NNBEAP-1051-2025 (attached as “**EXHIBIT D**”) on November 14, 2024.

DEPARTMENT OF DINÉ EDUCATION

Post Office Box 670 · Window Rock, Arizona, 86515 · Phone (928)871-7475

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 Toadecheenie
Claudia Edgewater-Russell, **(A) Superintendent of Schools**

9. Approval of the proposed amendments will improve the delivery and quality of services provided by the Navajo Head Start.

NOW THEREFORE BE IT RESOLVED AND ENACTED THAT:

1. The Navajo Nation Board of Education hereby approves the amendments to the plan of operation for the Navajo Head Start program and organizational chart, which is attached hereto as “**EXHIBIT A**” and “**EXHIBIT B.**”
2. The Navajo Nation Board of Education further requests that the Health, Education and Human Services Committee of the Navajo Nation Council to approve amendments to the plan of operation for the Navajo Head Start program.
3. The Navajo Nation Board of Education hereby recommends and empowers the Superintendent of Schools to take any actions deemed necessary and proper to carry out the purposes of this resolution and directive.

C E R T I F I C A T I O N

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, motioned by Spencer W. Willie and seconded by Nadine Chatto and that the same was passed by a vote of 6 in favor; 0 opposed; 0 abstained, this 3rd day of April 2025.



Dr. Pauletta White, President
Navajo Nation Board of Education

EXHIBIT A

**DEPARTMENT OF DINÉ EDUCATION
NAVAJO HEAD START**

PLAN OF OPERATION

SECTION I. ESTABLISHMENT OF NAVAJO HEAD START

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

SECTION II. PURPOSE

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

SECTION III. GOALS

The goals of Navajo Head Start shall be:

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

Framework For School Readiness of children for instilling literacy, phonemic print, and numeric awareness; their understanding and use of language; their understanding and use of increasingly complex and varied vocabulary; and appreciation of books and problem solving abilities as dual language learners.

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

13. In close coordination with early childhood development programs, implement appropriate researched-based curriculum and assessments for instruction in the Diné language and culture for all children.
14. Encourage all early childhood programs to collaborate with other entities involved with health care, welfare, education, community service, family literacy, disabilities services, training & professional development, and referral services that should meet the needs of low-income children and families.

SECTION IV. STAFFING AND ORGANIZATION

1. Staffing

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

2. Organization

- a. The Navajo Head Start shall include the following offices and programs that the Assistant Superintendent will administer. The Assistant Superintendent will have the responsibility for daily operations and supervision of all employees.
 - i. **Central Administration Office:** The principal place and headquarters of business for the Navajo Head Start program (Executive Administration) will be located at Window Rock, Navajo Nation (Arizona). The Directors (Financial Services and Educational Services) and Managers/Coordinators (Health Services Manager, Human Resources Manager, and Transportation Coordinators) under the direction of the Assistant Superintendent of Navajo Head Start, shall be responsible for administering and supervising employees and services to eligible children and families at all Navajo Head Start Program Regional Offices and Navajo Head Start Centers within their respective areas.
 - ii. **Regional Offices:** Navajo Head Start shall have regional offices at locations (Chinle, Crownpoint, Ft. Defiance, Shiprock, and Tuba City) within the Navajo Nation to oversee the activities of the Navajo Head Start. The Regional Managers, under the supervision of the Assistant

Superintendent of Navajo Head Start, are responsible for administering and supervising employees and services to eligible children and families at all the Navajo Head Start Program Regional Offices and Navajo Head Start and Early Head Start Centers within their respective areas.

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

3. Organizational Chart

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

SECTION V. AUTHORITY AND RESPONSIBILITIES

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

1. NHS Executive Administrative Office (Assistant Superintendent's Office) shall be responsible for the following:

a. Information Technology

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

b. Quality Assurance and Monitoring

- i. Responsible for compliance with applicable Federal, state, and tribal rules, regulations, policies, and procedures in the delivery of Navajo Head Start early childhood services for children and their families.
- ii. Establish a quality assurance and monitoring plan that complies with the Head Start Program Performance Standards.
- iii. Provide corrective action plans to address deficiencies noted while performing quality controls and monitoring.

c. NHS Policy Council

- i. Established as the primary point of contact between Navajo Head Start Policy Council and Local Parent Committees in meeting guidelines and regulations as established by the Head Start Program Performance Standards.
- ii. Ensure that elected parents and community representatives are actively involved with the Navajo Head Start services and activities that benefit children, pregnant women, and families.

2. Financial Services (FS) shall be responsible for the following:

- a. All financial transactions pertain to the Navajo Head Start program.
- b. Ensure all Navajo Head Start staff and offices/centers comply with all applicable policies and procedures established by the Navajo Nation Office of the Controller and applicable Federal rules and regulations.

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

4. Transportation Coordinators shall be responsible for the following:

a. Transportation

- i. Responsible for the management, coordination and assignment of all Navajo Head Start, Early Head Start and home-based purchases and leased buses, vehicles, utility trucks and construction equipment.
- ii. Ensure compliance for reporting requirements, such as accidents, damages and/or violations, vehicle inspections, routine maintenance, daily pre-trip inspection, and appropriate recommendations for solution.
- iii. Require vehicles used to be equipped with a communication system, safety equipment, first aid kit, seat belt cutter, and ensure height-weight appropriate child safety restraints.

5. Facilities / Maintenance Lead

b. Facilities

- i. Responsible for maintaining and improving facilities to ensure compliance with Federal, State and Tribal health and safety standards, meeting all applicable building codes and regulations, electrical, plumbing, and mechanical codes.
- ii. Determine applicable and acceptable codes, guidelines, and standards in the area of new facility construction.
- iii. Ensure that applicable standards are upheld in the construction process in compliance with procurement standards.
- iv. Ensure the results of the community need assessments to determine where facilities will be located.

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

- a. Shared oversight of Navajo Head Start Educational Services employees in accordance with the Plan of Operation and the Navajo Nation Personnel Policies Manual.
- b. Conducting educational research and planning.
- c. Reporting statistical data and information related to all early childhood development programs, service delivery and management.
- d. Establish a partnership that shall expedite the sharing of information about innovative models for providing full working day, full-calendar year early

childhood services for early childhood development programs.

- e. Establish partnerships between all early childhood education programs to improve instruction and classroom environment; including, parent training, family literacy and Diné culture and language instruction.
- f. Providing educational and technical assistance to Navajo Head Start staff to infuse the Navajo language into the daily instruction of Head Start children at all Centers.
- g. Develop policies, procedures, service delivery plans, training plans, flow charts, and forms for implementing the Navajo language into the Navajo Head Start program curriculum in conjunction with the Navajo Nation Program Performance Criteria- Form 2.
- h. The primary point of contact between all early childhood development programs; may include the Navajo Head Start Policy Council and Local Parent Committees in meeting guidelines and regulations as established by the Head Start Program Performance Standards.
- i. In collaboration with the Regional Partnership Coordinators ensure that elected parents and community representatives are actively involved with the Navajo Head Start services and activities that benefit children, pregnant women, and families.
- j. Ensure parents are provided educational opportunities, shared governance experience, fatherhood initiatives are implemented and encouraged, literacy services, parent involvement, and are provided with the available resource centers.

7. Health Program Services (ES) shall be responsible for the following:

a. Health and Nutrition Services

- i. Responsible for the management and coordination of NHS health services and nutrition services.
- ii. Ensure compliance with Head Start Performance Standards CFR Part 1302, Subpart D – Health Program Services.

b. Disabilities Services

- i. Enforce compliance in the area of education and disability content in the service delivery of the Navajo Head Start program, to meet all federal, state, and tribal rules, regulations, and laws.
- ii. Responsible for the management and coordination of NHS disability services.

- iii. Ensure compliance with Head Start Performance Standards CFR Part 1302, Subpart D – Health Program Services.
- c. Mental Health and Wellness Services
- i. Responsible for the management and coordination of NHS mental health and wellness services.
 - ii. Ensure compliance with Head Start Performance Standards CFR Part 1302, Subpart D – Health Program Services.

SECTION VI. LEGISLATIVE OVERSIGHT

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

SECTION VII. AMENDMENTS

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

EXHIBIT B

EXHIBIT C

NAVAJO NATION DEPARTMENT OF JUSTICE



REQUEST FOR SERVICES COVER SHEET

DOJ USE ONLY

March 21, 2025
DATE / TIME

NNDOJ #: See HighQ
UNIT: Human Services/ Government
RESUBMITTAL: Tracking no 2025
25-4395

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

CLIENT TO COMPLETE			
DATE OF REQUEST:	March 21, 2025	ENTITY/DIVISION:	Division of Diné Education
CONTACT NAME:	Dr. Florinda Jackson Tama Nez	E-MAIL:	florindajackson@nndode.org
CONTACT NAME 2	{. . .}	E-MAIL:	tamanez@nndode.org
PHONE NUMBER:	505-879-1039		
DESCRIPTION OF LEGAL NEED AND SERVICES REQUESTED: NHS Plan of Operations - second revision (attached 3/6/25)			
DEADLINE:	March 25, 2025	REASON:	Need to deem sufficient to give to HEHSSC.
UNIT REVIEW			
DATE/TIME IN UNIT:		March 21, 2025 REVIEWING ATTORNEY/ADVOCATE: Brenda Anderson	
DATE TIME OUT OF UNIT: See email transmitting NNDOJ Cover Page			
DOJ ATTORNEY / ADVOCATE COMMENTS			
This review is found to be legally sufficient for the Plan of Operations - 2nd revision - Comprehensive and Quality Early Childhood Development and Educational Services.			



NAVAJO NATION DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL

HEATHER L. CLAH
Acting Attorney General

KRIS O. BEECHER
Acting Deputy Attorney General

MEMORANDUM

TO: Tama Nez, Director of Administrative Services
Navajo Head Start
Department of Dine' Education

FROM:  3/28/2025
Brenda Anderson, Principal Tribal Court Advocate
Human Services Government Unit
Navajo Nation Department of Justice

DATE: March 27, 2025

SUBJECT: NN DOJ# 25-4635 – RFS – Navajo Head Start – Plan of Operations 2nd revision – Comprehensive and quality Early Childhood Development and Educational Services.

The Department of Justice (DOJ) has received a Request for Services to review the Plan of Operation for NHS, focusing on comprehensive and quality Early Childhood Development and Educational Services for all children and their families throughout the Navajo Nation. The DOJ advises the Navajo Head Start Office (NHS) to submit the RFS to a completed Section 164 Review form for the reviewed Plan of Operations. Please refer to the Guideline for Navajo Nation Executive Branch Document Review - As Required in Executive Order No. 06-2023 Subpart B. General – § 101 through 107.

If you have any questions regarding this memorandum, contact me by email at banderson@nndojo.org

BA/lk 79.25

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

SECTION I. ESTABLISHMENT OF NAVAJO HEAD START

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

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2. ~~To Provide~~ children with opportunities inclusive of, but not limited to, access to and utilization of necessary medical, dental and nutritional services, as well as experiences which encourage and stimulate approaches to learning, social and emotional development, language and literacy, cognition, perceptual, motor, and physical development.
3. ~~To~~ Coordinate, collaborate and partner with other programs/departments and other community stakeholders; including local educational agencies and businesses, in strategizing and planning ~~for delivery of services~~ for service delivery for continual program improvement; and other appropriate activities to provide planning, construction and maintenance of facilities that will meet the needs of communities and programs for local children and their families.
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Framework For School Readiness of children for instilling literacy, phonemic print, and numeric awareness; their understanding and use of language; their understanding and use of increasingly complex and varied vocabulary; and appreciation of books and problem solving abilities as dual language learners.

5. ~~To~~ **Foster** continuous improvement in the quality of the Navajo Head Start services, participate in research, demonstration and evaluation activities that will compare individual education achievement, social adaptation and health status of the children, by comparing the difference of income levels, outcomes related to cognitive, social-emotional, behavioral and academic development, school readiness and other improvement necessary to enable participating children and their families to succeed in school. The results of ~~these~~ **this** analysis, reporting and linkages will be disseminated to an appropriate panel of experts in program evaluation, research, education and early childhood programs.
6. ~~To~~ **Provide** eligible children and families with an affordable means of comprehensive early childhood services while they are working in school or attending training.
7. ~~To~~ **Provide** an environment that is healthy, safe, accessible, pleasant, comfortable, age-appropriate, culturally sensitive, and responsible to the individual needs of children and families.
8. ~~To~~ **Coordinate** all programs that provide high-quality early childhood development services to focus on training, technical assistance; and obtain grants through competitive bidding to improve the quality of existing early childhood development services.
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- b. The Assistant Superintendent shall be authorized to recommend additional professional, technical and clerical positions as needed to carry out the organization purpose(s) as stated herein. Additional positions shall be acquired in accordance with applicable **Navajo Nation** Personnel Policies & Procedures and applicable budget rules established for conducting the annual Navajo Nation budget process.

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 - ii. Regional Offices: Navajo Head Start shall have regional offices at locations (Chinle, Crownpoint, Ft. Defiance, Shiprock, and Tuba City) within the Navajo Nation to oversee the activities of the Navajo Head Start. The ~~Director of Educational Services~~ Administrative Regional Managers, under the supervision of the Assistant Superintendent of Navajo Head Start, are is responsible for administering and supervising employees and services to

eligible children and families at all the Navajo Head Start Program Regional Offices and Navajo Head Start and Early Head Start Centers within their respective areas.

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

3. Organizational Chart

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

SECTION V. AUTHORITY AND RESPONSIBILITIES

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

b. Quality Assurance and Monitoring

- i. Responsible for compliance with applicable Federal, state and tribal rules, regulations, policies, and procedures in the delivery of Navajo Head Start early childhood services for children and their families.
- ii. Establish a quality assurance and monitoring plan that complies with the Head Start Program Performance Standards.
- iii. Provide corrective action plans to address deficiencies noted while performing quality controls and monitoring.

c. NHS Policy Council

- i. Establish the primary point of contact between Navajo Head Start Policy Council and Local Parent Committees in meeting guidelines and regulations as established by the Head Start Program Performance Standards.
- ii. Ensure that elected parents and community representatives are actively involved with the Navajo Head Start services and activities that benefit children, pregnant women and families.

2. Financial Services (FS) shall be responsible for the following:

- a. All financial transactions pertaining to the Navajo Head Start program.
- b. Ensure all Navajo Head Start staff and offices/centers comply with all applicable policies and procedures established by the Navajo Nation Office of the Controller and applicable Federal rules and regulations.
- c. Provide oversight of fiscal monitoring, evaluation, compliance, implementation and

enforcement of all Federal, State and Tribal policies, procedures and regulations.

- d. Monitor the operation of the Navajo Head Start program by establishing internal controls to effectively provide training & technical assistance relating to renewal of financial assistance, request for required Cash Match and supplemental funding.
 - e. Maintain accountability of all financial transactions in accordance with 2 Part 200 CFR, Uniform Guidance and the Office of Head Start Program Performance Standards.
3. Human Resources shall be responsible for the following:
- a. Human Resources (Personnel)
 - i. Responsible for all NHS personnel matters and ensure compliance with the Navajo Nation Personnel Policies Manual (NNPPM). ~~and where applicable, the Collective Bargaining Agreement for Union employees.~~
 - ii. Ensure that staff, consultants and volunteers abide by the program's standards of conduct, annual performance review, health examination that include screening for communicable diseases and periodic re-examination in accordance with Federal, State and Tribal laws.
 - iii. Ensure that all staff, regular volunteers, and consultants are screened and meet certification requirements including Federal, State, and Tribal background checks.
 - b. Professional Development
 - i. Ensure that the Navajo Head Start program has well-trained and qualified staff that possess an Associate of Arts Degree (AA), Bachelor of Science or Arts Degree (BS/BA), or Master of Arts Degree (MA) in the field of early childhood or education.
 - ii. Ensure a high-quality workforce in meeting the federal compliance with the Head Start Act.
 - iii. Ensure teaching staff will perform their jobs effectively and efficiently by meeting the changing needs of children and families.
 - iv. Establishment of a system that supports staff in continuous learning that is structured and supportive to the Navajo Head Start mission, vision and philosophy; this system will assist teaching staff to meet job requirements that include formal college course work, in-service training, and individualized coaching to support appropriate teaching methodologies.

4. Transportation Coordinators shall be responsible for the following:

a. Transportation

- i. Responsible for the management, coordination and assignment of all Navajo Head Start, Early Head Start and home-based purchases and leased buses, vehicles, utility trucks and construction equipment.
- ii. Ensure compliance for reporting requirements, such as accidents, damages and/or violations, vehicle inspections, routine maintenance, daily pre-trip inspection, and appropriate recommendations for solution.
- iii. Require vehicles used to be equipped with a communication system, safety equipment, first aid kit, seat belt cutter, and ensure height-weight appropriate child safety restraints.

5. Facilities / Maintenance Lead

b. Facilities

- i. Responsible for maintaining and improving facilities to ensure compliance with Federal, State and Tribal health and safety standards, meeting all applicable building codes and regulations, electrical, plumbing, and mechanical codes.
- ii. Determine applicable and acceptable codes, guidelines, and standards in the area of new facility construction.
- iii. Ensure that applicable standards are upheld in the construction process in compliance with procurement standards.
- iv. Ensure the results of community need assessments to determine where facilities will be located.

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

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

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

7. Health Program Services (ES) shall be responsible for the following:

a. Health and Nutrition Services

- i. Responsible for the management and coordination of NHS health services and nutrition services.
- ii. Ensure compliance with Head Start Performance Standards CFR Part 1302, Subpart D – Health Program Services.

b. Disabilities Services

- i. Enforce compliance in the area of education and disability content in the service delivery of the Navajo Head Start program, to meet all federal, state and tribal rules, regulations and laws.

- ii. Responsible for the management and coordination of NHS disability services.
 - iii. Ensure compliance with Head Start Performance Standards CFR Part 1302, Subpart D – Health Program Services.
- c. Mental Health and Wellness Services
 - i. Responsible for the management and coordination of NHS mental health and wellness services.
 - ii. Ensure compliance with Head Start Performance Standards CFR Part 1302, Subpart D – Health Program Services.

SECTION VI. LEGISLATIVE OVERSIGHT

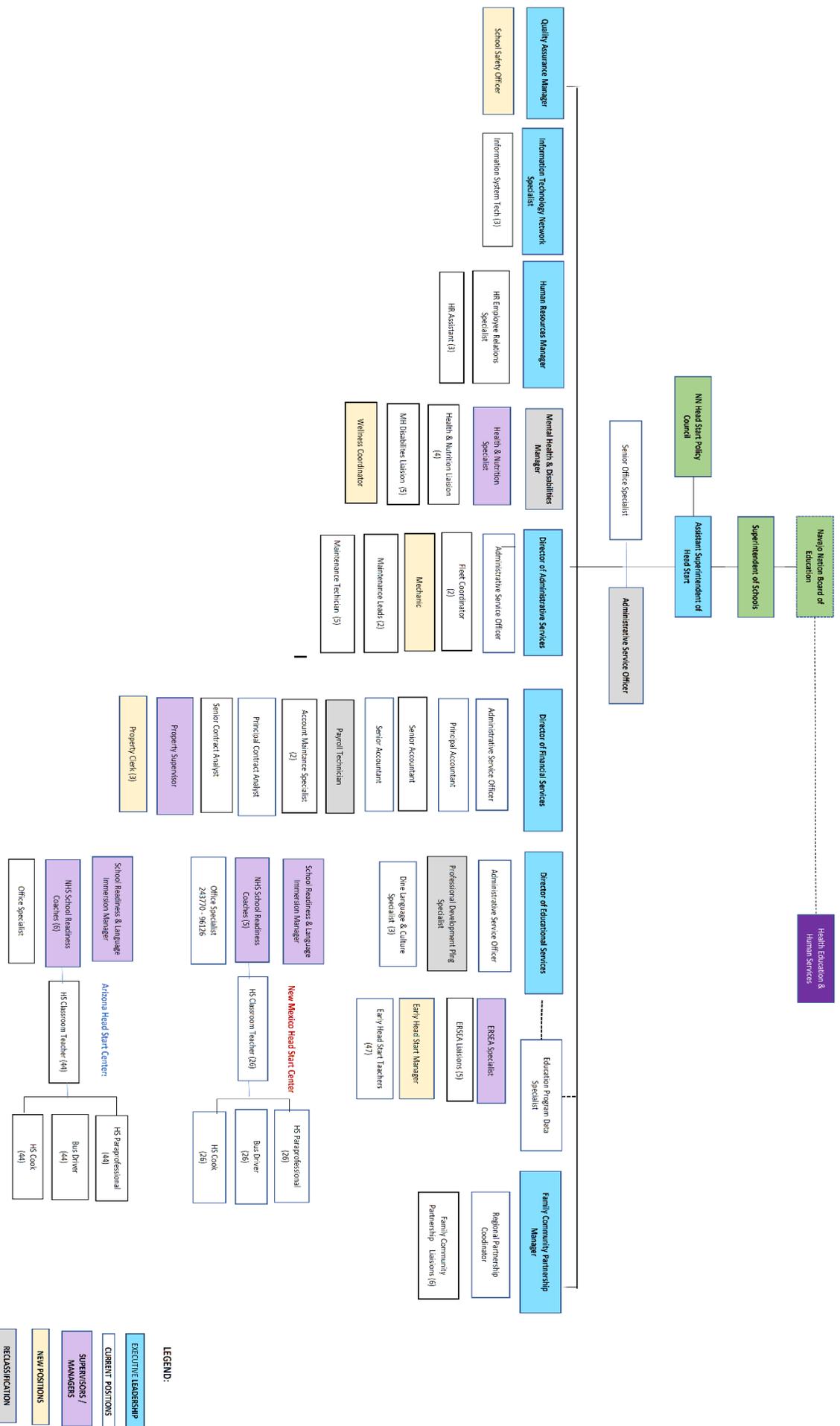
The Health, Education and Human Services Committee of the Navajo Nation Council is the oversight committee for the Department of Diné Education pursuant to 2 N.N.C. § 401 (C) (1).

SECTION VII. AMENDMENTS

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

EXHIBIT D

Navajo Head Start Organization Chart



Resolution # NNBENO-1022-2024

Approved: 

Roy Tracy, Acting Superintendent
Department of Dine Education