



## Education/ Admin. Assistant Monthly Report January 2020

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

**Mrs. Yankton:**

For the month of January 2020 I finished processing the college student's final grade payments for the Fall Semester of 2019. Along with the final grades I processed supportive services for students who were not eligible during mid-terms week. I also processed with the final grade payments the first time student start up incentive for students who have never attended college before.

For the students in 5<sup>th</sup> grade through 12<sup>th</sup> grade I processed first quarter honor roll incentives for the non-local students. I also processed the boarding school enrollment incentives for the students who returned to boarding school for the second semester.

During this month I also processed the second quarter honor roll incentives for the local students who qualified. In order to qualify for the incentive students need to be placed on the honor roll list by the school he/she attends.

I created the Spirit Lake Tribe's Adult Education Scholarship Application and Guidelines. The funding for this scholarship came from BIE.

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

As the administrative assistant to the Secretary Treasurer I typed up the General Assembly minutes from October 29, 2019. I also prepared for the January 28, 2020 General Assembly, by making copies of the Tribal Council minutes, copies of the agenda of the meeting, made copies of the FY 19 powwow budget, LIHEAP handouts and copies of Emergency Management Services.

I also recorded minutes for the Fort Totten District Meeting on 1/12/2020; the attended the fish & wildlife's meeting with Spirit Lake Housing Corporation and the Tribal Council regarding the Dog Ordinance on 1/9/2020.

I prepared the agenda for the Tribal Council's meetings and I typed up minutes from 10/1/2019. I completed 8 resolutions and I emailed out thirty-seven (37) resolutions to various tribal programs and entities.

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. 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