Blue Lake Rancheria Tribal Education Agency
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PROJECT STATUS REPORT

PROJECT SUMMARY

The STEP Development project is for the establishment of a Tribal Education Agency, creation of an Education Code, establishment of a Board of Education, and the formation of a Joint Powers Authority for the accreditation of a Regional Occupational Center & Program (ROC/P) which will facilitate effective utilization of the new Toma Resilience Campus.

08/31/2020	STEP DEVELOPMENT	ALISON ROBBINS
Date	Project	Name

STATUS SUMMARY

August was an extremely busy month with creation of meetings, agendas and calendars for the BOE, analyzation of budget for a one year no cost extension application, and the finalization of the MOA expanding C-TIE which outlines a timeline for project progress.

Reporting updates to ED: The request for a budget adjustment and carryover was sent back in late May, but a request came from US Dept. of ED program officer Shahla Ortega for a formal carryover request on letterhead. This was done by 08/14/2020, and the program no cost extension was approved on 08/17/2020. Alison has been attending weekly meetings on Thursdays w/ US Dept. of ED since the beginning of the pandemic.

Personnel issues: Bonnie Mobbs has left the employ of the Rancheria and her position as Executive Director of the Tribal Education Agency and the Director of the STEP Development grant needs to be filled. Arla and Jason have approached me (Alison Robbins) to take the position in addition to the Pathmakers Program responsibilities. Alison has provided several scenarios with a breakdown of how many hours of her time could be allocated to all the various Education Programs now being undertaken by the Tribe. These scenarios are for Alison's time with a part-time assistant who would work 23-29 hours per week solely on this program. Alison is open to discussing the redistributing her hours and pay without a part-time assistant as well, should that be the preference of Jason and Arla.

Contractual: Numerous contracts are currently being negotiated and should be obligated in September:

- **C-TIE Expansion** – An MOA was created that expands C-TIE to include College of the Redwoods as a partner. This helps BOTH the STEP Grant and the Pathmakers program's GEPRA measurements task.
    - **HCOE - $20,000** for BOE training, form template, policy examples, and staff training. Assistance with the Joint Powers Authority agreement and the ROC/P accreditation process.
    - **College of the Redwoods - $10,000** for the creation of the Education Code that facilitates a Designated Single Credential for Career Technical Education to be offered through CR, and assistance with the Joint Powers Authority agreement and the ROC/P accreditation process.
    - **NHUHSD - $5,000** for assistance with the development of Education Code policy and program procedures including the sharing of forms, templates, policy examples. Assistance with the Joint Powers Authority agreement and the ROC/P accreditation process.
    - **David Rapport - $15,000** for legal costs associated with the creation of the Education Code, Joint Powers Authority agreement, and TEA forms, and SOPs.

PROJECT OVERVIEW

TASK	% DONE	DUE DATE	DRIVER	NOTES
BOE	75%	09/30/2020	BOE	Need to schedule BOE training dates
Education Code	60%	12/31/2020	Ali Robbins	Still identifying pieces that need to be covered due to pandemic and issues that it brought up about emergency responses and virtual programming, student transportation, and liability
MOA	99%	09/15/2020	Ali Robbins	Contracts derived from the MOA need signatures and approval on the next BOE meeting
JPA	0%	01/29/2021	Ali Robbins	
ROC/P Accreditation	0%	09/30/2021	Ali Robbins	

BUDGET OVERVIEW

CATEGORY	YR 1 ESTIMATED EXPENDITURES THROUGH 09/30/2020	YR1 ESTIMATED OBLIGATIONS THROUGH 09/30/2020	CARRYOVER NO COST EXTENTION	ON TRACK?	NOTES
Personnel	19,781.85	2,000.00	32,718.15	No	Bonnie Mobbs & David Narum are no longer on the Payroll. Alison's pay is now coming from here and it is to be determined how much, and if there will be another part-time person hired.
Fringe	7,286.68	800.00	13,713.32	No	The remaining budget was for Bonnie & David's fringe, this will support Alison or another staff member if they are hired.
Travel	2,145.26		584.00	Yes	Costs are from the mandatory director's meeting. It is likely that the mandatory meeting will be cancelled for 2020-2021 – this funding is being kept here should there be an actual meeting which will most likely be split with Pathmakers and thus, with Alison as Director, will cost less as the cost will be split.
Supplies	46.03			No	Supplies were not in the initial budget, however Bonnie wanted hard copy folders for herself and all the BOE members which were not available in the Tribal supplies, and thus, needed to be purchased.
Contractual		50,000.00	0.00	No	Contracts and legal fees should be obligated by signed contracts before the end of September 2020.
Other			3,983.71	Yes	These funds were originally earmarked to join organizations and pay for fees associated with the program goals.
Indirect	6,276.54		16,780.46	Yes	Indirect cost rate has gone down to 20% for costs in 2021 – it is anticipated that the full amount of this budget may not be utilized depending on when charges post 2020 vs. 2021.
TOTAL	**$35,536.36**	**$52,800.00**	**$67,779.64**		

RISK AND ISSUE HISTORY

	ISSUE	ASSIGNED TO	RESOLUTION DATE?	NOTES
	Designating a new project director for US Dept. of ED	Jason & Arla	ASAP	With Bonnie gone, we need another Project Director so they can access G5.gov and handle the reporting