

I. OPENING MEETING

- a. Roll Call
- b. Pledge of Allegiance

II. REPORTS

- a. The Executive Director's Report
 - i. One Page Program Summaries requested by the BOE
 - 1. NYCP – Pathmakers Program
 - 2. STEP – TEA Development
 - 3. STEP – R3E MYAA
- b. Marketing & Communications Report
 - i. Progress on 3 Native Maker Videos (*9 minutes*)
 - 1. <https://www.dropbox.com/sh/wovfrmt9pa4ikwc/AACqGgXzF4Ybdmq3-LVUHO2ta?dl=0>

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

A member of the public (speaker) may address the Board during the Public Communications section of the BOE Agenda. Comments by public speakers made during the Public Communications will be limited to items on the BOE Agenda or items within the jurisdiction of the Board. The number of speakers who speak during Public Communications will not exceed ten. A speaker, in lieu of speaking during Public Communications, may speak during an agenda item. Comments during an agenda item will be limited to the topic of the agenda item. Speakers may register to speak by calling the Clerk of the Board at (620) 705-1715 by noon on the day of the BOE meeting, or they may register at the location of the BOE meeting until 10 minutes before the meeting begins. When registering to speak, a speaker will identify the topic the speaker wishes to address. A speaker's comments at a meeting will not exceed 3 minutes, will be limited to the registered topic, and will not include personnel matters concerning TEA or Tribal employees and/or matters that would violate the privacy of students. Speakers will provide (7) copies of any handouts to the Clerk of the Board for distribution at the Board table. For more information and restrictions, please see BOE policy Section 1402.6 *Board of Education Agendas, Calendars, & Meetings*.

IV. CONSENT AGENDA

- a. Job Description for TEA Programs
 - i. Contact(s): Alison Robbins
 - ii. Purpose: Approval of Job Descriptions – Clerk of the Board - for new or expanded TEA programs.
 - iii. Recommendation: It is the recommendation of staff that the job descriptions for Clerk of the Board are approved for use.
 - 1. **DISCUSSION:**
 - 2. **NOMINATIONS:**

3. **DECISION:**

4. **ACTION:**

V. ITEMS REQUIRING BOARD ACTION OR DISCUSSION

a. Open board member position with HCOE Board of Education

i. Contact(s): Alison Robbins

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

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

iv. **DISCUSSION:**

v. **NOMINATIONS:**

vi. **DECISION:**

ACTION:

VI. MISCELLANEOUS

a. Approval of DRAFT BOE Meeting Minutes of 09/29/2020

VII. NEW BUSINESS

a. Introduction of new employee Frederique Guezille, Clerk of the Board

b. BOE Subcommittee meeting schedule

c. BOE special meetings

d. BOE Training dates

VIII. AJOURNMENT



NYCP DEVELOPMENT GRANT

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

Program for K-8 Students

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

Program for 9-12 Students

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

Additional programs outside of school year

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

Partners in program implementation

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



STEP TEA DEVELOPMENT GRANT

Tribal Education Agency Capacity Building Program

10/01/2019 - 03/31/2021

Education Code Development

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

Joint Powers Agreement

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

Tribal Education Agency Development

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

Partners in program implementation

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



STEP TEA DEVELOPMENT GRANT 2

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

Designated Single Credential Program

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

Modern Youth Apprenticeship Academies Program

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

Tribal Education Agency Development

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

Partners in program implementation

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

Potential Partners we will be pursuing:

- Humboldt State University



Job Title: Clerk of the Board of Education
Department: Tribal Government – Tribal Education Agency
Reports To: Executive Director
FLSA Status: Non-Exempt
Prepared By: Executive Director
Revised Date: 09/02/2020; 10/13/2020
Approved By:
Approved:

JOB SUMMARY

The Clerk of the Board provides care and custody of the records, books, and documents of the Board of Education to ensure efficient and lawful operation of the Tribal Education Agency. To accomplish these tasks, the Clerk of the Board must work closely with the Board of Education, Executive Director, and staff and administration of the Blue Lake Rancheria.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform highly responsible and confidential work as the principal assistant to the Executive Director and Board of Education.
- Provide care and custody of the records, books and documents of the Board of Education to ensure efficient and lawful operation of the Tribal Education Agency.
- Attend Board of Education regular meetings, special meetings, public hearings, and subcommittee work sessions, as required, documenting actions and discussions, publishing meeting minutes. Must be available to work evening to accommodate the meeting schedule.
- Monitor and reply to emails for the Tribal Education Agency, personally handling oral or written inquiries, including substantive or sensitive questions requiring research, technical knowledge.
- Provides oral or written responses on behalf of, or for signature by, the Executive Director or BOE members, as necessary and directed by the Executive Director or the BOE President.
- Schedule, attend, and provide essential administrative support for closed session meetings, ensuring confidentiality of materials and compliance with legal requirements.
- Develop the annual calendar with the BOE and Executive Director, determining necessary schedule changes throughout the year.
- Provide updates to the webmaster for the maintenance of the TEA websites.
- Research, document, and collaborate on the creation of TEA documents working to organize and improve the efficiency of the TEA office to better provide services to the BOE members and the public.
- Ensure that all activities conform to organization guidelines, policies, procedures.
- Communicate with program partners and participants – by telephone or email.
- Honor all commitments made to the Tribal Education Agency & partners.

- Perform other duties as assigned.

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: Any combination of education and experience equivalent to a bachelor's degree, plus five years of progressively more responsible experience working in an office as an assistant, two years of which shall have required independent judgement and oversight responsibilities.

Preferred: Bachelors level degree in Education, Public Administration, or Marketing & Communications. Knowledge of practices, procedures, and policies of a Board of Education.

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 various Google Services, Adobe Acrobat, and similar calendar, search engine, and software platforms. On-line virtual collaborative work and/or educational environments (i.e. Zoom, Go to Meeting, etc.) a must.

LANGUAGE SKILLS

Ability to read, analyze, and interpret accreditation standards, technical procedures, or government regulations. Ability to write reports, business correspondence, and Professional Growth Plans (PGPs). Ability to effectively present information and respond to questions from co-workers, community partners, program participants, students, parents, and the general public.

- Prepare clear and concise reports, correspondence and other written materials.

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.

- Analytical skills for evaluating the effectiveness of workflow, policies, and procedures, 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

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 general office environment including the use of standard office machinery. Job duties may extend outside the office to meetings locally and abroad.

THE HUMBOLDT COUNTY BOARD OF EDUCATION IS CURRENTLY SEEKING APPLICANTS FOR AN OPEN BOARD SEAT IN TRUSTEE AREA 5*.

*The County Board is in the process of appointing a new board member to the County Board of Education. The vacancy is in Supervisory District 5.

Trustee Area 5 consists of the area north of the Mad River Bridge on Highway 101, including McKinleyville, Fieldbrook, Trinidad, Westhaven, Big Lagoon, Orick, and north to the Del Norte County border. The mouth of the Mad River is in the Fifth District. To the east on Highway 299, the district includes Blue Lake, Korbel, Willow Creek, and communities to the Trinity County border. To the northeast on Highway 96 to the Siskiyou County border, the district includes Hoopa, Weitchpec and Orleans.

School Districts: Arcata, Big Lagoon, Blue Lake, Green Point, Fieldbrook, Klamath-Trinity, Maple Creek, McKinleyville, Northern Humboldt, Orick, Pacific Union, Trinidad

An eligible candidate must reside in Trustee Area 5 and be a citizen of California, at least 18 years old, a registered voter, and not employed by the Humboldt County Office of Education.

If interested, please submit a letter explaining interest in serving on the Board along with a brief resume of qualifications to serve. The letter and resume must be received by Humboldt County Superintendent of Schools, Chris Hartley, Ed.D., Humboldt County Office of Education, 901 Myrtle Avenue, Eureka, CA 95501 no later than 3:00 p.m. October 21st, 2020.

Eligible applicants will be interviewed at the public meeting of the Humboldt County Board of Education October 28, 2020, at 3:00 p.m. Each applicant will be asked to make a personal statement and answer questions from the Board. The successful applicant will be seated at the Board of Education meeting December 15, 2020 and the term runs through November 2024.

For more information, please contact Hannah Gossi at (707) 445-7030 or hgossi@hcoe.org Prior to applying, please verify residency by contacting the Humboldt County Elections Office at (707) 445-7481 or 2426 6th Street, Eureka.

Chris Hartley, Ed.D.
Superintendent of Schools

I. OPENING MEETING

- a. Roll Call –
 - i. Jason Ramos, Jace Baldosser, Michael Shackelford, Kelsay Shackelford, Michele Kindred
- b. Pledge of Allegiance

II. REPORTS

- a. The Executive Director's Report
 - i. **STEP 3 YR Grant – R3E MYAA**
 - 1. Grant was submitted July 31
 - 2. Total amount of funding is \$482,978
 - a. YR 1 2020 – 2021 = \$121,413
 - b. YR 2 2021 – 2022 = \$180,393
 - c. YR 3 2022 – 2023 = \$181,172
 - 3. Starting timeline work immediately. The new Indirect Cost Rate agreement has been forwarded to Dept. of ED today. After approval of the job description I will officially begin the hiring of the Career Readiness Education Coordinator (job description is on the Consent Agenda).
 - 4. Focuses on TEA capacity building with two programs
 - a. Recruit, Retrain & Retain Educators "R3E"
 - b. Modern Youth Apprenticeship Academies "MYAA"
 - ii. **Starting a BLR 4H Club** under the Pathmaker's program as the beginning of the Agriculture Industry Cluster – agri-business career pathway for the Modern Youth Apprenticeship Academies. We are applying for a 2-year grant \$50,000 from Native American Agriculture Fund which will build upon all that we are establishing. Daniel will be coordinating the Project Group activities for the students as a Youth Programs Coordinator (job description is on the Consent Agenda). Pathmakers can currently fund 4 hours per week. Should we get the NAAF grant, we will increase this to 8 hours a week to assist with the coordination of the Modern Youth Apprenticeship Academies students.
 - iii. **Kindling the Flame Youth Cultural Revitalization** program is being presented to the American Indian Alaska Native Tourism Association (AIANTA) and a national organization for park interpreters by the Superintendent of the CA Park Service and the Redwood Parks Division personnel – Skip Lowry & Marnin Robbins. The goal is to review the program and discuss replication of the program with other Tribes – further developing our pilot program.
 - iv. **M. Chag Lowry's** submission – Business Plan
 - 1. Chag has submitted his resume and business plan for the BOE to review
 - 2. Looking for mentorship in entrepreneurship

- a. Strengths – there is a market for the proposed work as there are 109 federally recognized tribes in California and 30,282 Native American students enrolled in California K-12 schools (that identified as NA)
- b. Areas of development – marketing strategies, and financial management
- v. Marketing & Communications update
 - 1. Native Makers Posters – STEAM related fields
 - a. collection 1 - are nearly finished. 3 posters completed, 2 are in draft form. 1) Rachel Sundberg, 2) Alme Allen, 3) Leo Canez, 4) Jason Ramos, and 5) Dorothy McKinnon
 - b. collection 2 – compiling persons for this collection. 1) Skip Lowry, 2) Paulie Carroll 3) Carina King. Looking for others right now – we will be approaching INRSEP & NCIDC for assistance
 - 2. Filming and pictures to accompany the Kindling the Flame program will take place this Saturday and in the coming Saturdays. Videos will go up in the next month.
 - 3. Press releases for the following:
 - a. New grant announcement, perhaps with Jared Huffman’s office.
 - b. Andrea will be interviewing Skip Lowry about the CA Parks program and should something come from the presentation to the two national organizations, she will do a joint release with State parks.

III. PUBLIC COMMUNICATIONS

- a. Chag Lowry presenting business plan concepts. Questions and discussion.
- b. Arrange a call next week with Chag regarding CNIGA – Thursday or Friday

IV. CONSENT AGENDA

- a. Job Descriptions for TEA Programs
 - i. Contact(s): Alison Robbins
 - ii. Purpose: Approval of Job Descriptions for new or expanded TEA programs.
 - iii. Recommendation: It is the recommendation of staff that the job descriptions for Youth Programs Coordinator and Career Readiness Education Coordinator are approved for use.
 - 1. **DISCUSSION**:
 - 2. **NOMINATIONS**: Michele Kindred made 1st, Mike Shackelford 2nd
 - 3. **DECISION**: 5-0

4. **ACTION:** Send approved job descriptions to Kim Norton. Keep on file with grant files 1) Youth Programs Coordinator (03/280) and Career Readiness Education Coordinator (03/282)

V. ITEMS REQUIRING BOARD ACTION OR DISCUSSION

- a. Review BOE Directed Research on the term Decolonization
 - i. Contact(s): Alison Robbins
 - ii. Purpose: To review the research done on the term Decolonization so that the BOE may choose how they wish to see the term used or not used in all TEA policies, procedures and programs.
 - iii. Recommendations: Staff recommends the full BOE discuss the concepts highlighted.
 - iv. **DISCUSSION**: Discussion on use of terms. Acknowledgement of the past and history, but not portraying tribes as coming from a weak position. Describe how we are embracing a power.
 - v. **NOMINATIONS**:
 - vi. **DECISION**:
ACTION: BOE has directed more work be done in the subcommittee to bring descriptions that meet with the discussed ideology.

- b. Education Code: Article VII – Miscellaneous Educational Funding
 - i. Contact(s): Alison Robbins
 - ii. Purpose: Article VII covers secondary school educational enrichment program, student eligibility, summer school, school outside the US, and entrance exam costs.
 - iii. Recommendations: Board approval for this Article to be sent to legal counsel David Rapport for review. Any changes resulting from the review will be brought to the BOE for final approval before being sent to the Tribal Council for adoption as the Education Code ordinance.
 - iv. **DISCUSSION**: BOE discussed the policies and felt they should be sent to David Rapport for legal review.
 - v. **NOMINATIONS**: Jace Baldosser made 1st motion, Kelsay Shackelford 2nd
 - vi. **DECISION**: 5-0
ACTION: Send to David Rapport.

VI. MISCELLANEOUS

- a. Approval of DRAFT BOE Meeting Minutes of 09/15/2020
 - i. Jace Baldosser motions, Michele Kindred 2nd
 - ii. Minutes approved 5-0

Board of Education Minutes
Blue Lake Rancheria Tribal Education Agency
Tuesday, September 29, 2020 – 7PM
Zoom Meeting On-line Platform
Blue Lake, CA

VII. NEW BUSINESS

- a. Create a flow chart of grant – with funded grants. Jace would like it on the TEA website. Bullet points. Toni Ramos design.
- b. Elevator pitch – where we are at, what’ve we done. where we are headed – deadline: Two weeks
- c. Action Item: Where are we at with pod Blue Lake School.

VIII. AJOURNMENT

- a. Jace Baldosser motioned to adjourn, Michele Kindred 2nd

Jason Ramos adjourned the meeting at 8:14PM