

Board of Education Meeting Minutes
Blue Lake Rancheria Tribal Education Agency
Tuesday, May 21, 2024 7PM – Cancelled
Tuesday, May 28, 2024 - Rescheduled
In-Person and Zoom Meeting On-line Platform
Blue Lake, CA

I. OPENING MEETING

- a. Roll Call – Quorum established and meeting called to order at 7:00 PM
 - i. BOE members present: Jace Baldosser, Michael Shackelford, Kelsay Shackelford, Michele Johnson-Kindred, Jason Ramos (on-line)
 - ii. Staff members present: Alison Robbins, Marnie Atkins (on-line)

II. PUBLIC COMMUNICATIONS

No member of the public present

III. REPORTS

- a. The Executive Director's Report
 - i. Alison and Marnie covered the report providing additional information on what was written as requested by BOE. Very little deviation from the written report as presented.
- b. Financial Reports
 - i. **BIA SF524** – explanation of issues with DropBoxSign uploading BIA reports for Jason's signature. Alison to scan the printed reports, upload those, and process with date and time stamping per reporting processes.
 - 1. **Q4 2023**
 - 2. **Q1 2024** – explanation that it will be likely that we will not spend all of the funding from this source and ask for a carryover through the end of December. Carryover resulting from not spending the \$20,000 in the budget for California State Parks contract.
 - ii. **STEP – 03/282** – explanation of how this report ties into the Consent Agenda Item and the data on NAS 480/AIE 580 enrollment with contingency plan for the Obligated funds shown on the report should not all tuition from the course budget (\$57,000) be spent. Plan is to fund the items on the Consent Agenda.
 - iii. **GYOA – 03/283** – explanation regarding the carryover generated from five persons not participating, and two which have not completed to use their Induction support costs. The \$230K shown as end of year 3 potential carryover will flow into year 4, 5, and a No Cost Extension into Year 6 to provide for Year 2 of Induction support for Cohort 4.
 - iv. **NACTEP – 03/284** – Waiting on end of the year invoices for TRiO contract; just received the invoice for April for Hoopa; \$5K obligated for Big Lagoon Summer Camp; Shows projected carryover of \$27K which will roll into years 4 and year 5. Carryover plan is due end of June – referenced in Main Director's report.
 - v. **PIM – 03/286** – Reviewed the blue font indirect cost running totals tracked to ensure those funds are reserved for Finance Dept to do their journal entries.

Noted that due to the MOUs being finalized in between the time the report was created for the 5/21 meeting that was delayed, the \$370K shown in the Pre-Obligated column, and now moved to fully Obligated. MOUs have been emailed to Program Officer (referenced in Main Director's report). Making a note to the BOE at the meeting that this is now reflected in the PIM tracker. Also noted the breakout of expenditures and commitments by project goals/categories – like Internships in general, and detailed to the types. Pointed out Pivot Summary at on the report to be used for cost benefit analysis and continuous improvement evaluations. Asked the BOE if they have any further details they would like the funds to be reported on Instruction vs. Student Support, etc. – please let Alison know and she will add that to the breakout.

IV. CONSENT AGENDA

a. See attached Chart

- i. **DISCUSSION:** First item: \$10K request: Michele and Kelsay had questions and comments about the lack of library at Zoe Barnum; questions and comments about the laundry/tailoring entrepreneurship program. Questions about the needs assessments – Alison went over the items in red. Second item: \$8,100 books for R3E book study w/ Zaretta Hammond; Third item: \$6,750 NIEA Convention. Questions on who exactly would be going. Answers about where all the funding would come from for the travel in November.
- ii. **NOMINATIONS:** Kelsay Shackelford motions to approve; Michele Johnson-Kindred 2nd the motion.
- iii. **DECISION:** 5-0-0
- iv. **ACTION:** Alison will begin the purchasing processes for these items. Alison will bring back the final figures after shipping and taxes if the total costs exceed the approved amounts.

V. ITEMS REQUIRING BOARD ACTION OR DISCUSSION

Alison asked the BOE if they would allow a last-minute agenda item to be added. By verbal consensus, the item, now recognized as the new a) AMENDED AGENDA ITEM was added.

a. (AMENDED AGENDA ITEM) – Environmental Intern Job Description

- i. Contact(s): Alison Robbins
- ii. Purpose: To have a statement reflecting the BOE's commitment to a fair hiring practice from which Standard Operating Procedures can be developed for TEA staff to follow as Alison begins to delegate these responsibilities, particular for hiring PIM Project interns.
- iii. Recommendation: Staff recommends approval of the Policy Statement.

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1. **DISCUSSION:** No discussion.
2. **NOMINATIONS:** Jason Ramos motions to approve the job description; Jace Baldosser 2nd the motion.
3. **DECISION:** 5-0-0
4. **ACTION:** Alison to format job description (remove watermark), and distribute for use to TEA staff.

b. Policy Statement – Hiring and On-Boarding Process for TEA

- i. Contact(s): Alison Robbins
- ii. Purpose: To have a statement reflecting the BOE's commitment to a fair hiring practice from which Standard Operating Procedures can be developed for TEA staff to follow as Alison begins to delegate these responsibilities, particular for hiring PIM Project interns.
- iii. Recommendation: Staff recommends approval of the Policy Statement.
 1. **DISCUSSION:** Why we need a policy statement under Human Resources 4000 so that there can be an SOP created, and Alison can delegate responsibilities per the policy and SOP. Kelsay asked for a correction to #5 adding a missing word (underlined) – "...responded to by TEA staff". Kelsay asked about the standardized questions, and asked for the panel interview questions and an interview answer review rubric be used and included in the SOP.
 2. **NOMINATIONS:** Kelsay Shackelford makes the motion to approve the Hiring and On-Boarding policy statement as corrected; Jace Baldosser 2nd the motion.
 3. **DECISION:** 5-0-0
 4. **ACTION:** Alison will make corrections to the policy statement, and to write up SOP based upon this approved policy statement and directions from BOE on the inclusion of standard questions and a rubric.

c. Commitment to Collaborate w/ Letter of Agreement and Support for NHUHS

- i. Contact(s): Alison Robbins
- ii. Purpose: A letter stating that BLR TEA will participate in meaningful collaboration, committing staff to participate in professional development, recruitment of participants for CPH educational programs, and working on sustainability efforts for the School-Based Mental Health Consortium. [See attached draft language.](#)
- iii. Recommendation: Staff recommends approval of the commitment to collaborate via a letter of agreement and support.
 1. **DISCUSSION:** Kelsay provided a correction to item #5 – add a period. Group consensus was that Mike should sign the letter after Alison makes the correction and puts it on TEA letterhead.

2. **NOMINATIONS:** Michele Johnson makes the motion to approve the corrected and updated letter as discussed; Kelsay Shackelford 2nd the motion.
3. **DECISION:** 5-0-0
4. **ACTION:** Alison will put on letterhead, make corrections, and send to Mike for signature. *High priority due to grant deadline for NHUHSD.*

VI. MISCELLANEOUS

- a. Approval of DRAFT BOE Meeting Minutes of Tuesday, April 23, 2024
 1. **DISCUSSION:** After brief review, there were no corrections or discussion on minutes.
 2. **NOMINATIONS:** Kelsay Shackelford motioned to approve the minutes as presented; Michele Johnson-Kindred 2nd the motion.
 3. **DECISION:** 5-0-0
 4. **ACTION:** Alison to remove the draft watermark and provide to staff for updating BOE minutes on TEA website.

VII. UNFINISHED BUSINESS

- a. Golden State Grants – pending funding decision from State
- b. Update on BOE previous tabled items
 - a. Draft Standard Operating Procedures (SOP) for approved BOE Policy Statements:
 - i. Tribal Van ([see attachment](#)) – needs updating w/ feedback from Leslie who is requesting 3 weeks advance notice for reserving the Tribal van. Feedback from the BOE (Jason specifically) is that request is excessive. Alison is working with staff to write everything down so it isn't solely living in her brain and they will be able to operate without her. Alison is directing staff to always check with Leslie first before taking their own vehicles resulting in personal vehicle mileage claims.
 - ii. Hiring and On-boarding (in process) – Alison plans to have this for staff on Wednesday, May 29th for them to act on the approved job descriptions and to begin processing incoming student internship applications.
- c. David Rapport or other legal assistance for donations to BLR TEA – no action taken due to staff capacity issues.
- d. Tribal Consultation Letters – Alison reminded the BOE to send their thoughts for any comments due at the end of May and in June.
 - a. US Dept of Education due May 31 on FY26 Budget Priorities

VIII. NEW BUSINESS

Alison asked the Board of Education members to use their electronic copies that have been emailed to them to click on the links provided and review the information for upcoming meetings. Written comments are due in July, and the BOE members will have time to think and email Alison their thoughts, and or request for an item to be discussed on the agenda.

- a. Nominations for the [Biden-Harris Administration Rural Innovators Initiative](#)

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- b. Tribal Consultation - The Tribal consultation will be conducted by the Office of Indian Education and facilitated by the White House Initiative on [Advancing Educational Equity, Excellence, and Economic Opportunity for Native Americans and Strengthening Tribal Colleges and Universities. June 13, 2024 2-5PM ET](#) - written comment period through 07/15/2024 - noon ET. (*emailed to the BOE members on 5/14/2024 - see Mike's response so far*)

IX. AJOURNMENT

- a. Kelsay Shackelford motioned to adjourn the meeting; Jace Baldosser 2nd the motion to adjourn. President, Michael Shackelford adjourned the meeting at 8:14 PM.