

**I. OPENING MEETING**

- a. Roll Call

**II. REPORTS**

- a. The Executive Director’s Report (*75 pages*)
- b. Marketing & Communications Report (*5 pages*)
  - i. Social Media Report
    - 1. See August/September Report  
(*Full 80 pages of Director's Reports appears at the END of the BOE Packet*)

**III. PUBLIC COMMUNICATIONS**

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 (707) 668-5101 x1066 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.

- a. Update on HCOE’s plan to work with tribes from Taiwan
  - i. Colby Smart
  - ii. Phil Albers
  - iii. Stacy Young
  - iv. Margo Robbins
  - v. Billie Sanderson
  - vi. Tina West
  - vii. Maggie Peters

**IV. CONSENT AGENDA**

- a. HSU TRiO Talent Search Contract for Services
  - i. Contact(s): Alison Robbins
  - ii. Purpose: Approval of contract for services from HSU TRiO Talent Search for College and Career Readiness, Tutoring, & Mentoring services for Hoopa Elementary and High School.

- iii. Recommendation: Jace Baldosser has reviewed and signed the contract for services not to exceed \$13,250, based on a previous discussion with the BOE in June 2021.
  - 1. **DISCUSSION:**
  - 2. **NOMINATIONS:**
  - 3. **DECISION:**
  - 4. **ACTION:**
- b. Steve Godla’s Contract for Grow Your Own Administrator program coordination services
  - i. Contact(s): Alison Robbins
  - ii. Purpose: Approval of contract for services from Steve Godla for the Grow Your Own Administrator grant from OIE issued 8/3/2021.
  - iii. Recommendation: Jason Ramos has reviewed and signed the contract for services in the total of \$23,360 for service dates August 2021 – August 2022, based on conversations at the August BOE meeting when the GYOA grant was discussed as funded by OIE.
    - 1. **DISCUSSION:**
    - 2. **NOMINATIONS:**
    - 3. **DECISION:**
    - 4. **ACTION:**
- c. Job Description: Makerspace Teacher
  - i. Contact(s): Alison Robbins
  - ii. Purpose: Approval of new job description for the Makerspace Teacher (mobile or otherwise) to be used by the TEA
  - iii. Recommendation: Staff recommends approval of the job description
    - 1. **DISCUSSION:**
    - 2. **NOMINATIONS:**
    - 3. **DECISION:**
    - 4. **ACTION:**

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

- a. Consortium for Tribal Innovation & Entrepreneurship (C-TIE) MOU Expansion & Renewal
  - i. Contact(s): Alison Robbins
  - ii. Purpose: To review and approve modifications to the C-TIE MOU including the addition of Eureka City Schools to the agreement, and to approve not to exceed limits for contracts for services with C-TIE partners for the next year.
  - iii. Recommendation: Staff recommends the approval of the addition of Eureka City Schools to the MOU, and requests authorization to continue negotiations for the following ‘not to exceed’ amounts, and authorization for BOE officers to approve

ancillary contracts after negotiations without coming back to the full BOE unless costs exceed listed amounts shown as follows:

1. HCOE Contracted Services total not to exceed \$122,875
  - HCOE Pathmakers Contract Yr 4 not to exceed \$40,000
  - HCOE GYOA Contract Yr 1 not to exceed \$75,000
2. NHUHSD Contracted Services total not to exceed \$211,237
  - NHUHSD Pathmakers Contract Yr 4 not to exceed \$174,362
  - NHUHSD GYOA Contract Yr 1 not to exceed \$20,000
  - NHUHSD NACTEP Contract Yr 1 not to exceed \$9,000
3. **DISCUSSION:**
4. **NOMINATIONS:**
5. **DECISION:**
6. **ACTION:**

**VI. MISCELLANEOUS**

- a. Approval of DRAFT BOE Meeting Minutes of 08/03/2021
  1. **DISCUSSION:**
  2. **NOMINATIONS:**
  3. **DECISION:**
  4. **ACTION:**

**VII. UNFINISHED BUSINESS**

- a. Dates for 2021's BOE Election in December
- b. Strategic Plan Update
- c. Early Childhood Center/Daycare Feasibility Study
  - i. Get the email from Jace's contact in Blue Lake re: early childhood

**VIII. NEW BUSINESS**

- a. Letter of Support for NHUHSD – Innovation & Research Program grant
- b. Letter of Support for NHUHSD – Teacher & School Leader Incentive Program grant

**IX. AJOURNMENT**

## CONTRACT AGREEMENT AMENDMENT

<b>Institution/Organization</b>  <b>Blue Lake Rancheria</b> <b>("BLR")</b> PO Box 428  Blue Lake, CA 95525		<b>Institution/Organization</b>  <b>Humboldt State University Sponsored Programs</b> <b>Foundation</b> <b>("HSUSPF")</b> 1 Harpst Street Arcata, CA 95521-8299	
<b>Amendment Number:</b>	01	<b>Fund #</b>	N4749
<b>Original Budget Amount</b>	\$9,275	<b>Amount Added:</b>	\$13,250
		<b>Revised Total:</b>	\$22,525
<b>Previous Performance Period:</b>	08/24/2020 – 05/27/2021		
<b>Revised Performance Period:</b>	08/24/2020 – 05/31/2022		

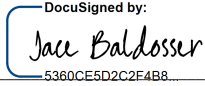

**PROJECT TITLE: PATHMAKERS @ HOOPA**

### AMENDMENT(S) TO ORIGINAL TERMS AND CONDITIONS

The above referenced Subaward Agreement is amended as follows:

- 1) Attachment 3 – Budget is amended as shown in the attached. This amendment results in a **budget increase by \$13,250**, for a new budget total of **\$22,525**.
- 2) The performance period is extended through 5/31/2022, for a new performance period of **08/24/2020 – 05/31/2022**.

All other terms and conditions of the original Subaward Agreement remain in full force and effect.

<p>By an Authorized Official of BLR:</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p><small>DocuSigned by:</small></p>  <p><small>5360CE5D2C2FE4B8...</small></p> </div> <div style="text-align: center;"> <p>09/01/2021</p> <p><small>Date</small></p> </div> </div> <p>Name: Jace Baldosser          Title: Vice-President, Board of Education          Blue Lake Rancheria Tribal Education          Agency</p>	<p>By an Authorized Official of HSUSPF:</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p><small>DocuSigned by:</small></p>  <p><small>778F1AA3FF8A405...</small></p> </div> <div style="text-align: center;"> <p>08/19/2021</p> <p><small>Date</small></p> </div> </div> <p>Name: Kacie Flynn          Title: Executive Director</p>
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## ATTACHMENT 3

## Budget

EXPENSE	DESCRIPTION	Year 1	Year 2	Total
		Requested	Requested	Requested
<b>PERSONNEL - SALARIES</b>				
Salaries Benefited	Vanessa Cota (\$19/hr * 240 hrs in yr 1, 360hrs in yr 2)	\$ 4,560	\$ 6,840	\$ 11,400
<b>Salaries Total</b>		<b>\$ 4,560</b>	<b>\$ 6,840</b>	<b>\$ 11,400</b>
<b>FRINGE &amp; BENEFITS</b>				
<b>FRINGE</b>				
OASDI	6.20%	\$ 283	\$ 424	\$ 707
WORKERS COMPENSATION	0.99%	\$ 47	\$ 68	\$ 115
UNEMPLOYMENT INSURANCE	3.10%	\$ 150	\$ 212	\$ 362
MEDICARE	1.45%	\$ 66	\$ 99	\$ 165
<b>BENEFITS</b>				
RETIREMENT	10.00%	\$ 456	\$ 684	\$ 1,140
HEALTH	estimated: \$1,160.67/month	\$ 1,741	\$ 2,099	\$ 3,840
FlexCash	flat monthly rate (\$128 medical; \$12 dental)			\$ -
DENTAL	1.99%	\$ 91	\$ 136	\$ 227
VISION	0.45%	\$ 21	\$ 31	\$ 52
LIFE	0.10%	\$ 5	\$ 7	\$ 12
<b>Fringe &amp; Benefits Total</b>		<b>\$ 2,860</b>	<b>\$ 3,760</b>	<b>\$ 6,620</b>
<b>TOTAL DIRECT COSTS</b>		<b>\$ 7,420</b>	<b>\$ 10,600</b>	<b>\$ 18,020</b>
MTDC*		\$ 7,420	\$ 10,600	\$ 18,020
<b>INDIRECT COSTS</b>	25%	<b>\$ 1,855</b>	<b>\$ 2,650</b>	<b>\$ 4,505</b>
<b>TOTAL COSTS</b>		<b>\$ 9,275</b>	<b>\$ 13,250</b>	<b>\$ 22,525</b>

## Independent Contractor Agreement for Services

This Agreement is made this 08/03/2021 between the parties, Steve Godla, ("Contractor"), and Blue Lake Rancheria ("BLR") to complete the scope or work described herein (the "Project").

1. **Effective Dates.** This Agreement shall become effective as of the date of execution by BLR, and shall continue until 08/02/2022 unless terminated earlier in accordance with the provisions in Articles 19, 20, or 21 of this agreement.
2. **Independent Contractor.** It is the express intent of the parties that Contractor is an independent contractor and not an employee, agent, joint venturer or partner of BLR. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between BLR and Contractor or any employee or agent of Contractor. All work product developed by Contractor shall be deemed owned and assigned to BLR. This Agreement is not authority for Contractor to act for BLR as its agent or make commitments for BLR. Contractor retains the discretion in performing the tasks assigned within the scope of work specified. Both parties acknowledge that Contractor is not an employee for state or federal tax purposes. Contractor shall retain the right to perform services for others during the term of this Agreement so long as the performance of these services does not interfere with the completion of the Project.
3. **Taxpayer Identification Number.** Prior to commencing the Project, Contractor must provide BLR with a valid Employer Identification Number (EIN) from the IRS or in the absence of an EIN, a social security number. If Contractor does not have a valid EIN, Contractor must complete and submit a duly executed Form 554 to the IRS and obtain an EIN before payment can be made.
4. **Tax Reporting and Filing.** Contractor acknowledges and agrees that he shall be responsible (as a self-employed individual) for filing all tax returns, tax declarations, and tax schedules, and for the payment of all taxes required, when due, with respect to any and all compensation earned by Contractor under this Agreement. BLR will not withhold any employment taxes from compensation it pays Contractor. Rather, BLR will report the amount it pays Contractor on IRS Forms 1099, to the extent required to do so under applicable Internal Revenue Code provisions and state or local law. Contractor is not the BLR's employee, and Contractor is responsible for paying all required state and federal taxes.
5. **No Benefits.** None of the benefits, if any, that are provided by BLR to its employees shall be available to Contractor (or his employees, if any, which for purposes of this paragraph shall be included in the term "Contractor"). Contractor's exclusion from benefit programs maintained by BLR is a material term of the terms of compensation negotiated by the Parties, and is not premised on Contractor's status as a non-employee with respect to BLR. To the extent that Contractor may become eligible for any benefit programs maintained by BLR (regardless of the timing of or reason for eligibility), Contractor hereby waives the right to participate in these programs. Contractor's waiver is not conditioned on any representation or assumption concerning Contractor's status under the common law test. Contractor agrees that, consistent with an independent contractor status, Contractor will not apply for any government-sponsored benefits that are intended to apply to employees, including, but not limited to, unemployment benefits.
6. **Project Covered.** BLR hereby engages Contractor to provide the following services (the "Project"): Administrative and implementation support of the Grow Your Own Administrator program with services to include:
  - GYOA Candidate support during program participation and induction;



- Coordination with Humboldt State University (HSU) Educational Leadership Program to find administrative jobs for program participants;
- Coordination between HSU and BLR to develop professional development specifically designed for Native American educational leaders;
- Develop and prepare participants for administrative job search including but not limited to such things as mock interviews, statement of purpose, job searches, resume building, etc.
- Will work with BLR on participant recruitment for each of the cohorts;
- Will work with Evaluators to develop surveys to be collected from participants;
- Will work with HCOE, HSU, BLR and Evaluators on data collection for annual reports.
- Will participate in GYOA meetings with BLR, HSU, and Evaluators.

7. **Method of Performing Services.** Contractor will determine the method, details and means of performing the above-described services in compliance with the terms of this contract. The Contractor shall provide all services in accordance with applicable, local, tribal, state, federal laws, and the terms and conditions of this agreement.

8. **No Training or Instructions.** BLR enters into this Agreement based on Contractor's demonstrated ability to perform the type of services that it believes, and that Contractor has represented, are needed to accomplish the Project. Consequently, BLR does not contemplate providing Contractor with any training or instructions with respect to the Project.

9. **Employment of Assistants.** Contractor may, at Contractor's own expense, employ such assistants as Contractor deems necessary to perform the services required of Contractor by this Agreement. BLR may not control, direct, or supervise Contractor's assistants or employees in the performance of those services. Contractor assumes full and sole responsibility for the payment of all compensation and expenses of unemployment insurance, Social Security, disability insurance and other applicable withholdings. Contractor agrees to provide proof of workers' compensation insurance for assistants he/she engages. Contractor is responsible for acts or omissions of employees, sub-contractors and other persons performing portions of work under the contract for the Contractor. Contractor agrees to hold BLR harmless against any and all liabilities attributable to the obligations imposed on Contractor under this Paragraph. The Contractor shall employ no employee of BLR.

10. **Compensation.** In consideration for the services to be performed by Contractor, BLR agrees to pay Contractor the amount set forth below; with payment(s) made in accordance with the schedule and process set forth below:

- 519 hours @ \$45 per hour, to be billed monthly.
- Total costs under this contract not to exceed \$23,360.

11. **Expenses.** Contractor shall be responsible for all costs and expenses incidental to the performance of services to BLR, including but not limited to; all costs of equipment provided by Contractor, all fees, fines, licenses, bonds or taxes required of or imposed against Contractor and all other of Contractor's costs of doing business. BLR shall not be responsible for expenses incurred by Contractor in performing services for BLR, except for those specifically agreed to in the compensation and scope of work section.

12. **Liability Insurance.** Not required. Contractor is responsible for all liability for \_\_\_\_\_ . See section 24 Indemnification. Initials of contractor: \_\_\_\_\_



13. **Contractor's Business Activities**

- (a) Contractor is an independent contractor and may engage in other business activities at the same time service is provided to BLR.
  - (b) Contractor shall not during the term of this Agreement solicit BLR's employees or accounts on behalf of Contractor or another entity. Likewise, BLR shall not during the term of this Agreement solicit Contractor's employees or accounts on behalf of BLR or another entity. For either party to do so would warrant immediate termination of the agreement pursuant to Section 21.
  - (c) Contractor shall devote such time, attention, and energy to the business and affairs of BLR as requested by BLR, and in any event no less than the amount of time required to do a satisfactory completion of the required Project.
14. **Confidential Information.** If Contractor is working with design data, trade secrets, drawings, specifications, reports, sensitive cultural information, health information, or other information that is identified as confidential, the Contractor shall not disclose, publish or authorize others to publish design data, trade secrets, drawings, specifications, reports or other information pertaining to the work assigned to Contractor by BLR. Contractor agrees to refrain from disclosing, during the term of this agreement, or at any time thereafter, any confidential information to any third person or persons, or business organizations without the prior written consent of BLR.
15. **Representations and Warranties.** Contractor represents and warrants:
- (a) that Contractor has no obligations, legal or otherwise, inconsistent with the terms of this Agreement or with Contractor's undertaking this relationship with BLR
  - (b) that the performance of the services called for by this Agreement do not and will not violate any applicable law, rule or regulation or any proprietary or other right of any third party,
  - (c) that Contractor has not entered into or will enter into any agreement (whether oral or written) in conflict with this Agreement.
16. **Labor, Tools and Equipment.** Contractor shall furnish all labor, equipment, supervision, transportation, supplies, and incidentals required to perform services under this Agreement. Contractor is not required to purchase or rent any tools, equipment, or services from BLR.
17. **Assignment.** The rights of each party under this Agreement are personal to that party and may not be assigned or transferred to any other person, firm, corporation, or other entity without the prior, express, and written consent of the other party.
18. **Cooperation of BLR.** BLR agrees to comply with all reasonable requests of Contractor (and provide access to all documents) reasonably necessary to the performance of Contractor's duties under this Agreement.
19. **Termination.** Either party may terminate this Agreement upon thirty (30) days written notice to the address of the other party contained in this Agreement.
20. **Termination by Default or Material Breach.** In the case of default or material breach of this Agreement by one Party, the other Party shall have the right to terminate this Agreement with no advance notice, only after providing the breaching Party with notice of the breach and the breaching Party fails to cure the breach within ten (10) days after receipt of the notice of breach. For the purposes of this section, a material breach of this Agreement shall include, but not be limited to the following: failure to provide services as specified or failure to complete project within the time specified in Section 1.



21. **Termination for Failure to Make Agreed-Upon Payments.** Should BLR fail to pay Contractor all or any part of the compensation set forth in Article 10 of this Agreement as specified, Contractor may terminate this Agreement if such failure is not remedied by BLR within thirty (30) days of receipt of written notice from Contractor of the breach.

22. **Notices.** Any notice provided for or concerning this Agreement shall be in writing and be deemed sufficiently given when sent by certified or registered mail to the respective address as set forth in this section:

If to Contractor: Steve Godla  
[REDACTED]  
Crescent City, CA 95531

If to BLR: Jason Ramos, Tribal Administrator  
Blue Lake Rancheria  
428 Chartin Road  
PO Box 428  
Blue Lake, CA 95525

23. **Indemnification Agreement.** The Contractor agrees to protect, defend, indemnify and hold harmless the BLR, its Business Council, and its officers, employees and agents free and harmless from and against any and all losses, penalties, damages settlements, costs, charges, professional fees or other expenses or liability of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceeding or causes of action of every kind and character in connection with or arising directly or indirectly out of this Agreement and/or the performance hereof. Without limiting the generality of the foregoing, any and all such claims, etc., relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged infringement of any patent, trademark, copyright (or application for any therefore) or of any other tangible or intangible statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in the indemnity hereunder. The Contractor further agrees to investigate, handle, respond to, provide defense for and defend any such claims, etc., at his sole expense and agrees to bear all other costs and expenses related hereto, even if it (claims, etc.) is groundless, false or fraudulent. Contractor initials: [REDACTED]

24. **Entire Agreement of the Parties.** This Agreement supersedes any and all agreements, either oral or written, between the parties hereto with respect to the rendering of services by Contractor for BLR and contains all the covenants and agreements between the parties with respect to the rendering of such services in any manner whatsoever. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any parties, which are not embodied herein.

25. **Sovereign Immunity Not Waived.** Nothing in this Agreement shall be deemed or construed to be a waiver of the sovereign immunity of the Blue Lake Rancheria or its Business Council, officials, entities, or employees acting within their official or individual capacities.

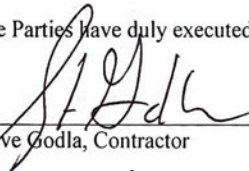
26. **Termination for Convenience of BLR.** The Tribal Administrator of BLR, by written notice, may terminate this contract subject to Section 19 or 20, in whole or in part, when it is in BLR's best interest. If this contract is terminated, BLR shall be liable only for payment under the payment provisions of this contract for services rendered before the effective date of termination.

27. **Waivers.** The failure of either party to this Agreement to insist upon the performance of any of the terms and conditions of this Agreement, or the waiver of any breach of any of the terms and

conditions of this Agreement, shall not be construed as thereafter waiving any such terms and condition, but the same shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.

28. **Modification of Agreement.** Any modification of this Agreement or additional obligation by either party in connection with this Agreement shall be binding only if placed in writing and signed by both parties or an authorized representative of both parties.
29. **Governing Law.** This Agreement shall be governed by, construed, and enforced in accordance with the laws of the Blue Lake Rancheria. The parties hereto agree that all actions and proceedings relating directly or indirectly hereto shall be litigated in the Tribal Court of the Blue Lake Rancheria. The parties expressly consent to the jurisdiction of the Blue Lake Rancheria Tribal Court and to venue therein and consent to service of process in any such action or proceeding by certified registered mail of the summons and complaint therein directed to the parties at their respective addresses set forth in this Agreement. By agreeing to this venue, BLR does not waive its sovereign immunity, or its right to raise sovereign immunity as a defense.
30. **Headings.** The titles to the paragraphs of this Agreement are solely for the convenience of the parties and shall not be used to explain, modify, simplify, or aid in the interpretation of the provisions of this Agreement.
31. **Independent Counsel.** Contractor acknowledges that Contractor has had the opportunity to consult legal counsel in regard to this Agreement. Contractor has read and understands this Agreement and is fully aware of its legal effect. Contractor acknowledges that he or she has entered into this Agreement freely and voluntarily and based on Contractor's own judgment, and not on any representations or promises other than those contained in this Agreement.
32. **Drug and Alcohol Policies.** Contractor and his employees are expected to be free from the effects of drug or alcohol use or abuse while conducting business for or in the name of BLR or a Tribal entity. If the Contractor has employees, Contractor shall provide a copy of Contractor's drug and alcohol policy to BLR upon execution of this Agreement.

The Parties have duly executed this Agreement as of the date of BLR's execution.

  
\_\_\_\_\_  
Steve Godla, Contractor

*Jason Ramos*  
\_\_\_\_\_  
Jason Ramos, Tribal Administrator

*8/9/21*  
\_\_\_\_\_  
Date

08 / 09 / 2021

\_\_\_\_\_  
Date

<b>TITLE</b>	Grow Your Own Administrator (GYOA) Program Contract
<b>FILE NAME</b>	2021-08-21_Steven...tor Agreement.pdf
<b>DOCUMENT ID</b>	feb9ca6916a5e71530eaed4b58c8b1dfa3eedc26
<b>AUDIT TRAIL DATE FORMAT</b>	MM / DD / YYYY
<b>STATUS</b>	● Completed

## Document History



SENT

**08 / 09 / 2021**  
22:08:26 UTC

Sent for signature to Jason Ramos  
(jramos@tgc.bluelakerancheria-nsn.gov) from  
tribaled@bluelakerancheria-nsn.gov  
IP: 47.208.147.221



VIEWED

**08 / 09 / 2021**  
22:09:36 UTC

Viewed by Jason Ramos (jramos@tgc.bluelakerancheria-nsn.gov)  
IP: 66.76.174.166



SIGNED

**08 / 09 / 2021**  
22:09:50 UTC

Signed by Jason Ramos (jramos@tgc.bluelakerancheria-nsn.gov)  
IP: 66.76.174.166



COMPLETED

**08 / 09 / 2021**  
22:09:50 UTC

The document has been completed.



## Blue Lake Rancheria Tribe of California

### POSITION DESCRIPTION

MANAGEMENT RETAINS THE RIGHT TO CHANGE JOB DESCRIPTION AS DEEMED NECESSARY

Job Title: Makerspace Teacher  
Department: Tribal Education Agency  
Reports To: TEA Executive Director  
FLSA Status: Non-Exempt  
Prepared By: Alison Robbins  
Revised Date: 08/16/2021  
Approved By:  
Approved:

### JOB SUMMARY

Under the general supervision of the TEA Executive Director the Makerspace Teacher will plan and deliver a wide variety of culturally responsive maker related resources, activities and programs throughout Humboldt County using the Mobile Makerspace Van and virtual instruction, as well as provide similar services at Blue Lake Rancheria learning sites, in coordination with the Humboldt County Office of Education Makers program, the Mobile Trades Academy, local Native American tribes, and additional consortium partners.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates, promote and deliver a variety of culturally response “maker” related resources, activities, events, and programs to school age students throughout Humboldt County in the Mobile Makerspace Van, or another vehicle provided by the Tribe, or through virtual on-line instructional methods.
- Collaborate with members of our local Native American Tribes to design and deliver culturally responsive resources, activities, and services;
- Serves as liaison between HCOE and C-TIE, attending related meetings and trainings;
- Serves as an integral member and facilitator of ongoing middle school programs such as: Ideas at Work Summer Camp, MS Makerspace Classrooms, and after school programs.
- Supports successful implementation of regional Family Maker Night program and activities;
- Supports the alignment of philosophies and goals between the Makerspace Labs, Mobile Trades Academy, local Native American tribes, and C-TIE consortium partners;
- Provides guidance and data needed for the ordering, assembling, and packaging appropriate supplies and materials associated with above mentioned supported programs;
- Works with TEA Staff, BLR IT, and HCOE communications center to develop and promote “Makers” related resources, activities, and events to appropriate target audiences across Humboldt County;



- Uses work processing equipment and inputs or retrieves data and prepares reports using networked computer systems;
- Working with Community Services Coordinator, tracks data relating to community volunteers, school/teacher participation, student/family engagement, and more;
- Initiates independent correspondence for purposes of communicating about programmatic opportunities and scheduling, coordinating efforts with Community Services Coordinator;
- Maintains various databases used for reporting compliance with training;
- Assist in establishing a positive learning environment and respond to the individual needs of students.
- Ensure all activities conform to guidelines
- Attend on-going trainings when needed or requested to do so
- Support program through cooperative creation of program materials in varying delivery methodologies (in-person, synchronous virtual, and a-synchronous virtual learning)
- Keep accurate records of: number of Native Youth served, time spent with students, and activities provided
- Recognize role as a mandated reporter and report any problematic issues.
- Honor all commitments made to TEA Programs

**Promotes the following within the department and among all Team Members:**

- Creates a collaborative, inclusive, and culturally responsive atmosphere
- Encourages mutual respect, dignity and integrity with all Team Members, by setting positive examples at all times.
- Maintains a professional departmental, company, and community reputation.

**Blue Lake Rancheria requires Team Members, on a continual basis...**

- To provide a safe work environment for Team Members, through compliance with established safety guidelines, identifying potential safety hazards, and reporting same to the appropriate person for proper resolution.
- To maintain a professional departmental, company and community reputation.
- To enforce performance standards, policies and procedures as they relate to the department.
- To maintain a consistent, regular attendance record.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Minimum requirement: Bachelor's degree from an accredited college or university with completion of a teacher preparation program approved by the California Teaching Credential board.

**COMPUTER SKILLS**

Must be knowledgeable and proficient working with the Microsoft Office Suite, processing a minimum of intermediate skills using Microsoft Word, Excel, and PowerPoint. Ability to understand and use Google Drive, Adobe Acrobat, and similar calendar, search engine, and software platforms.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret curriculum development standards, technical procedures, or government regulations. Ability to write reports, business correspondence, and lesson plans. Ability to effectively present information and respond to questions from co-workers, students, parents, and the general public.

- Prepare clear and concise reports, correspondence and other written materials.
- Strong public speaking skills

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

### **REASONING ABILITY**

Ability to solve simple and practical problems, dealing with a variety of concrete or unknown variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- Use innovative techniques and both broad-based and detailed knowledge of science, technology, engineering, arts, or mathematics curriculum to formulate and implement concepts and makerspace activities for the creation and implementation of adaptive and responsive K-12 curriculum.
- Analytical skills for evaluating the effectiveness of programs and services, suggesting necessary changes and improvements.
- Exercising sound independent judgment within established guidelines when called upon.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Possession of a valid California driver's license

Mandated Reporting Training – School Staff (*required within six weeks of employment*)

Valid California Multiple Subject Credential

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by a Team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Team Member is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The Team Member frequently is required to reach with hands and arms. The Team Member is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The Team Member must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Must pass a criminal background check and drug test.

**WORK ENVIRONMENT**

The work environment characteristics describe here are representative of those a Team Member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Team Member is frequently exposed to 1) general office environment, 2) school makerspace and classroom environment, and 3) off site field trips/buses, including the use of standard office machinery, small makerspace devices or equipment. Job duties may extend outside the office to meetings locally and abroad. Travel required by funding agencies to attend management and program related trainings is expected.

DRAFT

# Consortium Agreement

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July 30, 2018

## **Purpose**

The purpose of this Consortium Agreement between the Blue Lake Rancheria (BLR), the Humboldt County Office of Education (HCOE), and the Northern Humboldt Union School District (NHUSD) is to jointly prepare and support the development of the Center for Tribal Innovation and Entrepreneurship (C-TIE), in order to foster the college and career readiness of Native Youth in Humboldt and Del Norte counties.

As a consortium, we agree to work together to develop, implement, and evaluate C-TIE and the Pathmakers program, culturally adapting the curriculum and developing exciting innovation and entrepreneurship experiences for Native Youth through mobile makerspaces for intra- and extra-curricular programming. This agreement discusses: 1) the vision and mission of C-TIE, 2) basic decision-making processes of the consortium, and 3) a framework for shared responsibility and accountability among consortium members.

## **C-TIE Vision**

*C-TIE will provide state-of-the-art programming for Native Youth in innovation and entrepreneurship.*

Three paramount goals are at the heart of C-TIE:

1. We want the best educated and motivated Native Youth possible.
2. We want to provide experiences that help ensure the academic success of all Native Youth participants and ensure their college and career readiness.
3. We want Native Youth to be proud of the cultures, and to leverage their cultural identity for success in the world.



**C-TIE Mission**

C-TIE promotes ingenuity, invention, inspiration, innovation, and entrepreneurship among Native Youth through traditional and modern ways of creating and making. C-TIE encourages persistence in effort among Native learners by promoting creative project design and development. C-TIE advances understanding among Native Youth of the Native cultures of Northern California, past, present, and future. C-TIE supports the continuance of culture and enables transitions for Native Youth into contemporary Native life.

**Blue Lake Rancheria Responsibilities (as Grant Applicant)**

As the grant applicant, the Blue Lake Rancheria is responsible for:

1. overall project management,
2. the use of all grant funds,
3. ensuring that the C-TIE project is carried out by the consortium in accordance with Federal requirements, and
4. ensuring that indirect cost funds are determined as required under§ 75.564(e).

**Consortium Responsibilities**

The Consortium Members form the C-TIE Steering Committee. As a member of the Consortium/Steering Committee, each partner agrees to perform the following activities in fulfillment of the purpose of the C-TIE goals:

1. to use the funds that it receives under the agreement in accordance with Federal requirements that apply to the NYCP grant,
2. to participate in the C-TIE Steering Committee as the C-TIE decision-making body,
3. to assist in developing an action plan for collaboration and for ensuring successful implementation of the C-TIE Pathmakers program,
4. to assign responsibilities to other committees it creates, including the Community Advisory Committee and the Culturally Adapted Programming (CAP) Committee (all sub-committees are accountable to the C-TIE Steering Committee),

*Consortium Agreement, Center for Tribal Innovation and Entrepreneurship*

5. to develop and plan for evaluation of the program (assessment and evaluation will serve the dual purposes of continuous improvement and annual and final reporting to the U.S. Department of Education Program Officer), and
6. to assist in the search for qualified people to fill the program positions outlined in the NYCP proposal.

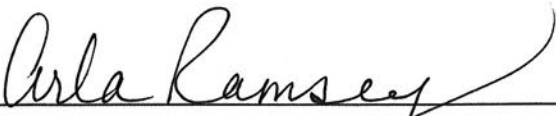
This partnership agreement is effective upon completion of the signatures below and is to be renewed annually by August 1. Renewal addendums shall be attached to this agreement and forwarded to each organization's respective signatories and program liaisons or coordinators.

This agreement binds each member of the group to the statements and assurances made by the Blue Lake Rancheria in its NYCP application. This agreement has not attempted to anticipate all relevant needs and questions associated with this consortium. During the initial program year, there will be an ongoing evaluation of the consortium process to determine if the responsibilities and resources identified here are appropriate, or if additions or deletions are warranted.

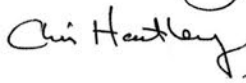
Either party indicated below may terminate their involvement with the agreement by providing 30 days written notice to all other parties. Should this occur, the Committee will determine if additional partners are warranted.

**Signatures of Agreement for the C-TIE Consortium**


Arla Ramsey, Tribal Administrator, Blue Lake Rancheria

 Date: 7/29/18

Chris Hartley, Ed. D., Superintendent, Humboldt County Office of Education

 Date: 7/30/18

Roger McDonald, Superintendent, Northern Humboldt Union School District

 Date: 8-7-18

1. The purpose of this agreement is to provide for the continuation of the program for the year 2018-2019.

2. The purpose of this agreement is to provide for the continuation of the program for the year 2018-2019. The purpose of this agreement is to provide for the continuation of the program for the year 2018-2019.

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The purpose of this agreement is to provide for the continuation of the program for the year 2018-2019. The purpose of this agreement is to provide for the continuation of the program for the year 2018-2019.

Witness my hand and the seal of the County of ...  
Date: 7/27/18

*[Signature]*  
Date: 7/27/18

*[Signature]*  
Date: 7/30/18

*[Signature]*  
Date: 7-1-18

# Consortium Agreement Renewal


## Purpose

The purpose of this Consortium Agreement Renewal between the Blue Lake Rancheria (BLR), the Humboldt County Office of Education (HCOE) and the Northern Humboldt Union School District (NHUSD) is to renew and reaffirm the partnership established in the original Consortium Agreement for a one-year term beginning on August 1, 2019 and continuing through July 31, 2020.

No changes to the previously signed Consortium Agreement have been adopted by the below signed parties.

## Signatures of Agreement for the C-TIE Consortium

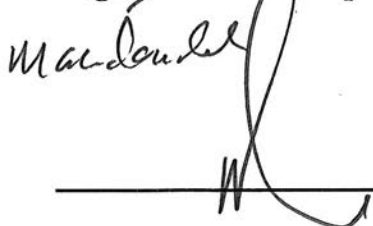
**Arla Ramsey, Tribal Administrator, Blue Lake Rancheria**

  
\_\_\_\_\_ Date: 7/16/19

**Christ Hartley, Ed.D., Superintendent, Humboldt County Office of Education**

  
\_\_\_\_\_ Date: 7/16/19

**Roger McDonald, Superintendent, Northern Humboldt Union School District**

  
\_\_\_\_\_ Date: 7.15.19



## Consortium Agreement Renewal

### Purpose

The purpose of this Consortium Agreement Renewal between the Blue Lake Rancheria (BLR), the Humboldt County Office of Education (HCOE) and the Northern Humboldt Union High School District (NHUHSD) is to renew and reaffirm the partnership established in the original Consortium Agreement for a one-year term beginning on August 1, 2020 and continuing through July 31, 2021.

No changes to the previously signed Consortium Agreement have been adopted by the below signed parties, with the exception of the expansion of C-TIE to include College of the Redwoods for future work under the signed MOA (attached).

Signature of Agreement for the C-TIE Consortium continuation:



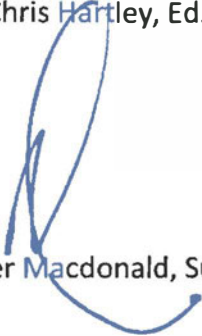
Dr. Jason Ramos, President,  
Blue Lake Rancheria Tribal Education Agency Board of Education



Date



Dr. Chris Hartley, Ed.D., Superintendent, Humboldt County Office of Education



Roger Macdonald, Superintendent, Northern Humboldt Union High School District



# Memorandum of Agreement

## Authority

*The Blue Lake Rancheria Tribal Education Agency was established by Tribal Council Resolution 19-26 on August 1, 2019 which is included as an appendix to this document.*

## Purpose

This agreement is for the express purpose of establishing a committed working relationship among the following organizations: (1) Blue Lake Rancheria Tribal Education Agency; (2) College of the Redwoods; (3) Humboldt County Office of Education; and (4) Northern Humboldt Union High School District. Individually, these organizations may be referred to in this Memorandum of Agreement (“MOA”) as a “Party” or collectively as the “Parties.” Until further written agreements as described in this MOA are executed by the Parties, no Party shall have any obligation to pay money or reimburse expenses incurred by any Party in performing under this MOA.

This agreement reaffirms the goals expressed in previous Letters of Support submitted by the Parties to the US Department of Education for the Native Youth Community Partnership Development Grant, and the State Tribal Education Program Development Grant. These goals include promoting innovation and efficiency, streamlining education with increased focus on improving student outcomes, and providing increased value to students enrolled in secondary and post-secondary programs focused on college and career readiness, and workforce development.

Collaborative work under this agreement is for:

- the development of a Joint Powers Agreement establishing the governing body of a Regional Occupational Center and Program (ROC/P) by January 29, 2021;
- the development of work-based learning experiences, including but not limited to internships, and apprenticeships, and/or career exploration opportunities for Native American secondary students which align with in-demand industry sectors or occupations by September 30, 2022;
- the development of Career and Technical Education supplemental programming aligned with Model Curriculum Standards which will utilize the facilities at the Toma Resilience Campus by September 30, 2022;
- the capacity building the Blue Lake Rancheria Tribal Education Agency in knowledge needed to administer education programs in areas such as data collection and analysis, fiscal accountability, and other areas deemed necessary for the proper implementation of secondary and post-secondary programming including the development of standard operating procedures by September 30, 2022;
- the creation of a student data sharing process which will be consistent with FERPA by December 30, 2020 if needed to continue the work under this agreement at that time, or by September 30, 2022, one month following the *projected* opening date of the Toma Resilience Campus;

- assistance from the Blue Lake Rancheria Tribal Education Agency to the other organizations with regards to staff training and curriculum adaptation in the areas of the history, language and culture of the Tribes of the Northcoast through September 30, 2023;
- the exploration of the concept of establishing a new Tribally focused secondary school academy within current secondary school structures incorporating local Native history & culture focused on the following career pathways:
  - Building & Construction Trades
  - Health Science & Medical Technology
  - Hospitality, Tourism, and Recreation: specifically, Nutrition, Foods, and Culinary Arts
  - Energy, Environment, and Utilities: *Installation, Maintenance, and Repair* of industrial machinery involved in heating, air conditioning and refrigeration, including electrical power-lines focused on renewable energy sciences (i.e. solar & wind); *and*
- should the concept of a career pathways or academies at the Toma Resilience Campus prove viable, the development of: an academy concept, mission statement, defined education model, governance structure, budget, curriculum, and the expansion and development of partnerships with key stakeholders by September 30, 2023.

It is further agreed that the existing relationship known as the Center for Tribal Innovation and Entrepreneurship (C-TIE) between the Blue Lake Rancheria, Humboldt County Office of Education, and Northern Humboldt Union High School District established for the implementation of the US Department of Education, Office of Indian Education: Native Youth Community Project Development grant in October 2018, will be expanded to include College of the Redwoods.

It is further agreed that the Blue Lake Rancheria Tribal Education Agency will establish separate contracts with (a) College of the Redwoods; (b) Humboldt County Office of Education; and (c) Northern Humboldt Union High School District, detailing each of the organization's particular responsibilities with regards to the bullet points noted above, and their compensation for services provided to the Blue Lake Rancheria Tribal Education Agency. These contracts will be negotiated, finalized, and committed to by December 30, 2020.

It is further agreed that the four organizations will participate in Tribal consultation required under Federal education programs.

**Key contacts for this agreement are:**

Blue Lake Rancheria Tribal Education Agency:

Dr. Jason Ramos, President, Board of Education & BLR Tribal Council Member  
Bonnie Mobbs, TEA Executive Director & STEP Grant Project Director  
Alison Robbins, TEA Clerk of the Board & NYCP Grant Program Director

College of the Redwoods:

Dr. Keith Flamer, President & Superintendent Redwoods Community College District  
Kerry Mayer, Dean – Career & Technical Education

Prudence Ratliff, Director - Workforce & Community Education

Humboldt County Office of Education:

Dr. Chris Hartley, Superintendent

Karling Skoglund, Program Manager - Career & College Resources

Jack Sheppard, Program Coordinator – Trades Academy & Regional Trades Education

Northern Humboldt Union High School District:

Roger Macdonald, Superintendent

Karen Skoglund, Indian Education Coordinator

Jack Bareilles, CTE Coordinator & Grant Writer

It is agreed that the key contacts listed above may assign other members of their organization’s staff or contracted service providers to facilitate specific portions of this agreement due to specialized subject matter knowledge.

**General Roles and Responsibilities under this Agreement**

The Blue Lake Rancheria Tribal Education Agency will be the primarily responsible party for: scheduling meetings, maintaining documentation, the reimbursement of expenses incurred in the pursuit of activities, and reporting progress to the Parties. The TEA will utilize information provided by the consortium partners in the design and implementation of the Recruit, Retrain, and Retain Educators (R3E) program, taking the lead on recruiting Native American persons as potential Designated Subject Credential candidates for work in the Career Readiness Education programs at the Toma Resilience Campus.

Humboldt County Office of Education will be the primary party for providing data sharing agreement templates. HCOE will continue to provide BOE capacity building training, as able. HCOE will continue to work with the Humboldt County Workforce Development Board in the implementation of work based learning opportunities incorporating the Blue Lake Rancheria’s TEA plans for Modern Youth Apprenticeships.

College of the Redwoods will be the primary party for providing minimum credentialing guidelines for instructional staff for college credit, non-credit, and not for credit courses. CR will also provide guidance and support to establish dual enrollment agreement between the college and the TEA. CR will keep the BLR TEA apprised of internship opportunities available to their students who are dual enrolled in relevant college courses.

Northern Humboldt Union High School District coordinate efforts for parent involvement and engagement during the program design process, including surveys on potential academies or career pathways. NHUHSD will work with BLR TEA on coordination of Modern Youth Apprenticeships program



implementation. NHUHSD and BLR TEA will provide information to school counselors throughout the county on opportunities for Modern Youth Apprenticeships.

**Miscellaneous**

Relationship of the Parties. It is understood that this MOA is by and between four (4) independent entities and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or any other similar association. Each party shall be solely responsible for the acts or omissions of its agents, officers, employees, assignees and subcontractors.


Non-liability of Officials and Employees. No official or employee of either party shall be personally liable for any default or liability under this MOA.

Amendment. This MOA may be amended at any time during the term hereof upon the mutual consent of both parties. No addition to, or alteration of, the terms of this MOA shall be valid unless made in writing and signed by an authorized representative of each party hereto.


Entire Agreement. This MOA contains all of the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this MOA shall be deemed to exist or to bind either of the parties hereto. In addition, this MOA shall supersede in their entirety any and all prior agreements, promises, representations, understandings and negotiations of the parties, whether oral or written, concerning the same subject matter. Any and all acts which may have already been consummated pursuant to the terms and conditions of this MOA are hereby ratified.

Counterpart Execution. This MOA, and any amendments hereto, may be executed in one (1) or more counterparts, each of which shall be deemed to be an original and all of which, when taken together, shall be deemed to be one (1) and the same agreement. This MOA, and any amendments hereto, may be signed by manual or electronic signatures in accordance with any and all applicable local, state and federal laws, regulations and standards, and such signatures shall constitute original signatures for all purposes. A signed copy of this MOA, and any amendments hereto, transmitted by email or by other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this MOA and any amendments hereto.

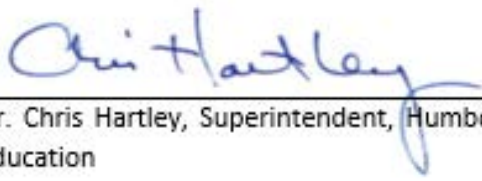
Signature Page

  
\_\_\_\_\_  
Dr. Jason Ramos, President,  
Blue Lake Rancheria Tribal Education Agency Board of Education

July 27, 20  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Dr. Keith Flamer, President & Superintendent  
Redwoods Community College District

July 29, 2020  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Dr. Chris Hartley, Superintendent, Humboldt County Office of  
Education

07/29/2020  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Roger Macdonald, Superintendent, Northern Humboldt Union  
High School District

\_\_\_\_\_  
Date

Due to the short time frame of the Notice of Funding and the nature of summer activities during the Covid-19 pandemic, Superintendent, Roger Macdonald has been unable to sign and return the MOA before the due date of the application. However, the C: TIE Partnership agreement under the NYCP program is still valid, and is included as further documentation that NHUHSD is still a partner, and has committed to Career Readiness Education programs as they are funded partnerships in the Pathmakers Program and the primarily responsible party for the implementation of 9-12 programming under the NYCP grant.

## Consortium Agreement Renewal

### Purpose

The purpose of this Consortium Agreement Renewal between the Blue Lake Rancheria (BLR), the Humboldt County Office of Education (HCOE), Northern Humboldt Union High School District (NHUHSD) and College of the Redwoods (CR) is to renew and reaffirm the partnership established in the original Consortium Agreement for a one-year term beginning on August 1, 2021 and continuing through July 31, 2022.

No changes to the previously signed Consortium Agreement have been adopted by the below signed parties with the exception of the expansion of C-TIE to include Eureka City Schools (ECS) as eligible for future services through C-TIE's partner organizations provided through additional targeted grant funding including but not limited to NYCP, STEP, GYOA, NACTEP, ARP-AIRE, ACES, and BIA-TCRP grants.

Signature of Agreement for the C-TIE Consortium continuation:

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Dr. Jason Ramos, President, BOE  
Blue Lake Rancheria Tribal Education Agency

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Date

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Dr. Chris Hartley, Ed.D., Superintendent  
Humboldt County Office of Education

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Date

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Roger Macdonald, Superintendent  
Northern Humboldt Union High School District

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Date

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Dr. Keith Flamer, President & Superintendent  
Redwood Community College District

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Date

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Dr. Fred Van Vleck, Ed.D., Superintendent  
Eureka City Schools

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Date

Humboldt County Office of Education 2021-2022 C-TIE MOU related contract development

Summary of C-TIE ancillary contract scope of contracted services:

Pathmakers Yr 4 Contract:

<b>Actual Rates based on Ryan's daily rate - Rosie can commit a total of 25 days (200 hours)</b>			
<b>Days</b>	<b>Rate/Day</b>	<b>Budget</b>	
25	\$ 484.51	\$ 12,113.00	HCOE Pathmakers Liaison
25	\$ 220.50	\$ 5,513.00	
		\$ 15,000.00	Steelhead in the Classroom
		\$ 480.00	Hotspot contract for MMT
		\$ 2,000.00	Media Center Support
		\$1,000.00	Teacher Supply Acct @ HERC
		\$ 2,972.00	HCOE Indirect Costs 8.23%
		<b>\$39,078.00</b>	<b>Contract Total</b>

GYOA Yr 1 Contract: Scope has been provided, but dollar amounts assigned to work performed is currently under development.

- HCOE contract facilitator Rosie Slentz time and effort – calculated at XYZ
- Participate in regular meetings and communication with Steve Godla – contracted service provider, Jack Bareilles – contracted program evaluator, HSU – Educational Leadership Program institution, and Blue Lake Rancheria TEA leadership
- Facilitate identification of Native American administrators to become Champion Mentors for paring with GYOA Cohort participants
- Provide resume support to cohort participants
- Identify and address specific issues faced by Native American leaders for cohort curriculum support enhancement
- Organize annual cohort conference(s) and/or meetings, including but not limited to: (1) cohort meetings in Humboldt County; SSDA annual conferences; networking & legislative action days in Sacramento, Google Forum Discussion Groups
- Coordination of credential support activities, job search and placement, and credential clearing
- Coordination with CRSPA and ACSA as applicable and warranted

Northern Humboldt Union High School District 2021-2022 C-TIE MOU related contract development

NHUHSD Contract for NYCP:

<b>NHUHSD</b>	Y1	Y2	Y3	Y4	Total
Personnel	\$63,706	\$64,980	\$66,279	\$67,605	\$262,570
Fringe	\$61,346	\$61,788	\$63,044	\$63,818	\$249,997
Equipment	\$53,265	\$15,000			\$68,265
Supplies					
Subtotal	\$15,000	\$15,450	\$15,914	\$16,391	\$62,754
Travel	\$5,000	\$5,150	\$5,305	\$5,464	\$20,918
Other					
IDC	\$16,678	\$13,655	\$12,661	\$12,891	\$55,885
Total	\$214,995	\$176,024	\$163,202	\$166,169	\$720,390

NHUHSD Contract Evaluation Services for GYOA, and NACTEP:

GYOA - \$20,000

NACTEP - \$9,000

Program evaluation entails the following:

- Data collection on program participants
- Program design and implementation fidelity review
- Evaluation of processes and procedures
- Report writing collaboration
- Regular attendance at meetings with BLR and US Dept of ED as requested
- Regular communication: emails, text, phone calls, etc. with TEA staff and program participants

**I. OPENING MEETING**

- a. Jason Ramos called the meeting to order at 7:08PM
- b. Roll Call –
  - i. BOE Members present: Jason Ramos, Jace Baldosser, Michele Kindred, Kelsay Shackelford. BOE Members absent: Michael Shackelford absent. Quorum established.
  - ii. TEA Staff Members present: Alison Robbins, Frederique Guezille, Marlee Mansfield-Chavez

**II. REPORTS**

- a. The Executive Director's Report
  - i. Alison provided updates using two prepared memos submitted in the BOE Agenda Packet (attached). Highlights of those memos:
    - 1. Two new grants from US Department of ED:
      - a. NACTEP five year grant for Agriculture & Natural Resources K-12 programs \$550K
      - b. GYOA five year grant for creating NA school administrators \$1.28M
    - 2. Grant applications under development:
      - a. NEA for STEAM education \$150K due 8/12
      - b. BIA – Tourism ~\$55K due 8/13
      - c. APR – AIREs – US Dept of ED - \$1.2M due 9/13
    - 3. Staffing updates:
      - a. Hiring 2 full time FTEs both starting 8/16:
        - i. Merry Kate Lowry – Mobile Makerspace Teacher
        - ii. Isak Brayfindley – Clerk of the Board
  - ii. Marketing & Communications Report
    - i. Social Media Report
      - 1. New Facebook page has been set up for C-TIE
      - 2. New TEA website being set-up

**III. PUBLIC COMMUNICATIONS**

There was no public comment.

**IV. CONSENT AGENDA**

- a. Negotiated Coordinated Services Agreement with CA State Park
  - i. Contact(s): Alison Robbins
  - ii. Purpose: Approval of \$20,000 for CA State Parks Kindling the Flame Program at Sumeg Village and \$15,000 for CA State Parks program expansion at Ft. Humboldt



& Eureka Visitors Center. Summary: Total of \$35,000 to be provided to CA State Parks and the Wiyot Tribe to cover 10 weekend sessions at Sumeg, mentoring for three internships with CA State Parks and the Wiyot Tribe, continued support of the Yurok language and culture videos made in 2020-2021, and new videos to be made on Wiyot language and culture for the CA State Parks PORTS program.

- iii. **Recommendation:** Staff recommends approval.
  1. **DISCUSSION:** BOE did not ask any questions after being presented and reviewing the coordination agreement in their agenda packet.
  2. **NOMINATIONS:** Jace Baldosser motions to approve \$35,000 in funding for CA State Parks; Kelsay Shackelford seconds the motion.
  3. **DECISION:** 4-0, no abstain
  4. **ACTION:** Alison Robbins to submit Payment Request to Finance Department for \$35,000 to fund CA State Parks programs as Sumeg (Yurok) and Ft. Humboldt (Wiyot) cultural education programs.

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

- a. 10 Year Strategic Plan Review #1
  - i. **Contact(s):** Alison Robbins
  - ii. **Purpose:** To review portions of the DRAFT 10-year Strategic Plan that have been reviewed by the Subcommittee for full BOE Consent. Alison provided the new organizational chart for the TEA, and the TEA's functional area plan w/ FTEs and covered areas.
  - iii. **Recommendation:**
    1. **DISCUSSION:** BOE discussed the SWOT analysis section of the strategic plan going over the points that Jason and Michele provided. BOE has requested this be on the agenda until all the sections are reviewed.
    2. **NOMINATIONS:**
    3. **DECISION:**
    4. **ACTION:** Alison Robbins to provide updates to the strategic plan via emails. Next sections to review are the adult and post-secondary education sections.

#### VI. MISCELLANEOUS

- a. Approval of DRAFT BOE Meeting Minutes of 06/15/2021
  1. **DISCUSSION:** BOE members provided no corrections to the submitted draft minutes.
  2. **NOMINATIONS:** Jace Baldosser motions to approve the minutes as submitted, Michele Kindred seconds the motion.
  3. **DECISION:** 3-0, 1 Abstain, 1 Absent

4. **ACTION:** Frederique is to prepare the minutes for posting to the TEA website and provide to Toni Ramos for uploading.

## VII. UNFINISHED BUSINESS

- a. NIEA 2021 Convention and Trade Show
  - i. Alison provided information on the travel, sharing that Jason has approved the paperwork so that the early bird registration discount could be taken advantage of by July 31. Travel costs will be split funded between multiple TEA grants.
- b. Early Childhood Center/Daycare Feasibility Study
  - i. Alison requested the BOE provide guidance on how they would like her to proceed, and Jace Baldosser provided Lisa Hooven as a contact, and directed Alison to contact her regarding consulting with BLR on this initiative.

## VIII. NEW BUSINESS

- a. Letter of Support for NHUHSD – Teacher and School Leader Incentive Program grant
  - i. Alison informed the BOE that NHUHSD was applying for this grant program again, and that she signed a new letter of support (same as the last year's application the BOE approved). This new letter is a joint letter of support with NCIDC and the Yurok Tribe. This was done per the on-going strategic plan's action plan to overcome weaknesses in connections between Tribes and native organizations.
- b. Dates for 2021's BOE Election in December
  - i. Alison requested the BOE be mindful that BOE elections, being tied to Tribal Council elections, are scheduled for the last Saturday of December (per Tribal Constitution). Alison requested that the date for the elections be confirmed so she can begin to post the announcement of the election in September. She also reminded the BOE that Jason and Jace are up for election being the initial BOE, and the selected members to have 2 year turns to set up the rotating election of 2 and 3 BOE members. Jason stated that he feels someone else should be BOE President after the next election because he is so busy with his new position at Tribal Administrator. Jason will take this to the Tribal Council and report back to the BOE at the next meeting.

## IX. ADJOURNMENT

Jace Baldosser motioned to adjourn, Kelsay Shackelford seconds the motion.

Jason Ramos adjourned the meeting at 8:22PM



Northern Humboldt Union High School District  
Letter of Intent to Participate

August 3, 2021

Mr. Macdonald,

The Blue Lake Rancheria Tribal Education Agency, Northern California Indian Development Council and the Yurok Tribe Education Department are delighted to provide this letter of support for Northern Humboldt's application for a US Department of Education Teacher and School Leader Incentive Program grant. The three Native student and family serving agencies support the efforts of Northern Humboldt Union High School District to specifically focus on the needs of the most at-risk students in your high schools. Among these students are Native American students, including members of our Tribes and Rancheria.

As you well know, all three of our agencies have made clear the need to improve the outcomes for Native youth – with graduation from the comprehensive high schools as a minimum goal. Thus, the Blue Lake Rancheria Tribal Education Agency, Northern California Indian Development Council and the Yurok Tribe Education Department are committed to increasing our capacity to assist Northern Humboldt schools in providing our students with a positive school climate where they can learn and succeed.

We are pleased that the Redwood Coast Educator Leadership Project proposes to train up to 15 diverse teacher credential candidates—including American Indian teacher candidates. We fully support recruiting, supporting the credentialing and hiring of qualified American Indian teachers to work in our local schools.

Our three agencies have worked with your schools and staff for many years and thanks to the efforts of Karen Skoglund and the NHUHSD Title VI program and other collaborative efforts we admit the overall graduation rate of American Indian students from NHUHSD is something to celebrate. However, as we all know, a diploma from one of your comprehensive schools indicates a student has been more successful (or at least has had a smoother path in high school) than a diploma from one of your alternative programs – or from a Humboldt County Office of Education program. We are encouraged by the proposal's inclusion of development of

the Therapeutic Learning Classrooms at Arcata and McKinleyville High Schools as a means of helping students stay on track for graduation in 9<sup>th</sup> and 10<sup>th</sup> grade.

Through this Teacher and School Leader Incentive Program grant, we understand Northern Humboldt will provide additional support and stipends to teachers and educators who take an active role in supporting student success. As representatives and advocates for Native Youth and families we strongly encourage the Redwood Coast Educator Leadership Project (RC) to focus on Native American students – and in doing so improve their outcomes – through this program. The truest measure of success for teachers and administrators is the success of their students – particularly those most at risk of school failure.

As part of our participation in the Redwood Coast Educator Leadership Project we agree to collaborate with Northern Humboldt Union High School District in implementing a multi-tiered system of support for improving student success. The Blue Lake Rancheria Tribal Education Agency, Northern California Indian Development Council and the Yurok Tribe Education Department will participate in RC by:

1. Having staff participate in professional development and coaching to increase the capacity of our organizations to assist NHUHSD in its efforts to improve student success.
2. Support of professional development activities by the district and its partners.
3. Work with NHUHSD Title VI and other American Indian student serving programs and staff to improve Native student outcomes.
4. Help recruit qualified candidates to earn their teaching credentials as part of the Redwood Coast project.
5. Coordinating tribal efforts with the appropriate Federal, State and local resources.
6. Participate in planning sustainability for key program components and as possible participate on the Sustainability Planning Team

Sincerely,



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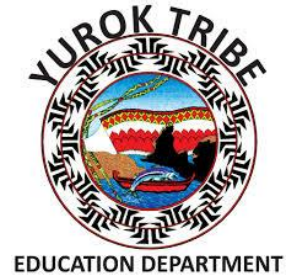
Alison Robbins  
Executive Director  
Blue Lake Rancheria  
Tribal Education Agency

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xxxxxx  
xxxxxx  
Northern California  
Indian Development Council

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Jim McQuillen  
Director of Education  
Yurok Tribe



Northern Humboldt Union High School District  
Letter of Intent to Participate

August 13, 2021

Mr. Macdonald,

The Blue Lake Rancheria Tribal Education Agency, Northern California Indian Development Council and the Yurok Tribe Education Department are delighted to provide this letter of support for Northern Humboldt's application for a US Department of Education Education Innovation and Research (EIR) Program—Early-Phase Grant. The three Native student and family serving agencies support the efforts of Northern Humboldt Union High School District to specifically focus on the needs of the most at-risk students in your high schools. Among these students are Native American students, including members of our Tribes and Rancheria.

All three of our agencies have made clear the need to improve the outcomes for Native youth – with graduation from the comprehensive high schools as a minimum goal. Thus, the Blue Lake Rancheria Tribal Education Agency, Northern California Indian Development Council and the Yurok Tribe Education Department are committed to increasing our capacity to assist Northern Humboldt schools in providing our students with a positive school climate where they can learn and succeed.

Our three agencies have worked with your schools and staff for many years and thanks to the efforts of Karen Skoglund and the NHUHSD Title VI program and other collaborative efforts we admit the overall graduation rate of American Indian students from NHUHSD is something to celebrate. However, as we all know, a diploma from one of your comprehensive schools indicates a student has been more successful (or at least has had a smoother path in high school) than a diploma from one of your alternative programs – or from a Humboldt County Office of Education program. We are encouraged by the proposal's inclusion of development of the Therapeutic Learning Classrooms at Arcata and McKinleyville High Schools as a means of helping students stay on track for graduation in 9th and 10th grade.

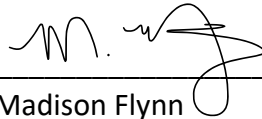
As part of our participation in the Acorn Project we agree to collaborate with Northern Humboldt Union High School District in implementing a multi-tiered system of support for improving student success. The Blue Lake Rancheria Tribal Education Agency, Northern California Indian Development Council and the Yurok Tribe Education Department will participate in Acorn by:

1. Having staff participate in professional development and coaching to increase the capacity of our organizations to assist NHUHSD in its efforts to improve student success.
2. Support of professional development activities by the district and its partners.
3. Work with NHUHSD Title VI and other American Indian student serving programs and staff to improve Native student outcomes.
4. Coordinating tribal efforts with the appropriate Federal, State and local resources.
5. Participate in planning sustainability for key program components and as possible participate on the Sustainability Planning Team

Sincerely,



Alison Robbins  
Executive Director  
Blue Lake Rancheria  
Tribal Education Agency



Madison Flynn  
Assistant Director  
Northern California  
Indian Development Council



Jim McQuillen  
Director of Education  
Yurok Tribe



## Tribal Education Agency Program Update

### Grant Updates

- **US Dept. of ED - STEP TEA Development grant** final performance report was submitted on 8/31/2021 – this was emailed to the BOE last week
- **US Dept. of ED – Office of Indian Education (OIE) – Native American Career Technical Education Program** – Frederique and Daniel's Pathmakers work and funding will move to this grant on 10/1
  - officially received the grant notification in July 13
  - had our kick off meeting w/ ED Friday, August 6
  - grant performance period begins on October 1
- **US Dept. of ED - Office of Indian Education (OIE) – Grow Your Own Administrator (GYOA)** – officially received 08/03/2021 - five-year grant to create 24 Native American school principals or district superintendents, or district level administrators across Northern CA (has a 276-mile radius from BLR). Funded for: \$1,280,396
  - **We have a full cohort** of eight participants
  - **Had our kick off meeting w/ ED** Monday, August 12
  - **Had our kick off meeting w/ Cohort 1** Monday, August 23
  - **Had a coordination meeting w/ HCOE** Wednesday, September 1
  - **Training on the PDPDCS** on Thursday, September 9
  - **Emails are coming in with forms for GYOA** to TribalEd email – need processing
  - **Tuition bill for HSU should be coming in the amount of \$72K – will go to Jason for approval**
- **BIA – Tourism – Pandemic Relief funds** submitted on Friday, 8/13
- **BIA – Tribal Climate Resilience Program (Youth Participation)** – two-year STEM education focused on water, soil, and air quality w/ regards to restoration projects on tribal lands

I am working on more grant applications:

- **US Dept. of ED – Office of Indian Education – American Rescue Plan – American Indian Resilience in Education (ARP-AIRE)** – grant application is due 09/13/2021. I am attending two webinars on the applications, first was 7/28/2021, second meeting is 8/5/2021 at 10:30AM. Meeting with Michele and Jason on strategic planning was Friday 7/23. Mostly continuing the parts of the NYCP Pathmakers grant that worked, and expanding on various concepts. (**Review of Excel spreadsheet Three Year Budget**)
- **EDA grant applications with Anita** planned for work between October and March

## Tribal Education Agency Program Update

### Staffing Updates

- **Clerk of the Board** - Isak Brayfindley, position has been hired. His first day was 8/16. His office is set up temporarily at the new Tribal Office building. His extension is x1066. As of 10/1, half of Isak's position will be funded by the Pathmakers grant, Yr 4 budget.
- **Makerspace Teacher** –Merry Kate Lowry's Mobile Makerspace Teacher position is moving under BLR and will not be funded through a contract with HCOE. She started on August 16. Her computer is coming over from HCOE to be formatted by BLR IT staff this week, and she is being issued a tribal email. Full position is funded by the Pathmakers grant, Yr 4 budget.
- **BIA – TCRP – Youth Programs Coordinator** - Thao Le – promoted into a regular part-time position; 2 years – part-time – 29 hours per week total split between Pathmakers where she will continue as the Elementary Programs support Paraeducator.

### Preparing for Fall 2021

- **Staff Training** – Marlee organized Air Quality Curriculum training for staff, contractors, and teachers in August, additional training planned in Fall semester.
- **Canceled the in-person conference 9/21** North Coast Inter-Tribal Education Coordination Conference – first of eight monthly sessions for creating coordination and stability for our C-TIE Programs.
- **NHUHSD Native Maker Workshop** – planning has begun for these Fall workshops – Marlee is in contract negotiations for these right now and Jason should be seeing contract coming for his approval. Our Interns went to a meeting w/ Green Diamond and were granted access to their lands for harvesting. Workshops confirmed right now: 1) two basket weaving workshops, 2) acorn mush paddle (finishing), 3) redwood fish cooking sticks, 4) gill net setting / use (finishing), 5) beadwork, and 6) redwood stool carving
- **Higher Education Program** –Meetings have been happening with students of the higher ed program paying their tuition. Council has approved updates to stipend program, student handbook has been updated.



U.S. Department of Education  
Grant Performance Report Cover Sheet (ED 524B)

OMB No. 1894-0003  
Exp. 08/31/2020

Check only one box per Program Office instructions.

[ ] Annual Performance Report [x] Final Performance Report

General Information

1. PR/Award #: S415A190001  
(Block 5 of the Grant Award Notification - 11 characters.)
2. Grantee NCES ID#: N/A  
(See instructions, Up to 12 characters.)
- 3 Project Title: Blue Lake Rancheria Tribal Education Agency Development Project  
(Enter the same title as on the approved application.)
4. Grantee Name (Block 1 of the Grant Award Notification.): BLUE LAKE RANCHERIA, CALIFORNIA
5. Grantee Address (See instructions.) 428 CHARTIN RD, BLUE LAKE, CA 95525-9722
6. Project Director (See instructions.) Name: ALISON ROBBINS Title: PROGRAM DIRECTOR  
Ph #: (707) 668-5101 Ext: ( 1057 ) Fax #: (707) 668-4272  
Email Address: AROBBINS@BLUELAKERANCHERIA-NSN.GOV

Reporting Period Information (See instructions.)

7. Reporting Period: From: 10/01/2019 To: 03/31/2021 (mm/dd/yyyy)

Budget Expenditures (To be completed by your Business Office. See instructions. Also see Section B.)

8. Budget Expenditures

	Federal Grant Funds	Non-Federal Funds (Match/Cost Share)
a. Previous Budget Period	\$44,959	0.00
b. Current Budget Period	\$109,907	0.00
c. Entire Project Period (For Final Performance Reports only)	\$154,866	

Indirect Cost Information (To be completed by your Business Office. See instructions.)

9. Indirect Costs

- a. Are you claiming indirect costs under this grant?  Yes  No

If yes, please indicate which of the following applies to your grant?

- b.  The grantee has an Indirect Cost Rate Agreement approved by the Federal Government:  
The period covered by the Indirect Cost Rate Agreement is from: 01/01/2021 to: 12/31/2021 (mm/dd/yyyy)  
The approving Federal agency is: Other (Please specify): US DEPT OF INTERIOR – BUREAU OF INDIAN AFFAIRS  
The Indirect Cost Rate is 20.32 %  
The Type of Rate (For Final Performance Reports Only) is:  Provisional  Final  
Other (Please specify):

- c.  The grantee is not a State, local government, or Indian tribe, and is using the de minimus rate of 10% of modified total direct costs (MTDC) in compliance with 2 CFR 200.414(f).

- d.  The grantee is funded under a Restricted Rate Program and is you using a restricted indirect cost rate that either:  
 Is included in its approved Indirect Cost Rate Agreement; or  
 Complies with 34 CFR 76.564(c)(2).

- e.  The grantee is funded under a Training Rate Program and:  
 Is recovering indirect cost using 8 percent of MTDC in compliance with 34 CFR 75.562(c)(2); or  
 Is recovering indirect costs using its actual negotiated indirect cost rate reflected in 9(b).

Human Subjects (Annual Institutional Review Board (IRB) Certification) (See instructions.)

10. Is the annual certification of Institutional Review Board (IRB) approval attached?  Yes  No  N/A

Data Privacy and Security Measures Certification (See instructions.)

11. Is a statement affirming that you are aware of federal and state data security and student privacy regulations included, with supporting documentation attached?  Yes  No

**Performance Measures Status and Certification (See instructions.)**

12. Performance Measures Status

- a. Are complete data on performance measures for the current budget period included in the Project Status Chart?  Yes  No  
b. If no, when will the data be available and submitted to the Department? \_\_\_\_\_ (mm/dd/yyyy)

13. By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-33812).

Furthermore, to the best of my knowledge and belief, all data in this performance report are true, complete, and correct and the report fully discloses all known weaknesses concerning the accuracy, reliability, and completeness of data reported.

Dr. Jason Ramos Title: Tribal Administrator, BOE President, and Certifying Official

Name of Authorized Representative:



Date: 8 / 23 / 21

Signature:



U.S. Department of Education  
Grant Performance Report (ED 524B)  
Executive Summary

OMB No. 1894-0003  
Exp. 08/31/2020

PR/Award # (11 characters): S415A190001

(See Instructions)

The Blue Lake Rancheria had two (2) primary objectives under the FY19 STEP grant funding. The first objective had multiple pieces to it, those being (a) formerly establish the Tribal Education Agency, (b) formerly establish the Board of Education, and (c) create and adopt an Education Code. The second objective also had multiple pieces to it, those being (a) establish a Joint Powers Agreement, (b) create an organizational structure, and (c) establish policies and procedures covering instructional programming, business and financial management, personnel services, student support services, and assessment and accountability procedures.

#### Work with Purpose and Solving the Problem(s)

The Blue Lake Rancheria sought to establish a Tribal Education Agency and did so in the Fall 2019 by Tribal Resolution in accordance with the Rancheria's constitution. After the Council did this, staff created the Education Code and procedures governing the election of the Board of Education by researching and then presenting the Code section to the Tribal Council for adoption so that elections could be held. This section was formally adopted in November 2019. While this was great, and definitely speedy work for just the second month of the grant, it created an unforeseen problem as Tribal Elections are held the last weekend in December. To deal with this short timeframe, notices regarding how to run for the BOE were placed around the Rancheria and on the Tribe's website (as the TEA website had not been created yet). Arla Ramsey, Tribal Council Vice-Chairperson, took notices to every house on the Rancheria, explaining the situation in detail to those wanting greater explanation, personally recruiting candidates, and a pool of BOE candidates was created. The elections were held in December 2019 right alongside Tribal Council elections, and five persons (four tribal members and one community member) were elected to the BOE. These BOE members were sworn in to their positions in January 2020. Following the adoption of the Education Code and policies governing the BOE required meeting procedures (particularly the meeting transparency guidelines), a calendar of regular BOE meetings was established and the regular business of the BOE started in February 2020. A TEA website for BOE information was established and the BOE calendar, meeting agenda packets, and meeting minutes are posted there according to the adopted transparency policies. Work then began on items which would help facilitate the remainder of the Education Code, and all of Objective 2's main pieces. Thus, the BOE subcommittees were established for (a) Mission and Vision, (b) Policy Statements, and (c) Strategic Planning. Due to the Covid-19 pandemic, BOE meetings have been held on Zoom On-line platform with the link being published on the TEA website. A delay in meetings happened initially because Bonnie Mobbs did not have internet access. Meetings for April-July 2020 were postponed. When Alison Robbins became project director in August 2020, as Bonnie retired, online meetings resumed with four additional Special meetings called to catch up on BOE related work missed during the pandemic delay.

#### Methodology

Tribal staff worked with Humboldt County Office of Education (HCOE) and Northern Humboldt Union High School District (NHUHSD) to receive & review multiple policies, form templates, and expertise on what should and should not be included in the Education Code vs. what needed to be a policy or standard operating procedure. HCOE and NHUHSD met monthly with Bonnie and/or Alison in pursuit of Objective 2, and three drafts of a Joint Powers Agreement were created (final draft included as an attachment to this report). The members of the consortium have agreed to maintain working relationships under the MOU until such point in time that the JPA is necessary and there are funds available to implement it fully as according to the draft JPA a separate board, financial statements, and legal counsel would need to be established besides a sitting Board of Trustees. As the Tam Resilience Campus (TRC), home of the proposed Regional Occupational Center, construction was delayed due to Covid-19, the group did not want to begin to incur costs in FY20 for a campus not scheduled to open until FY23. The JPA is thus sitting off to the side and pending further work until the TRC is ready to house programming. While developing the JPA, sections of the Education Code were brought to HCOE and NHUHSD for their input and review, with advice from them and BLR's legal counsel on what should be included as Code and what should be moved to policy

statements. Large amount of what was originally considered for Code has been moved to policy statements which will then have procedures established.

## **Results**

During the performance period, the Education Code was developed containing seven (7) main articles. Two of these Articles have been officially adopted by the BOE, these are (I) General Provisions and (II) Education Code Revision. The remaining five Articles are being developed and are considered in draft mode; these are: (III) Educational Objectives, Services, (IV) Post-Secondary Financial Assistance Program Rules and Regulations, (V) Vocational Financial Assistance Program Rules and Regulations, (VI) Part-Time Student Program Rules and Regulations, and (VII) Miscellaneous Educational Funding. While Articles V & VII are mostly complete and ready for approval, Article III has not been fully reviewed in Subcommittees yet, and Article IV has an outline of what needs to be included. Article VI is still up for debate as to if this needs to be included as a separate Article or if it should be wrapped into another Article to keep the Code orderly and not overly long. Additionally, the Post-Secondary Financial Assistance Program (covered in Article IV) was run by the Tribe prior to the establishment of the TEA, and its student handbook and policies are being re-evaluated and rewritten into the Education Code format while the program is continuing to operate. The BOE has made changes to the program during the last year as well, and thus, it's Code has not been solidified. The Code should be adopted in its entirety before December 2021's BOE elections. Finally, the TEA Staff is aware of certain deadlines which begin with the adoption of the full code, and are pacing the adoptions of certain articles; such as 180 days or 365 days for the creation of various plans required by the Code. Thus, staff capacity (time) to devote to the creation of the various plans that are kicked off after adoption of the Code pieces is being taken into consideration so the organization does not set itself up for failure to comply with its own Code and policies.

During the performance period, 102 policy statements have been created and are under review by the BOE for the operation and program implementation of the TEA. The BOE Subcommittee is currently reviewing these policy statements for adoption, with TEA Staff being directed to create Standard Operating Procedures (SOPs) that go with each of the policy statements as applicable. Corresponding forms are also being created depending upon the needs of the policy and SOP.

During the performance period, the TEA began to develop a 10-year Strategic Plan based upon the five-year educational plan initially created by the Program Director of the NYCP Pathmakers program which primarily covered that program and its sustainability. This strategic plan has been developed with the input of the BOE Subcommittee on strategic planning and the Consortium for Tribal Innovation and Entrepreneurship (C-TIE) comprised of the Blue Lake Rancheria, HCOE, NHUHSD and College of the Redwoods. Bonnie and/or Alison met with the consortium partners monthly on topics and portions of the strategic plan. While this plan is not yet finished, it has outlined the pathway for forward progress the TEA and C-TIE will take with regards to priorities in educational programming and TEA & LEA capacity building.

## **Conclusion**

In conclusion, the Blue Lake Rancheria has created a Tribal Education Agency, a Board of Education, and an Education Code, albeit the full Code has not yet been adopted. The Tribal Education Agency has contracted for capacity building with two local LEAs who are a part of the C-TIE with Blue Lake Rancheria and College of the Redwoods. A Joint Powers Agreement has been drafted and is awaiting the opening of the Tam Resilience Campus before being executed and beginning to incur cost. Policies and procedures governing the running of the TEA's educational programming have been developed and are being reviewed by the BOE Subcommittee on policies. The Blue Lake Rancheria made significant progress in meeting all of its objectives despite having a major personnel change happen in the middle of a pandemic, responding with resilience amid chaos.



**U.S. Department of Education  
Grant Performance Report (ED 524B)  
Project Status Chart**

**PR/Award #: S415A190001**

**SECTION A - Project Objectives Information and Related Performance Measures Data** (See Instructions. Use as many pages as necessary.)

**1 . Project Objective**  Check if this is a status update for the previous budget period.

The number of Tribes that create a TEA by the end of the grant period.

Performance Measure	Measure Type	Quantitative Data					
		Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
1 Establish a TEA	GPRA		1 / 1	100		1 / 1	100
2 Create an Education Code	PROJECT		1 / 1	100		1 / 1	100

**Explanation of Progress (Include Qualitative Data and Data Collection Information)**

The Blue Lake Rancheria established their TEA via a Tribal Council Resolution in Fall 2019, and after that work began to design and implement the structure of the TEA. Draft Education Code was developed and then approved by the Tribal Council for the establishment of a Board of Education BLR TEA Education Code Article I Chapter 4 Section 1402 Board of Education. This section outlines the policies governing the Board of Education and was adopted in November 2019 by the Tribal Council. Following BLR election procedures, the Board of Education elections were held the final weekend of December 2019, and a five member BOE was elected by the General Council of the Blue Lake Rancheria. The BOE membership is designed to include BLR Tribal citizens as well as community members living on the Rancheria or within the 95525 zip code, allowing for a minimum of three (3) Tribal citizens, and two (2) community members. Current composition of the BOE includes four (4) Tribal citizens, and one (1) community member that lives on the Rancheria. The BOE members were sworn in January 2020 and a regular BOE calendar was created following the adopted policies. The election cycle was established to have three members then two members elected in alternating years. In December 2021 there will be another election for TWO BOE seats, and in December 2022 there will be an election for THREE BOE seats, so they will alternate and never have a completely new BOE. Regular meetings of the BOE began in February 2020, President, VP were designated, and subcommittees were created to work on the (a) mission and vision, (b) policy statements, and (c) long range strategic planning. Meetings were paused due to the Covid-19 pandemic and because Tribal Office staff were sent to work from home, and the Program Director Bonnie Mobbs (in March 2020) did not have internet access from home. BOE meetings did not resume until Alison Robbins was made Program Director when Bonnie retired in August 2020. Alison asked the BOE for special meetings to get the work completed, and was granted six special meetings between August and November to bring the project back up to speed. Since August 2020, 106 policy statements have been created, and the two (2) main Articles of the Education code: Article I General Provisions and Article II Education Code Revisions have been adopted by the BOE. These provide for the running of the TEA with administratively focused Ed Code sections that allow for continued capacity building. Articles III, IV, V, VI, and VII are all considered to be in DRAFT mode as our consortium partners continue to assist us in building capacity to design and implement education programs. More information on the Education Code will appear in Section C. These key elements: (1) Tribal Council Resolution, (2) BOE Elections & Meetings, and (3) Basic Education code - are the data and results of what we have used to measure our success in achieving GPRA 1 of the FY19 STEP grant.

**U.S. Department of Education  
Grant Performance Report (ED 524B)  
Project Status Chart**

**PR/Award #: S415A190001**

**SECTION A - Project Objectives Information and Related Performance Measures Data** (See Instructions. Use as many pages as necessary.)

**2 . Project Objective**  Check if this is a status update for the previous budget period.

Blue Lake Rancheria (BLR) will create a Joint Powers Agreement (JPA) with College of the Redwoods (CR), Humboldt County Office of Education (HCOE), and Northern Humboldt Union High School District (NHUHS) for the purpose of creating a Regional Occupational Center and Program at the T'am Resilience Campus

Performance Measure	Measure Type	Quantitative Data					
		Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
1  A JPA is established covering the responsibilities of the organizations in the JPA for: (a) organizational structure, (b) instructional programming, (c) business and financial management, (d) personnel services, (e) student support services, and (f) assessment and accountability is created, and the agreement is approved by each of the organizations and the California Department of Education.	PROJECT		100 / 100	100		90 / 100	90
2  Training from CDE, CR, HCOE, NHUHS, and CAROCP has been received on establishing the ROCP organizational structure	PROJECT		100 / 100	100		100 / 100	100
3  A JPA Board is established as the Governing Board of the ROCP	PROJECT		100 / 100	100		0 / 100	0

**Explanation of Progress (Include Qualitative Data and Data Collection Information)**

Performance Measure 1 - Through contracts with our LEA consortium partners work began to draft a Joint Powers Agreement. Multiple drafts were created. Work stopped on this when Humboldt County Office of Education pointed out that with the delay of our TRC (T'am Resilience Campus) construction, with programming start dates delayed until 2023, that it would be cost prohibitive to establish the JPA at this time (2021) as our agreement requires separate legal counsel, financial trustees, and a Board of Trustees to meet a minimum of six times per year. Each of the items (a)-(f) were addressed in the JPA and due to the delay, a MOU was created and expanded to sit in its place of the JPA until such a time as the JPA would be deemed necessary to run the ROCP at the TRC. Each organization has approved the general organization of the JPA, but it has not been adopted, nor sent to the SEA - California Department of Education at this time. Performance Measure 2 - Three training sessions were provided to the new BLR Board of Education, and monthly meetings with our consortium LEAs assisted Bonnie and Alison in crafting the organizational design of both the TEA and the JPA. An organizational chart, and functional area parameters/definitions were created so that policies and procedures could be devised. It was established that the fledgling TEA needed to have administrative policies and procedures in place prior to joining a Joint Powers Agreement. 106 policy statements have been created, and are in the process of being adopted by the BOE. These cover instructional programming, business and financial management, personnel services, student support services, and assessment and accountability. Details included in Section C. Performance Measure 3 - While Board of Trustee members were designated by each JPA member organization, the Board has not been established at this time as construction of the TRC was delayed due to Covid-19 pandemic reducing building material supplies and causing a spike in the costs of wood. Thus, no programs are being offered under the Regional Occupational Center and Program since it doesn't have a facility as of yet. Hopes are that the campus will open in 2023, but with the fourth wave of Covid-19 hitting currently, the official opening date is TBD. More details included in Section C



**U.S. Department of Education  
Grant Performance Report (ED 524B)  
Project Status Chart**

OMB No. 1894-0003  
Exp. 08/31/2020

PR/Award # (11 characters): S415A190001

**SECTION B - Budget Information (See Instructions. Use as many pages as necessary.)**

The budget for the STEP TEA Development project was spent between 10/01/2019 and 03/31/2021, with final invoices for services rendered by contractors paid out during the 120-day reconciliation period, including the final indirect cost reimbursement taken by 07/31/2021. The following is a detailing of the expenditures by Budget Category.

**Personnel** – The first Project Director was Bonnie Mobbs, and she averaged 43% of her time on the grant (10/2019 – 06/2020). Bonnie worked at the Tribal Office until the Covid-19 pandemic forced the relocation of Tribal Office staff, causing staff to work from home. This was very difficult for Bonnie having no internet access at home. She continued to work from home, dropping items off at the Tribal Office (signed invoices, etc.), and utilizing telephone conferencing w/ Alison Robbins to accomplish her work. Her hours decreased due to the pandemic, declining in April, May, and June 2020 as coordination and communication were increasingly difficult due to Bonnie’s worsening health. In July 2020, Bonnie informed Tribal Administration that she needed medical leave, and by August 2020, Bonnie had retired. Below is a chart of the percentage of Bonnie’s time spent on grant activities.

10/2019	11/2019	12/2019	01/2020	02/2020	03/2020	04/2020	05/2020	06/2020
31%	48%	50%	50%	47%	50%	49%	30%	30%

David Narum began working on the structure of the Education Code, doing research on the CA State Educational Code, and codes of other federally recognized tribes. David worked on this from October 2019 through April 2020 with guidance from Bonnie and assistance from Alison Robbins who provided insight regarding what was being piloted in the Pathmakers program that would need potential code and/or policies in place. David finished what he could on the Education Code prior to Covid-19 pandemic sending everyone at the Tribal Office to work from home. Coordination between David, Bonnie, and Alison was difficult, but continued through April 2020. David was reassigned by the Tribal Administrator to help handle the pandemic response as some Tribal Office staff resigned and relocated. David averaged 11% of his time being focused on the Education Code with some months spending as little as 4% of his time, and other months 26% of his time. His time fluctuated depending on the availability of our external contractors to meet and work on the Code. Below is a chart of the percentage of David’s time spent on grant activities.

10/2019	11/2019	12/2019	01/2020	02/2020	03/2020	04/2020
4%	19%	26%	4%	15%	7%	5%

Alison Robbins was brought on as Project Director when Bonnie Mobbs retired starting officially in September. She was the obvious choice for this position as she had been working with Bonnie and David on this work in general. Alison began to put hours in as Bonnie began her medical leave, and this increased to taking over the position when Bonnie retired. Below is a chart of the percentage of Alison’s time spent on grant activities.

06/2020	07/2020	08/2020	09/2020	10/2020	11/2020	12/2020	01/2021	02/2021	03/2021
3%	3%	4%	18%	22%	29.5%	31%	23%	45%	36%

Frederique was brought in solely to assist Alison with finishing grant objectives during the carryover period. Frederique started on 10/12/2020 and her last day working on the grant was 03/31/2021. Her work was primarily on the policies and procedures needed for Objective 2. Frederique was brought in to work 29 hours per week solely on this grant for these six months. Below is a chart of the percentage of Frederique’s time spent on grant activities.

10/2020	11/2020	12/2020	01/2021	02/2021	03/2021
100%	100%	100%	100%	100%	100%

**Fringe** - The fringe benefit applied to personnel costs for the Blue Lake Rancheria Tribal Office staff is 44.5% of base salary. Fringe covers all federal, state, and local taxes, health insurance, and retirement benefit costs. When the grant was originally budgeted for Bonnie Mobbs and David Narum, it was calculated using this percentage as full-time permanent employees who are entitled to full benefits. When both Bonnie and David left the grant, and Alison was hired, she brought on Frederique to assist her in completing the grant objectives, however, Frederique was hired as a part-time temporary employee not entitled to the full benefits which included health insurance and retirement costs. Thus, the money left in the budget for benefits was reallocated to cover other costs in different budget categories. The funding left unspent of \$1,250.22 comes from this budget category.

**Travel** – This budget originally contained only mileage to travel to and from meetings with our consortium partners. When speaking with the Program Officer, we were informed that we needed to attend the annual director’s meeting in Denver, CO in February 2020. The Covid-19 pandemic put an end to in-person meetings, and everything was moved onto Zoom. The total costs in Travel are thus the attendance at the annual Director’s meeting \$2,215.26, and minor mileage (pre-pandemic) for attending meetings with consortium partners, \$30. Total Travel expenditures are: \$2,155.26.

**Supplies** – With Tribal Office staff being sent to work from home, there was a need for a laptop to be used by Frederique to complete the grant work. Thus, using savings from hiring Frederique as a part-time temporary employee we reduced the fringe benefit costs and reallocated those funds to supplies to purchase an inexpensive laptop. Minor office supplies for the creation of Board of Education note books, schedules, and publishing meeting notices in-line with our GEPA policy were utilized. Total supplies cost \$927.85.

**Contractual** – Contracts were established with Humboldt County Office of Education (HCOE) and Northern Humboldt Unified School District (NHUHS) for a majority of the work that was accomplished under this grant. HOCE provided: three (3) BOE training meetings, and met with Bonnie and/or Alison monthly throughout the entire performance period, supplying templates for such things as data sharing agreements and standard forms, as well as reviewing policy statements, the BOE procedures, job descriptions, and teacher salary plans. NHUHS met with Bonnie and/or Alison monthly throughout the entire performance period reviewing policy statements, providing sample policies, sample templates for forms, and training TEA staff on standard procedures of the school district. NHUHS provided organizational charts, functional area framework, as well as certified, non-certified, and administrative contracts and salary steps/tracks. Utilizing the training received, an organizational chart for the TEA was created, as were functional areas which are now utilized in the TEA’s 10-year strategic plan. Both contractors have assisted the TEA with the design of the strategic plan, and have helped identify components which tie into the larger MOU now that the JPA has been determined to be too unwieldy. Of the \$50,737.73 spent in contractual services, \$1,737.73 is attributed to the cost of setting up a work from home station with appropriate software & server access for Frederique (\$980.22) and purchasing a portion of a Zoom account for use on TEA Development activities (\$73.51), a Prezi account for producing presentations (\$684) – things initially unplanned for pre-Covid-19. The remaining Contractual expenditures are to HCOE and NHUHS two of our consortium LEAs that provided capacity building over the 18 months of the performance period.

**Other** – Memberships & registrations to Indian Educational organizations for training new BOE members and attending their annual conferences and classes – held online due to Covid-19.

**Indirect Costs** – A total of three (3) indirect cost rates were applicable during the course of the performance period. Here is a chart of the Blue Lake Rancheria’s NICRA:

Tribal Fiscal Year	Indirect Cost Rate	Indirect Cost Reimbursed	Notes
01/01/2019 – 12/31/2019	27.76%	\$2,941.18	First 3 months of the primary grant year (10/01/2019 – 12/31/2021)
01/01/2020 – 12/31/2020	29.97%	\$12,488.21	Remaining 9 months of the primary grant year, and 3 months of the carryover period
01/01/2021 – 12/31/2021	20.32%	\$4,745.49	Final 3 months of the 6 month carryover period (01/01/2021 – 03/31/2021)
		<b>Total: \$23,510.23</b>	

Using the OIE TA provided State Tribal Education Partnership (STEP) Optional Budget Expenditure Form, these expenditures are shown below as compared to the approved budget. (see next page)

The Blue Lake Rancheria did not spend all of the funds that were granted, and is returning the unobligated budget of \$1,250.22. No federal cash was drawdown on this amount of budget, and the Tribe stayed in reimbursement status the entire length of the performance period.

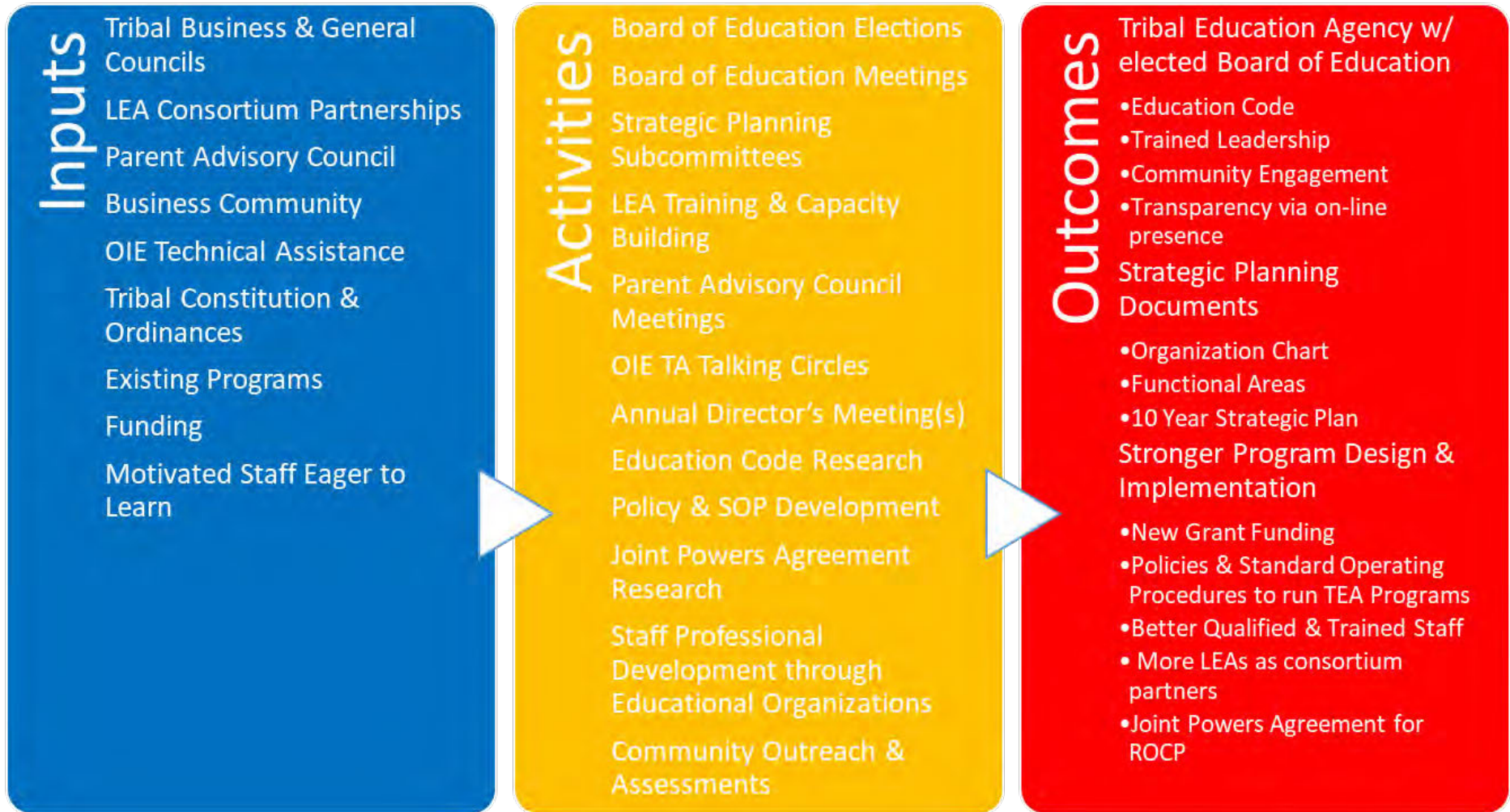
## State Tribal Education Partnership (STEP) Optional Budget Expenditure Form

<b>Grantee Name:</b>	Blue Lake Rancheria
<b>PR Award #:</b>	S415A190001
<b>Project Director:</b>	Alison Robbins

Budget Categories	Approved Budget	Funds Drawn Down from G5	Expenditures Not Yet Drawn Down from G5	Available Funds	Rationale for Available Funds	Anticipated to be Spent by 9/30/21	Amount Estimated Remaining at End of Year 1	Intended Use of the Remaining Carryover Funds
Please add lines to categories as necessary in order to itemize/detail expenditures.	These figures should reflect your most recently approved budget.	Expenditures for which you've encumbered AND actually drawn down funds from G5 between 10/1/20-5/28/21.	Expenditures for which you've obligated funds BUT NOT YET DRAWN DOWN between 10/1/20-5/28/21.	Column B - (Column C + Column D) = Available Funds  (Funds not yet spent or obligated)	Please provide narrative to describe why you have the amount in Column E available/remaining and how you plan to expend these monies during the remainder of the current grant year.	Anticipated expenses from 5/29/21 thru 9/30/21.	Column E - Column G = Estimated Remaining  (Funds that will not be expended by 9/30/21)	Description of intended use of remaining carryover funds.  (Must be consistent with U.S. Dept. of Education allowable expenses and supportive of program as described in the original, approved grant application.)
<b>PERSONNEL</b>	\$ 54,500.00	\$ 54,908.80		-\$408.80			-\$408.80	
<b>FRINGE</b>	\$ 21,800.00	\$ 17,625.91		\$4,174.09			\$4,174.09	
<b>TRAVEL</b>	\$ 1,759.00	\$ 2,155.26		-\$396.26			-\$396.26	
<b>EQUIPMENT</b>	\$ -			\$0.00			\$0.00	
<b>SUPPLIES</b>	\$ -	\$ 927.85		-\$927.85			-\$927.85	
<b>CONTRACTUAL</b>	\$ 50,000.00	\$ 50,737.73		-\$737.73			-\$737.73	
<b>OTHER</b>	\$ 5,000.00	\$ 5,000.00		\$0.00			\$0.00	
<b>INDIRECT</b>	\$ 23,057.00	\$ 23,510.23		-\$453.23			-\$453.23	
<b>TOTALS</b>	<b>\$156,116.00</b>	<b>\$154,865.78</b>	<b>\$0.00</b>	<b>\$1,250.22</b>		<b>\$0.00</b>	<b>\$1,250.22</b>	not seeking carryover - grant is over

**SECTION C - Additional Information (See Instructions. Use as many pages as necessary.)**

Included below is additional information on the Performance Measures submitted under Section A. They will be organized by the Project Objective number, and the Performance Objective number. Here is the logic behind the data collection and reporting for this.



**August 2019 vs. August 2021**

The Blue Lake Rancheria's (BLR) starting point of resources in August 2019 for the creation of a Tribal Education Agency (TEA) was a small but determined staff and a completely supportive Tribal Business Council. BLR had an approved Tribal Constitution and many ordinances, some dealing with youth & children,



mostly related to the Indian Child Welfare Act (ICWA) services, and the post-secondary scholarship program. While having a Tribal Library with resources for all ages, including K-12 related books, the Tribe had no education department or Tribal Education Agency which was primarily responsible for K-12 programming.

Today, BLR has a five member elected Board of Education which serves as the leadership for the Tribal Education Agency, with full authority for seeking funding, and approving the direction of K-12 programming for the Tribe, with an adopted Education Code and strategic planning documents as guidance.

In 2019, BLR had a single page of its website that mentioned the new Pathmakers K-12 program. Today, the TEA has multiple webpages on the BLR site and is seeking its own domain name. On these pages are the [BOE's contact info](#), [BOE members pictures & biographies](#), [BOE meeting agenda packets and minutes](#), [the Education Code](#), [TEA staff info](#), and [numerous pages of cultural curriculum](#) developed by the TEA, its partners and contractors.

When the FY19 STEP grant application was awarded, the staff committed to work on the project was Bonnie Mobbs (.5 FTE), David Narum (.2 FTE), and Alison Robbins, who would assist when there was crossover of work, but who was primarily focused on the fledging existing program under the NYCP FY18 award, and would not be charging her time to this STEP grant. Today, BLR has multiple FTEs dedicated to education, they are:

<b>Full Time Employees of the Tribal Education Agency</b>	
Alison Robbins, Executive Director	Isak Brayfindley, Clerk of the Board of Education
Marlee Mansfield-Chavez, Community Services Coordinator	Lisa Hoffman, Career Readiness Education Coordinator
Merry Kate Lowry – Mobile Makerspace Teacher (certified)	
<b>Part-Time Employees of the Tribal Education Agency</b>	
Frederique Guezille – Paraeducator K-12 Programs	Thao Le – Paraeducator K-12 Programs
Daniel Holsapple – 4H Youth Programs Coordinator	David Narum, Curriculum Development
<b>Contractual Employees of the Tribal Education Agency</b>	
Jack Bareilles – Program Evaluations (certified Administrator)	Steve Godla – Administrative Mentor (former District Superintendent)
Leia Pollard – Mobile Book Van Librarian (certified teacher & Librarian)	

In 2019, the Tribal Office had two desks dedicated for use by the new TEA. Today, two entire buildings on the Rancheria have been dedicated to the TEA: (1) 502 Chartin Rd, Blue Lake, CA, and (2) the 10,000 sq. T'am Resilience Campus (currently under construction). The Tribal Council has provided the Board of Education with 502 Chartin Rd, a small Victorian farm house adjacent to the Daluviwi' Community Garden where many of the TEA's activities take place, as the office building for the growing TEA staff. The farm house is currently undergoing remodeling to accommodate the TEA staff, who have been working from home & out of the Mobile Makerspace Van since the beginning of the pandemic in March 2020. The Tribal Council has also provided space in the redwood barn next to the

farm house for TEA owned equipment, vehicles, and supplies, and to be used as a preparation space for TEA cultural projects, for example, the redwood rounds for the Yurok traditional stool making workshop are being stored and cured in this space.

From the beginning of this work in 2019, the Consortium for Tribal Innovation and Entrepreneurship (C-TIE) partners were Humboldt County Office of Education (HCOE), and Northern Humboldt Union School District (NHUHSD), along with BLR. Today, the C-TIE partnership has grown to include College of the Redwoods (CR), and as of this month will include Eureka City Schools (ECS), adding two LEAs to the Tribe's partners in delivering educational services. Additionally, BLR's TEA is the primarily responsible organization for [C-TIE's new Facebook page](#), engaging in Community Outreach and dissemination of information for the TEA and its partners on programs, services, and BOE meetings and priorities.

The following are details regarding the TEA's steps to (1) promote Tribal self-determination in education, (2) improve the academic achievement of Indian children and youth, and (3) promote the coordination and collaboration of Blue Lake Rancheria's TEA with Local Education Agencies (LEAs) to design programs that meet the unique education and culturally related academic needs of Indian students.

### **Project Objective 1 – Establish a Tribal Education Agency**

BLR established a Tribal Education Agency (TEA) via Tribal Business Council Resolution 19-26. The expressed purpose of the resolution was to establish the TEA with the following parameters. The TEA must: (1) promote innovation and efficiency, (2) streamline education with increased focus on improving student outcomes, (3) provide increased value to students enrolled in elementary and secondary schools, (4) develop a formalized tribally sanctioned education code, and (5) improve alignment of planned educational services by the TEA with Local Education Agencies (LEA). Following these directives, TEA staff researched and drafted the portion of the Education Code which outlined the formation of the Tribal Education Agency and Board of Education, submitting it to the Tribal Business Council in November 2019 for their approval. At the November meeting, the Tribal Business Council adopted Article I, Chapter 4, Sections 1401 and Section 1402 as follows:

## **CHAPTER 4. TRIBAL EDUCATION AGENCY, BOARDS, AND OFFICES**

### **SECTION 1401 Tribal Education Agency**

1. The Tribe's Tribal Education Agency is the designated administrative agency within the Tribal government with the responsibility for implementing and enforcing the Education Code, and education-related policies, rules and regulations of the Tribe.

2. The Tribe's Board of Education in cooperation with the Executive Director of the Tribal Education Agency are delegated the responsibility and authority for developing standards in the form of education policies and procedures and providing oversight of the education laws of the Tribe as specified in this Education Code. The policies and procedures shall endeavor to accomplish the following:
  - a. Provide career guidance to all students;
  - b. Encourage and promote academic excellence, and sponsor students in academically rigorous fields of study;
  - c. Require students to remain within their postsecondary educational programs until the completion of their degrees and/or certifications;
  - d. Encourage students to return and provide service to the Tribe;
  - e. Provide job and career opportunities and incentives to students to facilitate their return and service to the Tribe;
  - f. Encourage students to choose postsecondary programs which are appropriate to their career needs and to their academic preparation;
  - g. Provide academic scholarships for students with high academic achievement;
  - h. Enable students to prepare, retrain and upgrade their skills for new and changing professions and occupations on a full or part time basis;
  - i. Encourage and provide for the pursuit of graduate level degrees, particularly in fields which support the defined developmental goals of the Tribe;  
and
  - j. Provide a range of financial assistance resources including academic scholarships, grants based on need, graduate fellowships, supplemental stipends to graduate students, and privately endowed grants and scholarships.

## **SECTION 1402 Board of Education**

### **1. Establishment**

The Tribe will establish a Board of Education via General Council Election on 12/28/2019.

### **2. Organization and Functions of the Board**

The first regular meeting in January of each year shall be the organizational meeting. The Board will approve the meeting calendar for the fiscal year at the organizational meeting. At the Board's first meeting on or after the Second Monday in January each year, the Board shall elect a president and vice-president from its members, each of whom shall serve for one year, or until his/her successor is elected. The Board is responsible for the establishment and maintenance of a system of free public schools for all children residing within the boundaries of the Tribal Education Agency, and may make all necessary rules and regulations for the government and conduct of schools consistent with the laws of the Blue Lake Rancheria. The governance of the Tribal Education Agency shall be vested in the Board.

### **3. Composition**

The Board of Education shall be comprised of a President, Vice-President, and three (3) other board members elected by secret ballot by the General Council.

- a. Three (3) board members will be elected from the General Council.
- b. Two (2) board members will be elected from residents residing within the boundaries of the Blue Lake Rancheria and/or within the 95525 zip code.
  - i. Proof of residency will be required at the time of submission of candidacy.

#### **4. Election of Officers**

The election of officers shall be by open ballot, with each member issued ballots with his/her name inscribed for identification. Each member may vote for any member of the Board and successive ballots shall be taken until one member receives four votes. In such event, that member shall be declared the President for the period of one year or until his/her successor is elected. The election of the vice-president shall be conducted in the same manner as the election of the president. The vote of each Board member will be read into the record after the conclusion of each vote, and votes will be recorded in the BOE Minutes. The newly elected president and vice-president shall assume their duties at the conclusion of the Board meeting in which they were elected.

#### **5. Board of Education Officers**

The President or the Vice-President, when the President is unavailable or unable to perform the duties of his or her office, shall exercise the following duties and such additional duties as may be delegated by the Board.

- a. The President shall preside at all sessions of the Board, to preserve order, to enforce rules.
- b. The President shall sign legal documents on behalf of the Board.
- c. The President shall serve as official spokesperson for the Board or shall appoint another members as his/her designee in communications with the media.
- d. The President, when the Board is not in session, may act on any emergency matter which may arise that requires action before the Board is able to meet in a regular or special meeting and, at the next regular or special meeting, to report whatever action was taken for ratification by a vote of the Board.
- e. The President shall appoint Board members, school personnel, or citizens to serve on committees which are established by the Board and other agencies. The President will announce all available appointments at the Board table. Board members will have the opportunity to respond. The President will make the appointments at the next Board meeting with the consensus of the Board. The Board President shall ensure that appointments are made on a fair and equitable basis.
- f. The President shall establish liaison with other governmental agencies to assist in cooperative action.
- g. It is the duty of the President to provide the necessary leadership to help individual Board members serve productively as part of the Board and also to assist the Board in being a cohesive whole.
- h. It is the responsibility of the President to be available for counsel to the Executive Director of the Tribal Education Agency.

- i. At all meetings of the Board, the President shall exercise privileges as a Board member including the power to vote on any question put to the vote of the Board. Normally, the President will not make or second motions but may at his/her discretion.
- j. In the absence or inability to act of both the President and Vice-President, the remaining members will select a member to act in that capacity.

**6. Board of Education Agendas, Calendars & Meetings**

The Board shall meet in regular session at least once each month and shall schedule other official meetings and committee meetings as are necessary. The procedures for BOE Agendas and general information about Board meetings are set forth in this Education Code. The Executive Director of the Tribal Education Agency or his or her designee, shall establish a 12-month calendar of Board of Education meetings each January. Once adopted, this calendar will be changed only by a majority vote of the Board, except in the case of emergency when the Board President shall be permitted to make a change, or call a special meeting as noted in this Education Code.

*The above portions specified the details needed to established the BOE. The remainder of Section 1402 covers the following:*

- a. Location, Time, and Types of Board Meetings
- b. Interactive Communications between Board Members
- c. Notice of Board Meetings
- d. BOE Agenda and Appendices
- e. BOE Meeting Calendar
- f. Board Members Responsibilities
- g. Addendum Items
- h. Meeting Proceedings
- i. Order of Board Meeting Business
- j. Changing the Order of Business
- k. General Meeting Procedures
- l. Discussion of Agenda Item
- m. Full and Open Discussion
- n. Motions
- o. Board Voting
- p. Public Comment: Speaking Privilege of Non-members
- q. Sergeant at Arms
- r. Interference with the Conduct of Public Business at the Board of Education Meetings

- s. Executive Session
- t. Subjects for an Executive Session
- u. BOE Meeting Minutes and Approval of Minutes
- v. Authority of Board Members
- w. Change of Organizational or Operational Procedures

**7. Reviewing Action**

**8. Adoption and/or Review of Policies**

- a. Minor Policy Revisions
- b. Revisions to Existing Policy as a result of Federal, State, or Local Law or Regulation
- c. New Policy or Major Content Revisions to Existing Policy

**9. Legislative Action**

**10. Operational Action**

**11. Executive Action**

**12. Quasi-judicial Action**

**13. Committee Appointments**

**14. BOE Code of Conduct**

**15. Request for Information**

**16. Legal Services**

**17. Auditing Services**

**18. BOE Audit Committee**

**19. Executive Director of the Tribal Education Agency**

**20. Selection of School Name**

**21. Expenses – Board of Education Members**

**22. Equipment, Supplies, and Services – Board of Education**

**23. Travel and Expenditures by Board of Education**

**24. Attendance at Tribal Education Agency events by BOE**

**25. Board Community Relations**

**26. Complaints Against Employees**

**27. Integration and Diversity**

**28. Civil Rights Resolution**

**29. Professional Development for Board of Education Members**

After the Tribal Council approved the Education Code sections that formerly established the TEA and the BOE, the pre-election process began in November 2019. With the assistance of Arla Ramsey, the Vice-Chairperson of the Tribal Business Council, and her assistant Leslie Albright, notices regarding the election for the Board of Education members to be held the same day as the Tribal Council elections were created, and posted around the Rancheria per GEPA. Arla Ramsey then went door to door, and/or called all the residents living on the Blue Lake Rancheria to inform them of the formation of the new TEA and the BOE election. She fielded questions about the process, and acted as the Tribal Council liaison for this process. Through these efforts seven persons turned in letters of interest, with five of them providing all the required documentation to be placed on the ballot. BOE elections were held on Saturday, December 28, 2019.

On January 21, 2020 at the first BOE meeting, the five newly elected members of the Board of Education were sworn in by the Tribal Council representative over elections, Vice-Chairperson Arla Ramsey. The new members took their oath and then took over the meeting to elect the BOE Officers, establish the year’s BOE calendar for 2020, and provide Bonnie Mobbs (Acting Director of the TEA) and Alison Robbins (Acting Clerk of the Board) their priorities for BOE member training from LEAs along with available dates to schedule the training with HCOE’s Superintendent, Dr. Chris Hartley, as well as issuing TEA staff priorities.

<b>Members Elected and Chosen to Serve the Initial Two Year Term</b>	<b>Members Elected and Chose to Serve the Initial Three Year Term</b>
Jason Ramos, Board of Education President – (tribal citizen)	Michael Shackelford, Member – (tribal citizen)
Jace Baldosser, Board of Education Vice-President – (tribal citizen)	Michele Kindred, Member – (tribal citizen)
	Kelsay Shackelford, Member – (community member living on Rancheria)

As this was the very first election of the Board of Education, in order to establish alternating seats during the first election term, two BOE members volunteered to serve a two-year term instead of a three-year term. Subsequent elections will be for three year terms so that there will never be a completely new BOE, there will always be members with experience, and prior knowledge of BOE priorities and actions from the preceding term.

The BOE calendar was established for 2020. A calendar of meetings was created and posted to the new TEA website (see chart at left). The BOE’s first training with HCOE for BOE Professional Development was held on Saturday, March 7, 2020 – two days before the Covid-19 shelter in place order was issued by the Tribal Council. BOE trainings #2 & #3 occurred in February & March 2021 with HCOE Superintendent, Dr. Chris Hartley, and Assistant Superintendent, Dr. Colby Smart, held on Zoom on-line platform.



The first Regular BOE meeting was held in February 2020 in person in the Tribal Council Chambers. The BOE’s first of three trainings with HCOE for BOE Professional Development was held in person on Saturday, March 7, 2020 – two days before the Covid-19 shelter in place restrictions were put in place by the Tribal Council on March 9, 2020. The meetings for March through July 2020 were cancelled due to Covid-19 pandemic restricting everyone to working from home. Acting TEA Executive Director, Bonnie Mobbs, did not have internet access from home, and could not attend the meetings online. When Bonnie retired at the end of July beginning of August, Alison Robbins was made the Executive Director, and meetings resumed August 18, 2020. At the August 2020 meeting, Jace Baldosser suggested the BOE provide for Special meetings to get the work needing to be done for the TEA which was delayed due to Covid-19 restrictions. Three Special meetings were added to the calendar.

Month	Day	Approved Date	Meeting Type	Time
February	Tuesday	2/11/2020	Regular Board Meeting	7PM
<del>March</del>	<del>Tuesday</del>	<del>3/24/2020</del>	<del>Regular Board Meeting - cancelled</del>	<del>7PM</del>
<del>April</del>	<del>Tuesday</del>	<del>4/21/2020</del>	<del>Regular Board Meeting - cancelled</del>	<del>7PM</del>
<del>May</del>	<del>Tuesday</del>	<del>5/12/2020</del>	<del>Regular Board Meeting - cancelled</del>	<del>7PM</del>
<del>June</del>	<del>Tuesday</del>	<del>6/9/2020</del>	<del>Regular Board Meeting - cancelled</del>	<del>7PM</del>
<del>July</del>	<del>Tuesday</del>	<del>7/14/2020</del>	<del>Regular Board Meeting - cancelled</del>	<del>7PM</del>
August	Tuesday	8/18/2020	Regular Board Meeting - Zoom Online Platform	7PM
September	Tuesday	9/1/2020	Special Board Meeting - Zoom Online Platform	7PM
September	Tuesday	9/15/2020	Regular Board Meeting - Zoom Online Platform	7PM
September	Tuesday	9/29/2020	Special Board Meeting - Zoom Online Platform	7PM
October	Tuesday	10/13/2020	Regular Board Meeting - Zoom Online Platform	7PM
October	Tuesday	10/27/2020	Special Board Meeting - Zoom Online Platform	7PM
November	Tuesday	11/17/2020	Regular Board Meeting - Zoom Online Platform	7PM
December	Tuesday	12/15/2020	Regular Board Meeting - Zoom Online Platform	7PM
<i>Meetings were cancelled due to Covid-19 Pandemic</i>				
<i>Special Meetings added per 08/18/2020 BOE Meeting Approved Motion #2</i>				

Also at the August 2020 meeting the BOE established subcommittees for (1) working with our local LEAs on coordinating services for students without Internet connectivity, computers, or lack of a safe & secure place to be during the school day for Covid-19 virtual school, and (2) Mission & Vision Statement to begin the new strategic plan writing. Currently, the 10-year BLR TEA strategic plan is still under development, with numerous sections complete or nearly complete as follows:

**Introduction**

**BOE President’s Message**

**Vision Statement**

**Mission Statement**

**Core Values**

**SWOT Analysis**

**Long-Term Goals**

**Early Childhood & Daycare Services**

**Elementary Programming**

**Secondary Programming**

Items in **black font** have been completed, items in **blue font** are reserved and haven’t been worked on yet, and items in **red font** are partially complete and under development or review within the BOE subcommittee and in the monthly training sessions with C-TIE LEA partners assisting with TEA capacity building:

**Post-Secondary Programs**

**Adult Education: Workforce Development**

**TEA Staff Development Planning**

**Yearly Objectives**

**Action Plans**

**Early Childhood & Daycare Services**

**Elementary Programming**

**Secondary Programming**

**Post-Secondary Programs**

**Adult Education: Workforce Development**

**Appendix**

**Tribal Education Agency Organizational Chart**

**Definitions of TEA Functional Reporting Areas**

After Alison took over as Executive Director, the remainder of a “skeleton” Education Code was developed to reserve spaces for future programs, and provide the minimum structure needed for the current programs being developed providing a pathway for future capacity building and expansion. The BOE directed TEA staff to focus on policies and standard operating procedures for the various programs that were currently running, piloted, or being developed, and to cover what was needed for the pandemic response. The current Table of Contents for the Education Code (totaling 78 pages) is as follows.

**ARTICLE I. GENERAL PROVISIONS**

**CHAPTER 1. TITLE, PURPOSE, DEFINITIONS**

Section 1101 Title

Section 1102 Statement of Purpose and Intent

Section 1103 Definitions

**CHAPTER 2. AUTHORITY, APPLICATION, ADOPTION, TRANSITION GUIDELINES**

Section 1201 Authority

Section 1202 Application

Section 1203 Adoption

Section 1204 Transition Guidelines

**CHAPTER 3. LANGUAGE OF INSTRUCTION**

**CHAPTER 4. TRIBAL EDUCATION AGENCY, BOARDS, AND OFFICES**

Section 1401 Tribal Education Agency

Section 1402 Board of Education

Section 1403 Office of Post-Secondary Education

Section 1404 Academic Scholarship Office

Items in **black font** have been completed, items in **blue font** are reserved and haven't been worked on yet, and items in **red font** are partially complete and under development or review within the BOE subcommittee and in the monthly training sessions with C-TIE LEA partners assisting with TEA capacity building:

## **CHAPTER 5. ADMINISTRATION, PROCESS, SCHOOL FACILITIES**

Section 1501 Administration of Education Program

Section 1502 Process for Awarding Monies to Students

Section 1503 School Facilities and Operations

## **CHAPTER 6. EDUCATION PROGRAMS**

Section 1601 Pre-School and Early Primary Programs

Section 1602 Primary School Education

Section 1603 Secondary School Education

Section 1604 Special Education

Section 1605 Adult Basic Education

Section 1606 Career Technical Education and Vocational Education

Section 1607 Part-Time Student Vocational rehabilitation

Section 1608 Post-Secondary Education

Section 1609 Regional Occupancy Center and Program

## **CHAPTER 7. ASSESSMENTS, DEVELOPMENT, FUNDING, BUDGET**

Section 1701 Assessments and Data Collection

Section 1702 Program and Project Development

Section 1703 Funding

Section 1704 Budget

## **CHAPTER 8. EMPLOYMENT**

Section 1801 Tribal Preference and Native American Preference

Section 1802 Education Standard for Employment for Tribal Education Agency

Section 1803 Contracted Programs

Section 1804 Budget

## **ARTICLE II. EDUCATION CODE REVISION**

### **CHAPTER 1. PROCESS, INITIATION, ADVERTISEMENT**

Section 2101 Process for Revision

Section 2102 Initiation of Revision

Section 2103 Advertisement of Proposed Revisions

### **CHAPTER 2. COMMITTEE OF THE WHOLE MEETING, PUBLIC HEARINGS**

Section 2201 Committee of the Whole Meeting

Section 2202 Public Hearing Schedule; Notice

Section 2203 Public Hearing

### **CHAPTER 3. COMMITTEE OF THE WHOLE MEETING, PUBLIC HEARINGS**

Section 2301 Board of Education Review

Section 2302 Tribal Council Review

## **ARTICLE III. EDUCATIONAL OBJECTIVES, SERVICES**

### **CHAPTER 1. PARENTAL INVOLVEMENT, SCHOOL ATTENDANCE**

Section 3101 Parental Involvement and Commitment

Section 3102 School Attendance

Section 1603 and Section 1606 are incomplete and currently under development alongside the 10-Year Strategic Plan, as the TEA has received *three new grants* which will be implementing Secondary and CTE programming. The planning and design of these programs is being worked on with C-TIE consortium partners and appropriate additions to the Education Code are being crafted in conjunction with the program design, one process informing the other. The part being worked on currently is dual enrollment of Secondary students, and the Modern Youth Internship Academies CTE scheduling and curriculum. A new grant for Staff Development will inform the creation of Education Code *Section 3304. The four new grants obtained after TEA creation are:* FY20 STEP Career Readiness Education  
FY21 Native American CTE Program  
FY21 Professional Development - Grow Your Own Administrator  
FY21 BIA – Tribal Climate Resilience Program

*This follows the Outcomes on the Logic Model*

## **CHAPTER 2. STANDARDS**

Section 3201 Standards for Education

Section 3202 Standards for Literacy

Section 3203 Standards for School and Programs Instructors and Administrators

## **CHAPTER 3. CURRICULUM, INSTRUCTION**

Section 3301 Curriculum

Section 3302 Instruction in a Language other than English

Section 3303 Instruction in Tribal Culture and Social Studies

Section 3304 Professional Training for Educators

## **CHAPTER 4. SPECIAL SERVICES, TRANSPORTATION**

Section 3401 Counseling Services

Section 3402 Substance and Alcohol Abuse

Section 3403 Transportation

## **CHAPTER 5. FINANCIAL ASSISTANCE MORAL OBLIGATION, APPELLATE PROCESS**

Section 3501 Moral Obligation

Section 3502 Appellate Process

## **ARTICLE IV. POST-SECONDARY FINANCIAL ASSISTANCE PROGRAM RULES AND REGULATIONS**

### **CHAPTER 1. FINANCIAL ASSISTANCE PROGRAMS, INTERN REQUIREMENTS, SCHOLARSHIP REQUIREMENTS, WAIVER OF SOVEREIGN IMMUNITY**

Section 4101 Post-secondary Education Objectives

Section 4102 Eligibility Requirements

Section 4103 Financial Assistance Programs

Section 4104 Scholarship and Fellowship Intern Requirements

Section 4105 Scholarship and Fellowship Community Service Requirements

Section 4106 Waiver of Sovereign Immunity

### **CHAPTER 2. ELIGIBILITY, APPLICATION DEADLINES**

Section 4201 Restrictions to Eligibility

Section 4202 Eligibility Review

Section 4203 Deadlines

### **CHAPTER 3. AWARDS**

Section 4301 Notification of Awards

Section 4302 Disbursement of Awards

Section 4303 Undergraduate Transfer of Status and Award

Section 4304 Scholarship and Fellowship Intern Requirements

### **CHAPTER 4. SUSPENSION OF FINANCIAL ASSISTANCE**

Section 4401 Permanent Ineligibility

Section 4402 Probation

Section 4403 Failure to Satisfy Requirements

Section 4404 Leave of Absence

Section 4405 Withdrawal

Section 4406 Drop Out

Section 4407 Expulsion

**CHAPTER 5. PROHIBITED TRANSFERS, REPAYMENT OF FUNDS, APPEALS**

Section 4501 Prohibited Transfers

Section 4502 Repayment of Funds

Section 4503 Appeals

**ARTICLE V. VOCATIONAL FINANCIAL ASSISTANCE PROGRAM RULES AND REGULATIONS**

**CHAPTER 1. ELIGIBILITY**

Section 5101 Objectives of Vocational Programs

Section 5102 Applicant Eligibility

Section 5103 Application Requirements

Section 5104 Application Deadline

Section 5105 Eligible Program of Study

**CHAPTER 2. ELIGIBILITY REVIEW, APPEALS**

Section 5201 Eligibility Review

Section 5202 Applicant List

Section 5203 Appeals

**ARTICLE VI. PART-TIME STUDENT PROGRAM RULES AND REGULATIONS**

**CHAPTER 1. CLASSIFICATION, PROGRAM OF STUDY**

Section 6101 Classification

Section 6102 Program of Study

**CHAPTER 2. ELIGIBILITY, APPLICATION**

Section 6201 Eligibility

Section 6202 Application

**CHAPTER 3. ALLOWABLE COSTS**

Section 6301 Allowable Costs

Section 6302 Payment of Allowable Costs

**CHAPTER 4. PROCESS OF REIMBURSEMENT, CONTINUED PARTICIPATION**

Section 6401 Process of Reimbursement

Section 6402 Continued Participation

**CHAPTER 5. SUSPENSION OF FUNDS**

Section 6501 Ineligibility

Section 6502 Probation

Section 6503 Withdrawal

**ARTICLE VII. MISCELLANEOUS EDUCATIONAL FUNDING**

**CHAPTER 1. SECONDARY SCHOOL EDUCATION ENRICHMENT PROGRAM, ELIGIBILITY**

Section 7101 Secondary School Student Summer Enrichment Program

Section 7102 Eligibility

**CHAPTER 2. SUMMER SCHOOL, AND STUDIES OUTSIDE THE UNITED STATES**

Section 7201 Summer School

**CHAPTER 3. ENTRANCE EXAMS**

**Project Objective 2 – Joint Powers Agreement & Associate Operational Policies & Procedures**

Following advice from Humboldt County Office of Education (HCOE), TEA staff reached out to several Regional Occupational Centers and Programs (ROCP) in California requesting copies of their Joint Powers Agreements (JPA). TEA staff forwarded these to legal counsel for advice on drafting a JPA and the process began. As the JPA was being drafted, the TEA staff worked on policy statements and standard operating procedures necessary to implement current programs, address situations which were happening, and lay down the necessary ones that would enable the implementation of the JPA. Policies that were deemed most important were those around student health and the virtual delivery of instructional services due to the Covid-19 pandemic; some of these addressed immunization, health screenings, and what health related actions staff could take with students at learning sites. Additionally, policies were needed for programs that were being developed and piloted under the TEA's other grants, such as the Small Unmanned Aircraft Systems (sUAS) policy which covers the flying of drones over Ranche-ria land. This was necessary because of the 2021 Summer camp for secondary students that the TEA developed with Humboldt State University which taught stu-dents how to fly drones and saw them take the test to obtain their drone pilot license. As the T'am Resilience Campus is readied for construction and opening to the public, an emergency response plans need to be developed, as do building/capital maintenance policies, classroom/lab/makerspace safety and air quality stand-ards, etc.; same with policies for naming campuses and learning sites using Wiyot language words as the Rancheria resides within Wiyot territory. Policies such as TEA, Community and Media Relations cover the new website and Facebook page, while many policies covering transportation and student discipline were needed for the student internship program. At each of the C-TIE meetings with LEA partners, the need for policies addressing issues the TEA was currently facing were discussed and sample policies were provided by HCOE and NHUHSD; draft policies were created from these samples. When certain policies didn't exist, such as the sUAS policy, the TEA staff researched the policy, and contacted school districts that did have a policy covering the subject, receiving a sample, and then crafting one suitable to tribal lands. Policy statements are precise and concise, and provide the BOE's direction to TEA staff on what needs to be covered with procedural steps. This policy and SOP creation process adheres to the TEA's established continuous improvement cycle.

Using the TEA's established Plan>Do>Check>Act continuous improvement cycle, all of the TEA's various documents under construction, including grant applications and current grants being implemented, were considered as part of the Plan for the creation of policies and SOPs. As each of these (*documents, applications, and grants*) moved forward in their timelines (the Do portion of the cycle) TEA staff and LEA consortium partners attempted to implement the policies that were being created, in essence building the standard operating procedure "boat" while it was sailing. For example, the TEA staff realized that with so many independent contractors for curriculum development, cultural advising, program implementation and so forth, that a SOP should be developed which covered *both* sides of the process so that contracted vendors would know how the flow of paperwork from establishing the contract, implementation and communication, and then invoicing for payment would work. The Tribe's internal process for issuing independent contractors was clear for its staff, but for the independent contractors that weren't used to legal documents an SOP would be helpful (the Check portion of the cycle). This was recognized by TEA staff during the Check portion of the cycle, and thus, the SOP was reworked, getting vendors' input, and a finalized version of the SOP was created and adopted. To ensure that all the items which need to be addressed in a SOP are included to make the P>D>C>A process shorter and more efficient, a SOP template was developed. TEA staff developed a template for creating Standard Operating Procedures (SOPs) for detailing the implementation of each policy. The template covers: (a) the BLR Code under which the policy falls, (b) the effective date of the policy, (c) if the policy supersedes a previous policy, it notes which one, (d) distribution of the

policy to those departments of the TEA or Tribe that are affected, (e) the person (position) responsible for the scheduled SOP review and update, (f) alternative search terms for the policy as the TEA plans to put the policies into a searchable database per the direction of the Tribal Council as the Tribe plans on purchasing a policy management system for use by all its departments and agencies, (g) the general purpose of the SOP, (h) cross references to other TEA policies or SOPs, (i) responsibilities of the persons whose actions are governed by the policy and SOP, (j) step by step “how to” procedures for implementing the policy, (k) enforcement of the policy, SOP, and ramifications for non-enforcement, (l) definitions or terms and acronyms used, (m) references to any federal, state, or local laws that are applicable or have direct impact on the implementation of the policy or SOP, and (n) attachments or forms created or to be used in the implementation of the policy and SOP. A numbering scheme for policies and their related forms was developed, and is still undergoing updates as more policies and policy areas are needed.

The policy statements listed below have been fleshed out so that each issue has been addressed by the BOE as a subject or statement, reviewed by the BOE sub-committee. The details of the procedures are being drafted by TEA staff who are attempting to determine the most efficient and effective way to roll out and implement the policy.

**BOE Policy Statements w/ Standard Operating Procedures Under Development**

Acceptable Device and Communication Use by Staff, Students and the TEA	Evaluation of Instructional Programs	Student Assessment
TEA, Community and Media Relations	General Education Provisions Act (GEPA) Policy	Public Access to Records
Distribution of Political Materials	Visitors	Community Agencies
Learning Site Safety & Security Incident Reporting Board Policy	TEA Security Personnel	Crisis Management and Response
Reporting on Specified Students	Learning Site Safety & Protection	Law Enforcement Contact w/ Students
Safety Responsibilities	Responsible Use of Animals	Student Services: Discipline
Expulsion of Students from TEA Programs and Activities	Emergency Safety Interventions	Reporting Suspected Child Abuse and/or Neglect
Education of Homeless Children and Youth	Student Support Services: Guidance & Counseling	Student Support Services: Psychology Services
Communicable Disease Control and Prevention	Health Services	Care of Medical Emergencies
Exclusions of Persons – Communicable Diseases	Medical & Dental Exceptions	Student Appointments for Health Reasons
Compulsory Immunization Requirement	Prescribed Special Health Care Services	Treatment of Student Allergies
Administering Medication During School Hours	Health Appraisal	Health Screening
Student Enrollment & Records: Construction & Maintenance of Records	Special Education	Privacy of Student Records
Student Privacy	TEA Information for Noncustodial Parents	Exchange Students
Curriculum Program	Instructional Delivery	Textbook Adoption Procedures
School District – Author/Publisher Relationship	Workbooks for Adopted Curriculum	Experimental Instructional Materials
Enrollment and Classifying Students	Instructional Organization of Students	Homework



Modern Youth Internship Academies for Secondary Students	Copyrights	Curriculum Guides
Curriculum Courses – New and Revised	Library Media & Textbook Services	General Criteria for Selection of Library Media
General Criteria for Selection and Use of Electronic Media	General Criteria for Media Maintenance	Criteria for Use of Videos, DVDs, and Other Non-Print Media
Placement, Use, and Transfer of Instructional Equipment	Mathematics Education	Social Studies Education
Science Education	Art Education	Safety: Art Education Labs & Makerspaces
Health and Health Education K-5	Physical Education	Reading & Use of Library Facilities
Safety on Stages, Temporary Risers or Platforms	Cultural Proficiency Education	Safety, Eye-Protective Devices in Labs and Makerspaces
Safety Responsibilities – Curriculum Adaptation Personnel	CTE Programs	Safety – CTE Labs
Child Development Center	Student Publications	Fuel and Energy Conservation
Participation in Funding Public Improvement Projects	TEA Use of Tribally Owned Vehicles	Small Unmanned Aircraft Systems (sUAS)
Building Safety Projects and Minor Improvements	Volunteer Labor	Planning and Building Capacities
Private Funding of Building and Site Improvements	Long-term Lease or Rental of Campus Facilities	Learning Site Maintenance and Capital Activities
Planning, Providing, and Maintaining Campus Facilities	Service orders, Additional Equipment for Special Occasions	Transportation of Students
Initiating & Recommending Changes in Student Transportation Services	Vehicle Safety and Discipline	Denial, Suspension, or Revocation of Transportation Services
Educational Trips & Transportation of Students in Private Vehicles	Nutrition Services Program	Free and Reduced Price Meals
Collection of Nutrition Services Monies	Student Wellness: Overview	Student Wellness: Health Education
Student Wellness: Physical Activity Education	Student Wellness: Nutrition Guidelines for Students	

TEA staff have a list of several dozen more BOE policy statements that need to be researched, fleshed out, and developed as timelines in planning documents allow. Policies specifically addressing the ROCP and T'am Resilience Campus have been pushed back due to the delay in construction caused by Covid-19, while policies and SOPs addressing current needs and TEA structure have been prioritized.

Without a doubt, the process of working with the LEAs to build the capacity of the TEA staff has been crucial. As the process continued, the TEA staff realized that even more staff development specifically on the financial and structural nuts and bolts of a school system was necessary. TEA staff turned to several different organizations for this research, specifically: Association of School Business Officials (ASBO) and the California Association for School Business Officials (CASBO), the Government Finance Officers Association (GFOA), and the National Indian Education Association (NIEA). GFOA was used to identify specific policies and procedures that contribute to improved management and which “aim to promote and facilitate positive change”. The TEA staff realized that it did not want to simply codify current accepted practice – those policies provided as samples by our LEA consortium partners, but to implement policies that would create

and facilitate positive change, recognizing excellence, and enhancing/establishing Tribal culture within not only curriculum taught in classrooms, but in the attitudes and practices which administration would bring to bear. This research into best practices was applied not only to policy and SOP creation (which would facilitate the establishment of the JPA) but to the 10-Year Strategic Plan. Topics TEA staff researched were: (a) Accounting & Financial Reporting, (b) Budgeting, (c) Capital Planning, (d) Debt Management, (e) Economic Development, (f) Pension & Benefit Administration, (g) Procurement, (h) Risk Assessment, (i) Treasury & Investment Management which then spawned a focus on financial policies (as applicable to both the TEA and the JPA being drafted) and the roles of the various administrators and officers of the TEA and JPA. TEA staff turned to CASBO's California School Business Magazine (quarterly) and CASBO NewsBreak websites to keep abreast of the changing landscape of the educational system in California as breaking legislative and policies issues in Sacramento and Washington, DC could have impact on the developing Education Code, Strategic Plan, Policies/SOPs, and JPA all being developed simultaneously. As the TEA wasn't a current member of many of these organizations, the LEAs who were provided the access to these resources as part of our consortium agreement to build TEA capacity. Additionally, through this process, TEA staff realized that establishing a Code of Ethics, reflective of both established business best practices and the moral obligation of Tribal culture should also be developed. While not in the original plan of documents to be developed, TEA staff believed that a Code of Ethics should be included in the 10-Year Strategic Plan as Core Values (statements) from the BOE to establish leaderships' acknowledgement of the deep and abiding trust which has been bestowed upon the TEA and its staff to serve the community with honesty and integrity. It became evident that transparency, integrity, and honesty would be the true foundation on which the trustworthiness of TEA programs would be built. TEA staff recognized the unique position of their influence over the allocation of very limited tribal and grant resources, and taking a cue from GFOA have adopted the following statement for TEA staff as part of their employee handbook and on-boarding training which each employee must review and sign: "I will: exercise prudence in the management of tribal and public funds; disclose the information needed for tribal, local, or federal officials and the public to understand the operational condition of the TEA learning sites and programs; uphold the letter and the spirit of the law; avoid conflicts of interest; refuse gifts or favors that could be perceived to influence my professional duties, understanding and respectful of cultural traditions; and not seek personal gain in conduct of the TEA's and tribal citizens' business." This statement is being formally adopted by the TEA as a goal of the Strategic Plan covering TEA staff development and will be a component of the Human Resources policies. The BOE and TEA staff are ensuring that they develop the policies and procedures, and systems which are necessary to ensure honest and transparent management of the TEA.

## **Conclusion**

In conclusion, through the work undertaken in the creation of a TEA, the Blue Lake Rancheria has increased its leadership and staff's capacity to design and implement educational programming. Core values of the Tribal community have been reflected in its Education Code, Strategic Plan, and resulting policies and SOPs. The BOE and TEA staff set goals on how to produce results for the community, and the cornerstone on which all of these results are built upon is trust. Leadership understands that it depends on trusting relationships between people, and that if people do not know their rights or feel they have been treated unfairly, relationships break down, and support is withheld. Sustainability of TEA programs is thus based upon strong interpersonal relationships, with fairly and transparently developed processes and procedures providing a foundation for trust. Trust will be gained through the delineation of rights, responsibilities, and the transparency in which the organization operates. TEA leadership understands that to gain trust, they must produce high-quality work respectful of the community's values. Leadership further understands that continuous improvement in the form of staff development is necessary to hone expertise, as continually refining knowledge, skills, and abilities both breeds resilience in the organization to respond with alacrity, but to also assure tribal citizens that leadership can produce results for the community now and in the future. Finally, leadership recognizes that good judgement can only come from a place of knowledge, and the application of skills and abilities. In order to make sound judgements, the BOE and TEA staff need to be aware of their intentions and motivations, exercising self-awareness constantly and consistently. Leadership understands that by paying attention and listening to tribal elders, parents, students, and the community, and to the effect that conflicting demands, pressing deadlines, and perhaps other biasing factors, cultural or otherwise, can and should have an impact on decision-making for the express best interest of the community. As the community continues to grow and change, the BOE and TEA staff have committed themselves to expanding the capacity of the

consortium LEAs to embrace diversity and foster inclusiveness and representation of Tribal cultures and peoples. Through these efforts, HCOE has developed a [new diversity program](#) and the BLR TEA is working towards more materials being included addressing the Indigenous experience. BLR TEA's partner Save California Salmon has provided HCOE with the materials that were developed and is now included on the curriculum diversity website. Previous [HCOE efforts have been focused on Black Lives Matter and \(very pertinent in California\) English Language Learners](#). HCOE has recently created a Certificated Management level position entitled "[Learning Specialist – Equity & Inclusion](#)". A candidate was hired in late July 2021, and outreach from this person to TEA staff has already begun.

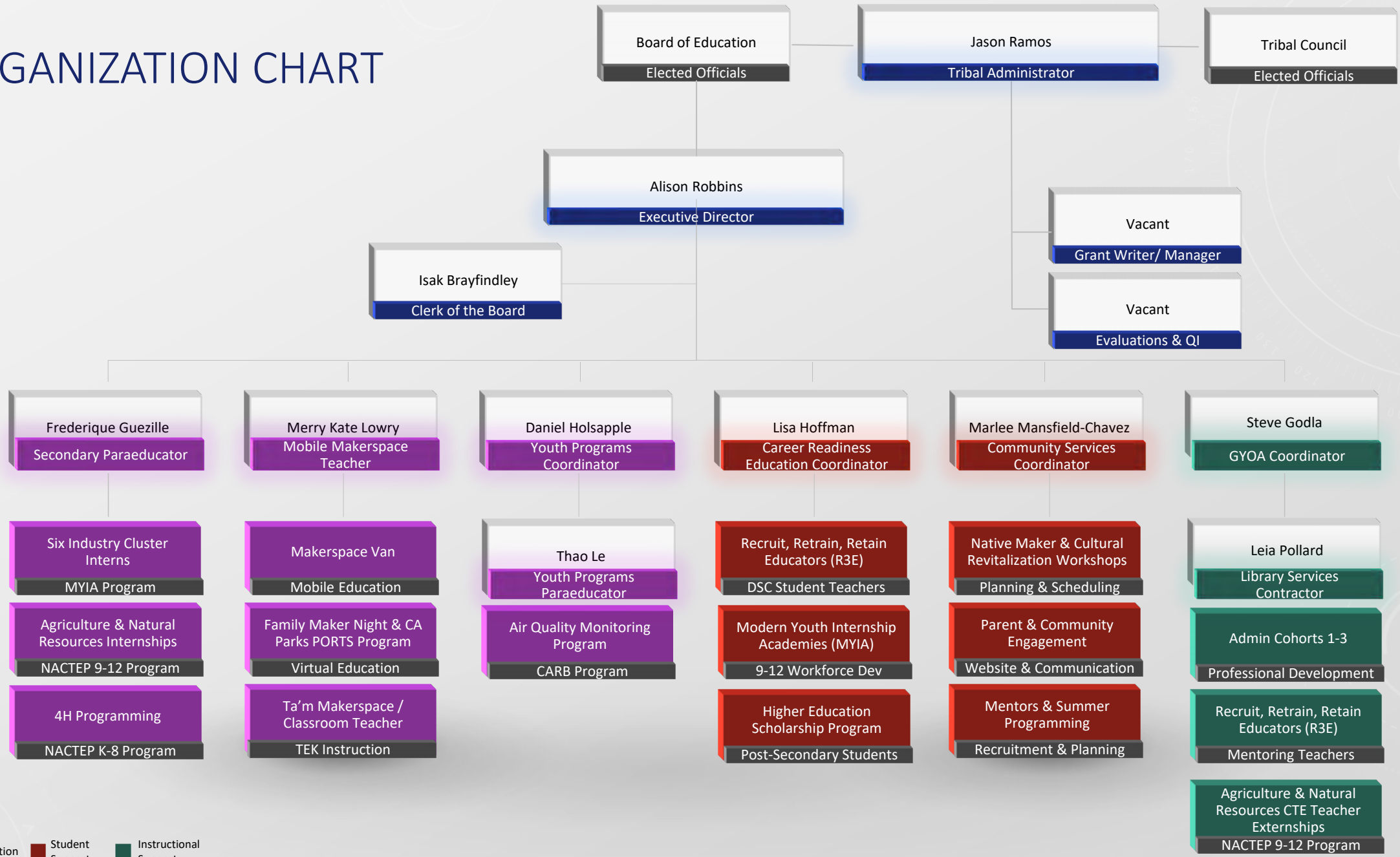
Finally, the BOE and TEA staff understand that being consistent and reliable is a standard of trustworthiness. Through the TEA's website, leadership is attempting to display consistency and reliability by posting the adopted Education Code, providing BOE meeting agendas and minutes, publishing the Zoom On-line platform links to meetings, providing for public comment, and setting a standard of performance and communication against which the community can judge leadership's performance. During the course of BOE meetings, reports have been refined, methodologies explained and delineated, and information clarified to produce reliable, consistent information. This information has a standard of being accurate and free of material misstatements or omissions, being objective and free from personal biases. Lastly, it is understood that providing timely information with clear expectations for when work will be accomplished, and then living up to those expectations is the last piece in building trust in the leadership of the TEA. Thus, the Blue Lake Rancheria has developed or has nearly completed the following:

- A 10-Year Strategic Plan
- An Education Code
- A trained Board of Education to lead the TEA
- Engaged in virtual pandemic friendly Community Engagement via multiple on-line, social media presences – TEA Website & Facebook – to hold meetings, and provide information to service area constituents
- A TEA Organizational Chart
- Defined TEA functional areas and responsibilities
- 106 policy statements for the operation of the TEA and its programs completed, with Standard Operating Procedures (SOPs) under development
- Two National Indian Education Association annual conferences and several training sessions for BOE members and staff
- Added two LEAs to the Consortium for Tribal Innovation and Entrepreneurship
- Drafted a Joint Powers Agreement for the ROC/P due to be adopted before the campus opening in 2023
- Four successful funding applications totaling \$2,363,685 for the expansion and growth of TEA programming and staff capacity per the Outcomes of the Logic Model

The following pages are:

- TEA Organizational Chart
- TEA Functional Areas
- Sample of BOE Meeting Minutes from September 2020
- TEA Program Funding (current)

# ORGANIZATION CHART



■ Instruction   
 ■ Student Support   
 ■ Instructional Support

# 1000 INSTRUCTION

- TEK Elementary Program (K-8)
  - Mobile Makerspace Van Activities & Events
  - TEK Classroom Teacher
  - Virtual Family Maker Nights
  - Virtual Synchronous & A-Synchronous
    - CA State Parks PORTS Programming
- MYIA Career Readiness Program (9-12)
  - Career Shadowing
  - Six Industry Cluster Internships
  - Native taught CTE courses in Six Industry Clusters
    - Ta'm Makerspace Classrooms
- Co-curricular Supplemental Educational Opportunities
  - Native Maker Workshops & Native American Clubs
  - Daluviwi' Community Garden 4-H Program
  - Kindling the Flame: Youth Cultural Revitalization Weekends
  - Summer School, Camps, & Other Cultural Activities

1000 Instructional Staff

## Benefitted Staff

.80 FTE Credentialed Teacher (K-8)  
.50 FTE Secondary Paraeducator  
.20 FTE Youth Programs Coordinator

## Non-Benefitted Staff

.73 FTE Youth Programs Paraeducator

1000 Instruction encompasses activities dealing directly with the interaction between teachers and students. Teaching may be provided for students in a school classroom, in another location such as a home or hospital, and in other learning situations such as those involving co-curricular activities, as well as being provided through two-way interactive video, television, radio, telephone, and correspondence.



# 2100 STUDENT SUPPORT

- College & Career Readiness Program
  - Success in Both Worlds Conference
  - College & Career Readiness Workshops
  - College & Vocational School Visits
- Parent & Community Engagement
  - Family and Community Events
  - Attendance Assistance
- Community in Schools
  - Student Needs Closet – clothing, supplies, resources
  - Coordinated Mentoring & Counseling via Two Feathers
- Burratunuwe'l Early Childhood Development & Daycare Center
  - Daycare for TEA students' children
  - Parents as Teachers Program
- Office of Post-Secondary Education
  - Scholarships to BLR Tribal Citizens
  - Scholarships to Blue Lake Elementary Graduates

## 2100 Student Support Staff

### Benefitted Staff

- .50 FTE Community Services Coordinator
- .50 FTE Career Readiness Education Coordinator

2100 Student Support encompasses activities designed to assess and improve the well-being of students and to supplement the teaching process. This cradle to career methodology encompasses student attendance, social work services, substance abuse, guidance, health, psychology, speech pathology, and direct support to students and their family/community enabling full participation in programs, facilitating understanding of educational options, and providing guidance for pursuing and achieving future goals.

# 2200 INSTRUCTIONAL SUPPORT

- TEK & Culturally Adapted Curriculum Development
  - Save CA Salmon & Steelhead in the Classroom
  - Yurok Basket Inspired Python Coding
  - KT Land Tenure Curriculum
  - Body & Brain STEM Workout
- Recruit, Retrain, and Retain Educators (R3E)
  - Native American CTE Designated Single Subject Credential Program
  - Mentoring and Supervising Teachers
  - TEK Curriculum Training for K-12 Classroom Teachers
- Grow Your Own Administrator (GYOA)
- Sylvia Daniels Memorial Library
  - Teacher Resource center for TEK books to use in classroom
  - Mobile Book Van to rural, low density schools
  - Mini-Lending Libraries (*four sites on Rancherias*)

## 2200 Student Support Staff

### Benefitted Staff

- .50 FTE Community Services Coordinator
- .50 FTE Career Readiness Education Coordinator
- .25 FTE Grow Your Own Administrator Coordinator

2200 Instructional Support encompasses activities associated with assisting the instructional staff with the content and process of providing learning experiences for students. These activities include: planning, developing and evaluating the teaching process; developing curriculum, preparing and utilizing special curriculum materials, and understanding and appreciating the various techniques which stimulate and motivate students. Additionally, selecting, acquiring, preparing, cataloging, and circulating books and other printed materials, as well as planning the use of the library by students, teachers, and other members of the instructional staff.



# 2300 TEA ADMINISTRATION

- Board of Education
  - Mission and Vision focus
  - Policy setting body
  - Administrative Oversight
- Strategic Planning
  - Needs Assessments & Feasibility Studies
  - Program Research & Development
  - Grant writing & Fundraising
  - Continuous Improvement
- Staff and Program Oversight
  - TEA Staff Evaluations
  - TEA Capacity Development
  - Program Assessment & Evaluations
  - Reporting to Funding Agencies

## 2300 TEA Administration Staff

### Benefitted Staff

1.0 FTE Executive Director

1.0 FTE Clerk of the Board

### Reporting to Tribal Administrator

1.0 FTE Grant Writer & Post Award Manager

2300 TEA Administration encompasses activities associated with the establishing and administering policy for operating the TEA. Activities include those of the elected body that has been created according to Tribal law, and vested with responsibilities for educational activities of the Tribe. Activities are also concerned with managing all affairs of the TEA from staff and community relations, to strategic planning, grant writing, budgeting, and fundraising. Coordination of program goals and services with Tribal departments is a key function of this office.



# 2400 LEA ADMINISTRATION

- TEA Program Coordination w/ Local Educational Agencies
  - Recruit, Retrain, and Retain Educators (R3E) Program
  - Modern Youth Internship Academies (MYIA)
  - Grow Your Own Administrators Program (GYOA)
- TEA Capacity Building Assistance from Local Educational Agencies
  - Policy and procedure development
  - TEA BOE & Staff Capacity Building
- External Evaluation of Grants and Programs
  - Data collection, sharing, and analysis of student academic achievement in coordinated programs

2400 TEA Administration Staff

Contractual Staff

.10 FTE @ NHUHS

.20 FTE @ HCOE

2400 LEA Administration encompasses activities associated with increasing the capacity of the TEA to coordinate and run educational programs.

# 2500 CENTRAL SERVICES

- Fiscal Services
  - Budgeting, receiving and disbursing financial and property accounting, payroll, inventory control, internal auditing, managing funds
- Purchasing, Warehousing, and Distributing Services
  - Purchasing, receiving, storing, and distributing supplies, furniture, equipment, and materials used at learning sites
  - Inclusive of printing and publishing administrative publications such as annual reports, directories, and manuals
- Planning, research, development and evaluation services
  - Conducting and managing programs of planning, research development, and evaluation for the TEA
  - Systematic study and investigation of the various aspects of education, understand to establish facts and principles
- Personnel Services
  - Employment management services,
- Administrative Technology Services
  - Supporting administrative network systems

2500 TEA Central Services Staff

Currently Tribal Office Indirect Staff providing Fiscal Services

1.0 FTE Controller

1.0 FTE AP Clerk

1.0 FTE Payroll Clerk

1.0 FTE Benefits Clerk

2500 Central Services encompasses those activities that support other administrative and instructional functions by performing: fiscal services, human resources, planning, and administrative information technology

Reporting to Tribal Administrator

1.0 FTE Program Evaluation & QI

# 2600 OPERATIONS

- Maintenance of TEA Vehicles
  - Mobile Makerspace Van
  - Wisdom Basket Mobile Library Van
- Maintenance of TEA Facilities
  - Ta'm Resilience Campus
  - Burratunuwe'l Early Childhood Development & Daycare Center
  - Daluviwi' Community Garden Educational Spaces
  - TEA Administrative Offices
- Facility & Equipment Efficiency, Security and Safety
  - Security plan development and implementation
  - Student & Staff Safety
    - installing & monitoring carbon monoxide detectors, fire alarms, indoor air quality detectors
    - Event security
    - Emergency Situation Planning & Response

2600 Operations encompasses activities concerned with keeping the physical assets used by the TEA comfortable, safe for use, and in effective working condition and state of repair. Preventative maintenance, capital site improvements included, as well as routine daily cleaning.



# 2700 TRANSPORTATION

- Student Transportation
  - To and from home and learning sites
  - School day field trips

2700 Transportation encompasses activities associated with the

# 2900 OTHER SUPPORT SERVICES

- Workforce Development Programming
  - Adult Basic Education
  - Nationally Recognized Certification Programs
- Business & Entrepreneurship Development Center
  - Business Center Spaces
  - Makerspace Innovation Spaces
- Residential Services for Students
  - Room and Board for Residential Secondary Students
  - Room and Board for Residential Post-Secondary Students

2900 Other Support Services encompasses activities associated with services provided to students that aren't classified under other support services.

# 3100 NUTRITIONAL SERVICES

- Food Service Operations
  - Activities concerned with providing food to students and staff in a school, program, or LEA.
    - Includes preparing and serving regular and incidental meals, lunches, or snacks in connection with school activities and food delivery

3100 Nutritional Services encompasses activities associated with the

# 3200 ENTERPRISE OPERATIONS

- Daluviwi' Community Garden Farm Stand
- Burratunuwe'l Early Childhood Development Center
- Ta'm Café Food Sales
- Ta'm Campus Conference Site Rental
- Ta'm Culinary Product Development Kitchen
- Ta'm Makerspace
- Ta'm Retail Space

3200 Enterprise Operations encompasses activities that are financed and operated in a manner similar to private business enterprises where the stated intent is to finance or recover the costs primarily through user charges.



# 3300 COMMUNITY SERVICES OPERATIONS

- Hou'l Park Recreational Programs

3300 Community Services Operations encompasses activities concerned with providing community services to students, staff or other community participants.



**I. OPENING MEETING** – called to order by Jason Ramos, President at 7:01PM

- a. Roll Call
  - i. Jason Ramos - President, Jace Baldosser – Vice-President, Michael Shackelford, Kelsay Shackelford, Michele Kindred. All BOE members present – quorum established.
- b. Moment of Silence – Before the moment of silence, Jason asked for everyone to be mindful of the unprecedented global pandemic and the challenges it presents.
- c. Pledge of Allegiance

**II. REPORTS**

- a. The Executive Director’s Report
  - i. Update on the NYCP grant – Alison Robbins provided an update on the grant on a Progress Status report to be taken to the Tribal Council. Program is on track and headed into Year 3 beginning 10/1. Great strides have been made towards meeting GPRA requirements in building partnerships.
  - ii. Update on the STEP grant – Alison Robbins provided an update on the grant on a Progress Status report to be taken to the Tribal Council. This program is behind scheduled on the JPA and ROC/P portions, but a one year no cost extension has been granted to complete the grant objectives.
- b. Marketing & Communications Report
  - i. Alison shared the flyers and press releases developed by the Marketing & Communications department, and showed the BOE the website developed to support the online enrollment of students in programs, and the virtual delivery of curriculum. Alison wanted it noted that both Andrea Marvin and Toni Brown-Ramos have been integral to the positive improvement and successes of the Educational programming, and without their tremendous work, she believes the programs would not be as successful as they are.
- c. Sub-Committee Reports
  - i. Blue Lake Elementary School District Student Assistance Sub-Committee minutes were presented to the BOE. Michele Kindred discussed the needs that were related. Alison presented various solutions to the needs, and indicated that further discussion on this topic should be concluded under the consent agenda.

**III. PUBLIC COMMUNICATIONS**

- a. No members of the public attended this open meeting, and thus, this section was considered concluded and the BOE moved on to the next item.

**IV. CONSENT AGENDA**

- a. Blue Lake Elementary School District 2020-2021 School Year – Pandemic Support

Board of Education Minutes  
Blue Lake Rancheria Tribal Education Agency  
Tuesday, September 1, 2020 – 7PM  
Zoom Meeting On-line Platform  
Blue Lake, CA

- i. Contact(s): Michele Kindred, Michael Shackelford, DeAnn Woldvogel (*invited guest*), Alison Robbins
  - ii. Purpose: Partnership with BLUESD to provide support for expanding the pandemic in-person student pods implementation. TEA provides the space and funding for staff; the school district provides the student support staff via a licensed district employee run through their payroll system. Employee has been finger printed, received mandated reporter training, and has past experience with students as well as technological skills. Cost is \$125 per day, 152 days fit within current budget.
  - iii. Recommendation: It is the recommendation of staff, that the BOE consent to the contract for the 2020-2021 school year providing funding for a licensed district employee, and authorization for the Sapphire Palace as the site for 15 students to use internet connectivity and the space for learning support not to exceed \$19,000. Charges approved to: 03/280/5300
    1. **DISCUSSION**: BOE asked Alison questions on the logistics of the program, how Pathmakers would provide academic enrichment, and the status of the progress of beginning implementation. BOE discussed which students would be eligible to attend. BOE confirmed that students on the Rancheria would have highest priority, followed by Native students in the community, students of employees of the Tribe, and then all other students. BOE directed that the priorities be included in the contract and attachments language. It was discussed that Jace would need to abstain because he is on the BOE of BLUESD and it could be construed as a conflict of interest.
    2. **NOMINATIONS**: Michele Kindred made motion to approve a \$19,000 contract with BLUESD for classroom support services; Michael Shackelford 2nd
    3. **DECISION**: 4-0-1
    4. **ACTION**: BOE directs Alison to finalize the contract with DeAnn provide it to Jason for signature.
- b. Blue Lake Rancheria Transit System – Student Bus Passes for “Palace is the Place” & Dial-A-Rise Services for Pathmakers Student Interns
- i. Contact(s): Alison Robbins, Kyle Mayr (*invited guest*)
  - ii. Purpose:
    1. To provide bus passes through the Pathmakers program so that students assigned to the learning pods in the “Palace is the Place” classroom have transportation to and from home & the Rancheria should they live off Rancheria lands. Student passes (20 rides) are \$22.50. The suggested not to exceed amount of \$1,700 provides for 9 student passes a month

September through May, for a total of 75 passes costing \$1,688. Passes will be purchased and provided to Blue Lake Elementary school to be handed out to “Palace is the Place” students in their Friday supply bags on a monthly basis.

2. To provide deviated fixed route or dial-a-ride services in support of the new Pathmakers Student Internship program with Facilities Department and NHUHSD.
- iii. **Recommendation:** It is the recommendation of staff, that the BOE consent to the contract for the 2020-2021 school year providing funding for student bus passes, not to exceed \$1,700, and student internship program support not to exceed \$700. Total student transportation authorized not to exceed \$2,400. Charges approved to: 03/280/5300
3. **DISCUSSION:** BOE asked Alison questions about options for the Intern should the Transit department be unable to accommodate the schedule, and Alison said she would reach out to employees, provide vehicle inspection forms and permission slips, and arrange transportation any way she could to secure safe transportation for the student.
  4. **NOMINATIONS:** Michele Kindred made the motion to authorize student transportation expenditures not to exceed \$2,400; Kelsay Shackelford 2<sup>nd</sup>
  5. **DECISION:** 5-0
  6. **ACTION:** BOE directed Alison to purchase the needed bus passes and secure transportation services for the Intern.
- c. Humboldt State University – TRiO Talent Search & Pathmakers partnership
- i. **Contact(s):** Alison Robbins
  - ii. **Purpose:** Partnership expansion with HSU to provide self-efficacy, goal setting, persistence, and resilience student support services at schools in Hoopa using STEM activities as part of the Pathmakers program.
  - iii. **Recommendation:** It is the recommendation of staff, that the BOE consent to the contract for the 2020-2021 school year providing for up to 240 hours of service for Hoopa schools, not to exceed \$9,275. Charges approved to: 03/280/5300
    1. **DISCUSSION:** BOE asked questions regarding how the students would receive services. It was noted that HSU pointed out that Jason could not sign the contract because he sits on the HSU Board and it would be a conflict of interest.
    2. **NOMINATIONS:** Jace Baldosser motioned the contract be approved as presented; Michael Shackelford 2<sup>nd</sup>
    3. **DECISION:** 4-0-1

4. **ACTION:** BOE directed Alison to finalize the paperwork and contact HSU to tell them it was approved.
- d. Melvin Chag Lowry – Author
- i. Contact(s): Alison Robbins, M. Chag Lowry (*invited guest*)
  - ii. Purpose: Expand partnership with Author M. Chag Lowry for the development of two curriculums (1) for grades 5 – 8, (2) for grades 9 – 12 based upon the author’s two novels which are on *Consent Item f(ii)3*.
  - iii. Recommendation: It is the recommendation of staff, that the BOE consent to the contract for the development of culturally adaptive curriculum for two of the authors novels for use by the TEA and its consortium partners, not to exceed \$5,000. Charges approved to: 03/280/5300
    1. **DISCUSSION:** BOE asked questions about the format of the curriculum and when it would be available.
    2. **NOMINATIONS:** Jace Baldosser made the motion to approve the curriculum development contract with M. Chag Lowry for \$5,000; Kelsay Shackelford 2<sup>nd</sup>
    3. **DECISION:** 5-0
    4. **ACTION:** BOE directs Alison to finalize paperwork, and complete the contract.
- e. Two Feathers Native American Family Services, Inc.
- i. Contact(s): Alison Robbins
  - ii. Purpose: Providing mentoring, tutoring, counseling services in coordination with the CA State Parks Kindling the Flame: A Youth Cultural Revitalization Program.
  - iii. Recommendation: It is the recommendation of staff, that the BOE consent to the contract for the provision of mentoring, tutoring, and counseling services, not to exceed \$15,000. Charges approved to: 03/280/5300
    1. **DISCUSSION:** BOE asked Alison questions about the two different parts of the contract for supporting the CA State Parks program, and about the mentoring, tutoring and curriculum training. Alison spoke to them about the *Native American Life Skills Curriculum* by Dr. Teresa LaFramboise that has been purchased and that Two Feathers, due to their relationship with Dr. LaFrambosise, could bring her to Humboldt for training of staff.
    2. **NOMINATIONS:** Kelsay Shackelford made the motion to approve the Two Feathers contract for \$15,000; Michael Shackelford 2<sup>nd</sup>
    3. **DECISION:** 5-0
    4. **ACTION:** BOE directed Alison to finalize contract, and for Jason to sign it when finalized.
- f. Curriculum Purchases - multiple vendors
- i. Contact(s): Alison Robbins

- ii. Purpose: The purchase of the following curriculum which are supported by Pathmakers culturally adapted maker activities, synchronous and A-synchronous virtual presentations:
  - 1. Klamath-Trinity Land Tenure Curriculum sets for Blue Lake Elementary & CA State Parks as well as books for the mini-lending libraries \$1,677.25
  - 2. ITEP – Gold Rush Native Perspectives Curriculum \$225 – grades 9-12
  - 3. Melvin Chag Lowry, Author – Novels
    - a. First Patriots – up to 145 copies @ \$12.50, not to exceed \$1,750 – curriculum level grades 9-12
    - b. My Sisters – up to 145 copies @ \$12.50, not to exceed \$1,750 – curriculum level grades 5-8
- iii. Recommendation: It is the recommendation of staff, that the BOE consent to the purchase of additional pieces of curriculum that go along with the culturally adapted maker activities, furthering the curriculum use and allowing for non-infringement of copyrights, not to exceed \$5,500. Charges approved to: 03/280/5211
  - 1. **DISCUSSION**: BOE asked Alison questions about purchasing multiple sets of the curriculum and Alison explained it was due to the copyright.
  - 2. **NOMINATIONS**: Jace Baldosser made the motion to purchase the curriculum and books not to exceed \$5,550; Michele Kindred 2<sup>nd</sup>
  - 3. **DECISION**: 5-0
  - 4. **ACTION**: BOE directed Alison to get POs issued to the vendors and secure the curriculum and books for the Pathmakers program.
- g. Pathmakers Internship Program - pilot
  - i. Contact(s): Alison Robbins, Mike Smith, Karen Skoglund (*invited guest*)
  - ii. Purpose: Authorization to hire a student intern under the Pathmakers Program. Student will work with Mike Smith and his staff in Facilities up to 10 hours per week for 15 weeks (total of 150 hrs.). Student will work on projects assigned by Mike Smith and on two Pathmakers projects (1) mobile smoker, and (2) four mini-lending libraries.
  - iii. Recommendations: It is the recommendation of staff, that the BOE consent to the creation of a pilot Internship project under the Pathmakers program, hiring a student intern and purchasing the associated supplies for projects, total pilot project costs not to exceed \$4,200.
  - iv. **DISCUSSION**: BOE asked questions about the student's work study program, work permit, and transportation to and from the work site.
  - v. **NOMINATIONS**: Kelsay Shackelford made the motion to authorize the pilot work study program and the hiring of the student Intern to work with the Facilities Department; Michele Kindred 2<sup>nd</sup>

vi. **DECISION:** 5-0

**ACTION:** BOE directs Alison to complete the paperwork and pre-employment drug screening to hire the Intern and implement the new pilot program.

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

a. Changing the Board Meeting Calendar

i. Contact(s): Jace Baldosser

ii. Purpose: BOE Vice-President, Jace Baldosser is requesting a rescheduling of planned BOE meetings due to a new and significant conflict on the established meetings & times. Per adopted Education Code Section 1402 Board of Education:

*6. Board of Education Agendas, Calendars, & Meetings*

*The Board shall meet in regular session at least once each month and shall schedule other official meetings and committee meetings as are necessary. The procedures for BOE Agendas and general information about Board meetings are set for in this Education Code. The Executive Director of the Tribal Education Agency or their designee, shall establish a 12-month calendar of Board of Education meetings each January. Once adopted, this calendar will be changed only by a majority vote of the Board, except in the case of emergency when the Board President shall be permitted to make a change, or special meetings as noted in this Education Code.*

iii. Recommendations: It is the recommendation of staff that meetings either: (1) be moved to Monday at 7PM or (2) remain on Tuesday but have the start time pushed back to 8PM.

iv. **DISCUSSION**: Jace Baldosser stated that he had requested this agenda item, but that circumstances have changed, and he withdraws his request to change BOE meeting dates and times. Jason asked for any further questions and comments, and receiving none, considered this agenda item closed.

v. **NOMINATIONS**:

vi. **DECISION**:

**ACTION**: No action

b. TEA Vision and Mission Statement Development Committee

i. Contact(s): Michele Johnson, Kelsay Shakelford, Alison Robbins

ii. Purpose: To receive direction on the appointment of members to the committee, and to receive priorities list from the BOE.

iii. Recommendations: Staff recommends the appointment of Angela “Angie” McCabe to the committee based upon her direct work with children at local schools, her education, and past experience in tribal education.

- iv. **DISCUSSION:** Kelsay Shackelford led the discussion and would like to invite Angie McCabe to join the subcommittee as a parent of two children residing on the Rancheria. Michele and Kelsay discussed other persons in the community they have approached (2 others) but who declined.
- v. **NOMINATIONS:** Kelsay Shackelford made the motion to formally invite Angie McCabe to join the BOE SubCommittee and move forward with setting up dates for working meetings; Michele Kindred 2<sup>nd</sup>
- vi. **DECISION:** 5-0  
**ACTION:** BOE directs Alison to formally invite Angie McCabe and to set-up dates and times for this subcommittee working meetings.

c. Executive Director Position

*Due to the topic of conversation involving Personnel Actions, Jason Ramos called for a Closed Session.*

- i. Contact(s): Jason Ramos
- ii. Purpose: To officially designate Alison Robbins as the Executive Director of the Tribal Education Agency, and authorize the change to the STEP Grant Project Director with US Department of Education so that she may have access to reporting and communication responsibilities.
- iii. Recommendations:
  - 1. Board makes the motion to designate Alison Robbins as TEA Director, and authorizes changes to STEP Grant Program Director.
  - 2. Jason recommends \$5,000 spending cap for Alison's authority to be approved without coming to the BOE.
- iv. **DISCUSSION:** Discussion on Alison's promotion ensued and the need for a formal notification to the US Department of ED because of the change to key personnel. Board discussed adding the \$5,000 spending cap to reduce the number of consent agenda items. Anything \$5,000 and under Alison would have the authority to sign for without having to bring it to the BOE first, anything over \$5,000 would have to come to the BOE for approval.
- v. **NOMINATIONS:** Jace Baldosser made the motion to appoint Alison Robbins as TEA Executive Director with a spending authority of \$5,000 or below, and to direct a letter be sent to US Dept. of ED informing them of the change to the STEP Grant Project Director from Bonnie Mobbs to Alison Robbins; Michele Kindred 2<sup>nd</sup>.
- vi. **DECISION:** 5-0  
**ACTION:** BOE directs that Alison submit the paperwork for her promotion and title change to Tribal HR, and that a letter be sent to US Department of ED to make the necessary changes in compliance with federal regulations.

*Personnel actions concluded, Jason adjourned the Closed Session and returned the meeting to an open forum.*

**VI. MISCELLANEOUS**

- a. Approval of DRAFT BOE Meeting Minutes of 08/18/2020
  - i. **DISCUSSION:** Jason called for corrections or discussion, and none being put forth called for motions to approve.
  - ii. **NOMINATIONS:** Jace Baldosser made the motion to approve the minutes as presented, Michele Kindred 2<sup>nd</sup> the motion.
  - iii. **DECISION:** 5-0
  - iv. **ACTION:** BOE directs that the approved minutes be posted to the BOE website.

**VII. NEW BUSINESS**

- a. No new business

**VIII. AJOURNMENT**

- a. Jace Baldosser motioned to adjourn the meeting. Michele Kindred 2nds
- b. Jason Ramos official adjourned the meeting at 8:20PM



TEA Program Funding

Tribal Education Agency Programs												
Grant or Contract Funded Programs	Account Code	Status	Budget	2018 - 2019	2019 - 2020	2020 - 2021	2021 - 2022	2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	"Nickname"
Native Youth Community Partnership (NYCP) Demonstration Grant	03 / 280	Yr. 3	\$ 2,600,187	\$ 721,866	\$ 620,207	\$ 620,711	\$ 637,403					Pathmakers
State Tribal Education Partnership (STEP) TEA Development Grant	03 / 281	Final APR	\$ 156,116		\$ 156,116							TEA Dev
State Tribal Education Partnership (STEP) Career Readiness Education	03 / 282	Yr. 1	\$ 482,978			\$ 121,413	\$ 180,393	\$ 181,172				R3E MYIA
Native American Career Technical Education Program (NACTEP)	03 / xxx	New	\$ 550,326				\$ 105,233	\$ 107,577	\$ 109,993	\$ 112,480	\$ 115,043	NACTEP
OIE - Grow Your Own Administrator Program	03 / 283	New	\$ 1,280,396				\$ 342,656	\$ 352,328	\$ 375,677	\$ 104,000	\$ 105,735	GYOA
BIA - Tribal Climate Resilience Program - Cat 9: Youth Engagement	03 / xxx	New	\$ 49,985				\$ 24,993	\$ 24,993				TCRP
CARB Air Quality Curriculum Program	03 / 332	Yr. 3	\$ 98,334		\$ 32,778	\$ 32,778	\$ 32,778					CARB AQ
BIA - PL 93-638 Contract - Higher Education Scholarship Program	02 / 104	On-Going	\$ 410,622	\$ 410,622	\$ 410,622	\$ 410,622	\$ 410,622	\$ 410,622	\$ 410,622	\$ 410,622	\$ 410,622	
			<b>\$ 5,628,944</b>	<b>\$ 1,132,488</b>	<b>\$ 1,219,723</b>	<b>\$ 1,185,524</b>	<b>\$ 1,734,078</b>	<b>\$ 1,076,692</b>	<b>\$ 896,292</b>	<b>\$ 627,102</b>	<b>\$ 631,400</b>	
Pending Grant Applications												
American Rescue Plan (ARP) - Institute of Museum and Library Services	03 / xxx	Submitted	\$ 50,000									Wisdom Basket
BIA - Tourism Feasibility Study	02 / xxx	Submitted	\$ 55,000									BIA - TFS
American Rescue Plan (ARP) - American Indian Resilience in Education	03 / xxx	In Development	\$ 1,200,000									Pathmakers PLUS
			<b>\$ 1,305,000</b>									
Other Tribal Grants Connected to Education or Workforce Development												
EDA - Ta'm Resilience Campus (TRC)	David	Yr. 3	\$ 8,325,000									"Toma"
NAAF - Adult Agriculture Education	Michelle	Yr. 1	\$ 50,000									
Institute of Museum and Library Services - Base Services	Anita	On-Going	\$ 5,000									
NAHASDA - Higher Education Scholarship Program - Housing	Anita	On-Going	\$ 25,868									NAHASDA
Unsuccessful Grant Applications - Considered for Rewrites												
CA Arts Council - Arts & Public Media Grant Program	Alison	2019	\$ 25,000									
NAAF - Farm to School Grant	Alison	2020	\$ 49,563									
USDA - Farm to School Grant	Alison	2021	\$ 98,112									
HUD - ICDBG - Hula Community Park, Sports & Event Field	David	2018	\$ 800,000									
			<b>\$ 972,675</b>									

## BLUE LAKE RANCHERIA BUDGET FORM

BLR

CDC

Name of Grant: Native American Career Technical Education Program (NACTEP)		Grant Award Number: V101A21005	
Fund Number:	Department Number:	CFDA Number: 84.101A	Modification Number: 1
Grant Period: 10/01/2021 - 09/30/2026	Effective Date: 10/1/2021	Date BLR Notified: 7/13/2021	Budget Session ID:

Title/Description	GL Code	Amount
Wages	5001	221,262
Bonus/Merit Expense	5002	6,086
Social Security Tax	5102	14,096
Medicare Taxes	5103	3,297
Federal Unemployment Taxes	5104	2,100
State Unemployment Taxes	5106	7,730
Worker's Comp Expenses	5109	6,820
Health Insurance	5111	49,285
Retirement Expense	5116	18,188
Travel	5140	48,065
Supplies	5211	16,000
Consultant Fees	5300	75,000
Indirect	6000	82,397
<b>Total For This Page:</b>		<b>\$ 550,326.00</b>

Approved By: \_\_\_\_\_  
Date Approved: \_\_\_\_\_

Prepared By: Alison Robbins  
Entered By: \_\_\_\_\_

\$ 550,326.00  
\$ -

**NOTE:** Frederique's job description for the TEA will become Youth Programs Coordinator - even though it is referred to as Student Services Coordinator in the grant application. Daniel and Frederique are currently in Pathmakers Funding NYCP 03/280 until October 1, and then their funding should be removed from 03/280 and placed into THIS new grant department. I am submitting a PAF for Frederique. Daniel is under Michelle and I will ask Michelle to do the same for him to change his funding.



**US Department of Education  
Washington, D.C. 20202**

V101A210055

**GRANT AWARD NOTIFICATION**

<b>1</b>	<b>RECIPIENT NAME</b>  Blue Lake Rancheria Tribal Education Agency 428 Chartin Road P.O. Box 428 Blue Lake, CA 95525	<b>2</b>	<b>AWARD INFORMATION</b>  PR/AWARD NUMBER      V101A210055 ACTION NUMBER        1 ACTION TYPE            New AWARD TYPE            Discretionary (Research and Development)																			
<b>3</b>	<b>PROJECT STAFF</b>  <b>RECIPIENT PROJECT DIRECTOR</b> Alison D Robbins            (620) 705-1715 <a href="mailto:arobbins@bluelakerancheria-nsn.gov">arobbins@bluelakerancheria-nsn.gov</a>  <b>EDUCATION PROGRAM CONTACT</b> Patti Beltram                (202) 245-7094 <a href="mailto:patti.beltram@ed.gov">patti.beltram@ed.gov</a>  <b>EDUCATION PAYMENT HOTLINE</b> G5 PAYEE HELPDESK      888-336-8930 <a href="mailto:edcaps.user@ed.gov">edcaps.user@ed.gov</a>	<b>4</b>	<b>PROJECT TITLE</b>  84.101A Modern Youth Apprenticeship Academy Program focused on the Agriculture and Natural Resources industry sector providing supplemental CTE experiential learning opportunities.																			
<b>5</b>	<b>KEY PERSONNEL</b>  <table border="0"> <thead> <tr> <th><u>NAME</u></th> <th><u>TITLE</u></th> <th><u>LEVEL OF EFFORT</u></th> </tr> </thead> <tbody> <tr> <td>Alison D Robbins</td> <td>Project Director</td> <td>100 %</td> </tr> </tbody> </table>			<u>NAME</u>	<u>TITLE</u>	<u>LEVEL OF EFFORT</u>	Alison D Robbins	Project Director	100 %													
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REGULATIONS	CFR PART 34 401 EDGAR AS APPLICABLE 2 CFR AS APPLICABLE																					
ATTACHMENTS	2 , 3 , 6 , 8 , 9 , 11 , 12 , 13 , 14 , GE1 , GE2 , GE3 , GE4 , GE5																					
<b>9</b>	<b>LEGISLATIVE AND FISCAL DATA</b>  <table border="0"> <tr> <td>AUTHORITY:</td> <td>PL 109-270 I-A CARL D PERKINS CAREER AND TECHNICAL EDUCATION ACT (ACT)</td> </tr> <tr> <td>PROGRAM TITLE:</td> <td>VOCATIONAL EDUCATION - INDIANS SET ASIDE</td> </tr> </table>			AUTHORITY:	PL 109-270 I-A CARL D PERKINS CAREER AND TECHNICAL EDUCATION ACT (ACT)	PROGRAM TITLE:	VOCATIONAL EDUCATION - INDIANS SET ASIDE															
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US Department of Education
Washington, D.C. 20202

V101A210055

GRANT AWARD NOTIFICATION

CFDA/SUBPROGRAM NO: 84.101A

Table with 10 columns: FUND CODE, FUNDING YEAR, AWARD YEAR, ORG. CODE, CATEGORY, LIMITATION, ACTIVITY, CFDA, OBJECT CLASS, AMOUNT. Row 1: 0400A, 2021, 2021, EV000000, B, M74, ANN, 101, 4101C, \$105,233.00

10

PR/AWARD NUMBER: V101A210055
RECIPIENT NAME: Blue Lake Rancheria Tribal Education Agency
GRANTEE NAME: BLUE LAKE RANCHERIA, CALIFORNIA
428 CHARTIN RD, BLUE LAKE, CA 95525 - 9722
PROGRAM INDIRECT COST TYPE: Restricted
PROJECT INDIRECT COST RATE:
TERMS AND CONDITIONS

(1) THE FOLLOWING ITEMS ARE INCORPORATED IN THE GRANT AGREEMENT:

- 1) THE RECIPIENT'S APPLICATION (BLOCK 2);
2) THE APPLICABLE EDUCATION DEPARTMENT REGULATIONS: 2 CFR PART 180; NONPROCUREMENT DEBARMENT AND SUSPENSION AS ADOPTED AT 2 CFR PART 3485; 2 CFR PART 200 AS ADOPTED AT 2 CFR 3474 (BLOCK 8), AND 34 CFR PARTS 75, 77, 79, 81, 82, 84, 86, 97, 98, 99; AND THE PROGRAM REGULATIONS SPECIFIED IN BLOCK 8; AND
3) THE SPECIAL TERMS AND CONDITIONS SHOWN AS ATTACHMENTS IN BLOCK 8 ON THE INITIAL AWARD APPLY UNTIL CHANGED.

THIS AWARD SUPPORTS ONLY THE BUDGET PERIOD SHOWN IN BLOCK 6. IN ACCORDANCE WITH 34 CFR 75.253, THE SECRETARY CONSIDERS, AMONG OTHER THINGS, CONTINUED FUNDING IF:

- 1) CONGRESS HAS APPROPRIATED SUFFICIENT FUNDS UNDER THE PROGRAM;
2) THE DEPARTMENT DETERMINES THAT CONTINUING THE PROJECT WOULD BE IN THE BEST INTEREST OF THE GOVERNMENT;
3) THE GRANTEE HAS MADE SUBSTANTIAL PROGRESS TOWARD MEETING THE GOALS AND OBJECTIVES OF THE PROJECT;
4) THE SECRETARY ESTABLISHED PERFORMANCE MEASUREMENT REQUIREMENTS FOR THE GRANT IN THE APPLICATION NOTICE, THE PERFORMANCE TARGETS IN THE GRANTEE'S APPROVED APPLICATION;
5) THE RECIPIENT HAS SUBMITTED REPORTS OF PROJECT PERFORMANCE AND BUDGET EXPENDITURES THAT MEET THE REPORTING REQUIREMENTS FOUND AT 34 CFR 75.118, 2 CFR 200.328 AND 200.329, AND ANY OTHER REPORTING REQUIREMENTS ESTABLISHED BY THE SECRETARY; AND
6) THE GRANTEE HAS MAINTAINED FINANCIAL AND ADMINISTRATIVE MANAGEMENT SYSTEMS THAT MEET THE REQUIREMENTS IN 2 CFR 200.302, FINANCIAL MANAGEMENT, AND 2 CFR 200.303, INTERNAL CONTROLS.

IN ACCORDANCE WITH 2 CFR 200.308(c)(2) CHANGES TO KEY PERSONNEL IDENTIFIED IN BLOCK 5 MUST RECEIVE PRIOR APPROVAL FROM THE DEPARTMENT.

THE SECRETARY ANTICIPATES FUTURE FUNDING FOR THIS AWARD ACCORDING TO THE SCHEDULE IDENTIFIED IN BLOCK 6. THESE FIGURES ARE ESTIMATES ONLY AND DO NOT BIND THE SECRETARY TO FUNDING THE AWARD FOR THESE PERIODS OR FOR THE SPECIFIC AMOUNTS SHOWN. THE



**US Department of Education  
Washington, D.C. 20202**

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**GRANT AWARD NOTIFICATION**

RECIPIENT WILL BE NOTIFIED OF SPECIFIC FUTURE FUNDING ACTIONS THAT THE SECRETARY TAKES FOR THIS AWARD.

- (2) The Office of Management and Budget requires all Federal agencies to assign a Federal Award Identifying Number (FAIN) to each of their financial assistance awards. The PR/AWARD NUMBER identified in Block 2 is your FAIN. If subawards are permitted under this grant, and you choose to make subawards, you must document the assigned PR/AWARD NUMBER (FAIN) identified in Block 2 of this Grant Award Notification on each subaward made under this grant. The term subaward means:
  1. A legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient. (See 2 CFR 200.331(a))
  2. The term does not include your procurement of property and services needed to carry out the project or program (The payments received for goods or services provided as a contractor are not Federal awards, see 2 CFR 200.501(f) of the OMB Uniform Guidance: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards").
  3. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract. (See 2 CFR 200.1)
- (3) Unless this grant solely funds research, you must comply with new regulations regarding awards to faith-based organizations (FBOs) that provide beneficiary services under this grant or under a contract you award to provide beneficiary services under this grant. These new regulations clarify the rights of FBOs and impose certain duties on FBOs regarding the referral of beneficiaries they serve. See 34 CFR 75.52, 75.712-75.714, appendix A to part 75, and 2 CFR 3474.15. The Department has established a web page that provides guidance on the new regulations, including FAQs and other implementation tools, which is available at <http://www2.ed.gov/policy/fund/reg/fbci-reg.html>. If you have any questions about these regulations, please contact the Education Program Contact identified in Block 3 of this GAN.
- (4) Reimbursement of indirect costs is subject to the availability of funds and statutory and regulatory restrictions. The negotiated indirect cost rate agreement authorizes a non-Federal entity to draw down indirect costs from the grant awards. The following conditions apply to the below entities.

A. All entities (other than institutions of higher education (IHE))

The GAN for this grant award shows the indirect cost rate that applies on the date of the initial grant for this project. However, after the initial grant date, when a new indirect cost rate agreement is negotiated, the newly approved indirect cost rate supersedes the indirect cost rate shown on the GAN for the initial grant. This new indirect cost rate should be applied according to the period specified in the indirect cost rate agreement, unless expressly limited under EDGAR or program regulations. Any grant award with an approved budget can amend the budget to account for a change in the indirect cost rate. However, for a discretionary grant award any material changes to the budget which may impact the scope or objectives of the grant must be discussed with the program officer at the Department. See 34 CFR 75.560 (d)(3) (ii) (part 75 of EDGAR).

B. Institutions of higher education (IHE)

Under 2 CFR part 200, Appendix III, Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Institutions of Higher Education (IHEs), the Department must apply the negotiated indirect cost rate in effect on the date of the initial grant award to every budget period of the project, including all continuation grants made for this project. See 2 CFR Part 200, Appendix III, paragraph C.7. Therefore, the GAN for each continuation grant will show the original indirect cost rate and it applies to the entire period of performance of this project. If the indirect cost rate agreement that is applicable to this grant does not extend to the end of the grant's project period, the indirect cost rate set at the start of the project period must still be applied to the end of project period regardless of the fact that the rate has otherwise expired.

- (5) BUDGET RESUBMISSION ALL FULLY-FUNDED GRANTEEES

The U.S. Department of Education's (Department's) budget review of NACTEP applications identified calculation errors and insufficient itemization of costs.



**US Department of Education  
Washington, D.C. 20202**

V101A210055

**GRANT AWARD NOTIFICATION**

Within 90 days from the date of the GAN, all grantees must submit a revised 524 (budget form) and budget narrative based on the amount awarded (box 7 of the GAN) and post award discussion with Department staff. The budget narrative should provide sufficient detail and itemization to demonstrate how costs associated with each line item or budget category on the 524 relate to the implementation of the project. All proposed direct and indirect costs must also comply with the Cost Principles in 2 CFR part 200. Until the Department approves the revised budget, grant funds may not be drawn down from G5 without prior approval from your Department program officer. If you wish to request reconsideration of these specific conditions, please send written notification describing why such conditions should not be imposed on this grant to your Department program officer.

\_\_\_\_\_  
**AUTHORIZING OFFICIAL**

\_\_\_\_\_  
**DATE**

NACTEP – Budget Narrative

**Budget Narrative**

		Year 1	Year 2	Year 3	Year 4	Year 5	Total
1. PERSONNEL	TEA Function Area	10/2021 - 09/2022	10/2022 - 09/2023	10/2023 - 09/2024	10/2024 - 09/2025	10/2025 - 09/2026	
Student Services Coordinator	Student Support	\$ 32,422	\$ 33,395	\$ 34,396	\$ 35,428	\$ 36,491	\$ 172,133
Youth Programs Coordinator/Leader	Instruction	\$ 10,400	\$ 10,712	\$ 11,033	\$ 11,364	\$ 11,705	\$ 55,215
<b>Personnel Total</b>		<b>\$ 42,822</b>	<b>\$ 44,107</b>	<b>\$ 45,430</b>	<b>\$ 46,793</b>	<b>\$ 48,197</b>	<b>\$ 227,348</b>
<b>2. FRINGE BENEFITS</b>							
Student Services Coordinator	Student Support	\$ 14,477	\$ 14,911	\$ 15,359	\$ 15,819	\$ 16,294	\$ 76,860
Youth Programs Coordinator/Leader	Instruction	\$ 4,644	\$ 4,783	\$ 4,927	\$ 5,075	\$ 5,227	\$ 24,656
<b>Fringe Benefits Total</b>		<b>\$ 19,121</b>	<b>\$ 19,694</b>	<b>\$ 20,286</b>	<b>\$ 20,894</b>	<b>\$ 21,521</b>	<b>\$ 101,516</b>
<b>3. TRAVEL</b>							
Director's Meeting	Administration	\$ 2,668	\$ 2,748	\$ 2,830	\$ 2,915	\$ 3,003	\$ 14,165
Student Services Coordinator mileage	Student Support	\$ 6,780	\$ 6,780	\$ 6,780	\$ 6,780	\$ 6,780	\$ 33,900
<b>Travel Total</b>		<b>\$ 9,448</b>	<b>\$ 9,528</b>	<b>\$ 9,610</b>	<b>\$ 9,695</b>	<b>\$ 9,783</b>	<b>\$ 48,065</b>
<b>4. SUPPLIES</b>							
Student Support Activities	Student Support	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 10,000
Agriculture Career Pathways Supplies	Instruction	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 6,000
<b>Supplies Total</b>		<b>\$ 3,200</b>	<b>\$ 3,200</b>	<b>\$ 3,200</b>	<b>\$ 3,200</b>	<b>\$ 3,200</b>	<b>\$ 16,000</b>
<b>5. EQUIPMENT</b>							
<b>Equipment Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>6. CONTRACTUAL</b>							
Externships for CTE AG Teachers	Instructional Support	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 30,000
Evaluation	Administration	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 45,000
<b>Contractual Total</b>		<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 75,000</b>
<b>7. OTHER</b>							
<b>Other Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>8. TOTAL COSTS</b>							
Total Direct Costs		\$ 89,591	\$ 91,529	\$ 93,526	\$ 95,582	\$ 97,700	\$ 467,929
Total Indirect Costs		\$ 15,642	\$ 16,048	\$ 16,467	\$ 16,898	\$ 17,342	\$ 82,397
<b>Total costs</b>		<b>\$ 105,233</b>	<b>\$ 107,577</b>	<b>\$ 109,993</b>	<b>\$ 112,480</b>	<b>\$ 115,043</b>	<b>\$ 550,326</b>

## NACTEP – Budget Narrative

This Budget Narrative will first address the use of federal NACTEP funds. Afterwards, the in-kind matching will be outlined in detail per budget category. Further documentation that contributed to the calculations for this Budget Narrative are included at the end of the document when they could not be inserted into the narrative itself due to size or shape of the data used to perform the budget calculations.

1. **Personnel** - Personnel costs for the two Blue Lake Rancheria (BLR) grant employees are detailed below:

**Student Services Coordinator (SSC):** Responsible for providing up to four (4) but no less than two (2) (*depending on the school calendar allowing for breaks/holidays*) school site visits per month during the school year at eight (8) elementary, and two (2) secondary schools which are currently apart of the BLR TEA's service area as established by the Consortium Agreement with Humboldt County Office of Education (HCOE), Northern Humboldt Union High School District (NHUHSD), and College of the Redwoods (CR). Hours were calculated by determining drive time for each site visit in the Mobile Maker Van (MMV), and a 50-minute student support services sessions. Calculating hours for the SSC's lesson prep time was done by using school enrollment and average class size. Additional calculations made for Summer program work for the SSC are based upon the planned Pathmakers Summer Camp, NASA Summer Camp, 4H Garden Projects, and Farm Stand modern youth apprenticeships at 29 hours per week for providing agriculture and nutrition education lessons associated with these camps. Each month our SSC, will facilitate program participant feedback surveys as part of the Continuous Improvement Plan > Do > Check > Act internal program evaluation. Thus, roughly 116.40 hours of the SSC's time per month is for student support service delivery to 5-12 students. Calculations: \$21.50 per hour, 1,508 annually = \$32,422.

**Youth Programs Coordinator:** Responsible for direct service delivery to 5-12 students at the Daluviwi' Community Garden located on the BLR tribal trust/reservation land, Daniel Holsapple, will provide 10 hours per week of experiential learning opportunities for our students leading them through our program's culturally responsive and adapted 4H garden project curriculum, Klamath/Trinity land tenure curriculum, and Native American Agriculture Fund farm stand curriculum. Daniel will facilitate our CCL's participant satisfaction and feedback survey as part of his lesson time on a monthly basis, as well as participate in weekly grant staff meetings, and provide quantitative data for evaluation and reports. Daniel's time tracking the number of student participants, and garden productivity are included in these hours (*taking attendance, weighing or counting student produce, etc.*). Daniel is also responsible for supervising the modern youth apprenticeship/intern students who will be working on the farm stand.

Tribal holidays, school breaks/holidays, and Daniel's scheduled vacation time has been taken into consideration, and those hours were removed from calculating costs for this program.



NACTEP – Budget Narrative

Daniel’s current rate of pay is \$20 per hour, and thus, we are budgeting for 520 hrs. x \$20 per hour = \$10,400

**Total Personnel budgeted per year:**

**Year 1 - \$42,822 – year 1 with a 3% Cola budgeted in each successive year**

**Year 2 - \$44,107**

**Year 3 - \$45,430**

**Year 4 - \$46,793**

**Year 5 - \$48,197**

**Total Personnel Budget - \$227,348**

2. **Fringe Benefits** - Fringe benefits cover employer federal and state payroll taxes, worker’s compensation, unemployment insurance, 401K retirement benefit, and comprehensive health insurance. The total percentage of cost is 44.65%. Benefits have been calculated as follows:

- Student Services Coordinator =  $\$32,422 \times 44.65\% = \$14,477$
- Youth Programs Coordinator/Leader =  $\$10,400 \times 44.65\% = \$4,644$

**Total Fringe Benefits budgeted per year:**

**Year 1 - \$19,121**

**Year 2 – \$19,694**

**Year 3 - \$20,286**

**Year 4 - \$20,894**

**Year 5 - \$21,521**

**Total Fringe Budget - \$101,516**

3. **Travel** - Travel for the Grant Manager Gathering to be held the first quarter of the grant period has been calculated using GSA’s published per diem rates for San Diego as follows:

NACTEP – Budget Narrative

MileagePlus: Sign in or join

Roundtrip (2 travelers) [Edit search](#)

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**Mon, Sep 13, 2021** [Revise](#)  
 ACV - SAN 6:50 am - 10:04 am

**Thu, Sep 16, 2021** [Revise](#)  
 SAN - ACV 5:45 pm - 10:22 pm

---

Fare \$855.82  
 Taxes and fees \$139.78

---

**TOTAL \$995.60**  
 or  
 starting from **\$89/month** [?](#)  
 5 tickets left at this price

- \$161 per night for hotel, four (4) nights, for two (2) travelers = \$1,288
- Per diem is being calculated as one day of travel at \$53.25, and three full days at San Diego’s per diem rate of \$71 for a cost of \$266.25 per person, and rounded to the whole dollar = \$533
- Ground transportation via taxi, Uber, or Lyft is being estimated at \$55 per ride to and from the airport to hotel or conference site. This is being budgeted at \$110.
- United Airlines (*only carrier available*) averages \$500 per ticket including taxes and fees.

Total for Grant Gathering = \$2,927

The Mobile Maker Van used in the delivery of our other education programs will be used for the school site visits for the NACTEP project. Calculations for mileage and associated

costs are shown to the right.

Monthly cost estimation of \$565 x 12 months = \$6,780 (*rounded*)

**Total Travel costs budgeted per year**

**Year 1 - \$9,448 – 3% cost increase each successive year**

**Year 2 - \$9,528**

**Year 3 - \$9,610**

**Year 4 - \$9,695**

Blue Lake Rancheria milage to school sites:	Average Pathmakers Travel - Mileage Calculations			
	Visits Per Month	One Way	Round Trip	Total Mileage Per Month
Blue Lake Union Elementary (K-8)	4.00	0.08	0.16	0.64
Big Lagoon Union Elementary (K-8)	4.00	30.60	61.20	244.80
Trinidad Union Elementary (K-8)	4.00	19.20	38.40	153.60
Pacific Union Elementary (K-8)	4.00	7.00	14.00	56.00
Dow's Prarie Elementary (K-2)	4.00	13.40	26.80	107.20
Morris Elementary (3-5)	4.00	11.50	23.00	92.00
Fieldbrook Elementary (K-8)	4.00	6.90	13.80	55.20
McKinleyville MS (6-8)	4.00	8.60	17.20	68.80
Arcata High School	4.00	8.20	16.40	65.60
McKinleyville High School	4.00	11.30	22.60	90.40
	<b>40.00</b>			<b>934.24</b>
Estimated Cost for Travel - Mobile Maker Van fuel per month			\$ 541.86	

NACTEP – Budget Narrative

**Year 5 - \$9,783**

**Total Travel Budget - \$48,065**

4. **Supplies** - Supplies utilized in this program and paid for with NACTEP program funds will primarily be for the site visits and instructional maker activities are hands on experiential learning opportunities where the students will learn how to plant, tend, and harvest the fresh fruits and vegetables grown at Daluviwi' Community Garden. **Total Supplies cost budgeted = \$3,200 per year for five years totaling - \$16,000**
  
5. **Equipment** - No Equipment.
  
6. **Contractual** - Externships for CTE Agriculture teachers were calculated at \$300 per day, for 10 days, with two Externships per program year  $\$6,000 \times 5 = \$30,000$ . Program Evaluation done by external evaluators was calculated at 10 hours per month, \$75 per hour for  $\$9,000$  per year  $\times 5$  years =  $\$45,000$ . **Total Contractual over 5 year costs = \$75,000**
  
7. **Other** - There are no Other costs budgeted.
  
8. **Indirect** – The Blue Lake Rancheria Negotiated Indirect Cost Rate Agreement (NICRA) valid for the timeframe of this grant program was approved by the US Department of Interior for the dates of 01/01/2021 – 12/31/2021. This is included at the end of the Budget Narrative document. The rate is 20.97%. When calculating Indirect costs, Equipment and Contractual costs were excluded. BLR receives a new NICRA each year in the Fall, and a new rate will come into effect during the middle of this grant project on 01/01/2022. This new NICRA will be forwarded to the USDA Program Officer assigned to this grant, if funded, when it has been duly signed by the Tribal Chairperson and the Office of Inspector General.

**Total Indirect cost budgeted**

**Year 1 \$15,642**

**Year 2 \$16,048**

NACTEP – Budget Narrative

**Year 3 \$16,467**

**Year 4 \$16,898**

**Year 5 \$17,342**

**Total Indirect over five years budgeted - \$82,397**

## BLUE LAKE RANCHERIA BUDGET FORM

BLR

CDC

Name of Grant: Grow Your Own Administrator		Grant Award Number: S299B210032	
Fund Number: 03	Department Number:	CFDA Number: 84.299B	Modification Number: 2
Grant Period: 08/03/2021 - 08/02/2026	Effective Date: 8/3/2021	Date BLR Notified: 8/3/2021	Budget Session ID:

Title/Description	GL Code	Amount
Wages	5001	132,728
Bonus/Merit Expense	5002	6,736
Social Security Tax	5102	8,612
Medicare Taxes	5103	2,016
Federal Unemployment Taxes	5104	8,334
State Unemployment Taxes	5106	4,723
Worker's Comp Expenses	5109	4,878
Health Insurance	5111	27,773
Retirement Expense	5116	11,111
Travel	5140	38,776
Supplies	5211	1,200
Consultant Fees	5300	573,667
Internet & Technology Services	5560	1,390
Education Expense/Tuition	5600	216,000
Stipends	5610	192,000
Indirect	6000	50,452
<b>Total For This Page:</b>		<b>\$ 1,280,396.00</b>

Approved By: \_\_\_\_\_  
Date Approved: \_\_\_\_\_

Prepared By: Alison Robbins  
Entered By: \_\_\_\_\_



**US Department of Education  
Washington, D.C. 20202**

S299B210032

**GRANT AWARD NOTIFICATION**

<b>1</b>	<b>RECIPIENT NAME</b>  Blue Lake Rancheria Tribal Education Agency 428 Chartin Road P.O. Box 428 Blue Lake, CA 95525	<b>2</b>	<b>AWARD INFORMATION</b>  PR/AWARD NUMBER      S299B210032 ACTION NUMBER        2 ACTION TYPE            Administrative AWARD TYPE            Discretionary																			
<b>3</b>	<b>PROJECT STAFF</b>  <b>RECIPIENT PROJECT DIRECTOR</b> Alison D Robbins            (707) 668-5101 <a href="mailto:arobbins@bluelakerancheria-nsn.gov">arobbins@bluelakerancheria-nsn.gov</a> <b>EDUCATION PROGRAM CONTACT</b> Angela Hernandez            (202) 205-1909 <a href="mailto:angela.hernandez@ed.gov">angela.hernandez@ed.gov</a> <b>EDUCATION PAYMENT HOTLINE</b> G5 PAYEE HELPDESK      888-336-8930 <a href="mailto:edcaps.user@ed.gov">edcaps.user@ed.gov</a>	<b>4</b>	<b>PROJECT TITLE</b>  84.299B Grow Your Own Administrator																			
<b>5</b>	<b>KEY PERSONNEL</b>  <table border="0"> <thead> <tr> <th><u>NAME</u></th> <th><u>TITLE</u></th> <th><u>LEVEL OF EFFORT</u></th> </tr> </thead> <tbody> <tr> <td>Alison D Robbins</td> <td>Project Director</td> <td>25 %</td> </tr> </tbody> </table>			<u>NAME</u>	<u>TITLE</u>	<u>LEVEL OF EFFORT</u>	Alison D Robbins	Project Director	25 %													
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<b>7</b>	<b>AUTHORIZED FUNDING</b>  <table border="0"> <tr> <td>THIS ACTION</td> <td>N/A</td> </tr> <tr> <td>BUDGET PERIOD</td> <td>\$342,656.00</td> </tr> <tr> <td>PERFORMANCE PERIOD</td> <td>\$342,656.00</td> </tr> </table>			THIS ACTION	N/A	BUDGET PERIOD	\$342,656.00	PERFORMANCE PERIOD	\$342,656.00													
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PERFORMANCE PERIOD	\$342,656.00																					
<b>8</b>	<b>ADMINISTRATIVE INFORMATION</b>  <table border="0"> <tr> <td>DUNS/SSN</td> <td>184567634</td> </tr> <tr> <td>REGULATIONS</td> <td>CFR PART 263 EDGAR AS APPLICABLE 2 CFR AS APPLICABLE</td> </tr> <tr> <td>ATTACHMENTS</td> <td>N/A</td> </tr> </table>			DUNS/SSN	184567634	REGULATIONS	CFR PART 263 EDGAR AS APPLICABLE 2 CFR AS APPLICABLE	ATTACHMENTS	N/A													
DUNS/SSN	184567634																					
REGULATIONS	CFR PART 263 EDGAR AS APPLICABLE 2 CFR AS APPLICABLE																					
ATTACHMENTS	N/A																					
<b>9</b>	<b>LEGISLATIVE AND FISCAL DATA</b>  <table border="0"> <tr> <td>AUTHORITY:</td> <td>PL PL 107-110 VII ESEA, AS AMENDED BY NO CHILD LEFT BEHIND ACT OF 2001</td> </tr> <tr> <td>PROGRAM TITLE:</td> <td>SPECIAL PROJECTS DEMONSTRATION GRANTS</td> </tr> </table>			AUTHORITY:	PL PL 107-110 VII ESEA, AS AMENDED BY NO CHILD LEFT BEHIND ACT OF 2001	PROGRAM TITLE:	SPECIAL PROJECTS DEMONSTRATION GRANTS															
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PROGRAM TITLE:	SPECIAL PROJECTS DEMONSTRATION GRANTS																					



**US Department of Education  
Washington, D.C. 20202**

S299B210032

**GRANT AWARD NOTIFICATION**

CFDA/SUBPROGRAM NO: 84.299B

**10**

PR/AWARD NUMBER: S299B210032  
RECIPIENT NAME: Blue Lake Rancheria  
Tribal Education Agency  
GRANTEE NAME: BLUE LAKE RANCHERIA, CALIFORNIA  
428 CHARTIN RD,  
BLUE LAKE, CA 95525 - 9722  
PROGRAM INDIRECT COST TYPE: Unrestricted  
PROJECT INDIRECT COST RATE: 8%

TERMS AND CONDITIONS

- (1) THE BUDGET PERIOD AND PERFORMANCE PERIOD FOR THIS PROJECT ARE CHANGED TO THE DATES IN BLOCK 6. NO ADDITIONAL FUNDS ARE PROVIDED BY THIS ACTION.
- (2) The Budget Periods for this grant have been revised to align with new award obligation date of August 3, 2021.

\_\_\_\_\_  
AUTHORIZING OFFICIAL

\_\_\_\_\_  
DATE

## BLUE LAKE RANCHERIA BUDGET FORM

BLR

CDC

Name of Grant: Tribal Climate Resilience Youth Engagement		Grant Award Number: A21AP10151	
Fund Number:	Department Number:	CFDA Number: 15.156	Modification Number: 1
Grant Period: 08/16/2021 - 08/15/2023	Effective Date: 8/16/2021	Date BLR Notified: 8/27/2021	Budget Session ID:

Title/Description	GL Code	Amount
Wages	5001	26,698
Bonus/Merit Expense	5002	462
Social Security Tax	5102	1,684
Medicare Taxes	5103	394
Federal Unemployment Taxes	5104	420
State Unemployment Taxes	5106	908
Worker's Comp Expenses	5109	416
Health Insurance	5111	6,198
Retirement Expense	5116	2,173
Supplies	5211	195
Consultant Fees	5300	2,400
Indirect	6000	8,037
<b>Total For This Page:</b>		<b>\$ 49,985.00</b>

Approved By: \_\_\_\_\_  
Date Approved: \_\_\_\_\_

Prepared By: Alison Robbins  
Entered By: \_\_\_\_\_

\$ 49,985.00  
\$ -

**Notes:** Bureau of Indian Affairs - Tribal Climate Resilience Program grant (not contract 93-638 related)  
The TEA Department wrote this and it is a Category 9: Youth Engagement program grant.  
A completely separate award under Category 8 was written and received by Michelle Fuller, Environmental Dept.  
Michelle Fuller's is the same funding source (BIA-TCRP cfa#15.156) but it is a completely separate award number and budget



1. DATE ISSUED MM/DD/YYYY 08/27/2021

1a. SUPERSEDES AWARD NOTICE dated except that any additions or restrictions previously imposed remain in effect unless specifically rescinded

2. CFDA NO. 15.156 - Tribal Climate Resilience

3. ASSISTANCE TYPE Project Grant

4. GRANT NO. A21AP10151-00  
Originating MCA #

5. TYPE OF AWARD Other

4a. FAIN A21AP10151

5a. ACTION TYPE New

6. PROJECT PERIOD MM/DD/YYYY  
From 08/16/2021 Through 08/15/2023

7. BUDGET PERIOD MM/DD/YYYY  
From 08/16/2021 Through 08/15/2023

# NOTICE OF AWARD



AUTHORIZATION (Legislation/Regulations)

Indian Education Amendments of 1978, Public Law 95-561, 25 U.S.C. 2001 et seq.; Tribally Controlled Schools Act, 25 U.S.C. 2501 et seq.

8. TITLE OF PROJECT (OR PROGRAM)  
Blue Lake Rancheria Youth Native STEM: Climate Changes Impact on Tribal Lands, Culture, & Health of the People; a Cultural Restoration & Revitalization Project

9a. GRANTEE NAME AND ADDRESS  
Blue Lake Rancheria, California  
428 Chartin Rd  
Blue Lake, CA 95525-9722

9b. GRANTEE PROJECT DIRECTOR  
Alison Dawn Robbins  
428 Chartin Road  
Tribal Education Agency  
Blue Lake, CA 95525-0428  
Phone: 707-668-5101

10a. GRANTEE AUTHORIZING OFFICIAL  
Alison Dawn Robbins  
428 Chartin Road  
Tribal Education Agency  
Blue Lake, CA 95525-0428

10b. FEDERAL PROJECT OFFICER  
Mr. JOHN MOSLEY  
2800 COTTAGE WAY  
Room W-2820  
Pacific Region Trust Services  
SACRAMENTO, CA 95825

**ALL AMOUNTS ARE SHOWN IN USD**

11. APPROVED BUDGET (Excludes Direct Assistance)				12. AWARD COMPUTATION																			
I Financial Assistance from the Federal Awarding Agency Only				a. Amount of Federal Financial Assistance (from item 11m) \$ 49,985.00																			
II Total project costs including grant funds and all other financial participation				b. Less Unobligated Balance From Prior Budget Periods \$ 0.00																			
a. Salaries and Wages	\$	27,160.00		c. Less Cumulative Prior Award(s) This Budget Period \$ 0.00																			
b. Fringe Benefits	\$	12,193.00		<b>d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION</b> \$ 49,985.00																			
c. Total Personnel Costs	\$	39,353.00		<b>13. Total Federal Funds Awarded to Date for Project Period</b> \$ 49,985.00																			
d. Equipment	\$	0.00		<b>14. RECOMMENDED FUTURE SUPPORT</b> (Subject to the availability of funds and satisfactory progress of the project):																			
e. Supplies	\$	195.00		<table border="1"> <thead> <tr> <th>YEAR</th> <th>TOTAL DIRECT COSTS</th> <th>YEAR</th> <th>TOTAL DIRECT COSTS</th> </tr> </thead> <tbody> <tr> <td>a. 2</td> <td>\$</td> <td>d. 5</td> <td>\$</td> </tr> <tr> <td>b. 3</td> <td>\$</td> <td>e. 6</td> <td>\$</td> </tr> <tr> <td>c. 4</td> <td>\$</td> <td>f. 7</td> <td>\$</td> </tr> </tbody> </table>				YEAR	TOTAL DIRECT COSTS	YEAR	TOTAL DIRECT COSTS	a. 2	\$	d. 5	\$	b. 3	\$	e. 6	\$	c. 4	\$	f. 7	\$
YEAR	TOTAL DIRECT COSTS	YEAR	TOTAL DIRECT COSTS																				
a. 2	\$	d. 5	\$																				
b. 3	\$	e. 6	\$																				
c. 4	\$	f. 7	\$																				
h. Other	\$	0.00		<b>15. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:</b>																			
i. Contractual	\$	2,400.00		<ul style="list-style-type: none"> <li>a. DEDUCTION</li> <li>b. ADDITIONAL COSTS</li> <li>c. MATCHING</li> <li>d. OTHER RESEARCH (Add / Deduct Option)</li> <li>e. OTHER (See REMARKS)</li> </ul>																			
j. TOTAL DIRECT COSTS	\$	41,948.00		<b>16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE FEDERAL AWARING AGENCY ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:</b>																			
k. INDIRECT COSTS	\$	8,037.00																					
<b>I. TOTAL APPROVED BUDGET</b> \$ 49,985.00				<ul style="list-style-type: none"> <li>a. The grant program legislation</li> <li>b. The grant program regulations.</li> <li>c. This award notice including terms and conditions, if any, noted below under REMARKS.</li> <li>d. Federal administrative requirements, cost principles and audit requirements applicable to this grant.</li> </ul>																			
m. Federal Share	\$	49,985.00		In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.																			
n. Non-Federal Share	\$	0.00																					

REMARKS (Other Terms and Conditions Attached -  Yes  No)  
Honorariums not allowed, presenter fees are (since this is listed under contracts, no issues, just FYI).

**GRANTS MANAGEMENT OFFICIAL:**

Joann Metcalfe

17. VENDOR CODE		18. DUNS		19. CONG. DIST.		
LINE#	FINANCIAL ACCT	AMT OF FIN ASST	START DATE	END DATE	TAS ACCT	PO LINE DESCRIPTION
1	0051015312-00010	\$49,985.00	08/16/2021	08/15/2023	2100	Blue LakeRancheria_YouthEngagement\$49985

NOTICE OF AWARD (Continuation Sheet)

PAGE 2 of 2	DATE ISSUED 08/27/2021
GRANT NO. A21AP10151-00	

Federal Financial Report Cycle			
Reporting Period Start Date	Reporting Period End Date	Reporting Type	Reporting Period Due Date
08/16/2021	02/15/2022	Semi-Annual	03/17/2022
02/16/2022	08/15/2022	Semi-Annual	09/14/2022
08/16/2022	02/15/2023	Semi-Annual	03/17/2023
02/16/2023	08/15/2023	Final	11/13/2023

Performance Progress Report Cycle			
Reporting Period Start Date	Reporting Period End Date	Reporting Type	Reporting Period Due Date
08/16/2021	02/15/2022	Semi-Annual	03/17/2022
02/16/2022	08/15/2022	Semi-Annual	09/14/2022
08/16/2022	02/15/2023	Semi-Annual	03/17/2023
02/16/2023	08/15/2023	Final	11/13/2023

# AWARD ATTACHMENTS

Blue Lake Rancheria

A21AP10151-00

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1. GENERAL TERMS AND CONDITIONS

# FY 2021 BIA Tribal Climate Resilience Program Funding Request Application

- Please download form first and complete it. Do not attempt to fill it out online.
- This fillable template is optional, but strongly recommended. It is designed to simplify the proposal process for Categories 8 & 9. If this template is not used, applications for Categories 8 & 9 will need to provide all Mandatory Components listed in Section C. of the solicitation.

**Proposal Type:** (check only one)

- Category 8: Internships
- Category 9: Youth Engagement

**Total Funding Requested From BIA** (Maximum: \$50,000): \$

Please include approved indirect cost rate in the total. Round to the nearest dollar, do not include cents. Do not include in-kind or matching funding.

**Full name of proposing Tribe or Tribal Organization:**

**Requirements 1 & 2:**

**Checklist:**

***R1) Proposing Tribe Currently Enrolled in SAM?*** SAM enrollment is a requirement and SAM confirmation must be attached to application. For more information, see the solicitation Appendix.

***R2) Proposing Tribe Currently Enrolled in ASAP with BIA?***  
***(Automated Standard Application for Payments)***

ASAP enrollment is a requirement. For more information, see the solicitation Appendix.

***ASAP Recipient ID*** (7 digits):

**Mandatory Components 2-3 & 5-6:**

***MC2) Filled, signed, and attached SF-424 Application for Federal Assistance.....***

***MC3) Attached cover letter with signature summarizing leadership support OR a tribal resolution***

***MC5) Filled, signed, and attached SF-424A Budget Information for Non-Construction Projects***  
Instructions for completing Mandatory Component 4 Budget Information may be [found here](#).

***MC6) Attached approved Indirect Cost Rate Agreement (or other statement, see Solicitation p. 6)***

**Note:** Mandatory Component 1 is this Cover Page or another Cover Page of the tribe's choosing with all the information described in Section C. of the Solicitation. Mandatory Component 4 is a project proposal, which is included in this fillable application and is not needed if this fillable application is used. For more information about Mandatory Components, see section C. Mandatory Components and Requirements in the Solicitation.

**Estimated Number of Interns or Youth Benefiting:**

**General Description (0-20 points and limit 1,000 characters):**

- Describe how funded intern(s) or youth will contribute to achieving the tribal program mission as related to climate change or ocean and coastal management goals, add a climate adaptation element to the program's mission, or support research into climate or ocean and coastal issues facing the tribe(s) or organization(s).
- Program host's past experience (including past program size)
- Intern(s) or youth role in the project

**Intern or Youth Work/Outcome Plan (0-30 points and limit 1,100 characters):**

- Proposed intern(s) or youth objectives, milestones, deliverables, expected outcomes, measurements of success, timeline and work plan (include graphic or chart)
- Number of intern(s) or youth and specific tasks related to climate adaptation or ocean and coastal planning (including past program size)

**Intern or Youth Development/Learning Plan (0-25 points and limit 1,000 characters):**

- Identification of mentor and day-to-day supervision to expand experience, range or quality of actual work assignments, subject matter experience and capacity of mentor(s) and supplemental mentor(s), including climate change skills, technical ability or other relative factors, etc.
- Opportunities for the intern (e.g. if intern has sufficient skills by a designated time: presentations, training, liaison, or other functions should be inserted in the intern work plan)
- Note workplace skill building program and elements, supplemental guidance for young professionals/researchers, exposure to tribal values, etc.
- Evidence of measures that will provide and ensure a safe learning/work environment

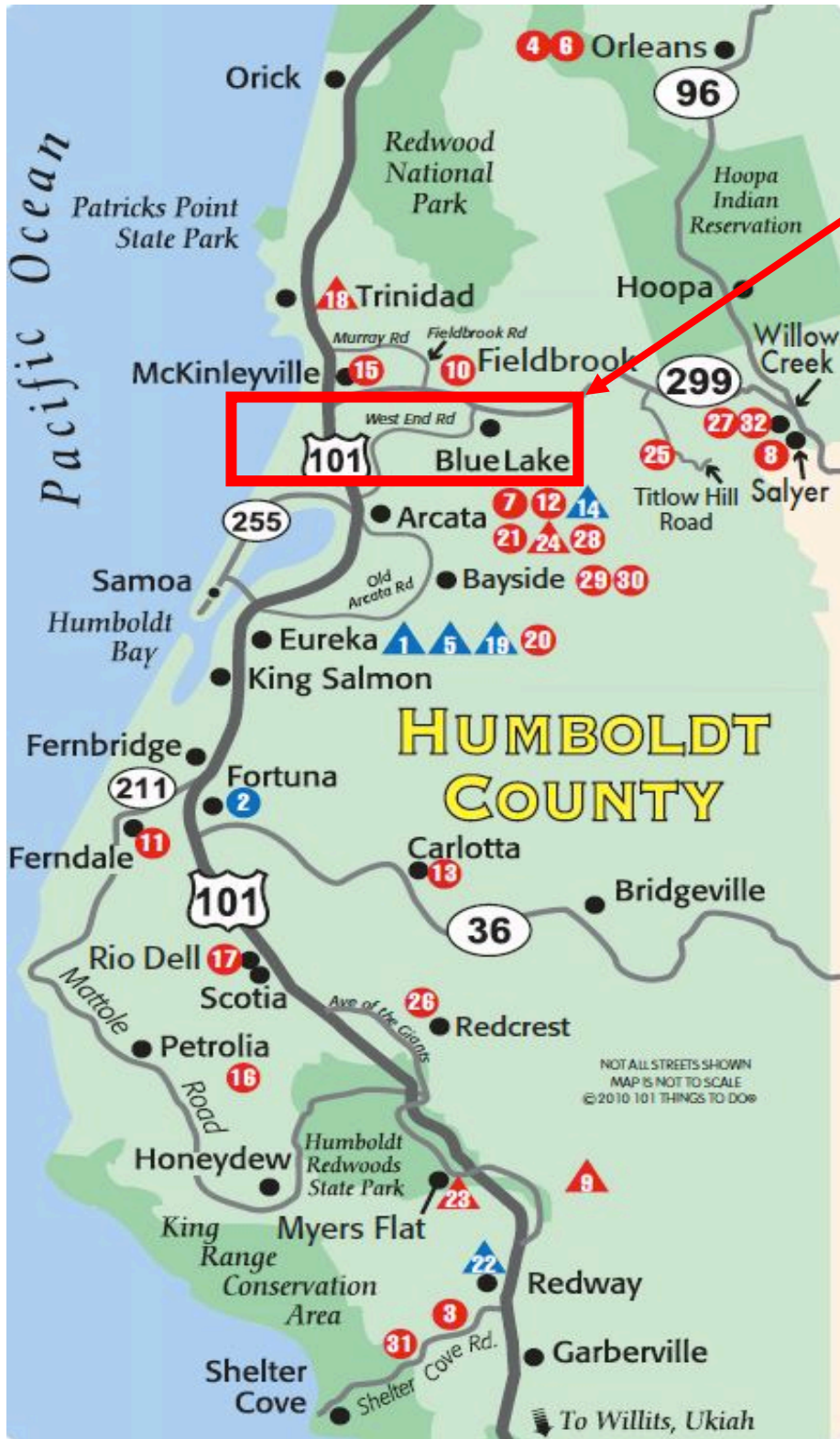
**Budget Narrative (0-25 points and limit 1,400 characters):**

The narrative is a part of Mandatory Component 5. Identify funds requested for the work.

- Budget narrative should be consistent with proposed costs identified in SF-424A budget tables
- Budget must be reasonable and free of disallowed costs (see Solicitation, section D. Disallowed Costs).

Blue Lake Rancheria  
Tribal Education Agency

Proposed project area are the lands of the Blue Lake Rancheria, located 5 miles inland from the coast. Tribal lands include several small creeks feeding the Mad River, and .24 miles of Mad River frontage. Students attend McKinleyville & Arcata High Schools, which are apart of the Northern Humboldt Union High School District (NHUHS). The Consortium for Tribal Innovation & Entrepreneurship (C-TIE) composed of the Blue Lake Rancheria, Humboldt County Office of Education, College of the Redwoods, and NHUHS provide steering committee oversite and guidance on all educational projects & programs taken up by the Blue Lake Rancheria Tribal Education Agency (TEA), as does the TEA's elected Board of Education (BOE) and the Tribal Business Council. All project activities have been reviewed and approved by all three guiding groups and shall impact the highlighted regions of Humboldt Co.



Function Area	Budget Categories	Project Year 1 2021 - 2022	Project Year 2 2022 - 2023	Project Year 3 2023 - 2024	Total Budget	Narrative Notes
<b>1. Personnel</b>		<b>\$ 130,940</b>	<b>\$ 231,591</b>	<b>\$ 242,735</b>	<b>\$ 605,266</b>	
Program Administration	2300	-	69,000	71,070	140,070	Director
Program Admin/ Central Srvs	2300 / 2500	47,840	49,276	50,755	147,871	Technology Support - discussion boards, website enrollment, staff development enrollment, survey monkey
Student Support Services	2100		47,840	49,276	97,116	Community Services Coordinator - Student Support Services
Instruction	1000		49,192	50,668	99,860	Mobile Makerspace Teacher
Instruction	1000		16,283	20,966	37,249	Paraeducator - Tribal Climate Resilience Program
Instruction	1000	24 Student Interns - Tribal Climate Resilience Program	43,200		43,200	120 hrs. Natural Resources Internships - 24 Students
Instruction	1000	Modern Youth Internship Academies Student Interns	39,900		39,900	2 Graphics Arts, 2 Agriculture, 1 Building & Construction, 2 Wiyot
<b>2. Fringe Benefits</b>		<b>\$ 32,123</b>	<b>\$ 104,218</b>	<b>\$ 109,233</b>	<b>\$ 245,574</b>	
Program Administration	2300	-	31,050	31,982	63,032	
Program Admin/ Central Srvs	2300 / 2500	21,528	22,175	22,840	66,543	
Student Support Services	2100	-	21,528	22,175	43,703	
Instruction	1000	-	22,137	22,801	44,938	
Instruction	1000	-	7,328	9,435	16,763	
Instruction	1000	24 Student Interns - Tribal Climate Resilience Program	5,508	-	5,508	
Instruction	1000	Modern Youth Internship Academies Student Interns	5,087	-	5,087	
<b>3. Travel</b>		<b>\$ 4,101</b>	<b>\$ 3,965</b>	<b>\$ 4,035</b>	<b>\$ 12,101</b>	
Program Administration	2300	Travel - Director's Meeting	2,101	2,165	2,235	6,501 Normal program director meeting typical required in budget
Instruction	1000	Mobile Makerspace Van (fuel & insurance)	2,000	1,800	1,800	5,600
<b>4. Equipment</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>5. Supplies</b>		<b>\$ 62,310</b>	<b>\$ 5,500</b>	<b>\$ 3,500</b>	<b>\$ 71,310</b>	
Instruction	1000	Tribal Climate Resilience Conference	3,500	3,500	7,000	September 2022, September 2024
Instruction	1000	Agriculture Intern Project & 4H Program Supplies	4,000		4,000	Janessa's Tribal Tea Garden; Chick Hatching Program
Instruction	1000	Mobile Makerspace Activities Supplies	11,000		11,000	Expansion w/ dedicated spaces at McKinleyville
Instruction	1000	Air Quality Monitoring Curriculum Supplies	12,000		12,000	\$4000 per school - 3 schools
Instruction	1000	CA State Parks - Kindling the Flame Supplies	4,500	4,500	9,000	Sumeg Village & Ft. Humboldt program supplies
Instruction	1000	Cultural Beading Workshop Supplies	1,000	1,000	2,000	Korby Skoglund's classes
Instruction	1000	Graphic Arts Internship Project Supplies	4,000		4,000	Role model posters and videos
Instruction	1000	Chag Lowry "My Sisters" Classroom Sets	2,100		2,100	7 classroom sets
Instruction	1000	Chag Lowry Ishy Story Classroom Sets	2,100		2,100	7 classroom sets
Instruction	1000	Mini-Lending Library Books & Activities	1,700		1,700	4 mini-lending libraries books, and Kiwi Co activities
Student Support Services	2100	Success In Both Worlds - Student Lead Conference	1,000		1,000	Participation materials
Student Support Services	2100	Community In Schools Closet	7,000		7,000	\$1000 per High School (3 ECS, AHS, Mck); \$500 per Elm x 8
Instructional Support	2200	LEAs Staff Professional Development Workshops	7,210		7,210	Blanket Exercise, curriculum workshops
Program Admin/ Central Srvs	2300 / 2500	Laptop for Technical Support	1,200		1,200	
<b>6. Contractual</b>		<b>\$ 200,830</b>	<b>\$ 82,078</b>	<b>\$ 64,228</b>	<b>\$ 347,136</b>	
		<u>HCOE</u>				
Instruction	1000	Steelhead in the Classroom		15,000	15,000	30,000
Instructional Support	2200	- PD Support		17,626	17,626	35,252
Instruction	1000	Comm Center Family Maker Night Support / Hotspot		2,480	2,480	4,960
LEA Administration	2400	HCOE Administrative Costs		2,972	2,972	5,944
		<u>NHUHSD</u>				
Instruction	1000	Modern Youth Internship Academy Classes	124,180			124,180
Central Services	2500	Program Evaluation	9,000	9,000	9,000	27,000
		<u>HSU</u>				
Student Support Services	2100	TRIO Talent Search - School Year	13,250		13,250	26,500
Instruction	1000	TRIO Talent Search - Summer Camps	2,400		2,400	4,800
Instruction	1000	Discussion Board Climate Resilience Scientists			1,500	1,500
Instruction	1000	CA State Parks - Kindling the Flame	35,000	35,000		70,000
Student Support Services	2100	HR Reality Check Workshop -	2,000			2,000
Student Support Services	2100	Two Feathers Native American Family Services	15,000			15,000
<b>7. Construction</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>8. Other</b>		<b>\$ 930</b>	<b>\$ 1,080</b>	<b>\$ 1,080</b>	<b>\$ 3,090</b>	
Instruction	1000	Zoom	150	300	300	750
Central Services	2500	Survey Monkey Plus	600	600	600	1,800
Central Services	2500	HelloSign	180	180	180	540
<b>9. Total Direct Costs (line 1-8)</b>		<b>\$ 431,234</b>	<b>\$ 428,432</b>	<b>\$ 424,811</b>	<b>\$ 1,284,478</b>	
<b>10. Indirect Costs</b>		<b>\$ 47,406</b>	<b>\$ 71,557</b>	<b>\$ 74,497</b>	<b>\$ 193,459</b>	
		20.32%	11,705		11,705	FY21 ends 12/31/2021
		20.66%	35,701	71,557	74,497	181,754
<b>11. Training Stipends</b>		<b>\$ 20,600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,600</b>	FY22 begins 01/01/2022 - using this rate for further years
















































Function Area	Budget Categories	Project Year 1 2021 - 2022	Project Year 2 2022 - 2023	Project Year 3 2023 - 2024	Total Budget	Narrative Notes
Instructional Support	2200 <i>Blanket Exercise/Trauma Informed Classrooms for LEA Staff</i>	10,000			10,000	4 hr. workshops, 100 participants - August 2022
Instructional Support	2200 <i>Adapted Curriculum Professional Development</i>	10,000			10,000	4 hr. workshops, 100 participants - August 2022
Instructional Support	2200 <i>Air Quality Monitoring Curriculum Professional Development</i>	600			600	4 hr. workshops, 6 participants - August 2022
<b>12. Total Costs (lines 9-11)</b>		<b>\$ 499,240</b>	<b>\$ 499,989</b>	<b>\$ 499,308</b>	<b>\$ 1,498,537</b>	
	Maximum Amount per Federal Register Notice of Funding	500,000	500,000	500,000	1,500,000	
	Difference (+/-)	760	11	692	1,463	
		-	-	-	-	
		<b>\$ 499,240</b>	<b>\$ 499,989</b>	<b>\$ 499,308</b>	<b>\$ 1,498,537</b>	<b>Percentage per Function Area w/ Indirect</b>
1000	Instruction	303,325	155,020	130,850	589,196	39.32%
2100	Student Support Services	38,250	69,368	84,701	192,319	12.83%
2200	Instructional Support	27,810	17,626	17,626	63,062	4.21%
2300	Program Administration	37,385	137,941	142,085	317,410	21.18%
2400	LEA Administration	-	2,972	2,972	5,944	0.40%
2500	Central Services	45,064	45,506	46,578	137,147	9.15%
	Indirect Costs	47,406	71,557	74,497	193,459	12.91%

## Tribal Education Agency Program Update

### Media Reports

**Facebook** Consortium for Tribal Innovation and Entrepreneurship (C-TIE) page – total of 9 posts since August 3 and the page began

		Reach: Organic / Paid		Post Clicks		Reactions, Comments & Shares			
Published	Post	Type	Targeting	Reach		Engagement		Promote	
09/03/2021 12:46 AM				20		5 6		<a href="#">Boost Post</a>	
08/23/2021 3:10 PM	 Our waters are SO important and Pathmakers partners with Steelhead			353		19 27		<a href="#">Boost Post</a>	
08/20/2021 2:14 PM	 The Daluviwi' Community Garden is OPEN today from 🌻🌻 1PM-4PM			131		4 9		<a href="#">Boost Post</a>	
08/19/2021 9:55 PM	 The Pathmakers Modern Youth Internship Academies pilot internship			20		2 4		<a href="#">Boost Post</a>	
08/18/2021 9:38 AM	 Grow Your Own Administrator is Funded! On 8/3 Blue Lake			26		6 5		<a href="#">Boost Post</a>	
08/17/2021 2:46 PM	 If you have been by the Blue Lake Rancheria Tribe recently, you might			219		17 10		<a href="#">Boost Post</a>	
08/12/2021 4:49 PM	 This week ,the Blue Lake Rancheria Youth Interns were taken to an			1.5K		80 95		<a href="#">Boost Post</a>	
08/05/2021 5:57 PM	 C-TIE stands in support of Save California Salmon and their advocacy			39		1 4		<a href="#">Boost Post</a>	
08/03/2021 3:32 PM	 Welcome to our page dedicated keeping the Humboldt County			867		34 54		<a href="#">Boost Post</a>	

## Tribal Education Agency Program Update

- 112 Likes

**Your Fans**
Your Followers
People Reached
People Engaged

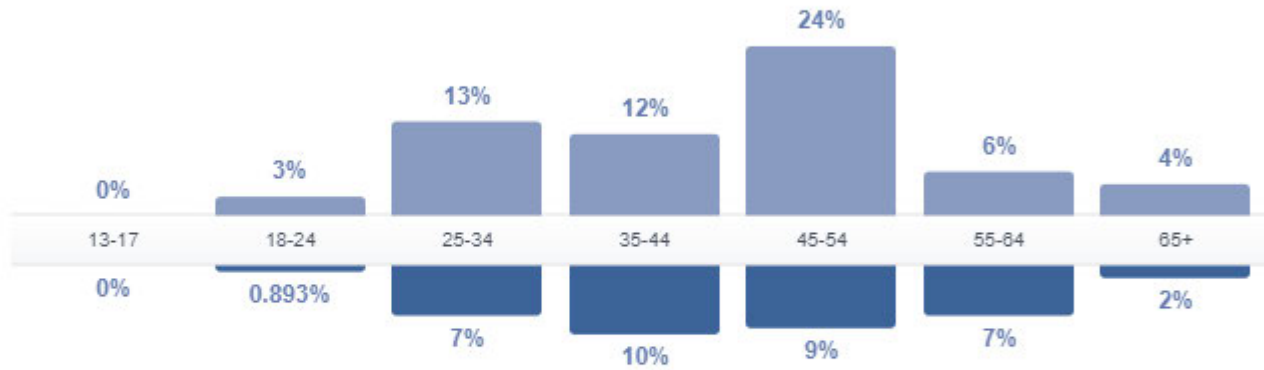
The number of people who saw any of your posts at least once, grouped by age and gender. Aggregated demographic data is based on a number of factors, including age and gender information users provide in their Facebook profiles. This number is an estimate.

### Women

■ **63%**  
Your Fans

### Men

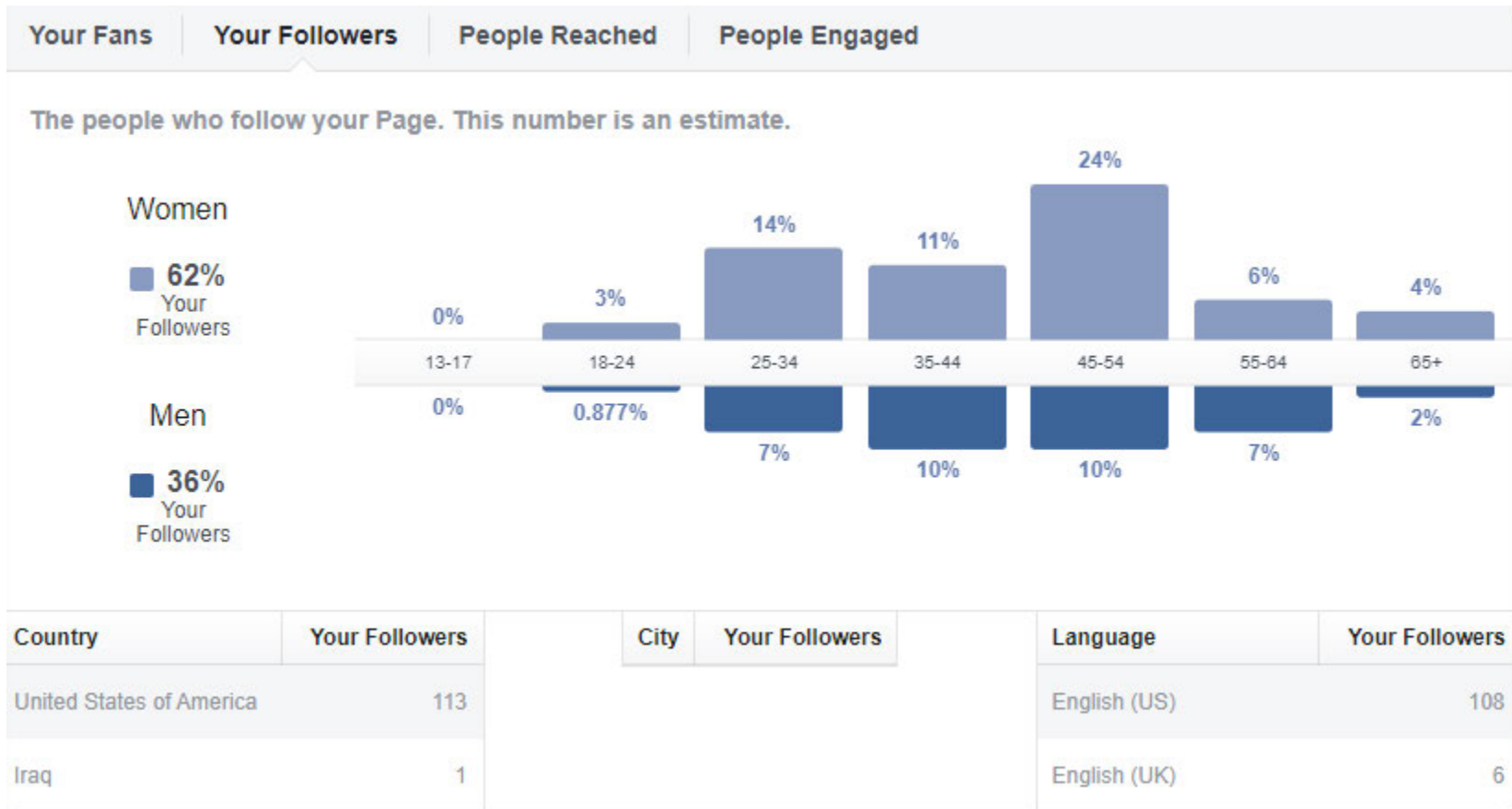
■ **36%**  
Your Fans



Country	Your Fans	City	Your Fans	Language	Your Fans
United States of America	111			English (US)	106
Iraq	1			English (UK)	6

## Tribal Education Agency Program Update

- 114 Followers

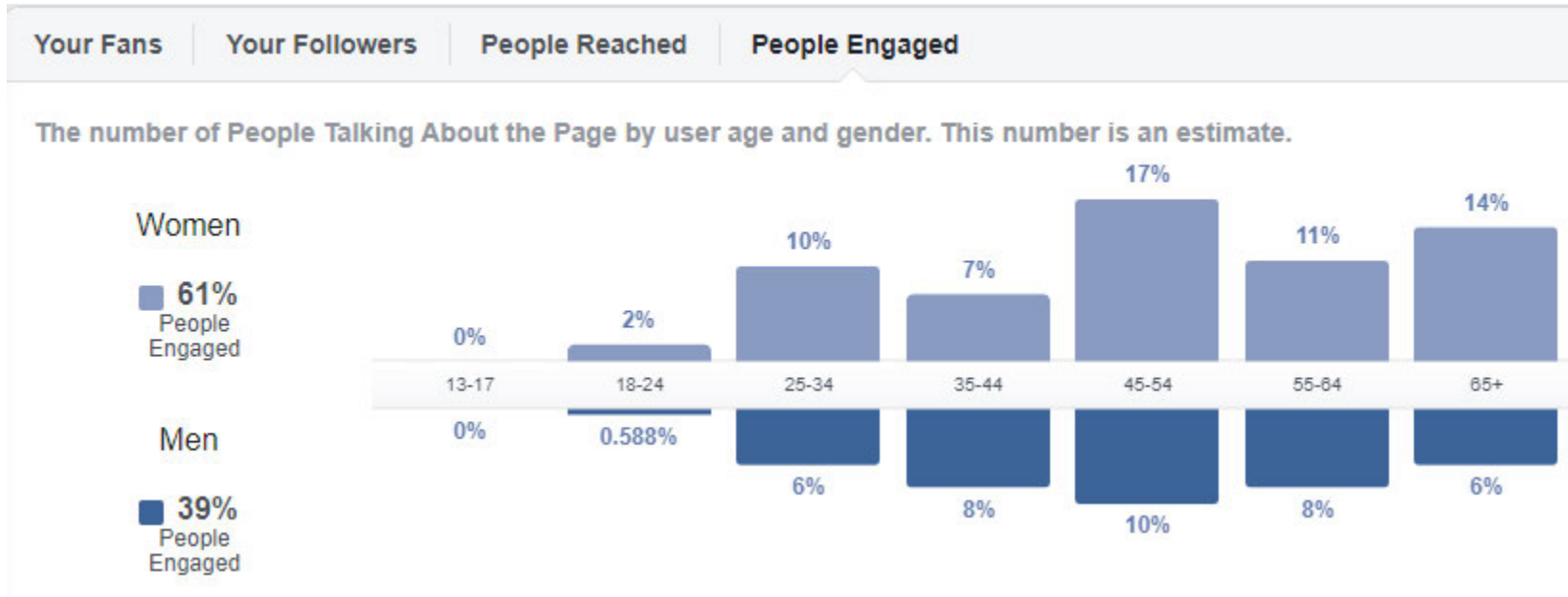


# Tribal Education Agency Program Update

## People Engaged in our Posts

61% women

39% men



# Tribal Education Agency Program Update

## People Reached

