

## **I. OPENING MEETING**

- a. Roll Call – 7:02PM Called to Order by BOE President, Jason Ramos
  - i. BOE Members present: Jason Ramos, Michele Kindred (Johnson), Kelsay Shackelford, Michael Shackelford. BOE Members absent: Jace Baldosser – excused. QUARUM ESTABLISHED.
  - ii. TEA Staff present: Alison Robbins, Marlee Mansfield-Chavez, Lisa Hoffman, Isak Brayfindley, Merry Kate Lowry
  - iii. Public present: Clarence Brown, Mandi Kindred

## **II. REPORTS**

- a. The Executive Director's Report
  - i. NACTEP Grant started Oct 1<sup>st</sup> 2021
    - 1. Need to investigate indirect cost rate, potential restrictions
  - ii. GYOA started in August (8 members), experiencing delay due to student documentation not yet complete for submission (4 members are ready)
  - iii. BIA Tourism pandemic relief fund grant starts Oct 1<sup>st</sup> 2021, IT issues needing resolution, we are in contract negotiation – unanticipated lack of funding for hours for Executive Director to work on project
  - iv. BIA Tribal Climate Resilience Program youth participation grant (2yr STEM grant)
    - 1. Proposing a climate conference using other available funding
    - 2. Internships for HSU grads to come do work
    - 3. NACTEP can blend into this
  - v. Office of Indian Education American Rescue Plan Grant (submitted 13<sup>th</sup> of Sept)
    - 1. This grant functions as Pathmakers, termed Pathmakers Plus (ARPAIRE)
    - 2. We may hear back in December but by January 1st for certain
  - vi. Grant opportunity CA humanities – Sent in September to Chag Lowry
    - 1. \$20,000 contract to do curriculum (Board approval needed)
  - vii. Year 4 of Pathmakers starting now in Oct 1st
    - 1. Request for carryover soon (data report needed by Oct 31<sup>st</sup>) Follow up during our next BOE meeting
      - a. Carryover may stem from monies in travel or stipends
  - viii. Review of information from NIEA Conference
    - 1. Curriculum for Native American Children – Trauma informed classroom
  - ix. Grant Opportunity National Endowment for Humanities in December
    - 1. Application in the works for \$235,000 for professional development for Humboldt County Teachers
  - x. Kindling the Flame program started in the beginning of October (continuation of last year's program with CA State Parks)
    - 1. Inclusion of new student intern Pachomio Feliz

b. Marketing & Communications Report

i. Social Media Report

1. See September/October Report
2. Notable improvement from time of page creation to now
3. Increasing number of posts and posts regarding our partners
4. Strategizing how to continuously increase engagement
5. Farm Stand Post received significant amount of engagement
6. Audience remains predominantly female

III. **PUBLIC COMMUNICATIONS**

Mandi Kindred – Made a comment of thanks to Alison and TEA Staff for their work and dedication to expanding educational opportunities for the community.

Merry Kate Lowry – Offered appreciation for the work that the TEA staff and TEA administration is doing as well as reiteration that TEK is so necessary for keeping context about current events in check with local traditional realities. Community voices are important.

K'nek'nek Lowry – Comments stressed the importance of TEK or Traditional Ecological Knowledge and the imperative to include that in education and keep youth informed of that history and wealth of knowledge

IV. **CONSENT AGENDA**

a. Employee Appreciation and Acknowledgement – Marlee Mansfield-Chavez

i. Contact(s): Alison Robbins

- ii. Purpose: Marlee Mansfield-Chavez has been employed with the TEA since April 20, 2020 and in that time has performed her duties with ever increasing competency and enthusiasm. Despite the rigors and challenges of the pandemic response, Marlee has made it a point to be responsive to the needs of our community and staff, remaining mindful and respectful of persons' time, capacity, and accessibility. Demonstrating resiliency, efficiency, and true personal growth, Marlee can be held up as an example to staff as a team player, a natural leader, and truly cherished in our organization's pursuit of bettering educational opportunities for our youth and community as a whole.

- iii. Recommendation: It is the recommendation of the Executive Director, that a Certificate of Appreciation and Accomplishment be presented to Marlee Mansfield-Chavez for her exemplary work performance during the 2020-21 school service year, presented by the BOE.

1. **DISCUSSION**: BOE thanked Marlee for her work

2. **NOMINATIONS:** Kelsay Shackelford made motion to award Marlee a Certificate of Appreciation and Accomplishment, Michael Shakelford 2nd
3. **DECISION:** 4-0;
4. **ACTION:** Clerk of the Board to create the certification, provide it to the President of the BOE for signature, have printed and framed.

#### V. ITEMS REQUIRING BOARD ACTION OR DISCUSSION

- a. Employee Evaluations Manual and Form
  - i. Contact(s): Alison Robbins
  - ii. Purpose: On 09/29/2021, the draft Employee Evaluation Manual and Form was emailed to the BOE to review. This form was developed in 2019, and was been piloted when performing employee reviews during the 2019, and 2020 calendar years. During this piloting process, feedback from employees was taken on the form, improvements made, and thus, submitted before the BOE is the final draft of the form, and the manual that explains its use and purpose. (*Attachments: Tribal Ed email, Blank Evaluation Form, and Employee Evaluation Manual*)
  - iii. Recommendation: Staff recommends that the submitted Employee Evaluation Manual and Form be adopted by the BOE for use within the TEA.
    1. **DISCUSSION:** Jason asked questions regarding the alignment of the evaluations with the established Tribal handbook. Alison stated that the Tribal handbook provided for a single annual evaluation, and a 90 day probationary period, and that the manual complies with that, and goes further to establish quarterly expectation meetings to provide staff with ongoing support for goal achievement, professional development, and personal growth.
    2. **NOMINATIONS:** Michael Shackelford motion to approve the manual and form as presented, Michele Kindred 2<sup>nd</sup> the motion
    3. **DECISION:** 4-0;
    4. **ACTION:** BOE Adopts the manual and form. Clerk of the Board to remove DRAFT watermark, double check for spelling errors, and publish forms to TEA Website in BOE Documents / Policies page.
- b. BOE Election & Public Notifications
  - i. Contact(s): Alison Robbins
  - ii. Purpose: Dates for 2021's BOE Election in December have been moved to January 8, 2022. TEA Staff would like to create info graphics and notices to be placed around the Rancheria and on the TEA Website advertising the Election in compliance with various Tribal policies on advertising elections, and TEA policies, such as GEPA. At this time, the two BOE members up for replacement or re-election are Jason Ramos, and Jace Baldosser.

- iii. **Recommendation:** TEA Staff recommends that the Clerk of the Board create election announcements for the BOE and distribute them according to Tribal and TEA policies.

1. **DISCUSSION:** Discussion as to why the date was moved (Christmas) and about how many seats (two) up for election.
2. **NOMINATIONS:** Kelsay Shackelford motioned to direct the Clerk of the Board to begin advertisement of the BOE Election, Michele Kindred 2<sup>nd</sup> the motion
3. **DECISION:** 4-0
4. **ACTION:** Clerk of the Board to create election announcements which comply with Tribal Election Ordinances, Education Code, and GEPA policy, posting on social media, website, and around the Rancheria on bulletin boards.

c. ED-NA Affairs Joint Informational Hearing with the State of California Assembly

- i. **Contact(s):** Alison Robbins
- ii. **Purpose:** Assemblyperson James C. Ramos, Chair of the Assembly Select Committee on Native American Affairs has sent a formal letter of invitation. The Assembly Select Committee on Native American Affairs and the Assembly Education Committee will conduct a special joint informational hearing about California Native American curriculum and student success on Wednesday, October 27, 2021 at 9AM in Room 4202 at the State Capitol. The hearing is available for viewing at <https://www.assembly.ca.gov/todaysevents>. If you would like to testify at the hearing, you can contact Adriana Ruelas at [Adriana.Ruelas@asm.ca.gov](mailto:Adriana.Ruelas@asm.ca.gov) . (Attachments: Letter from James C. Ramos, Informational Hearing Draft Agenda)
- iii. **Recommendation:** TEA Staff recommends that a statement be crafted by the BOE to be read into the Public Comment section of the Informational Hearing.

1. **DISCUSSION:** Jason asked about the top concerns that TEA Staff have learned about. Alison provided the top three concerns coming from the NIEA panel “What Indigenous Educational Leaders See as Important for Improving the Education of Indigenous Youth”. Jason would like an ASK in the statement to be read into the minutes that focus on STEM career workforce development, supporting TEK within the Cal Poly at HSU along with the top three concerns from NIEA panel.
2. **NOMINATIONS:** Michele Kindred made the motion to direct TEA staff to create a statement to be read into the minutes at the Information Hearing which will be reviewed by the BOE President, prior to being sent to the Assemblyperson; Michael Shackelford 2<sup>nd</sup> the motion
3. **DECISION:** 4-0

4. **ACTION:** Alison to draft comments by 10/22 Friday for Jason's review, then send to Assemblyperson prior to the meeting.
- d. WIOA Internships and coordination of services
  - i. **Contact(s):** Alison Robbins
  - ii. **Purpose:** Step Up at the McKinleyville Family Resource Center has an established service which enrolls youth, ages 16-24 years old, in school and out of school in work experience along with supportive services. This information was provided by HCOE Internship Coordinator, Karen Brooks.
  - iii. **Recommendation:** TEA Staff recommends that the TEA approach bringing the McKinleyville Family Resource Center into C-TIE for the expansion of Student Support Services and Internship based experiential learning opportunities as part of our Modern Youth Internship Academies action plan.
    1. **DISCUSSION:** Jason asked for clarification on the need for approval. Alison stated that as extending this invitation could potentially add Step Up as a contractor to receive funds under various grants, she wanted to in the minutes that such an expansion was approved by the BOE which would allow her to initiate contract negotiations that could total more than her previously authorized amount of \$5,000.
    2. **NOMINATIONS:** Michele Kindred motions to allow TEA Staff to approach Step Up for potential partnerships with and in C-TIE for MYIA Internship opportunities, Kelsay Shackelford 2<sup>nd</sup> the motion
    3. **DECISION:** 4-0
    4. **ACTION:** Alison and Lisa are to proceed with contacting Step Up and initiating a partnership for MYIA internships.

## VI. MISCELLANEOUS

- a. Approval of DRAFT BOE Meeting Minutes of 09/07/2021
  1. **DISCUSSION:** Jason asked if there were any corrections. Alison mentioned that the last meeting was difficult to determine some of the nominations and 2nds. Jason clarified the need for stating clearly, or potentially using the Chat to adequately document the vote. Alison stated she would be recording meetings to assist in this manner, too.
  2. **NOMINATIONS:** Michele Kindred made the motion to accept the minutes as presented, Michael Shackelford 2<sup>nd</sup> the motion
  3. **DECISION:** 4-0
  4. **ACTION:** Clerk of the Board is to prepare minutes for publication on TEA Website, and post.

## VII. UNFINISHED BUSINESS

- a. Policy Subcommittee Meetings and Updates (*Attachments: Proposed Policies*)
  - i. Brief discussion on the work of the subcommittee noting that 10 of the 20 pages have been reviewed, some policy statements are being reworked, and the subcommittee will be meeting again to continue the work.
- b. Strategic Plan Update
  - i. Brief discussion on the groups who are reviewing the plan (NHUHS PAC, ECS PAC, HCOE, and CR) Alison is waiting for feedback on the lengthy document, and will provided an updated plan at the November BOE meeting.

#### VIII. NEW BUSINESS

- a. TEA Support for the K12 SWP Project for HCOE – Site-Based Career Guidance Technicians – effective dates: 01/01/2022 – 06/30/2024; Contact Tanya Trump (*Attachments: Workforce Development - HCOE*)
- b. Grant opportunities pending for the TEA with application work beginning within the next month:
  - i. **Bureau of Indian Affairs – Tribal Youth Initiative (TYI) Program, application due January 13, 2022;** Funding supports the development of tribal youth programs focused on science in alignment with conservation and resource management, with opportunities for youth to engage in the field of natural resource management and encourage their interest in pursuing educational opportunities and careers in natural resources management.
  - ii. **National Endowment for the Humanities – Institutes for K-12 Educators, application opens December 15, 2021 and is due February 13, 2021;** professional development programs that convene K-12 educators from across the nation in order to deepen and enrich their understanding of a variety of topics in the humanities and enrich their capacity for effective scholarship and teaching. Our focus will be Native American curriculum under the new Ethnic Studies requirement from CA State BOE.
  - iii. **CARB Air Quality Grant via Michelle Fuller** – extension and new application
    - 1. Brief discussion on the goal of expanding to additional schools and to bringing Marlee Mansfield-Chavez on as a grant manager for the grant to elevate Michelle or Alison having to manage the grant. This is a work in progress as part of TEA capacity building and growing Marlee via professional development.

#### IX. AJOURNMENT

Jason Ramos called for motion to adjourn at 8:17PM

Michele motions, Mike 2nds