

I. OPENING MEETING

- a. Roll Call
- b. Pledge of Allegiance

II. REPORTS

- a. The Executive Director's Report
- b. Marketing & Communications Report

III. PUBLIC COMMUNICATIONS

A member of the public (speaker) may address the Board during the Public Communications section of the BOE Agenda. Comments by public speakers made during the Public Communications will be limited to items on the BOE Agenda or items within the jurisdiction of the Board. The number of speakers who speak during Public Communications will not exceed ten. A speaker, in lieu of speaking during Public Communications, may speak during an agenda item. Comments during an agenda item will be limited to the topic of the agenda item. Speakers may register to speak by calling the Clerk of the Board at (620) 705-1715 by noon on the day of the BOE meeting, or they may register at the location of the BOE meeting until 10 minutes before the meeting begins. When registering to speak, a speaker will identify the topic the speaker wishes to address. A speaker's comments at a meeting will not exceed 3 minutes, will be limited to the registered topic, and will not include personnel matters concerning TEA or Tribal employees and/or matters that would violate the privacy of students. Speakers will provide (7) copies of any handouts to the Clerk of the Board for distribution at the Board table. For more information and restrictions, please see BOE policy Section 1402.6 Board of Education Agendas, Calendars, & Meetings.

IV. CONSENT AGENDA

- a. Job Description for TEA Programs
 - i. Contact(s): Alison Robbins
 - ii. Purpose: Approval of Job Descriptions - Agriculture Internships
 - iii. Recommendation: It is the recommendation of staff that the job description for Agriculture Internships are approved for use.
 - 1. **DISCUSSION:**
 - 2. **NOMINATIONS:**
 - 3. **DECISION:**
 - 4. **ACTION:**
- b. NACTEP New Grant
 - i. Contact(s): Alison Robbins
 - ii. Purpose: Discuss applying for this grant and how it would work with our programs. The deadline is January 29th, 2021
 - iii. Recommendations: Board approval to apply for this grant
 - 1. **DISCUSSION:**

Board of Education Agenda
Blue Lake Rancheria Tribal Education Agency
Tuesday, December 15, 2020 – 7PM
Zoom Meeting On-line Platform
Blue Lake, CA

2. **NOMINATIONS:**

3. **DECISION:**

4. **ACTION:**

V. ITEMS REQUIRING BOARD ACTION OR DISCUSSION

VI. MISCELLANEOUS

a. Approval of DRAFT BOE Meeting Minutes of 11/17/2020

1. **DISCUSSION:**

2. **NOMINATIONS:**

3. **DECISION:**

4. **ACTION:**

VII. UNFINISHED BUSINESS

a. Jason to update us about attaining JPA legal counsel

b. Training for the BOE from HCOE

VIII. NEW BUSINESS

a. Expanding the Agricultural program to include Aquaculture

b. C-TIE meeting summary

IX. AJOURNMENT



Blue Lake Rancheria Tribe of California

POSITION DESCRIPTION

MANAGEMENT RETAINS THE RIGHT TO CHANGE JOB DESCRIPTION AS DEEMED NECESSARY

Job Title: Pathmakers Student Intern - Agriculture
Department: Tribal Government
Reports To: TEA Executive Director & assigned mentoring supervisor
FLSA Status: Non-Exempt
Prepared By: Alison Robbins
Revised Date: 11/05/2020
Approved By:
Approved:

JOB SUMMARY

A Pathmakers Student Intern works with assigned mentoring field supervisors to assist with student project layouts, setting goals for learning the assigned departments' functions and team responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Attend on-going trainings when needed or requested to do so by staff
- Complete program evaluation surveys as requested
- Keep accurate records of: hours worked, skills learned, and status of the student's project(s)
- Recognize role as a team member, learning responsibilities and time management
- Be patient and grow in understanding of the mentoring relationship with supervisor and team members.
- Spend at least five hours a month engaged in a mutually agreed-upon activity with assigned mentoring supervisor on student project(s)
- Communicate with assigned mentoring supervisor – by telephone or email regarding attendance
- Honor all commitments made to the Pathmakers Internship Program

Promotes the following within the department and among all Team Members:

- Creates a collaborative, inclusive, and culturally responsive atmosphere
- Encourages mutual respect, dignity and integrity with all Team Members, by setting positive examples at all times.
- Maintains a professional departmental, company, and community reputation.

Blue Lake Rancheria requires Team Members, on a continual basis...

- To provide a safe work environment for Team Members, through compliance with established safety guidelines, identifying potential safety hazards, and reporting same to the appropriate person for proper resolution.
- To maintain a professional departmental, company and community reputation.
- To enforce performance standards, policies and procedures as they relate to the department.
- To maintain a consistent, regular attendance record.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Minimum requirement: Must have completed 10th grade, and be recommended by school staff for Internship position.

COMPUTER SKILLS

Must be knowledgeable and proficient working with the Microsoft Office Suite within six weeks of hire.

LANGUAGE SKILLS

Ability to read, and apply technical procedures, or government regulations. Ability to write reports on student progress. Ability to effectively present information and respond to questions from co-workers.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY

Ability to solve simple and practical problems, dealing with a variety of concrete or unknown variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- Exercising sound independent judgment within established guidelines when called upon.

CERTIFICATES, LICENSES, REGISTRATIONS

Student work permit

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by a Team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Team Member is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The Team Member frequently is required to reach with hands and arms.

The Team Member is regularly required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The Team Member must regularly lift and/or move up to 50 pounds. The Team Member is regularly required to work in a variety of outdoor weather conditions. The Team Member is regularly required to work with and/or around sharp gardening tools and motorized equipment. The Team Member is regularly required to handle plants, soils, fertilizers, animal waste, rusted metal equipment, and non-potable water while wearing appropriate personal protective equipment. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Must pass a drug test.

WORK ENVIRONMENT

The work environment characteristics describe here are representative of those a Team Member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Team Member is frequently exposed to 1) farm, field, and greenhouse environment 2) general office environment, 3) shop, makerspace and classroom environment, and 4) off site field trips/buses, including the use of standard office machinery, small shop, makerspace devices or equipment. No travel is required.

I. OPENING MEETING

Meeting was called to order by Jason Ramos at 7:03 PM

- a. Roll Call
 - i. BOE: Jason Ramos, President; Michele Kindred; Kelsay Shackelford; and Michael Shackelford. Four members present - quorum established
 - ii. Staff: Alison Robbins, Executive Director; Marlee Mansfield, Community Coordinator; and Frederique Guezille, Clerk of Board
- b. Pledge of Allegiance

II. REPORTS

- a. The Executive Director's Report
 - i. Palace is the Place Program
 - 1. Retract proposed contract with Blue Lake School District. Due to delays in the contract review process, and with the continuing pressing needs. We are requesting a budget adjustment from the US Department of Education to remove these funds from the Contractual section of our budget to the salaries section so that we may directly hire staff to fill the needs at this time. Further communication from the BLSD confirms their difficulties with hiring staff as well during the pandemic.
 - 2. Part-time Position to be filled. There are now two part-time positions that need to be filled as one of the staff has turned in their resignation. One position is for the Homework Club budgeted for 27.5 hours a week at \$15/hr. and the other position is Secondary budgeted for 18 hours a week at \$15/hr. Both of these positions are temporary part time for the 2020-2021 school year.
- b. Marketing & Communications Report
 - i. TEA Website Redesign Weekly working meetings are being held to build up the content. The ultimate goal is to have it look and function like the other BLR pages.
(Demo of new site completed pages with Mission and Vision statements)

III. PUBLIC COMMUNICATIONS

- a. **No public comments made tonight**

IV. CONSENT AGENDA

- a. Body and Brain STEM Workout
 - i. Contact(s): Alison Robbins
 - ii. Purpose: Approval of Kinesiology Program – Nutritional, physiological, biomechanical, and psychologically dynamic principles and mechanisms of movement through the use of resistance bands, stability balls, foam rollers, and

the students own body weight in strength and balance building exercises that incorporate science. Program proposed to begin in January 2021 and run through March 2021 meeting twice a week for 45-55 sessions using a circuit style program implementation (Approximately 12 weeks). This will contribute to the creation of four modules under the sciences of Kinesiology, Biology and Anatomy which can be used physical education teachers as well as classroom teachers grades 3-5; curriculum will be scalable for grades 6-8. Students will learn about stretching, monitoring their heart rate, and other ways to chart health matrixes.

- iii. **Recommendation:** It is the recommendation of staff that Body and Brain STEM Workout program be approved. Independent Contract not to exceed \$2,400, program supply costs not to exceed \$600. Pathmakers NYCP Funding 03/280

1. **DISCUSSION:** The program will include the various circuit style exercises, and incorporate STEM concepts focusing nutrition and the benefits of physical activity. The person the TEA is hoping to contract for curriculum development is Amada Lang, a Masters student at HSU with a BA in Recreational Administration. Xia Quiros, a certified personal trainer, would be the person providing the activities with the students. Jason mentioned hearing about a better bodies program that we could look into for ideas as well.
2. **NOMINATIONS:** Michele Kindred makes the motion to approve, Michael Shackelford 2nd
3. **DECISION:** 4-0 approved
4. **ACTION:**

V. ITEMS REQUIRING BOARD ACTION OR DISCUSSION

- a. Regular Monthly BOE meetings for 2021
 - i. Full consensus dates

Jan. 12th	Feb. 9th	May 4th	June 15th	Oct. 19th
5	5	5	5	5

- ii. Dates still requiring a decision

	Mar. 2nd	Mar. 9th	Mar. 23rd	Apr. 6th	Apr. 13th	July 6th	July 13th	July 27th
Votes	4	4	4	4	4	3	3	3
Names of unselected	Alison	Jace	Kelsay	Jace	Alison	Kelsay	Jason	Jason
						Alison	Jace	Kelsay
	Aug. 3rd	Aug. 10th	Aug. 24th	Sept. 7th	Sept. 21st	Nov. 9th	Dec. 14th	Dec. 21st
Votes	3	3	3	4	4	4	4	4
Names of unselected	Jace	Jason	Jason	Kelsay	Jace	Alison	Jace	Alison
	Alison	Jace	Jace					

1. **DISCUSSION:** Alison and Kelsay said they would be willing to meet even on those dates they did not list as available. Discussion ensued, calendars were references, and the dates agreed upon were: **March 23rd, April 13th, July - No Meeting, August 3rd, September 7th, November 9th, and December 21st.**
2. **NOMINATIONS:**
3. **DECISION:**
4. **ACTION:** Frederique to email Jace Baldosser with the dates, and if he has no issues, these will be presented to the BOE for final approval at the December meeting.

b. Training for the BOE from HCOE

- i. Contact(s): Alison Robbins
- ii. Purpose: Discuss the trainings BOE members are interested in taking from HCOE
- iii. Recommendations: Staff select the applicable trainings and schedule them to be completed by March 31st 2021.

<https://www.csba.org/TrainingAndEvents/MastersInGovernance>

1. BOE Member Suggested Topics thus far:
 - a. Foundation of effective governance
 - b. Community relations and Advocacy
1. **DISCUSSION:** The BOE agreed to schedule time for these trainings. January works for most people. Michele is off Fridays, so she is available. Everyone will be unavailable on January 20th. Michael is available Saturdays or weekdays after work.
2. **NOMINATIONS:**
3. **DECISION:**
4. **ACTION:** Alison to arrange meetings to be completed by March 31.

VI. MISCELLANEOUS

- a. Approval of DRAFT BOE Meeting Minutes of 10/27/2020
 1. **DISCUSSION:** no corrections provided
 2. **NOMINATIONS:** Kelsay Shackelford motioned to approve the minutes as submitted, Michael Shackelford 2nd
 3. **DECISION:** 4-0 approved
 4. **ACTION:** Frederique will remove DRAFT and provide the Approved minutes to Toni for addition to the website.

VII. UNFINISHED BUSINESS

- a. Jason's conversations with David Rapport about the JPA Since David suggested we have separate counsel Jason will follow that advice. Jason asked since it's the JPA maybe the county has counsel but he will also ask David Rapport for recommendations on good counsel. Alison noted that there is a budget of \$15,000 for legal fees for the JPA. Jason will contact David Rapport tomorrow.
- b. Native American Entrepreneurship Program:
 - i. Business Plan Meetings with Chag Lowry. Books are on order with NDIDC and will go to Jason at the Rancheria for distribution to various individuals across the state who can help with the efforts to bring Native focused curriculum into California school districts. Alison and Frederique have had meetings with Chag on building his business plan and goals including expanding his products & services to include book signings, Comic-Cons, etc. Focused on setting SMART goals and how to plan things for long term business structure. He has provided us with a list of his work and Toni will create a page for people to purchase his books and curriculum.

VIII. NEW BUSINESS

- a. **No new business**

IX. AJOURNMENT

- a. Michele Kindred made the motion to adjourn the meeting and Michael Shackelford seconded the motion.
- b. Jason Ramos adjourned the meeting at 7:37PM