

**Group:** Career Services-Education      **Month/Year of Report:** March, 2014

**Group Leader:** Diane Kelley      **Phone:** 453-5628      **Email:** dkelley@cherokee.org

**I. Budget Highlights – Please refer to Monthly Financial Report**

None

**II. Program Highlights**

**a. Balanced Scorecard Measures**

	<i>February</i>	<i>YTD</i>	<i>Goal</i>	<i>% of Goal</i>
<i>GED Completions</i> – includes individuals completing and receiving a GED or High School Diploma from Talking Leaves Job Corps and Career Literacy.	12	102	250	40.8%
<i>Training Completions</i> – includes individuals receiving a nationally-recognized certification, credential, or degree while enrolled in one of 11 different vocational training programs.	65	230	450	51.1%
<i>Employment Completions</i> – includes individuals who completed a Work Experience or TERO OJT assignment.	8	86	300	28.7%
<i>Unsubsidized Placement</i> – includes all individuals who entered unsubsidized employment (they got a job!) while enrolled in one of 15 different programs, both employment and vocational.	82	432	500	86.4%
<i>Retention</i> – includes individuals who were retained in their unsubsidized employment through assistance from a Career Services Program.	7	87	200	43.5%
<i>Job Readiness Training</i> – includes individuals who completed the Life/Employment Skills Training.	19	110	250	44.0%
<i>WorkKey Credentialing</i> – includes individuals who received a bronze, silver, gold, or platinum WorkKeys credential.	0	50	500	10.0%
<i>Job Bank</i> – includes the number of new individuals entering the TERO Job Bank.	17	87	500	17.4%
<i>Indian Owned Businesses</i> – includes the number of businesses newly certified as an Indian Owned Business.	4	40	100	40.0%

<i>Job Fairs</i> – includes the number of Job Fairs held by Career Services.	1	1	15	06.7%
<i>Community Service Projects</i> – this is the number of Community Service Projects completed by youth, both through the Summer Youth Employment Program and Talking Leaves Job Corps.	7	23	50	46.0%

**b. Accomplishments**

1. Daryl Legg, Director of Vocational Programs, was elected as Vice-Chair for the Oklahoma Native American Re-Entry Alliance.
2. In addition to the WorkKeys testing, GED is picking up, but we tested 42 for the OK Teacher Certification the last two weeks at both Stilwell and Tahlequah.
3. Career Services held a Managerial Retreat March 20 at West Siloam Springs. Guest Speakers included Nason Morton, Interim Executive Director of Human Resources and Chuck Hoskin, Jr., Secretary of State.

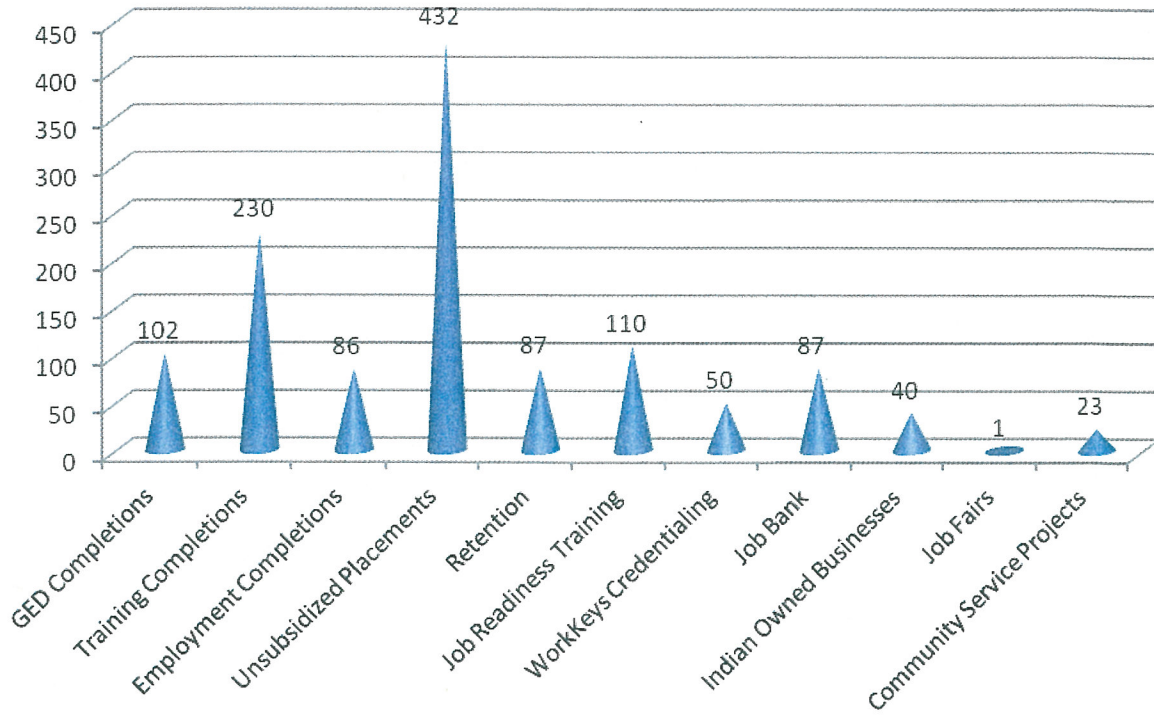
**c. Initiatives**

1. Vocational Rehabilitation Program will have a Program Review, by a Principal Investigator approved by the U.S. Department of Education, Rehabilitation Services Administration.
2. Staff attending and participating in the Consortia of Administrators for Native American Rehabilitation (CANAR) Annual Conference in Albuquerque, New Mexico April 21-25, 2014.
3. Food Services' Specialized Training with North East Technology Center and Indian Capital Area Technology Center; to begin in April 2014 and run through September 2014.
4. Disability Awareness Day at the State Capitol in OKC on April 2, 2014.
5. Career Services is applying for a YouthBuild grant through the Department of Labor. The application is due April 22, 2014.

**GED TESTING FRAUD NOTICE**

Career Services has been getting a lot of questions about GED Credentialing. GED Tests taken "online" are not worth the paper they are printed on. The GED Tests are NOT AVAILABLE ONLINE. You have to appear in person, at a certified testing center. Please follow this link for more information: <http://www.gedtestingservice.com/testers/test-fraud>

## February 2014 Year-to-Date



Group: Education Services

Month/Year: February/March 2014

Deputy Executive Director: Bill Andoe

Email: [bill-andoe@cherokee.org](mailto:bill-andoe@cherokee.org)

Phone: 918-456-5153

### College Resource Center

#### Activity

# of Spring applicants funded as of 2/6	2588
# of Promise students	41 NSU 7RSU
# of Directed Studies students	13
# of concurrent students Spring 2014	228

Fall 2014 Scholarship Application is now open! <https://scholarships.cherokee.org>

#### Accomplishments:

##### 1. Outreach

- |   |                            |
|---|----------------------------|
| Outreach Culture/Storytelling - Robert Lewis                      | PACE Elder Care            |
| Outreach College Resources -Ashlee Chaudoin                       | JOM Conference, Tulsa      |
| Outreach Culture/Storytelling - Robert Lewis                      | Pryor High School          |
| Outreach Culture/Stickball - JP Johnson                           | Pryor High School          |
| Outreach Culture - Brian Jackson                                  | Pryor High School          |
| Outreach College Resources -Ashlee Chaudoin                       | Bluejacket                 |
| Outreach College Resources -Bobbie Eagleton                       | Muldrow High School        |
| Outreach College Resources- Ashlee Chaudoin                       | Booker T Washington, Tulsa |
| Outreach College Resources - Ashlee Chaudoin                      | Nathan Hale HS             |
| Outreach Storytelling - Robert Lewis                              | NSU                        |
| Outreach Storytelling - Robert Lewis                              | COTTA                      |
| Outreach Archery/After School Program - Brian Jackson             | Norwood                    |
| Outreach Culture/Art - Robert Lewis                               | Shadow Mountain            |
| Outreach Storytelling - Robert Lewis                              | Tahlequah Elementary       |
| Outreach Storytelling - Robert Lewis                              | Owen School                |
| Outreach College Resources - Bobbie Eagleton                      | Watts High School          |
| Outreach College Resources - Ashlee Chaudoin                      | Tulsa Tech                 |
| Outreach Culture/College Resources - Robert Lewis/Ashlee Chaudoin | Claremore PAC              |
| Outreach Art - Robert Lewis                                       | Catalayah                  |
| Outreach College Resources - Bobbie Eagleton                      | Cave Springs HS            |
| Outreach College Resources - Ashlee Chaudoin                      | Catoosa High School        |
| Outreach College Resources - Ashlee Chaudoin                      | Jay High School            |
| Outreach College Resources - Bobbie Eagleton                      | Wagoner High School        |
| Outreach Cancer Tour - Brian Jackson                              |                            |
| Outreach College Resources - Ashlee Chaudoin                      | Berryhill High School      |

Outreach College Resources - Bobbie Eagleton  
 Outreach Planetarium Presentation - JP Johnson  
 Outreach Storytelling - Robert Lewis  
 Outreach Teachers Training - Nancy Scott  
 Outreach Storytelling - Robert Lewis  
 Outreach College Resources - Ashlee Chaudoin  
 Outreach Storytelling - Robert Lewis  
 Outreach College Resources - Bobbie Eagleton  
 Outreach Storytelling - Robert Lewis  
 Outreach Culture/Stickball - JP Johnson

Gans High School  
 Jay High School  
 Claremore  
 Camp Egan  
 Vinita  
 Owasso High School  
 Catalayah  
 Maryetta/Stilwell  
 Redbird Health Clinic, Sallisaw  
 Vinita HS

UPCOMING SCHOLARSHIP WORKSHOPS

Workshop dates, times, and locations:

May 20<sup>th</sup> from 2-6 at ICTC in Sequoyah County

May 22<sup>nd</sup> from 2-6 at ICTC in Muskogee County

May 27<sup>th</sup> from 2-6 at ICTC in Cherokee County

May 29<sup>th</sup> from 2-6 at ICTC in Adair County

**Community Language Programs**

Activity	February/March	YTD
# of off-site presentations	3	9
# of participants-Outreach	15	15
# of on-site classes	3	3
# of participants in on-line class	No Online Course Held During This Period	

Accomplishments:

1. Assisted with planning of the International Mother Language Day Event on Feb. 21 in Catoosa, OK.
2. Provided translation assistance to the Translation Department, including audio recordings
3. Helped plan the agenda for the 2014 Cherokee Language Consortium Meeting
4. Assistance with the Cherokee Language Bowl
5. The Spring Cherokee Language Community Classes have started with contract instructors throughout the 14 counties
6. Prepared copies of the Cherokee See Say Write books for the Cherokee Language Community Class instructors
7. Online Cherokee Class registration opened
8. Sarah Hawk sent out a new Shawnee lesson plan for students in Norman, OK.
9. Created two new sets of Shawnee Pictionary cards for new Shawnee language students
10. Hawk held Shawnee language courses on Feb. 17th
11. Hawk presented to the Shawnee board about beginning a new online course; results will be announced on their decision.

Future Plans/New Initiatives:

1. Development of a core curriculum to assist the community language instructors with the assistance of the Cherokee Language Consortium
2. Spring Community Language Courses with contract instructors continues through the spring
3. Begin new Online Cherokee Language Course for the Spring that focuses on basket making, gathering of nature materials, etc.
4. Continue to offer several Employee Cherokee Language Immersion Courses onsite at Cherokee Nation complex as well as offsite at several CN clinics and other facilities
5. Start a new Online Shawnee language course if the Shawnee board approves

**CLP -Language Technology**

Accomplishments:

1. Assisted with registration a the Cherokee Nation Motor Vehicle Tag money distribution event to schools
2. Creation of video that played at the International Mother Language Day event
3. Planned and executed the International Mother Language Day which was attended by the Cherokee Language Program staff, contract translators, and several representatives from Cherokee Nation administration and council.
4. Hosted the visit of Senior Microsoft Engineer Alfred Hellstern, which included training on LEAF software for translation.
5. Facilitated the meeting of the Translation Department at Fox Street office for the Gilcrease Translation Project
6. Continue the Microsoft Windows and Office Online updates in the Cherokee language.
7. Consultation with contract encoding specialist Michael Everson to develop Cherokee upper and lower case input for computers.
8. Roy Boney presented the initiatives of the Cherokee Language Technology Program at the Tribal Telecom 2014 conference in Phoenix, AZ
9. Developed updated versions of the Cherokee syllabary reader in conjunction with the Translation Department.

Future Plans/New Initiatives

1. Create instructional videos on how to use various technologies in the Cherokee language
2. Continue to develop the Cherokee Language section on the Cherokee.org website which will offer language materials, information, and documents for public download
3. Develop interactive digital versions of the Cherokee language activity pages.
4. Continue to collaborate with Information Systems to develop and produce Cherokee language online games and update the Cherokee.org Cherokee language word list

**CLP-Translation**

Activity	February/March	YTD
# of internal requests completed	10,104	15,858
# of external requests completed	2,065	2,928
# tested for Certification/Proficiency	0-Proficiency 0-Cerification	0-Proficiency 0-Cerification

Accomplishments:

1. Continue working closely with Language Technology to work on updates on Microsoft and Google translation projects.
2. Weekly meetings held with Language Technology to translate Gilcrease archival materials.
3. Gathering of Cherokee language documentation for research
4. Coordinated and attended February Speakers Bureau meeting.
5. Consulted with contract encoding specialist Michael Everson about development of upper and lower case typing in Cherokee and the addition of the "missing" Cherokee syllable "MV" to the syllabary chart
6. Continue recording videos for the Let's Talk Cherokee video series with Communications.
7. Translation of Oklahoma State Department of Education tests for the Immersion School
8. Proofreading and editing of the Cherokee New Testament for a digital ebook.
9. Hosted and attended the International Mother Language Day event where Microsoft awarded the Cherokee Language Program a plaque for the completion of the Cherokee language version of Office Online.
10. Participated in the New Council Member Orientation with Councilors Taylor and Vasquez.

Future Plans/New Initiatives:

1. Next Speaker's Bureau Meeting March 2014 at Sequoyah Schools.
2. Next Language Consortium Meeting April, 2014 in Tahlequah, OK
3. Develop a Cherokee literacy class for fluent Cherokee speakers in the communities

**Sequoyah Schools**

Activity	March	YTD
Student GPA	3.43	3.43
ADA	95.09%	96.58%
EOI Pass Rate	75% (winter 2012 test administration) 73% (spring 2013 test administration)	74% (2012-2013 school year)
ACT Average	18.90 (avg of October 2013 ACT tests) 18.27 (avg of December 2013 ACT tests) 17.74 (avg of February 2014 ACT tests)	18.83 (avg of all test scores for all current students) 19.33 (avg of highest scores for all current students)

Accomplishments:

- The SWAT team participated in Cherokee County Clean-up at Sequoyah City Park on March 12.
- Sequoyah Junior Will Tiger finished 3rd at the State Wrestling Tournament. This is the highest finish ever for an SHS wrestler. Will was the first Indian wrestler to qualify for State in four years.
- The Indians and Lady Indians basketball teams have both qualified for the State Basketball Tournament in OKC March 13-15. The Indians were the Area Champions and the Lady Indians were the Area Consolation Champions.

**Future Plans/New Initiatives:**

- The National Honor Society will induct 45 new members on April 1.
- The Sequoyah Drama department will host auditions for “Beauty and the Beast” on March 12 from 4:00 - 7:00 pm.
- School will be closed for spring break March 17-21.

**Head Start**

Activity	February /March	YTD
# of students enrolled	664 HS 200 EHS	678 HS 296 EHS
# of classrooms/sites	63 classrooms 23 sites	63 classrooms 23 sites
# of parent meetings conducted	23 Conducted	98
# of site visits by HS/ECU staff	80 Site Visits	612
# of PD hours completed	hours offered	468.5 hours offered
Credit Card Expenditures - Travel	\$1,629.53	\$21,643.13

Child Adult Care Food Program (CACFP)  
 Monthly Meal Counts and Reimbursement  
 February

Breakfast 4088	Lunch 4264	Snack 4191
Total Food Cost – \$32,542.41		Reimbursement – \$23,612.95

**Accomplishments:**

1. A national T/TA provider from Washington, DC conducted a CLASS review on 10 public school classrooms in preparation for the onsite federal audit. Approximately 10 will be on the federal team.
2. 3 faculty received their CDA this month qualifying them for a step increase in the career ladder.
3. Initiated an Enrollment/Recruitment committee to assist with the 2014/2015 enrollment to ensure full enrollment.
4. Hosted spring break students from the University of Michigan
5. Received the highest recognition of the Oklahoma Certified Healthy Business Award for two consecutive years.

**Future Plans/New Initiatives:**

1. March 10 – 14, 2014: Hosted spring break students from the University of Texas, Washington University and James Madison University
2. March 12, 2014: Orientation for Cherokee Nation internal support systems
3. March 10 – 13, 2014: CLASS reviews
4. March 13, 2014: Hosting OIHSDA meeting and the Quarterly Education Advisory Meeting
5. March 18, 2014: ECU Faculty Strategic Planning follow up
6. March 20, 2014: Policy Council Meeting
7. March 21, 2014: Early Head Start Faculty Training
8. March 31 – April 3, 2014: Onsite Triennial Federal Review
9. April 15 – 17, 2014: 14<sup>th</sup> Annual GPS Leadership Institute, Tulsa, OK



## JOM/ Johnson O'Malley Program

Activity	March 2014	YTD
# of students on JOM program	24,172	
# of schools participating	66	
# of communities participating	5	
# of special events	7	22
# participants students/adults	845/265 (adult training.)	4,031/534
# of schools/staff participating in Special Events & JOM events	87/93	210/465

### ACCOMPLISHMENTS:

1. New JOM Field Specialist, Travis Wolfe, began February 18, 2014.
2. 2014 OK JOM Conference: March 3-5. 18 School districts; 25 IEC (parents); 15 JOM School staff.
3. Cherokee Creative Writing Competition: 7 School districts; 58 student entries; 5 staff;
4. Cherokee Art Competition: 23 School districts; 555 student entries; 23 staff; 16 parents.
5. Cherokee Language Methods for Teachers: 10 School districts; 12 participants; 8 staff; 2 parents.
6. Cherokee Teacher Enrichment: 9 School districts; 13 participants; 8 staff;
7. Cherokee Challenge Bowl: Divisions 1 & 2: March 11 & 12. 20 School districts; 190 students; 34 staff; 99 parents.
8. Oklahoma JOM Conference: Conducted 6 workshops – 215 participants; 1 parent.

### FUTURE PLANS/NEW INITIATIVES:

1. March 13, 2014: Cherokee Art Competition Artists Reception:
2. Cherokee Challenge Bowl: March 25 (Division 3 – Grades 6-8)
3. Cherokee Challenge Bowl: March 26 (Division 4 – Grades 9-12)
4. March 27 & 28: Cherokee Language Methods for Teachers
5. JOM Field Specialist will be attending the National JOM Assoc. Conference in Denver, Co. March 24-28 2014.
6. JOM Spring JOM student count week: April 7 – 11, 2014.

## Heritage Center

### Upcoming Dates

March 24, 2014 10:30am	Proclamation and Remembrance of the Arrival of the Last Detachment of the Trail of Tears to Indian Territory Cherokee Heritage Center, Tahlequah OK
March 26-27:	Indian Territory Days Cherokee Heritage Center, Tahlequah OK
April 11, Time TBA:	CNHS Board of Trustees Meeting Cherokee Heritage Center, Tahlequah OK
April 11, 6:00pm:	Trail of Tears Art Show Awards Reception Cherokee Heritage Center, Tahlequah OK
April 21, Time TBA: October 25, Time TBA:	Cherokee Legislative Days, State Capitol Tentative Date for Seven Star Gala Hard Rock Hotel and Casino Catoosa, OK

CHEROKEE HERITAGE CENTER  
February 2014 ATTENDANCE AND OTHER FIGURES

ADMISSIONS – JANUARY			2014	
Monthly Admissions	Monthly Admissions	Year to Date	Year to Date	
205	\$1,350.50	402	\$2,693.00	
GENEALOGY – JANUARY			2014	
Research Requests	Paid Requests	Year to Date	Year to Date	
17	\$430.00	36	\$990.00	
GRANTS - JANUARY			2014	
Grants Pending	Sponsorship Requests Pending	Active Grants	Active grants total \$70,796 with grant period over three years.	
4	4	3		
MEMBERSHIP - JANUARY			2014	
Membership - New	Active Membership	Total Current Membership		
32	2,195	480		
OUTREACH - JANUARY			2014	
Participants Off-site	Organizations Off-site	Participants On-site	Year to Date	Year to Date
651	6	17	1098	11
TOURS – JANUARY			2014	
Prebooked Guests	Visitors Reported from Village	Year to Date	Point of Origin	
70	150	484	7 countries 14 states	

## Education Advocacy

Activity	February/March 2014	YTD
- TEDNA	Monthly Board Meeting	11
- Public School Outreach/MVT Teacher Outreach	Techniques of Successful Superintendents (TOSS)	Met with Superintendent groups in Miami, Jay, Tahlequah and Bartlesville. Each school within CN JSA has been visited
- Techniques of Successful Superintendents (TOSS)		Teacher Institute will be held June 4 & 5, 2014 in the Univ. Center at NSU. The keynote speaker will be Todd Whitaker Professional development days that were cancelled due to weather are being rescheduled.
- Institutional Review Board (IRB)		11 Meetings
- Community Meetings	1	4
- NCAI Planning Committee	Attended NCAI	3 Meeting
Indian Education Curriculum	2-Meeting	6 Meeting

### Accomplishments:

1. TEDNA –Monthly Board Meeting
2. TOSS – Superintendent’s meetings are ongoing and are being scheduled on a monthly or bi-monthly basis.
3. Public School Outreach
  - Contracts for Professional Development with public schools have been completed with Four individuals. They are conducting workshops in Science, Math, Reading and Cherokee Language.
  - The Registration Forms for the Summer Teacher Institute have been sent to each school.
  - A workshop application for the Summer Teacher Institute has been sent to each school recruiting teachers who may want to present a workshop.
  - Twenty-Nine teachers from 18 public school districts will receive grants from the Oklahoma Foundation For Excellence to attend a regional or national Education Conference.

### Future Plans/New Initiatives:

1. Toss Superintendent meetings
  - April 3 TOSS – Miami
  - April 9 TOSS – Tahlequah and Claremore
  - April 15 TOSS – Bartlesville
  - April 10 – 11 – Intertribal - Catoosa

## **School/Community Specialist**

### Accomplishments:

1. We have been handing out information at the T.O.S.S. meeting across the 14-Counties.
2. Held one of three VEX Robotic Scrimmages the first one being at Leach Schools.

### Future Plans and Initiatives:

1. VEX Robotic Scrimmage March 29 at Westville Schools
2. Vex Robotic Scrimmage April 12 at Oologah. This will be the last Scrimmage of the year.

## **Program Liaison**

### Accomplishments:

1. Ongoing, answering various inquiries regarding Education Services via email, phone, Facebook, etc.
2. Assisting with Language Programs Project.
3. Create and maintain a monthly Education Services Calendar.
4. Assist various programs with editing documents, and continue to do so.
5. Assist as needed and coordinate Public Relations efforts for Education Services with the Communication Department.
6. Manage Miss Cherokee budget. Coordinate monthly Miss Cherokee Committee meetings and Miss Cherokee activities. Also Serve as Chaperone for Miss Cherokee as needed.
7. Coordinates Miss Cherokee Committee with Jr. Miss Cherokee and Little Cherokee Ambassadors to streamline policy and Procedures for consistency.
8. Coordinated booth workers and materials for the Education Services Booth during Cherokee Nation Community Meetings. Chaperoned Miss Cherokee at several of the meetings.
9. Serving on the Steering Committee for the Cherokee Nation Tribal Youth Council

### Future Plans/New Initiatives:

1. Develop New Promotional Materials for Education Services and Programs as needed.
2. CN Community Meetings expected to set up Education Services Booth with materials and workers.
3. Assists work groups with STEM outreach efforts and continue to do so. (VEX Robotics Competition and Cherokee Nation National Science and Engineering Fair).
4. Monitors future travel for Miss Cherokee with Miss Cherokee Committee approval.