



## **Education/ Admin. Assistant Monthly Report February 2020**

**June Gourd-Yankton  
Tribal Administrator  
Spirit Lake Tribe**

**Mrs. Yankton:**

For the month of February 2020 I continued to process second quarter honor roll incentives for grades 5<sup>th</sup> through 12<sup>th</sup>. There were a few non-local students who submitted their honor roll lists in grades 5<sup>th</sup> through 12<sup>th</sup> and I processed those and mailed them out.

I continued to process boarding school enrollment incentives to students because the second semester had just begun a month ago and some boarding schools such as PILC and CNS still accepted students. Every semester a tribal enrolled member attends boarding school he or she is eligible for the boarding school enrollment incentive of \$100.00. I started to send these directly to the schools because some students were showing signs of neglect by outright asking their parents if they could purchase clothes for school. This incentive is meant for the child not the needs of the parents or guardians. It is a known fact that the staff at boarding schools offers outings which allows a child to go to the store to get items he or she may need or want.

The local schools such as Warwick, Four Winds, Tate Topa, Oberon, Minnewaukan and Devils Lake schools completed the second quarter honor roll lists. I continued to process these incentives for the students. Grades 5<sup>th</sup> through 8<sup>th</sup> grade receive a flat rate of \$25.00 for making the honor roll whereas high school students in grades 9<sup>th</sup> through 12<sup>th</sup> get \$100.00 for being on the A honor roll and \$50.00 for being on the B honor roll list.

Some of our enrolled members who live out of state submitted their final grades to me from the Fall Semester of 2019. Upon processing these final grades, I referred back to my spreadsheets to determine which students qualified for the first time student start up and to determine which students didn't qualify at mid-terms for their student supportive services. If they didn't get this incentive during mid-terms I included it with their final grade payments. I also had to ensure that the students met the grade point average to remain in the education program. Those who did not meet the requirements I had to place either on probation or suspension depending on if they were previously placed on probation.

I was working on gathering education information from years 2014 to 2015 to get some statistics for Spirit Lake. I was trying to provide numbers when I apply for grants to help preserve the Dakota Language.

### **Administrative Assistant's Report for the Tribal Secretary Treasurer**

As the administrative assistant to the Secretary Treasurer I typed up the January 28, 2020 General Assembly meeting minutes. I also recorded minutes for the Crow Hill District Meeting on February 26, 2020.



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I helped coordinate the Casino's Fiscal Budget meeting for the districts.

I held a meeting on February 28, 2020 with all of the prevention programs to get a calendar setup for every month to have activities available to the youth of Spirit Lake. A lot of our prevention programs work Monday through Fridays during school hours and only host a few events throughout the year. I wanted to expand the services to the children by providing activities during the evenings at the wellness centers.

I completed 5 resolutions and I emailed out nineteen (19) resolutions to various tribal programs and entities.

I reviewed the proposed Criminal Code and the Civil Commitment Code and provided my input with Judge Vetsch.

I continued to complete daily duties such as answer phone calls, file, correspond to emails from students, parents and/or coworkers who had questions. I updated my spreadsheets to track the college students in the incentive program and the students who met the requirements for the Helen Bergstrom Ernst Scholarship second payment. I completed any additional duties that the Secretary Treasurer had asked me to complete.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Charmayne Bohanon".

Charmayne Bohanon