



Education/ Admin. Assistant Monthly Report March 2020

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

Mrs. Yankton:

For the month of March 2020 I received mid-term grades from local students and non-local students. I had to screen these grades to ensure the students met the criteria by maintaining the cumulative GPA of 2.5 or higher and if the student had a C or better letter grade. If the student met these requirements then he/she would either get \$250.00 for being a full-time student or \$125.00 for being a part time student.

I double checked my spreadsheet after some students got a hold of me regarding their incentive that I missed when I paid out their Fall semester 2019 final grade payments. For instance, I might have missed a first-time student start up or their student supportive services if they didn't qualify at midterms.

I processed more second quarter honor roll incentives for the students who are non-local which means they live twenty-five miles or further away from Fort Totten or they live in another state.

I held another meeting on March 17, 2020 with the Prevention programs to finalize the calendar of activities for the wellness centers in the districts.

Due to the Global Wide COVID-19 Pandemic I came up with a pandemic plan to ensure safety precautions were being taken. I presented my plan to Secretary Treasurer Street which included minimizing person to person contact by having students or community members call or email. I also planned to disinfect the office on a regular basis through out the day to minimize the spread of germs. I also planned on wearing a face mask to help minimize my chance of catching COVID-19.

On March 27, 2020 I was informed by the Tribal Council that the Education department will be shut down due to lack of funding. This announcement was sent out via email and on the Tribe's Facebook page. I continued to answer calls and emails regarding the education department's financial situation.

Administrative Assistant's Report for the Tribal Secretary Treasurer

As the administrative assistant to the Secretary Treasurer I coordinated the Mandatory meeting with all tribal directors on 3/10/2020 regarding the departments plan for COVID-19 safety precautions. I typed up March 9, 2020 Tribal Council meeting minutes for the Secretary Treasurer. I also worked on a resolution log for Chairwoman Cavanaugh to track when resolutions were completed and ready for signature.



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I completed 16 resolutions and I emailed out thirty-three (33) resolutions to various tribal programs and entities. Any resolutions that pertained to enrollment, tribal realty and/or any tribal laws I emailed those to the BIA Superintendent Yvonne LaRoque.

I worked on the Spirit Lake Tribe's Exclusion Code along with Richard Yankton and Yvonne Longie. We completed the changes and I do have the markup version that needs to be approved by the Tribal Council and posted for thirty (30) days for public comment.

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