



## Education/ Admin. Assistant Monthly Report May 2020

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

**Mrs. Yankton:**

For the month of May 2020, I worked with finance to get expired and returned checks turned back into finance so they could be reconciled. These were the honor roll incentive checks that were processed before the program ran out of funding.

I worked on updating the JOM application so I could send this out to the surrounding schools who qualify for the JOM funds. I did email this to BIE however I never got a response back. There were no drastic changes made just updating some language and current information that pertained to our Tribe. After doing research about the reason for schools using these funds for Para's I felt it was best to leave the budget alone because a lot of our students do need those Para's to further their education.

Due to the lack of funding no incentives were processed for the fifth through twelfth graders, college students or any other academic achievements. I continued to do my daily duties such as answer phone calls, emails and file.

### **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 meetings. I paid the Tribe's bills and any invoices that qualified to be paid from the Treasury account.

I emailed out 20 resolutions to various tribal programs and entities. I completed twelve resolutions. I worked on updating the Spirit Lake Tribe's Law and Order Code Title 13: Exclusion draft, this is the project that Richard Yankton and Yvonne Longie and Peggy L. Cavanaugh helped with. This document is still in draft form waiting for the Tribal Council to review it so we can move forward with getting this updated in the Spirit Lake Tribe's Law and Order Code.

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 who were continually updating me of their final grades. 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