



TNEC

Tribal Nations Education Committee

Meeting Agenda Request Form

REQUEST INFORMATION	
Individual Submitting Request	
Organization Representing	
Date of Request	
Requested Agenda/Meeting Date	
Presenters Name and Titles	
Phone Number	
E-Mail Address	
Why are you requesting to be on the TNEC agenda?	
<input type="checkbox"/> Action via TNEC Motion <input type="checkbox"/> Action via TNEC Resolution <input type="checkbox"/> Discussion <input type="checkbox"/> Government to Government TNEC Consultation <input type="checkbox"/> Presentation/Information <input type="checkbox"/> Report <input type="checkbox"/> Other (specify) _____	
Brief Description of Presentation (include presentation length and equipment required)	
Action and Follow-up Requested	

Supporting Documentation to be Referenced (scan & e-mail all documentation – contact information below)

Important Notice: All agenda requests need to be received no later than two weeks prior to the TNEC meeting. You will be notified via e-mail if your agenda request has been approved. All handouts must be received by e-mail ten days prior to the meeting to be included in the packet. E-mail all requests and materials to the TNEC Secretary.

TNEC Contacts:

- White Earth:** Ron Buckanaga ronald.buckanaga@whiteearth-nsn.gov
- Leech Lake:** Laurie Harper laurie.harper@llojibwe.net
- MCT:** Billie Annette, Secretary bannette@mnchippewatribe.org
- Bois Forte:** Leann Hoffman lhoffman@boisforte-nsn.gov
- Fond du Lac:** Jennifer Murray, Chair JenniferMurray@FDLREZ.com
- Grand Portage:** Maria Burnett, Vice Chair mariab@grandportage.com
- Lower Sioux:** Jackie Probst jprobst@redwoodareaschools.com
- Lower Sioux:** Jesse Kodet jesse.kodet@lowersioux.com
- Mille Lacs:** Shelly Diaz Joyce.Shingobe@millelacsband.com
- Prairie Island:** Paul Dressen pdressen@piic.org
- Red Lake:** Glenda Martin martin@paulbunyan.net
- Shakopee:** Beth Tepper beth.tepper@shakopeedakota.org
- Upper Sioux:** Carrie Trutna carrie@uppersiouxcommunity-nsn.gov
- Twin Cities Metro:** David Isham d_c_isham@yahoo.com
- Greater MN:** Edye Washington edith.washington@isd709.org

Requestor’s Signature		Date	
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Reviewer Signature(s)		Date	
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