

## **SPECIAL MEETING AGENDA**

### **I. OPENING MEETING**

- a. Roll Call – 7:28 PM Quorum established
  - 1. BOE Members: Present: Kelsay Shackelford, Jace Baldosser, Mike Shackelford; Absent: Jason Ramos, Michele Johnson-Kindred
  - ii. TEA Staff: Alison Robbins
  - iii. No members of the public were present

### **II. ITEMS REQUIRING BOARD ACTION OR DISCUSSION**

- a. Job Descriptions for the newly awarded 2023 Carl Perkins Innovation and Modernization (PIM) grant.
  - i. Contact(s): Alison Robbins, Executive Director TEA
  - ii. Purpose: Three job descriptions were created for the grant application submission in October 2023. They were submitted as drafts to the US Department of Education. Before advertising of the positions may happen, the job descriptions need approval by the BOE. The three job descriptions are:
    - 1. PIM Project Coordinator – new position, full-time, team lead responsibilities over PIM Project
    - 2. TEA Community Services Coordinator – updated version of the position previously occupied by Marlee Mansfield-Chavez to now include PIM grant specific duties
    - 3. TEA Career Readiness Education Coordinator – update version of a position already used under NACTEP, but to include additional responsibilities for PIM
  - iii. Recommendation: Staff recommends the approval of the three job descriptions.
    - 1. **DISCUSSION**: Kelsay says there is a period missing from the “promotes the following within the department and among all team members”. Mike had questions about the length of time the job descriptions would be posted and about if there was already interest. Alison stated that internal applicants will be looked at first, with hiring priority as is practice with the Blue Lake Rancheria, and yes, there has been interest in the PIM Coordinator position already.
    - 2. **NOMINATIONS**: Kelsay Shackelford motions to approve the job descriptions with the minor correction to the punctuation as discussed, Jace Baldosser seconds the motion.
    - 3. **DECISION**: 3-0-0
    - 4. **ACTION**: Alison to make correction to the punctuation and post on C-TIE Facebook Page, and the Blue Lake Rancheria hiring page via Toni Brown’s assistance.

### **III. AJOURNMENT**

Kelsay Shackelford motioned to adjourn, Mike Shackelford seconded

Meeting Adjourned 7:35 PM