



Parent Advisory Committee (PAC)

Effective from September 2021 – May 2024

BY LAWS

Section 1.01 MISSION STATEMENT

The Dzilth-Na-O-Dith-Hle Community Grant School, Inc. Parent Advisory Committee (hereinafter “PAC) adopts the Mission Statement of Dzilth-Na-O-Dith-Hle Community Grant School , Inc. (hereafter “DCGS” or “School”) as set forth in the DCGS Parent and Student Handbook and as set forth below. The PAC and School Board (hereinafter the “Board”) pledges to promote, support and act in compliance with said Mission Statement.

The Mission of Dzilth-Na-O-Dith-Hle Community Grant School is to grow, motivate, teach, and challenge our students to reach their fullest potential.

Dzilth-Na-O-Dith-Hle bi’ólta’ haz’áqgi éi niha’áłchíní t’áá yíní át’éejj’ óhool’aah dooleet hwiinidzin. Díí biniyé éi t’áá’altsojj’ nanitin, dóó chánah ólzin, índa náásgóó bá nitsáhákees.

We continue to raise the achievement standards for our students, staff, and parents. We hope that, with the support of our Community and Parents, our students will become lifelong achievers.

Section 1.02 PAC Additional Mission Statement

It shall be a further purpose and mission of the PAC to:

- a. Serve as a bridge for the involvement between all stakeholders in the educational process
- b. Provide a means of communication between all stake holders regarding school programs.
- c. Establish yearly goals.
- d. Support and speak on behalf of children and youth at DCGS, in the community and before governmental bodies and other organizations that make decisions affecting children. The PAC will be knowledgeable of the Every Student Success Act of 2015 and Navajo Nation Title X.
- e. Support, promote and speak on behalf of DCGS in the community and before the governmental bodies and other organizations that make decisions affecting DCGS.
- f. Encourage and assist parents in developing the skills they need to raise and protect their children.

Section 1.03 Understanding the Roles of Different Groups at DCGS.

There are different groups and entities at DCGS with specific roles. Each interrelated group must know and operate within its parameters. The PAC is one of these groups. It is important

that the PAC know and acknowledge these different groups, their duties and parameters, including their authority. This knowledge and acknowledgement will the PAC to best fulfill its role.

The purpose of DCGS and each group is **the children**. The children served by DCGS must remain the focus of each of these interrelated groups. **Personal disputes and arguments between adults must not be allowed to detract from this simple, yet very important focus.**

- a. **SCHOOL BOARD:** The Dzilth-Na-O-Dith-Hle Community Grant School (hereinafter “Board”) is the entity authorized by Navajo law to act on behalf of DCGS. Only the Board may take lawful action that is binding upon DCGS.

The Board may only take such action as a group by motion/resolution duly moved, seconded and voted on at public meetings. Board members are not authorized to act individually on behalf of DCGS or outside of a public meeting unless specifically authorized to do so by vote of the Board in a public meeting. The School Board members are then given the legal responsibility, as a group, to operate the School.

The School Board has broad policy-making and oversight functions. They do not become involved in the day-to-day operation of the School, but set policy delegate limited authority and designate other or other groups to perform the day-to-day operation of the School and accomplish other needed functions. It is important to realize that the authority of every other group at the School, including the PAC, is derived from a grant of limited authority from the School Board. The Board is responsible for the actions from all of the other groups and retains the authority to control these groups.

- b. **ADMINISTRATION:** The administration is composed of professionals to carry out the day-to-day operations of the School and to enforce the policies set by the Board. The principal is the chief operating officer of the School and is responsible for this administrative function. The principal’s authority arises from a grant of limited authority from the School Board to accomplish administrative duties. The principal reports to the School Board.
- c. **STAFF:** The staff is composed of education professionals and trades people who are responsible for accomplishing the myriad specific tasks that are necessary for the School to perform its mission. This group performs the specific teaching, maintenance, housing, security and other tasks necessary to provide the services to the children and community. The staff is supervised by the administration and principal carrying out their tasks.
- d. **PAC and Other Similar Groups and Entities:** The PAC is also an arm of the School authorized by the School Board. The PAC does not have an independent source of authority. The purpose of the PAC is to provide support to the School in accomplishing the School mission and act in an advisory capacity on specific School matters. The PAC

is part of the School team. The PAC is not authorized to operate the School or dictate how the school should operate.

The School Board has authorized the PAC to serve in the above functions and to assist in providing a larger perspective on School matters. It is hoped that the PAC will provide a POSITIVE communication link to and from the community. The PAC is, as are other school groups, subject to all the by-laws, policies and procedures set forth in the Parent and Student Handbook and other Board directives.

Section 1.04 MEMBERSHIP

- a. Membership in the PAC is open to mothers, fathers, and legal guardians of DCGS students. They are eligible to be voting members.
- b. Each member of the PAC shall serve one (1) year term with the exception of those parents whose children withdraw from the school during the course of the school year.
- c. Each member shall be entitled to a one (1) vote and may cast that vote on each matter submitted for action by the PAC at a regular or special meeting.
- d. Removal of Members:

These steps will be follow prior to any member being removed;

1st Offense: 1st Warning (verbal)

2nd Offense: 2nd Warning (written)

3rd Offense: Removal, proceed with the vote as indicated below.

Any member may be removed for cause at a duly-called meeting of the PAC by a simple majority vote of the members present if a quorum is met. "Cause," as used in this section, is any conduct injurious or prejudicial to the good order, peace of interest of the PAC or DCGS, or at variance with the PAC and /or the DCGS mission. Any member who is to be considered will be given the for removal shall be notified by a letter addressed to the member's address of record, of the intention to move for the member's removal and the date and time of the meeting at which the removal shall be considered. This letter shall be mailed 5 working days prior to the next meeting. Any member so removed may not participate in PAC meetings or activities for the remainder of the school year.

Section 1.05 OFFICERS

- a. **Identity of Officers.** The PAC shall have the following officers: president; vice president; secretary; and treasurer.
- b. **Election of Officers.** Officers shall be nominated and elected at the first annual PAC meeting at the beginning of each new academic year. Officers shall be elected to serve for a period of one (1) year with no limit as to the number of terms. Speaking and understating the Navajo language is a preference, but not required. The principal, or designee, shall preside over the first annual meeting and the nomination and election of officers. Nominations shall be received from the floor and elections shall be by show of hand. Officers will be presented to the school board after elections by PAC. **Employees or School Board members of DCGS are not allowed to be officers of the PAC. PAC**

officers may not related to one another, such as immediate family members, as it is a conflict of interest. Each officer must sign a PAC Officer Affirmation.

c. Duties of the Officers.

- i. President. The president shall preside at all meetings of the PAC and sign official documents, letters, and reports and keep order. In the absence or inability to act by the president, the vice president, secretary and treasurer shall act in that order and that capacity. The president is authorized to recognize and reasonably limit speakers and discussion and otherwise make rulings to ensure the efficient and orderly process of PAC meetings. The president is also designated as the official spokesperson of the PAC. It is the president's responsibility to set the agenda for upcoming meeting in a timely fashion to allow publication of said as set forth herein.
- ii. Vice President. The vice president shall perform all of the duties of the president in the absence or inability to act of the president.
- iii. Secretary. The secretary shall keep and file all records, conduct the correspondence and have custody of all the papers of the PAC. The secretary shall be responsible for recording, both audio and written, announce at the next meeting that they will be recorded of the PAC regular and special meetings and preparing typed minutes of the PAC meetings. In the absence of both the president and vice-president, the secretary shall preside over the meeting and appoint a recording secretary.
- iv. Treasurer. The treasurer shall keep record of the financial status of a planned/scheduled fund raising event. The treasurer shall turn in money to the Business Office immediately following the event or to the facilitator immediately after the event if the Business Office is closed. The treasurer shall ensure all funds received and disbursed are in strict compliance with DCGS policies and procedures.
- v. ALL Officers. The above-described officers are responsible for conducting the affairs of the PAC between regularly scheduled meetings and carrying out resolutions and official directives flowing from PAC meetings. Vacancies of PAC officers (President, Vice-President, Secretary and Treasurer) shall be elected by the PAC members at the next regular meeting and shall preside immediately thereafter. Members shall nominate when voting takes place.
- vi. Removal of an Officer. By simple majority of members – an Officer may be removed from office if he/she:
 - a. Is irresponsible in performing duties for the office that he/she holds as stated in the PAC Officer Affirmation.
 - b. Is absent from three (3) consecutive meeting (regular or special) without reasonable cause.

d. Meetings.

- i. Regular PAC meetings shall be held every other month on the second Monday of each month at 5:30 pm in the _____ at DCGS or through videoconferencing. The PAC Meetings will be held in September, November,

January, March and May of each school year. In the event of an unforeseen circumstance, the meeting will be rescheduled; provided that adequate notice is given and 72 hours cancellation time (excluding unforeseen circumstances). PAC meetings will be open to all interested persons.

- ii. Special PAC Meetings may be held as needed and may be called by the PAC Officers or by PAC majority vote.
- iii. All meetings shall be conducted by the following order of business and shall be listed on the agenda:
 1. CALL TO ORDER
 2. INVOCATION
 3. AGENDA APPROVAL
 4. APPROVAL OF MINUTES OF LAST MEETING
 5. FINANCIAL REPORT
 6. OLD BUSINESS
 7. NEW BUSINESS
 8. OPEN FORUM
 9. NEXT PAC MEETING DATE
 10. ADJOURNMENT
- iv. A schedule of the regularly scheduled meetings shall be posted at the School or on the school website.
- v. The president shall be responsible for setting an agenda forty-eight (48) hours in advance of any PAC meeting. The president shall receive suggestions for agenda items up to that time and share the agenda with the principal. It shall be the responsibility of the president to inform the secretary of the proposed agenda.
- vi. The PAC shall comply with the open meeting law set forth at 10 N.N.C 106 (c).
- vii. All action set forth by the PAC must be taken by a majority vote of the members present at a duly-noted and called meeting at which a quorum is present unless otherwise specifically stated herein. The PAC may not act except by resolution or motion arising from motions duly made and seconded and voted on as noted above. The secretary shall have a recording of the meeting and minutes which shall reflect the proceedings, including wording of motion, motioning party, seconding party, and vote. Minutes shall be reviewed, corrected and approved at the next following meeting. A report will be provided to the Board after each PAC Meeting.
- viii. A quorum will consist of two (2) Officers and four (4) parents for each PAC meeting. If a quorum is not present, the only permissible, official action that can be taken is adjournment.
- ix. PAC meetings must begin within one (1) hour of the scheduled time or the meeting shall be postponed. Meetings shall last no longer than two (2) hours.
- x. Meetings shall be conducted pursuant to Robert's Rule of Order (<http://robertsrules.com/>).
- xi. The presiding officer shall control the meeting to ensure that meetings proceed in an orderly an efficient manner in order to accomplish the business of the PAC. The presiding officer is authorized to take such reasonable measures to accomplish the foregoing.
- xii. DCGS staff are encouraged to attend PAC meetings.

Section 1.06 COMPENSATION

- a. Each officer shall receive a compensation for attendance at each regular meeting as approved by the DCGS School Board. There will be no compensation for attending any other meetings or gatherings. (PAC Officers will be able to waive the compensation if he/she decides to do so.)
- b. PAC Officers of the meeting will be compensated at the approved rate; in the event that the Officer attends half the meeting, he/she will be compensated half of the compensation.
- c. Each PAC member shall be compensated in the amount for attending monthly scheduled meetings.

Section 1.07 IN-SERVICE TRAINING

- a. PAC Officers/members will be encouraged to attend conferences and/or workshops subject to review, approval of the PAC Officers and/or majority of the PAC and the School Board.
- b. In the event, a PAC Officer attends a conference or training prior to a scheduled regular meeting, the PAC president will authorize and approve the travel. PAC members attending a conference or workshop on behalf of the PAC shall submit a report to the PAC at the next regularly schedule PAC meeting.

Section 1.08 SPECIAL COMMITTEE

- a. As the need arises, ad hoc and special standing or sub-committees may be formed by the PAC and/or proposed by the PAC Officers.
- b. Date, time and place for the standing or sub-committee meeting shall be established during a regular PAC meeting.

Section 1.09 FUNCTIONS

- a. Organize and perform volunteer activities to support School functions.
- b. Annually review and provide written comment regarding the School curriculum.
- c. Review and report on School policies annually during the second half of the school year.
- d. Identify and participate in school activities.
- e. The PAC shall strive to create harmony and positivism at the School and assist the School in avoiding divisiveness and unhealthy competition between classrooms and other groups at the School.

Section 1.10 PROCEDURE FOR MAJOR PAC CONCERNS

- a. PAC concerns not covered above shall be submitted to the principal on the attached form. The principal shall attempt to resolve the complaint within ten (10) working days of receiving the complaint. Should the principal require additional time in which to investigate or research the issue, the principal shall inform the PAC officials and provide them with a reasonable time for a response. When the complaint is resolved, a

response shall be put in writing and a copy given to the PAC president and a copy to the School Board to be presented under reports at the next School Board meeting.

- b. Should the principal not be able to resolve the concerns set forth above, the principal shall notify the PAC officials in writing of the final decision on the matter. The PAC president shall, within ten (10) working days receipt of the principal's written resolution, request that the matter be put on the next School Board agenda for the School Board's consideration. If the PAC requests that its complaint be placed on the School Board agenda, the PAC president shall be notified of the date and time of the next following School Board meeting where the matter will be presented to the School Board for consideration. The School Board's decision on the matter shall be final.

Section 1.11 AMENDMENTS

- a. These BY LAWS may only be amended pursuant to a recommendation of the PAC adopted by a two-thirds (2/3) vote of all members present at a meeting. The Board shall then consider the recommendation and accept, modify or reject the amendment. The Board may also amend these BY LAWS on its own motion.
- b. The BY LAWS are presented to the PAC as a whole for their review, input, recommendation and actions.

Board Approved: September 14, 2021

School Board President:  Date: 9/14/21
Ervin Chavez



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PAC OFFICER AFFIRMATION

SY _____ - _____

I, _____ hereby affirm and swear that I will uphold the office of _____ in the Dzilth-Na-O-Dith-Hle Community Grant School, Inc. (DCGS) Parent Advisory Committee (PAC) from _____ (date) until a successor is elected and appointed.

The primacy of the children’s health, safety and welfare shall remain at the forefront of all my actions and thoughts. I affirm and swear that I will uphold all DCGS policies, (ex. Parent Student Handbook, Residential Handbook, Athletic Policy, etc.) ensure that my conduct is consistent with those policies and ensure PAC compliance with said approved-By-Laws.

I acknowledge and understand that the role of the PAC is advisory. As an officer of the PAC, I will use my best efforts to ensure;

_____ the role of the PAC members understand the advisory nature and role of the PAC and demonstrate respect for Navajo law, the legitimate authority of the DCGS School Board and Administration of the school.

_____ the deliberations and actions of the PAC remain free from individual bias, personal agenda, individual attacks through means of written, verbal, or social media on staff or public officials and other matters not proper for the PAC.

_____ the PAC performs its valuable work for DCGS in reviewing and recommending curriculum, policies and other matters as appropriate and requested.

_____ the PAC supports and participates in activities that facilitate, promote and support DCGS activities and programs.

If I do not uphold my duties and responsibilities, I understand I may be removed as PAC officer according to BY LAW Section 1.05 C (vi).

Print Name

Date

Signature