

Board of Education Meeting Minutes
Blue Lake Rancheria Tribal Education Agency
Tuesday, May 17, 2022 – 7PM
Zoom Meeting On-line Platform
Blue Lake, CA

I. OPENING MEETING

- a. Roll Call
 - i. BOE Present: Michele Kindred, Jason Ramos, Jace Baldosser, Kelsay Shackelford, Michael Shackelford (Quorum established)
 - ii. Staff Present: Alison Robbins, Isak Brayfindley, Lisa K. Hoffman
- Meeting called to order at 7:03 PM.

II. REPORTS

- a. The Executive Director's Report
 - i. Program Updates
 - ii. Annual Performance Reports
- b. Marketing and Communications Report
 - i. TEA Website redesign update
 - ii. Chag Lowry Media Campaign update
 - iii. Social Media Posts & Community Outreach

III. PUBLIC COMMUNICATIONS

Clerk of the Board confirmed that no members of the public had requested to speak.

IV. CONSENT AGENDA

- a. Northern Humboldt Union High School District – Extension/Addition
 - i. Contact(s): Alison Robbins, and Jack Bareilles (NHUHSD)
 - ii. Purpose:
 - 1. Authorization for **contract extension** for Modern Youth Internship Academies design work under STEP grant agreement for FY20-21 school year (**contract year 1**). Not all activities were completed, and NHUHSD needed additional time; they have now finished and wish to bill us **\$4,500**; and
 - 2. **Addition of \$4500** for continued work on MYIA to expand FY21-22 school year (**contract year 2**) which was originally \$2,250. This is for additional work on the Internships portion of the program.
 - iii. Recommendation: Staff recommends that the year 1 contract agreement extension be granted to that NHUHSD can bill for the services of \$4500, and that an addition to year 2's contract of \$4,500 be approved for additional work on MYIA internships. **Total action's authorization: \$9,000.** *Original and Amended agreement in packet.*
 - 1. **DISCUSSION:**
 - 2. **NOMINATIONS:** Jace Baldosser made the motion; Kelsay Shackelford Seconded the motion

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3. **DECISION:** 5-0-0
 4. **ACTION:** Staff will forward the approved contract through HelloSign to NHUHSD and Jason for their signatures.
- b. Grow Your Own Administrator (GYOA) – Champion Mentor Contracts
- i. Contact(s): Alison Robbins
 - i. Purpose: Approval of a minimum of three (3) Champion Mentor Contracts for the GYOA Program cohort 1 graduates' induction mentoring. Staff would like to issue a minimum of three Champion Mentor contracts to provide the six GYOA graduates with 20 hours (each) of mentoring to support the transition of their roles from classroom teachers to educational leadership positions. Staff has negotiated three contracts, so far, for 20 hours @ \$155 per hour = \$3,100 per graduate, with three Native American certificated administrators, and a fourth is pending negotiations. Contracts are to begin 07/01/2022 for induction support and run through 06/30/2023. *Signed agreements are attached in packet:*
 1. *Theresa Slayton – not to exceed \$9,300 – Pending contractor signature*
 2. *Jennifer Lane – not to exceed \$6,200*
 3. *Sara Sampels – not to exceed \$3,100*
 4. *Melanie Sanderson – not to exceed \$3,100 – Pending negotiations*
 - ii. Recommendation: Staff believes that induction mentoring is a critical component of support that needs to be provided to the new Native American school administrators the GYOA program graduated on 5/14/2022. **Total authorization of \$18,600** (\$3,100 per graduate x six (6) May 2022 graduates)
 1. **DISCUSSION:** Kelsay Shackelford asked about how the number \$155 was arrived at
 2. **NOMINATIONS:** Jace Baldosser made the motion to approve; Michael Shackelford Seconded the motion
 3. **DECISION:** 5-0-0
 4. **ACTION:** Staff will update the BOE on the negotiations with Melanie Sanderson in future Unfinished Business. Staff will forward the successfully negotiated contracts through HelloSign to the contractors and Jason for signatures.
- c. Grow Your Own Administrator (GYOA) – Administrative Mentor/Support – Steve Godla
- i. Contact(s): Alison Robbins
 - ii. Purpose: Steve Godla provides Administrative Support for the GYOA program. Steve assists Alison with program communication and implementation between US Department of ED, Cal Poly program administrators, and participants, as well as with data tracking & general program paperwork; communication between

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cohort members and their champion mentors; and between BLR and the school districts where cohort members are currently employed. Steve also meets with Alison and the program evaluator on the continuous improvement plan for GYOA. *Agreement is attached in packet.*

- iii. Recommendation: Staff recommends the approval of Steve Godla's contract for the **amount of \$24,159.**
 - 1. **DISCUSSION:**
 - 2. **NOMINATIONS:** Kelsay Shackelford made the motion; Michael Shackelford Seconded the motion
 - 3. **DECISION:** 5-0-0
 - 4. **ACTION:** Approved contract will be sent through HelloSign for Steve Godla and Jason's signatures.

d. Humboldt TRiO Talen Search Contract – Extension and Addition

- i. Contact(s): Alison Robbins, and Rose Francia (Cal Poly Humboldt)
- ii. Purpose: Additional funding for hours of work through September 30, 2023 provided to Hoopa Elementary and High School as part of the NYCP Pathmakers program.
- iii. Recommendation: Staff recommends the approval of Cal Poly Sponsored Programs contract extension in the **amount of \$6,760** for the services of Vanessa Cota.

- 1. **DISCUSSION:**
- 2. **NOMINATIONS:** Jace Baldosser made motion; Michael Shackelford Seconded the motion
- 3. **DECISION:** 5-0-0
- 4. **ACTION:** Approved contract extension and addition will be confirmed with Cal Poly Sponsored Programs. President Michelle has directed that Jace Baldosser sign this extension and addition as he has previously been the signer on this contract (for continuity). Sponsored programs will initiate the signing process through their system as done previously.

V. ITEMS REQUIRING BOARD ACTION OR DISCUSSION

a. Job Description – Natural Resource Interns

- i. Contact(s): Alison Robbins
- ii. Purpose: Updating the Natural Resource Intern job description after meetings with NHUHS for use with the Modern Youth Internship Academies (MYIA) recruitment. *Draft job description in agenda packet.*
- ii. Recommendation: Staff recommends the approval of the updated job description.

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1. **DISCUSSION:**
2. **NOMINATIONS:** Jace Baldosser made the motion; Kelsay Shackelford Seconded
3. **DECISION:** 5-0-0
4. **ACTION:** Approved job description will be provided to NHUHSD for their use in continued recruitment of Natural Resource Interns and be provided to BLR's HR department with hiring documentation for the current three interns which have been recruited.

VI. MISCELLANEOUS

- a. Approval of Board minutes from 04/19/2022
 - i. Contact(s): Alison Robbins
 - ii. Purpose: To review and approve the minutes of the prior Board of Education meeting.
 - iii. Recommendation: TEA staff recommends approval of the draft meeting minutes for publication.

1. **DISCUSSION:**
2. **NOMINATIONS:** Jace Baldosser made the motion; Michael Shackelford Seconded the motion
3. **DECISION:** 5-0-0
4. **ACTION:** Approved minutes will be posted to the TEA website by the Clerk of the Board.

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS

- a. Korby Skoglund contract for Grow Your Own Administrator (GYOA) graduate incentives - \$700 for the creation of regalia for graduation ceremony. Personally presented by Alison at Cal Poly graduation, or mailed to participants who could not attend in person.
- b. California Elementary Literacy Conference – June 16, 2022 – BLR TEA staff attending virtually
- c. 140-Hour Pre-Apprenticeship Training @ CR June 13 - July 14, 2022; BLR TEA staff to provide transportation in tribal vans – pending student count, and location.

IX. ADJOURNMENT

President Michelle called for a motion to adjourn. Jace Baldosser made the motion to adjourn the meeting. Michael Shackelford seconded the motion. Meeting adjourned at 7:54 PM.