



Education/ Admin. Assistant Monthly Report August 2020

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

Mrs. Yankton:

For the month of August 2020, I answered calls and emails asking if there was any change in the education department's financial status.

I collected JOM applications and processed JOM allocations out to the local schools for Native American student's needs.

I collected Helen Bergstrom Ernst Scholarship applications and required documents from students. I also created a spreadsheet to keep track of the eligible students and to have this information in order for the upcoming Helen Bergstrom Ernst Committee Meeting.

Administrative Assistant's Report for the Tribal Secretary Treasurer

As the administrative assistant to the Secretary Treasurer I continued to help with daily duties such as timesheets, typing up memos, and updating agendas for meetings and preparing for those meetings by making sure the Tribal Council minutes were typed up and in order along with the resolutions. I paid the Tribe's bills and any invoices that qualified to be paid from the Treasury account. I emailed out 20 resolutions to the tribal programs and entities; I completed 11 resolutions.

I continued to pay the district bills, the four districts wellness centers bills, and the Tribe's General Fund bills. 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 completed any additional duties that the Secretary Treasurer had asked me to complete.

I continued to work on screening, approving and processing the Spirit Lake Tribe's COVID-19 Grant Payment Relief program. I continued to answer calls and emails regarding the status of individual's payments.

I worked with Peter Owlboy Jr and Adriane Shaw to figure out how many families signed up for the hot spot devices that Employment and Training provided to families to have access to internet. Peter was in charge of setting up internet to families who signed up so their children can have access to internet for their school work.

Respectfully Submitted,

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

Charmayne Bohanon