

I. OPENING MEETING

- a. Roll Call
- b. Pledge of Allegiance

II. REPORTS

- a. The Executive Director’s Report
 - i. “Elevator Pitch” summaries for programs requested by the BOE
 - 1. NYCP – Pathmakers Program
 - 2. STEP – TEA Development
 - 3. STEP – R3E MYAA
- b. Financial Reports for US Department of Education grants
- c. Marketing & Communications Report

III. PUBLIC COMMUNICATIONS (*Maximum 30 minutes allowed by policy*)

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. Budget Adjustment for US Department of Education Grants
 - i. Contact(s): Alison Robbins
 - ii. Purpose: Recommendation: Staff recommends that the budget adjustments for the US Department of Education Grants be approved a submitted to the Department of Education by 11/15/2020.
 - 1. **DISCUSSION:**
 - 2. **NOMINATIONS:**
 - 3. **DECISION:**
 - 4. **ACTION:**

V. ITEMS REQUIRING BOARD ACTION OR DISCUSSION

- a. Mission and Vision Statement
 - i. Contact(s): Alison Robbins
 - ii. Purpose: Discuss and accept the revised Mission and Vision Statement created by the BOE Sub-Committee.
 - iii. Recommendations: Board approval for the statement
 - iv. **DISCUSSION:**
 - v. **NOMINATIONS:**
 - vi. **DECISION:**
 - vii. **ACTION:**
- b. Resident Opportunity and Self-Sufficiency Program HUD Grant
 - i. Contact(s): Alison Robbins
 - ii. Purpose: Consider and discuss if it would be feasible to apply for this grant with its deadline fast approaching.
 - iii. Recommendations: Board approval to apply for the grant
 - iv. **DISCUSSION:**
 - v. **NOMINATIONS:**
 - vi. **DECISION:**
 - vii. **ACTION:**
- c. Joint Powers Agreement and Regional Occupational Center
 - i. Contact(s): Alison Robbins
 - ii. Purpose: Discuss new information provided by David Rapport
 - iii. Recommendations: Board decide how to proceed
 - iv. **DISCUSSION:**
 - v. **NOMINATIONS:**
 - vi. **DECISION:**
 - vii. **ACTION:**

VI. MISCELLANEOUS

- a. Approval of DRAFT BOE Meeting Minutes of 10/13/2020

VII. UNFINISHED BUSINESS

- a. Education Code & JPA Drafts sent to David Rapport
- b. BOE Meetings Dates – Doodle Poll sent – waiting for replies
- c. BOE Training – items the BOE wants to be trained on
- d. Meeting with Chag Lowry set for Oct 28th 2020 at 10:00 am

VIII. NEW BUSINESS

Board of Education Agenda
Blue Lake Rancheria Tribal Education Agency
Tuesday, October 27, 2020 – 7PM
Zoom Meeting On-line Platform
Blue Lake, CA

IX. AJOURNMENT



NYCP DEVELOPMENT GRANT

Pathmakers Program 10/01/2018 - 09/30/2022

Program for K-8 Students

- Adapted STEM curriculum – in person, virtual synchronous, and virtual a-synchronous programming
- Serves 27 elementary school districts in Humboldt County
- Family Maker Nights – monthly; now online
- Virtual Maker Faire – website with videos so students & parents can learn at their own pace
- Backpack learning program – supplies and curriculum sent home to be used with virtual instruction
- New Palace is the Place* – Homework Club assistance program
- New 4H Agriculture Program* – Gardening Project
- Mobile Makerspace Technician and makerspace van, which takes large group projects to schools and events

Program for 9-12 Students

- Makerspace programs at Arcata & McKinleyville HS – building tiny houses, individual student designed projects (mobile smoker, mini-lending libraries, etc.)
- New Building & Trades Internship Program* – pilot year 2020-2021
- Success in Both Worlds conference
- College visitations
- Native American Clubs focused on “making” and entrepreneurship
- New Agri-Business Internship Program* – pilot year 2020-2021

Additional programs outside of school year

- CA State Parks “Kindling the Flame: A Youth Cultural Revitalization Program”
- Three week-long summer camps with STEM themes
- Native Maker Workshops – carving, net making, beading, etc.
- Mini-Lending Libraries – to be located on four Rancherias/reservations providing books, project supplies, DVDs, and music for STEM related cultural enrichment

Partners in program implementation

- Humboldt County Office of Education – mainly K-8 programs
- Northern Humboldt Union High School District – mainly 9-12 programs
- Humboldt State University – assisting with implementation in Hoopa
- Two Feathers Native American Family Services – provides mentoring, counseling, and tutoring
- Numerous independent contractors involved in module development, filming modules, cultural adaptation & cultural appropriateness review.

Summary Statement:

The Pathmakers Program provides active, kinesthetic, STEAM based adaptive curriculum activities for grades K-12 throughout Humboldt County. Pathmakers’ experiential learning model focuses on building children’s awareness of their own Traditional Ecological Knowledge while strengthening resiliency skills and growing self-efficacy with the goals of building college and career readiness in Native youth.



STEP TEA DEVELOPMENT GRANT

Tribal Education Agency Capacity Building Program

10/01/2019 - 03/31/2021

Education Code Development

- Research and develop an education code
- Research and develop standard operating procedures
- Research and develop standard forms for data collection
- Research and develop a database for tracking data to use in continuous improvement

Joint Powers Agreement

- Develop a joint powers agreement with HCOE, NHUHSD, and CR for the establishment of a Board of Trustees to govern the Regional Occupational Center and Program which will reside at the Toma Resilience Campus
- If time allows, prepare all the documents for the establishment of a Regional Occupational Center and Program with the California Department of Education, and seek accreditation

Tribal Education Agency Development

- BOE Member training
- Create organizational chart, departments, job descriptions
- Establish relationships with educational organizations for the development of the TEA BOE, staff, and organization as a whole

Partners in program implementation

- Humboldt County Office of Education
- Northern Humboldt Union High School District
- College of the Redwoods

Summary Statement

The first STEP TEA Development grant's purpose is the establishment and capacity building of the Blue Lake Rancheria's Tribal Education Agency. Over the course of the project period, the Tribe will have developed the TEA's Education Code, Standard Operating Procedures, and Joint Powers Agreement for the purpose of operating a Regional Occupational Center and Program at the Tribe's Toma Resilience Campus under the direction of the Tribe's new Board of Education assisted by three local education agencies: Humboldt County Office of Education, College of the Redwoods and the Northern Humboldt Union High School District.



STEP TEA DEVELOPMENT GRANT 2

Recruit, Retrain & Retain Educations (R3E) & Modern Youth Apprenticeship Academies (MYAA) Programs
10/01/2020 - 09/30/2023

Designated Single Credential Program

- Research and develop a designated single credential program
- Research and develop standard operating procedures
- Research and develop standard forms for data collection
- Research and develop a database for tracking participate information
- Recruit program participants – both would be teachers, and mentoring/supervising teachers

Modern Youth Apprenticeship Academies Program

- Design curriculum and academies to expand and supplement programs already provided by NHUHSD
- Work with College of the Redwoods on dual enrollment / concurrent enrollment for student credit
- Recruit businesses to be on the Employer's Advisory Council

Tribal Education Agency Development

- Update Education Code to include policies covering program implementation
- Create program organizational flow charts for use by partners with step by step instructions
- Establish relationships with educational organizations for the development of the TEA BOE, staff, and organization as a whole

Partners in program implementation

- Humboldt County Office of Education
- Northern Humboldt Union High School District
- College of the Redwoods
- Humboldt County Workforce Development Board

Potential Partners we will be pursuing:

- Humboldt State University

Summary Statement

The second STEP TEA Development grant's purpose is to establish Career Readiness Education programming involving two main components: (a) the Recruit, Retain, and Retrain Education (R3E) designated single credential program, and (b) the Modern Youth Apprenticeship Academies program (MYAA). R3E will recruit Native persons interested in turning their years of experience with specific skills and knowledge into a designated single credential so they may teach classes at the Toma Resilience Campus. The MYAA program will build career readiness education experiential learning opportunities with local business partners, building upon current apprenticeships and expanding participants' knowledge leading to nationally recognized certifications, and well-paying, fulfilling careers.

Demonstration Grants for Indian Children (Demo): Native Youth Community Project (NYCP)
Optional Budget Revision Form

Grantee Name: Blue Lake Rancheria

PR Award #: S299A180007

Project Director: Alison Robbins

Budget Categories	Existing Grant Budget			Requested Revised Budget	
	Current Performance Period Budget	Carryover	Total Existing Budget	Total Revised Budget	Budget Revision Explanation
<i>Please add lines to categories as necessary in order to itemize/detail expenditures.</i>	<i>These figures should match the amounts in your approved budget.</i>			<i>Requested Budget for Oct 2020 to Sept 2021</i>	<i>Please provide narrative to describe the allocation of funds in your budget revision. Make sure to reference how this will help you achieve your grant goals and objectives.</i>
	156,727	21,230	177,957	177,957	
Project Director	74,190			74,190	Project Director coordinates overall direction of grant implementation - 70% through March 2021 (.70 FTE) ; then returns to 92% April - Sept 2021 (.92 FTE)
Mobile Maker Technician - Coordinator	44,242			44,242	Provides & coordinates direct services to students, specifically coordinates contractors' service provisions to students & tracking GPRA measure efforts - 100% / 1.0 FT
Ag Prog. Youth Prj. Coordinator		4,160		4,160	Implements new Agri-Business/Food Sov. Program - recommended by Advisory Council
Paraeducator #1	14,340			14,340	Works directly with students on STEAM activities and synchronous & a-synchronous virtual video prod. - school year & summer programs
Paraeducator #2	14,340			14,340	Works directly with students on STEAM activities synchronous & a-synchronous virtual video prod. - school year & summer programs
Paraeducator #3	795	10,050		10,845	Works directly with students on STEAM activities - school year - Additional direct services recommended by BOE & LEA (122 days of school @ 5.5 hrs. per day)
4 Pathmakers Student Interns		7,020		7,020	Grades 9-12 Work Study Internships for Building & Trades, Ag Prog, and Graphic Design - recommended by Advisory Council
3 Summer Prog. Mentors	8,820			8,820	Summer Program mentors for 6-8 grade "summer camp" - Summer 2021
FRINGE	54,864	5,922	60,786	60,786	
Project Director	30,334			30,334	Benefits associated with payroll for the position noted in Personnel
MMT - Coordinator	18,355			18,355	Benefits associated with payroll for the position noted in Personnel
Ag Prog. Youth Prj. Coordinator		2,322		2,322	Benefits associated with payroll for the position noted in Personnel
Paraeducator #1	2,200			2,200	Benefits associated with payroll for the position noted in Personnel
Paraeducator #2	2,200			2,200	Benefits associated with payroll for the position noted in Personnel
Paraeducator #3		2,185		2,185	Benefits associated with payroll for the position noted in Personnel
4 Pathmakers Student Interns		1,415		1,415	Benefits associated with payroll for the position noted in Personnel
3 Summer Prog. Mentors	1,775			1,775	Benefits associated with payroll for the position noted in Personnel
TRAVEL	4,984	-	4,984	4,984	
Director's Meeting	2,984			2,984	Set aside for Mandatory grant management meeting. If not held in person, these funds will be used for additional local travel expenditures for the Mobile Maker Van
Mobile Maker Van	2,000			2,000	Local milage on the Mobile Maker van (billed as fuel on general ledger)
EQUIPMENT	-	-	-	-	
SUPPLIES	14,750	15,000	29,750	29,750	
Office & general program support	1,000			1,000	Annual subscriptions for Zoom, Adobe, Covid-19 supplies (disposable masks, wipes, hand sanitizer, PPE, etc.)

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Optional Budget Revision Form

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PR Award #: S299A180007

Project Director: Alison Robbins

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	Current Performance Period Budget	Carryover	Total Existing Budget	Total Revised Budget	Budget Revision Explanation
<i>Please add lines to categories as necessary in order to itemize/detail expenditures.</i>	<i>These figures should match the amounts in your approved budget.</i>			<i>Requested Budget for Oct 2020 to Sept 2021</i>	<i>Please provide narrative to describe the allocation of funds in your budget revision. Make sure to reference how this will help you achieve your grant goals and objectives.</i>
School(s) Native American "Clubs"		3,000		3,000	Grades 6-12 backpack program supplies supporting virtual implementation (Tuesdays TEK videos) - recommended by Advisory Council
Cultural Workshops	1,000	6,000		7,000	Native Maker workshops on TEK - recommended by Advisory Council
Student Projects (9-12)	200	4,000		4,200	Internship program student project supplies - program recommended by Advisory Council
Summer School Supplies		2,000		2,000	Summer camp supplies
My Sisters (Baskets) Classroom Sets	1,750			1,750	Classroom sets of books w/ new curriculum
Soldiers Unknown Classroom Sets Hoopa	1,000			1,000	50 Books for Hoopa schools w/ new curriculum
Ag Prog. Curriculum & Supplies	4,000			4,000	Agi-Business farm stand, value added product supplies, & 4-H curriculum - program recommended by Advisory Council
Mini-Lending Libraries	5,800			5,800	Materials for mini-lending libraries - cultural STEM books, activities, DVDs, music
CONTRACTUAL	339,451	76,001	415,452	415,452	
HCOE - Contract	160,010	24,715		184,725	Humboldt County Office of Education - K-8 program, Virtual Maker Faire, Family Maker Nights, and online curriculum catalog for synchronous & a-synchronous services
Program Evaluator	4,090			4,090	Guidance on program's continuous improvement processes
Native Maker Workshops	899	7,011		7,910	Independent contractor agreements with local Native's providing TEK workshops - recommended by Advisory Council
Cultural Advisors	5,000	5,000		10,000	Independent contractor agreements for review of adapted curriculum modules
Curriculum Development	6,250			6,250	Independent contractor agreements for creation of adapted curriculum modules
CA State Parks Program		10,000		10,000	Cooperative program with new partner "Kindling the Flame: Youth Cultural Revitalization Program" - Native Interpreters pilot program for grades 6-12 - recommended by Advisory Council
Two Feathers NAFS, Inc.		15,000		15,000	Cooperative program to provide mentoring, counseling, tutoring, and student support services, including support for in person weekend activities, and on-line workshop breakout rooms
NHUHSD	163,202			163,202	Northern Humboldt Union High School District - primarily focuses on 9-12 programs, the parent Advisory Council, and coordination of TEK maker workshops & summer programming
HSU TRiO & Hoopa ES/HS		14,275		14,275	Cooperative w/ Humboldt State University's TRiO program - expanding services to include self-efficacy program activities, mentoring, and STEM classroom activity support for K-12 at Hoopa Indian Reservation schools
OTHER	2,435	-	2,435	2,435	
Summer School Transport	1,085			1,085	Bus for field trips for summer camp
Mobile Maker Van Registration	1,350			1,350	Mobile Maker annual vehicle registration and insurance/maintenance upkeep
INDIRECT	47,500	60,442	107,942	107,942	Indirect cost from Yr 2 needing to post to General Ledger \$60,442; Reduction of Indirect rate for Yr 3
TOTALS	620,711	178,595	799,306	799,306	

S415A190001 STEP TEA Development Grant
Blue Lake Rancheria

Resource Categories/Cost Objectives	Approved Grant Budget	Costs Posted to the General Ledger - matches Financial system report	Costs that have Contracts Obligorating Funds	Persons Hired w/ employment engagement agreement through 03/31/2020	Actual + Obligation + Pre-Encumbrance	Budget - Total Expenditures	Adjustment needing approval from Dept of ED	Pending Dept of ED Approval	It is anticipated that the unobligated budget balance will be spent by 03/31/2021	
	Budget	Actual	Obligation	Pre-Encumbrance	Total Expenditures	Budget Balance	Budget Adjustment	Revised Budget	Revised Budget Balance	Budget Adjustment Needed?
Salary	\$ 54,500.00	\$ 22,233.92	\$ 17,308.80	\$ 15,080.00	\$ 54,622.72	\$ (122.72)	\$ 123.00	\$ 54,623.00	\$ 0.28	
Fringe	\$ 21,800.00	\$ 7,693.88	\$ 6,840.44	\$ 2,963.22	\$ 17,497.54	\$ 4,302.46	\$ (2,302.00)	\$ 19,498.00	\$ 2,000.46	Fluctuating costs on health insurance & Bonnie went out on medical leave - leaving unused benefits, then retired.
Travel	\$ 584.00	\$ 2,155.26			\$ 2,155.26	\$ (1,571.26)	\$ 2,136.00	\$ 2,720.00	\$ 564.74	Shahla told us we needed to travel to a Grant Managers meeting which wasn't in the original NOFA as required; BA covers Denver, CO meeting costs & restores original budget for local travel
Contractual	\$ 50,000.00	\$ 2,500.00	\$ 47,500.00		\$ 50,000.00	\$ -		\$ 50,000.00	\$ -	
Supplies		\$ 36.03	\$ 814.00		\$ 850.03	\$ (850.03)	\$ 1,273.00	\$ 1,273.00	\$ 422.97	BOE requested binders; technology costs pending for TEA website upgrade - includes software; issue arose during Continuous Improvement review
Other	\$ 6,175.00	\$ 5,000.00		\$ 1,799.00	\$ 6,799.00	\$ (624.00)	\$ 624.00	\$ 6,799.00	\$ -	Planning on Joining TEDNA (\$799) & CAROCP (\$1,000) - membership applications pending
Indirect	\$ 23,057.00	\$ 6,276.54	\$ 4,613.90	\$ 10,312.24	\$ 21,202.69	\$ 1,854.31	\$ (1,854.00)	\$ 21,203.00	\$ 0.31	NICRA changed between the years of grant submission, grant implementation, and carryforward
Grand Total	\$ 156,116.00	\$ 45,895.63	\$ 77,077.14	\$ 30,154.46	\$ 153,127.23	\$ 2,988.77	\$ -	\$ 156,116.00	\$ 2,988.77	

Needed to recalculate Indirect due to the change in the Indirect Cost Rate

Dates	NICRA	Total Indirect Eligible Expenditures	2019 Charges Posted 12/31/2019	2020 Charges Posted - 03/31/2020	2020 Charges Pending on Actuals 04/01/2020 - 09/30/2020	2020 Estimated Charges on Obligations & Pre-Encumb 10/01/2020 - 12/31/2020	2021 Estimated Charges on Obligations & Pre-Encumb 01/01/2021 - 03/31/2021
10/01/2019 - 12/31/2019	27.76%	\$ 10,595.02	\$ 2,941.18				
01/01/2020 - 12/31/2020	29.97%	\$ 26,524.07		\$ 3,335.36	\$ 4,613.90	\$ 5,399.99	
01/01/2021 - 12/31/2021	20.32%		\$ -				\$ 4,912.25
Total Indirect Posted to GL		\$ 6,276.54	\$ 2,941.18	\$ 3,335.36			

2020 State Tribal Education Partnership (STEP) Three Year Program Optional Budget Revision Form

Grantee Name: *Blue Lake Rancheria*
PR Award #: *S415A200008*
Project Director: *Alison Robbins*

Budget Categories	Existing Grant Budget			Budget Revision Explanation
	Original Yr 1 Budget	Budget Changes / Revisions	Total Revised Budget	
<i>Please add lines to categories as necessary in order to itemize/detail expenditures.</i>				<i>Please provide narrative to describe the allocation of funds in your budget revision. Make sure to reference how this will help you achieve your grant goals and objectives.</i>
PERSONNEL	\$ 53,382	\$ -	\$ 53,382	
Project Director	\$ 8,052			
Career Readiness Education Coordinator	\$ 45,330			
FRINGE	\$ 22,222	\$ -	\$ 22,222	
Project Director	\$ 3,352	\$ -		
Career Readiness Education Coordinator	\$ 18,870	\$ -		
TRAVEL	\$ 2,300	\$ 2,401	\$ 4,701	
Director's Meeting	\$ 2,100			
Relocation of New Employee** <i>didn't know which budget category to budget this cost in</i>		\$ 2,401		<i>Found experienced person living out of the area. Cost of airfare & temporary housing per 2 CFR Part 200.464 are necessary, reasonable, and utilize less than 1 month salary for Career Readiness Coordinator which would have been covered by salary budget, however the Indirect rate decreased so we utilized that without having to take away from salary.</i>
Local mileage	\$ 200			
EQUIPMENT	\$ -	\$ -	\$ -	
SUPPLIES	\$ 1,200	\$ -	\$ 1,200	
Office	\$ 1,200			
CONTRACTUAL	\$ 13,500	\$ -	\$ 13,500	
HCOE - Contract	\$ 4,500			
NHUHSD	\$ 4,500			
College of the Redwoods	\$ 4,500			
OTHER	\$ 3,925	\$ -	\$ 3,925	
Background Checks	\$ 50			
Internet Meeting Services - Zoom	\$ 150			
Program Advertising	\$ 125			
Advisory Council Honorariums	\$ 3,600			
INDIRECT	\$ 24,884	\$ (2,401)	\$ 22,483	Approved Indirect Cost Rate was lowered as of 01/01/2021 to 20.32%
TOTALS	\$ 121,413	\$ -	\$ 121,413	

BOE SubCommittee Meeting
Working Notes
Tuesday, October 20, 2020

Those in attendance: Michele Kindred, Kelsay Shackelford, Frederique Guezille, Alison Robbins

Brainstorming session: Added and edited words describing the process of rebuilding/decolonizing education. Blue font indicates these changes.

Mission Statement: The Blue Lake Rancheria Board of Education strives to create programs which promote Native stories and histories, inclusive in all classroom experiences, *reflective of current* and Traditional Ecological Knowledge, and with the goal of *reclaiming a school system by celebrating the vibrant and active culture of the People.*

Steps to achieve our Vision:

Through fostering resilience in an inclusive, community-based learning environment, employing skilled teachers who mentor, train, and guide our future leaders, the Blue Lake Rancheria Board of Education promotes engaging learning resulting in self-sufficient lifelong learners.

The Blue Lake Rancheria Board of Education believes that every student deserves a supportive, community-based, cooperative, experiential-learning environment, devoted to preparing them to meet the emerging needs of our society.

As sovereign nation, it is our imperative to inspire cooperation for philanthropy and scholarship in education throughout the region building thoughtful collaboration with local businesses and governments. *To prepare our youth to respond with resilience and agility to the emerging needs of our society is the goal of our educational programs.*

OR:

The goal of our educational programs is to prepare our youth to respond with resilience and agility to the emerging needs of our society.

I. OPENING MEETING

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

II. REPORTS

- a. The Executive Director's Report
 - i. One Page Program Summaries requested by the BOE
 - 1. NYCP – Pathmakers Program Oct. 1st 2018-Sept. 30th 2022. Alison is working on a one sentence summary but has bullet points set up for key components of each program section. The K-8 program has added Palace is the Place, a homework club assistance program and a 4H Agriculture Program-gardening project. The 9-12 program has added a Building and Trades Internship Program with the pilot year being 2020-2021, as well as a new Agri-Business Internship Program also with a 2020-2021 pilot year. Additional programs outside of school year include a youth cultural revitalization program with CA State Parks, three week-long summer camps with STEM themes, Native Maker Workshops, and Mini-Lending Libraries
 - 2. STEP – TEA Development Oct. 1st 2019-March 31st 2021. It is broken down into Education Code Development, Joint Power Agreement, and Tribal Education Agency Development with bullet points for each segment.
 - 3. STEP – R3E MYAA Oct. 1st 2020-Sept. 20th 2023. It is broken down into Designated Single Credential Program, Modern Youth Apprenticeship Academies Program, and Tribal Education Agency Development with bullet points for each segment. In addition to the current partners for this program, there is the potential to also partner with Humboldt State University.
 - b. Marketing & Communications Report
 - i. Progress on 3 Native Maker Videos will be going on a DVD set for each of the mini lending libraries and for teachers to share with classes. Jason Ramos and Toni Brown will be working on the other two videos
 - 1. <https://www.dropbox.com/sh/wovfrmt9pa4ikwc/AACqGgXzF4Ybdmq3-LVUHO2ta?dl=0>

III. **PUBLIC COMMUNICATIONS** (*Maximum 30 minutes allowed by policy*)

- a. No public comments made at the meeting.

IV. **CONSENT AGENDA**

- a. Job Description for TEA Programs

i. Contact(s): Alison Robbins

ii. Purpose: Approval of Job Descriptions – Clerk of the Board - for new or expanded TEA programs.

iii. Recommendation: It is the recommendation of staff that the job descriptions for Clerk of the Board are approved for use.

1. **DISCUSSION**:

2. **NOMINATIONS**: Jace Baldosser made a motion to approve and it was seconded by Michael Shackelford

3. **DECISION**: 4-0

4. **ACTION**: Send approved job descriptions to Kim Norton. Keep on file with grant files.

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

- a. Open board member position with HCOE Board of Education

i. Contact(s): Alison Robbins

ii. Purpose: Discuss the open position on the HCOE Board of Education, major issues facing HCOE, and potential recommendations by our BOE for persons for this position. Discussion on if the BOE should provide a letter of recommendation for interested persons that meeting with our BOE approval. Serves until 2024

iii. Recommendations: Staff recommends the full BOE discuss possible persons they could recommend for the open position.

iv. **DISCUSSION**: BOE discussed the open position on the HCOE Board of Education and had questions about its expanse all the way into Karuk territory. BOE would like to find out if there is outreach to all of the territories. Discussed that it encompasses all the way to the Del Norte boarder. Jason might know a few people who would be qualified and interested in this position. Email Alison or Frederique with questions. More information will be required.

v. **NOMINATIONS**:

vi. **DECISION**:

ACTION: Jason will be sending the HCOE announcement to several of this contacts, and Alison is to provide the announcement to Marketing so we can publish it on our website.

VI. **MISCELLANEOUS**

- a. Approval of DRAFT BOE Meeting Minutes of 09/29/2020
 - i. Jace Baldosser motions to approve minutes Seconded by Kelsay Shackelford
 - ii. Minutes Approved 4-0

VII. NEW BUSINESS

- a. Introduction of new employee Frederique Guezille, Clerk of the Board
- b. BOE Subcommittee meeting schedule: doodle poll for meeting days and times to be sent out by Alison and Frederique
- c. BOE special meetings: will continue until mid-November
- d. BOE Training dates: BOE wanted to know if there was any other training required, Alison informed that there is no other required training but that additional training is available if anyone is interested. BOE requested a doodle poll with other available training in order to see if there were any other trainings they might be interested in taking.
- e. Jace updated that Blue Lake voted to open for students on a Group A/Group B system in which Group A would attend in person classes on Mondays and Tuesdays while Group B would attend on Thursdays and Fridays. Both groups would have online zoom classes on Wednesdays. Alison will look into moving money from contractual to salary and requested the information from finance today 10/13/20. Part time temp employee 29 hours a week else they become full time which does not fit in the budget. Jason thinks we should be ready for another wave but is optimistic. Jace agrees that we need to adapt to regulatory issues.

VIII. AJOURNMENT

- a. Jace Baldosser motions to adjourn; Michael Shackelford 2nd
- b. Jason Ramos adjourned the meeting at 8:04pm

JOINT EXERCISE OF POWERS AGREEMENT

FOR A REGIONAL OCCUPATIONAL CENTER AND PROGRAM

This Agreement is made and entered into this XX day of [MONTH] of 2021, by and between the Blue Lake Rancheria Tribal Education Agency of the Blue Lake Rancheria Tribe of California, a federally recognized Indian tribal government, hereinafter referred to as "BLR", Humboldt County Office of Education, State of California, hereinafter referred to as "HCOE", Northern Humboldt Union High School District of Humboldt County, State of California, hereinafter referred to as "NHUHSD", and Redwoods Community College District, State of California, hereinafter referred to as "CR", pursuant to the provisions of Title I, Division 7, Chapter 5, Article I (Section 6500 et seq.) of the Government Code, relation to the joint exercise of powers, and Section 52300 et seq. of the Education Code relating to Regional Occupational Center/Programs. The foregoing parties are referred to collectively herein as "member agencies" or as "parties".

WITNESSETH:

WHEREAS, it is to the mutual benefit of the parties herein subscribe and in the best public interest of said parties to join together to establish this Joint Powers Agreement to accomplish the purposes hereinafter set forth; and

WHEREAS, the parties hereto entered into a Joint Powers Agreement for a Regional Occupational Program on [MONTH DAY YEAR]; and

WHEREAS, the parties hereto intend to create and establish a public entity separate from the parties to this Agreement to be known as the "Toma Resilience Regional Occupational Center/Program"; and

WHEREAS, *the member agencies participating in this Joint Powers Agreement are legally authorized under Sections 52300 through 52331 of the Education Code to perform the responsibilities relative to vocational education hereinafter set forth*; and

WHEREAS, in addition to the objective of carrying out the intent of the legislature as declared in Sections 5300-52331 of the Education Code it is the purpose of the parties to this Agreement to provide herein for the establishment of the Regional Occupational Center/Program providing the following training for:

- (a) Students residing in the participating districts in order to provide them with economically useful employment skills.
- (b) Persons who reside in a participating district and are not enrolled in a high school and will profit from the instruction.

WHEREAS, it is not the purpose of the Regional Occupational Center/Program to provide a separate high school of any kind; and in accordance with that policy, the Regional Occupational Center/Program shall provide occupational training in support and augmentation of programs offered by high schools, adult schools, or community colleges located within the participating member agencies service areas.

WHEREAS, the program will make occupational guidance and counseling information and services available to the participating member agencies upon request; and

WHEREAS, The Regional Occupational Center/Program shall not discriminate on the basis of race, color, national origin, ancestry, religion, creed, sex, age, or handicap in its recruitment, employment, dismissal, or enrollment, assignment, and evaluation in job training programs; and

****QUESTION TO LEGAL COUNSEL:** Can an Indian preference policy be applied here?

NOW, THEREFORE, in consideration of the mutual advantages to be derived there from and in consideration of the execution of this agreement each of the parties mutually agree as follows:

1. PURPOSE OF THE PROGRAM: It shall be the purpose and responsibility of the Regional Occupational Program Governing Council exercising-administrative responsibility for this program to plan, implement, and service, with the participating member agencies, the vocational needs of people and communities in the area comprising the "Toma Resilience Regional Occupational Center/Program".
2. TERM OF AGREEMENT: This agreement shall become effective and binding upon participating parties upon action of the member agencies governing boards as attested by signature of their duly represented agent on this Joint Powers Agreement and approval by the State Board of Education. This agreement shall continue in effect until terminated as provided herein. Additional agencies may enter into this agreement subject to approval and conditions as agreed upon by the requesting agencies' governing board, the Toma Resilience Regional Occupational Center/Program Governing Council, each member agency's governing board then represented on the Toma Resilience Regional Occupational Center/Program governing council, and the State Board of Education. In the event of a reorganization of one or more of the member agencies participating in this agreement, the successor-in-interest or successors-in-interest to the obligations of any such reorganized member agency shall be substituted as part or party to this agreement. Application of new parties must be made by the requesting agencies on or before December 31. Addition of new parties to this agreement must be approved by the governing Council by June 1. For purposes of this agreement, the term "fiscal year" shall mean the period from July 1 to and including June 20 of the following year.
3. ESTABLISHMENT OF NAME AND PROGRAM: A separate joint powers entity shall be and is hereby created and shall hereinafter be designated as the "Toma Resilience Regional Occupational Center/Program" (hereinafter referred to as "Regional Occupational Center/Program")/
4. BOARD OF TRUSTEES: The Regional Occupational Center/Program shall be governed by a Council consisting of one board member from each of the member agencies that is party to this agreement. The board of trustees of each member agency participating in this agreement shall appoint one (1) of its members to serve as a member of the Governing Council of the Regional Occupational Center/Program (hereinafter referred to as "Council"). Such person shall serve at the pleasure of the member agency governing board appointing such member.
 - A. Term of Office: The normal term of office for members serving on the Council shall be two (2) years. A member may be appointed for successive terms. Each member agency governing board may use any board member as an alternate to act as a member of the Council during the absence of its regular member. In the event of a vacancy, the member

agency governing board having the appointment shall fill the vacancy for the remainder of the unexpired term.

- B. **Scope of Powers:** The Council shall have the power and authority to exercise any power common to the member agencies which are parties to this agreement as contained in the recitals set forth above. The powers and authority of the Council shall continue until the termination of this agreement. Pursuant to Section 6509 of the California Government Code, the exercise of the aforesaid powers of the Council shall be in accordance with the manner of exercising such powers by a tribal education agency or a local education agency of California, except as otherwise provided in this agreement. The Council shall enact and adopt appropriate rules or by-laws which are consistent with this Agreement for the orderly transaction of business for the program.
- C. **Notices:** The Governing Council, by resolution, shall designate a specific location at which it will receive notices, correspondence, and other communications, and shall designate one of its members as an officer for the purpose of receiving service on behalf of the Council. The Council shall comply with the provisions of Section 53051 of the California Government Code requiring the filing of a statement with the Secretary of California and with the County Clerk of Humboldt County, and will also file such statement with the Clerk of the Court of the Blue Lake Rancheria Tribe.
- D. **Meetings:** The Council shall hold a least six (6) regular meetings each year, the hour, time, and place for each such regular-meeting shall be fixed annually by resolution of the Council, which resolution shall be publicly posted for two (2) weeks on a public bulletin board to be designated by the Council. The Council may also hold special meetings. All meetings of this Council shall be called, held, and conducted in accordance with the terms and provisions of Title 5, Division 2, Part 1, Chapter 9 (Sections 54950 et seq.), of the California Government Code, or as said Chapter may be modified by subsequent legislation. Except as otherwise provided or permitted by law, all meetings of the Council shall be open and public. The Council shall keep or cause to be kept minutes of its meetings, and shall promptly transmit to the governing boards of each of the parties hereto true and correct copies of the minutes of the meetings.
- E. **Officers and Employees:** The Council shall annual elect a president and clerk in December of each year during the term of this Agreement. The Council shall appoint, and shall fix and pay the compensation of the chief executive officer to serve as the Superintendent who shall not become a member of the Council. Pursuant to the Government Code Section 6505.1, the Chief Executive Officer is hereby designated as the person who has charge of all the property of the Regional Occupational Center/Program. The parties hereby direct that the Chief Executive Office shall file and maintain an official bond in an amount not less than \$500,000.00. Said Bond is to cover the Chief Executive Officer and persons designated by the Chief Executive Office as being his/her subordinates who handle or have access to money and property of the program. The cost of said Bond is a charge against Program funds. The treasurer of the Council and the auditor-controller of

said Council shall be the Chief Financial Officer of the Blue Lake Rancheria Tribe of California (referred to herein as the fiscal agent).

An executed copy of the agreement shall be furnished to said officials. They shall perform the duties specified in Government Code Sections 6506 and 6505.5 and all other duties required by law and this agreement. The Council may appoint other officers or employees, and employ or retain the services of other organizations or individuals as it may deem necessary or appropriate, and fix and pay their compensation. Employees and officers of the Council shall not be deemed to be employees or offices of any party to this agreement. No instruction shall be given in a regional occupational center or program maintained hereunder except by a qualified teacher holding a certificate issued pursuant to law.

F. Voting: A majority of the Council shall constitute a quorum for the transaction of business.

G. Fiscal Duties and Responsibilities:

1. Handling Funds:

The Council shall have the power and authority to receive, accept, and expend or disburse funds by contract or otherwise, for purposes consistent with the provisions of this agreement and shall maintain at all times a complete and accurate system of accounting for said funds. All expenditures of funds shall be authorized by the Council. The Council shall contract with the Blue Lake Rancheria Tribe of California to act as fiscal officer, maintain the accounting program, and to provide services as to payroll, transportation of pupils, and other functions.

2. Budget:

The Council shall annually, on or before June 1, adopt a tentative budget showing each of the purposes for which the Regional Occupational Center/Program will need money and the estimated amount of money needed for each purpose for the ensuing fiscal year commencing July 1. A copy of the tentative budget shall be transmitted to each member district on or before June 1. The Regional Occupational Center/Program tentative publication and final adopted budget shall be made, filed, and adopted in accordance with Education Code Sections 42120 and 42127. The Council may budget and accumulate amounts necessary to meet the cash flow needs and the long-term program needs of the Regional Occupational Center/Program. Appropriations and distributions by the Council from these reserves shall be made consistent with the provisions of Education Code Section 52321.

3. Funding:

The fiscal agent of each member agency is hereby authorized to arrange for or transfer funds from each participating member agency to the Regional

Occupational Center/Program fund. The amount of funds to be transferred for average daily attendance shall be equal to the base revenue limit per unit average daily attendance generate by students from participating member agencies attending the Regional Occupational Center/Program as outlined under provisions of the California Education Code Sections 52314-52317 and 52321. Each participating member agency shall make monthly transfers for the first seven months of each fiscal year to the Regional Occupational Center/Program fund based on prior year's second period Apportionment Report (average daily attendance) at the Regional Occupational Center/Program. Adjustments shall be made after the ensuing first period Apportionment Report for prior fiscal year based on the actual second period Apportionment for the current year. The amounts transferred shall be governed by the statutes of the State of California which are in effect at the time of the transfer. The amount to be so transferred should be based upon certification by the Regional Occupational Center/Program of average daily attendance to the individual participating member agencies, and the County Superintendent of Schools for attendance purposes.

4. Contributions:

Without in any way limiting the powers otherwise provided for in this agreement or by statute the Council shall have the power and authority to receive, accept, and utilize the services of personnel offered by an of the parties to this agreement, or their authorized representatives or agents; to receive, accept, and utilize property, real or personal, from any of the parties to this agreement, or their authorized agents or representatives; and to receive, hold, dispose of, to construct, operate and maintain buildings and other improvements which may be provided by any member agency; and to receive, accept, expend and disburse funds by contract or otherwise, for purposes consistent with the provisions of this agreement which may be provided by any of the parties to this agreement, or their authorized agents or representatives.

5. Additional Member Support:

If additional monies are needed beyond the base revenue limit, the Council shall certify to each participating agency the amount of additional support money required to meeting the anticipated costs of the education of students attending the Regional Occupational Center/Program. If additional support money is approved by a participating component member agency, the participating member agency may authorize the transfer and necessary payment of additional money to the Council. Such additional support money to the Regional Occupational Center/Program may be, as determined by the agency, a loan or an advance to be repaid.

6. Debts and Liabilities:

The Council shall exercise no authority to incur any obligations or debts in excess of the funds which are appropriated to its use for the purposes of this program. Debts,

liabilities and obligations of the Council or Regional Occupational Center/Program shall not be debts, liabilities or obligations of the member agencies unless the member agency has authorized or consented to the same by an appropriately adopted resolution.

7. Audit:

The fiscal transactions of the Regional Occupational Center/Program shall be audited annually by a firm of licensed certified public accountants to be selected by the Council. Any costs of the audit, including contracts with, or employment, of certified public accountants in the making of such audit shall be borne by the Regional Occupational Center/Program.

H. Admission of Pupils to ROC/P:

In the event the Regional Occupational Center/Program is unable to accommodate all of the applicants for enrollment meeting the eligibility thereof, applications shall be accepted in such a manner that each participating member agency shall be entitled to have persons residing in their service areas, who are eligible for admission, to be enrolled in the Regional Occupational Center/Program in the same ratio as the prior year official October Report enrollment of 10th and 11th grade students of each member agency bears to the total of all member agencies participating in this agreement.

I. Expansion:

In the event of inclusion of additional parties to this agreement, said parties shall join for not less than three years and said parties shall make application to the Council by December 31 of the current fiscal year.

J. Withdrawal:

Any party to the agreement may withdraw from its status as a party to this agreement at the end of any fiscal year, provided that at such time said party has either discharged, or has arranged for, to the satisfaction of the remaining members of the Council, the discharge of any pending obligations it has assumed hereunder, and further provided that written notice of intention to so withdraw has been served upon the Council no later than December 31 of that fiscal year. The inclusion of additional parties to this agreement or the withdrawal of some, but not all, of the parties to this agreement shall not be deemed a dissolution of this program nor a termination of this agreement.

K. Disposition of Property and Funds:

In the event of the dissolution of this Regional Occupational Center/Program, the complete rescission or other final termination of this agreement by all member agencies then a party hereto, any property interest remaining in the Regional Occupational Center/Program following a discharge of obligations, shall be disposed of as the Council shall then determine with the objective of returning to the member agency or other agencies which is then or was theretofore a party to this agreement a proportionate share of any remaining obligations

should they exist. Such disposition shall follow to the extent possible the provision set forth below for the withdrawing member agencies.

In the event a member agency withdraws from this Agreement, all obligations between the withdrawing agency and the Regional Occupational Center/Program shall be discharged through a transfer to the withdrawing district of real and/or personal property and/or funds equal to the withdrawing agency's prorated share of the total tangible assets of the Regional Occupational Center/Program no later than one year following the effective date of withdrawal. The Council shall have the right to purchase any or all of the withdrawing agency's prorated share of the total tangible assets of the Council excepting permanent improvements made upon real property of the withdrawing agency, for an amount equal to the value which otherwise would be credited to the withdrawing agency upon withdrawal.

L. Assets:

The total tangible assets of the Regional Occupational Center/Program are permanent buildings, relocatable buildings, administrative and instructional equipment, cash in bank, advance ADA, and monies earned but not received from the member agencies. The California School Accounting Manual shall be used to determine the category for particular assets. The prorate determination of tangible assets defined as permanent buildings, relocatable buildings, and administrative and instructional equipment and monies shall be based on the percentage of total generated ADA of the withdrawing agency in relation to the total generated ADA of all member agencies a party hereto from the date they became a participating agency in this organization until the last day of the last fiscal year of participation by the withdrawing agency.

M. Amendments:

This agreement may be amended by two-thirds 2/3 vote of the Council. The effective date of any amendment will be the first of the month following the adoption unless otherwise stated provided that any amendment is to further carry out the purpose of legislation applicable to such a Regional Occupational Center/Program.

N. Severability:

Should any portion, term, condition, or provision of this agreement be determined by a court of competent jurisdiction to be illegal or in conflict with any law of the Blue Lake Rancheria Tribe of California or any law of the State of California, or otherwise rendered unenforceable or ineffectual, the validity of the remaining portions, terms, conditions, and provisions shall not be affected thereby.