



Navajo Preparatory School Indian Education Committee By-Laws

ARTICLE I NAME

The name of this committee shall be Navajo Preparatory School Indian Education Committee (NPS IEC) a Johnson O'Malley Program.

ARTICLE II

Purpose:

The purpose of the Navajo Preparatory School Indian Education Committee shall be to work jointly with the Navajo Preparatory School, Inc.:

Carrying out contract requirements as outlined in 25 Code of Federal Regulations (CFR), Part 273 Education Contracts under the provisions of Navajo Nation Johnson O'Malley (NNJOM).

Promoting and maintaining a close relationship and communication between Navajo Preparatory School, the community and the school board.

Encouraging parental participant in the development of education and extra- curricular activities to meet the needs of Indian children; and support the general administration of the Navajo Nation Johnson O'Malley Program.

Being actively involved in the implementation, monitoring and evaluation of the JOM program.

Being dynamically involved in promoting leadership and advocacy for maximum educational services for Indian students.

To promote the welfare of Indian youth in residential, school, community and of their tribe.

To raise the standards of school achievement of Indian children.

ARTICLE III

Power and Duties

Under the federal regulations governing the Johnson O'Malley Act (25 CFR, Part 273), the Navajo Preparatory School Indian Education Committee shall be vested with the authority to:

Participate fully in the planning, development, implementation, and evaluating of the JOM Program, this shall include the authority to:

Recommend curricula, including tests, materials, and teaching methods to be used in the program(s);
Approve budget preparation and execution;

The NPS IEC shall be responsible for assisting in the following:

Recommend to the Navajo Nation the cancellation or suspension of the contract if Navajo Preparatory School fails to permit the IEC to exercise its power and duties as specified herein.

Conduct an annual Needs Assessment Survey to identify the learning needs of Native American students in the school.



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Have access to all reports, evaluations, surveys and other program and budget related documents determined necessary by the committee to carry out its responsibility.

Participant in the monitoring the JOM program services.

Hear recommendation from staff, parents, and students related to the JOM education plan.

Meet regularly with the professional staff serving the students of Navajo Preparatory School.

ARTICLE IV

Goals

The goals of the Navajo Preparatory School Indian Education Committee are the following:

To participate in the planning, development, implementation, monitoring, budgeting, and evaluating of the NPS IEC Johnson O'Malley education program.

To assist with identifying needs of students, establishing priorities and developing evaluation procedures.

To promote a positive working relationship and cooperation with the Navajo Nation JOM Central Office, the school administration and governing board, parents, and students.

To disseminate information on the JOM programs through the Parent Newsletter, IEC meetings and PAC meetings.

To meet with the professional staff, school and tribal officials, parents and other concerned individuals to discuss JOM and other educational issues and concerns.

ARTICLE V

Membership

Section 1 – Establishment of the Indian Education Committee:

According to Subpart A. Section 273.15 of the April 1, 1995 regulations, an Indian Education Committee is to be elected from among parents (including grandparents designated as legal guardians and persons acting "in loco parentis") except school officials of eligible Indian students enrolled in the school affected by a sub-contract under this section.

b. Navajo Preparatory School sets aside one position for residential advisor as "in Loco Parentis" IEC member as they provide and meet guardianship requirements. However, they are NOT voting members and are not counted for quorum.

Section 2 – Eligibility:

Those eligible to participate and serve as officers on the committee must be parents, Legal guardians, or persons acting in loco parentis, including Navajo Preparatory School Residential Advisors, to Indian Children enrolled at Navajo Preparatory School, except that school board members, school administrators/Staff, those persons who have a prior felony conviction, and/or registered sex offenders are not eligible to serve.

Members must pass a background check.

Those eligible to participate as general members may attend NPS IEC meetings and are eligible to vote for election of officers only.

Eligible general members are parents, legal guardians or persons acting in Loco Parentis are considered general members.



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Section 3 – Elections of Officers:

New officers are elected once a vacant position becomes available, at the end of an elected official term, or once their child has graduated or withdrawn from Navajo Preparatory School. A new officer shall be voted upon by eligible members of enrolled Indian students at Navajo Preparatory School.

The NPS IEC shall be nominated and elected on the basis of:

A commitment to the interest and welfare of Native American students at Navajo Preparatory School.

A professional or personal ethics in improving the quality of Native American Education.

An educational knowledge to implementing effectively, hold and innovative educational programs.

Officer confirmation will be by majority vote at meeting, and/or written acceptance to the NPS IEC, and/or through minutes of the meeting; effective immediately.

Election of officers will be its own section within the agenda.

Section 4 – Term of Officers:

NPS IEC officers is limited to one one-year term, not to exceed 4 years in total as an officer, or until their child is no longer enrolled at NPS, and is based upon demonstrated interest and concern for the wellbeing of Native American students. Each voting member upon term of office shall be subjected to re-election, if so desired by the Navajo Preparatory School Indian Education Committee.

Section 5 – Officer Voting Rights

There are to be a minimum of 2/3rds voting officers on the NPS IEC Committee.

Each officer shall be entitled to one vote and may cast the vote on each motion submitted to vote on JOM activities and/or funds.

Section 6 – Termination of Officers and Removal

Officers shall be automatically terminated if any officer is absent for three (3) consecutive regular or special meetings and/or 4 absences in a school year, and/or 16 total absences within their 4 years term. Any officer may be removed for just cause by majority vote of the NPS IEC officers. Any officer may resign by sending a letter of resignation to the Chairperson of the committee.

Section 5 – Vacancy

Should a vacancy occur among an officers, the next officer will automatically fill the vacant positions and serve out the remaining months. Any remaining vacancy shall be open to nominations and filled by majority vote of eligible members of the NPS IEC and/or general NPS parent/guardian members.

All vacancy of position will be advertised on the best means of communication to Parents/Guardians, 2 weeks prior to the next scheduled NPS IEC meeting. This will allow all eligible members to cast their votes.

ARTICLE IV

Officers

Section 1 – Officers and Term of Office:

The officers of the NPS IEC committee shall consist of the Chairperson; Vice-Chairperson; and Secretary.



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Executive Officers of the Committee shall be elected at the first meeting of each newly convened group and shall consist of the following Chairperson, Vice-Chairperson and Secretary. Each officer shall serve a one one-year term, not to exceed 4 years in total as an officer or until their child is no longer enrolled at NPS.

Section 2 – Duties of Officers:

Chairperson:

The Chairperson shall perform all duties incidental to the office of chairperson and the Indian Education Committee may prescribe such other duties as from time to time. Specific duties are to preside over all general committee meeting and sign all letters, reports and other committee documents as required.

Vice-Chairperson:

The Vice-Chairperson will assume the role of the Chairperson in his/her absence. Other duties of the Vice-Chairperson are: ensure that membership on the Indian Education Committee is consistent with federal guideline and arrange for speakers and special programs. He/she shall perform such other duties ~~may be~~ when prescribed by the committee from time to time.

Secretary:

Maintain documents of meeting dates, minutes and attendance

Have the meeting minutes (7-10) seven to ten business days after the meeting to the Chairperson and JOM Coordinator.

Represent the committee at meetings, if the Chairperson or Vice- Chairperson are not able to do so.

The secretary shall keep the minutes of the meeting, regular, special and emergency and shall provide minutes to the committee and to such other people the committee may indicate. He/she shall see that all notices are given in accordance with provisions of these by-laws, be custodian of the committee's records., keep a list of the address and telephone numbers of each committee.

The secretary shall perform other such duties as prescribed by the Indian Education Committee from time to time.

ARTICLE VII

Meetings of the Committee

The NPS IEC shall meet a minimum of four (4) times a year with the committee and parents. As Navajo Preparatory School is a residential school, meetings may be held in-person, or by video or conference call or a combination of all. If a member is virtual or online, their attendance will count to the quorum and to all action items that require a vote.

Section 1 – Regular Meetings:

The date and time of regular meetings will be decided by a majority vote at the of each regular/special meeting.

Notice of regular meeting shall be in writing and shall state the date, hour and location of the meeting.

Notices shall be emailed/mail to each member not less than five (5) days before the date of each meeting



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A copy of the agenda will be enclosed with the notice a minimum of two business days.

All regular meetings shall be open to the public in compliance with the Open Meeting Act.

Subject to the availability of funds, the officers will be paid a 40.00 dollar stipend per regular and special meeting attended Attending scheduled monitoring meeting with JOM Personnel for the Fall and Spring, paid a \$75 dollar stipend.

Section 2 – Special Meeting:

Meeting called between regularly scheduled meetings to deal with important matters that require action.

Special Meetings may be called by the chairperson or by a majority vote of the NPS IEC member present at the last regularly scheduled meeting.

NPS IEC member and the public shall be provided a 48-hour notice of the called meeting. The public notice shall exclude Saturday, Sundays, and the holidays observed by the Navajo Nation and Navajo Preparatory School.

Reasonable effort shall be made to contact all NPS IEC members and inform the public.

Subject to the availability of funds, the officers will be paid a \$40 dollar stipend per regular and special meeting attended for attending the monthly meetings. Attending scheduled monitoring meeting with JOM Personnel for the Fall and Spring, paid a \$75 dollar stipend.

Section 3 – Quorum:

The presence of 2/3rds of the voting committee shall be required to constitute a quorum necessary for the transaction of the business of the NPS IEC. No decision of the committee shall be valid unless 2/3rds is a majority vote of the member constituting a Quorum.

If a voting member leaves the meeting, then the meeting is adjourned due to loss of quorum by the Chairperson or the next ranking officer.

Committee members who are present will wait 15 minutes for quorum, after that time, committee members will postpone meeting to next available date as set by those committee members who were present. If a member is virtual or online, their attendance will count to the quorum and to all action items that require a vote. All meetings will be recorded and available for review upon request.

Section 4 – Open Meeting:

All regular and special committee meeting shall be open to the public and abide by New Mexico Open Meeting Act.

Each member shall attend as many meetings as possible; however excessive absenteeism shall be cause for removal by the committee.

An officer who is absent from a meeting or must leave due to an emergency can give his/her proxy vote to another member for that meeting only.

Officers shall be automatically terminated if any officer is absent for three (3) consecutive regular or special meetings and/or 4 absences in a school year, and/or 16 total absences within their 4 years term. Any officer may be removed for just cause by majority vote of the NPS IEC officers. Any officer may resign by sending a letter of resignation to the Chairperson of the committee.



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Section 5 – Agenda

The IEC Coordinator and/or Chairperson shall prepare the agenda for each meeting.

b. An item may be placed on the agenda by contacting the IEC Coordinator or Chairperson at least three (3) business days prior to the regular meeting date.

c. In accordance with the Open Meeting Act, an agenda must be posted on the NPS website of the regular meeting at least 24 hours in advance.

ARTICLE VIII

Parliamentary Authority

The NPS IEC will conduct their meetings in accordance with the Robert's Rule of Order procedure.

ARTICLE IX

Compensation

Section 1 – Training Expenses:

The committee shall establish a budget to pay for the cost of members' participation in Conference, workshops, and/or in-service training with prior approval of the committee. All travel has to be approved by Head of School and for distance greater than 300 miles, the Board of trustees.

Section 2 – Stipend:

Subject to the availability of funds, the officers will be paid a \$35 dollar stipend for attending the monthly meetings. Attending Scheduled monitoring meeting with JOM Personnel for the Fall and Spring, paid a \$75 dollar stipend.

ARTICLE IIX

Amending the By-Laws

The By-laws may be amended at any regular meeting by a majority vote of the members of the parent committee in attendance, provide that the amendment is to carry out the purpose and objective of the parent committee as expressed above. Any amendment must conform to the Rules and Regulations of the Federal Register, Code of Federal Regulation 25.



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ARTICLE VI
Ratification

These by-laws shall be declared adopted by the Navajo Preparatory School Indian Education Committee when passes by a majority of the full officers of the committee, at a regular meeting of the committee.

These by-laws shall be declared adopted by the Navajo Preparatory School Indian Education Committee at the regular meeting dated this _____ day of _____

Chairperson, NPS IEC Date

NPS, Inc. Head of School Date

JOM Coordinator Date

These by-laws shall be declared reviewed and adopted by the Navajo Preparatory School Indian Education Committee at the regular meeting dated this _____ day of ~~May~~ 2024.

Chairperson, NPS IEC Date

NPS, Inc. Head of School Date

JOM Coordinator Date



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