

**Group:** Career Services-  
Education      **Month/Year of Report:** February, 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>January</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.	21	90	250	36.0%
<i>Training Completions</i> – includes individuals receiving a nationally-recognized certification, credential, or degree while enrolled in one of 11 different vocational training programs.	59	165	450	36.7%
<i>Employment Completions</i> – includes individuals who completed a Work Experience or TERO OJT assignment.	32	78	300	26.0%
<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.	106	350	500	70.0%
<i>Retention</i> – includes individuals who were retained in their unsubsidized employment through assistance from a Career Services Program.	12	80	200	40.0%
<i>Job Readiness Training</i> – includes individuals who completed the Life/Employment Skills Training.	18	91	250	36.4%
<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.	13	70	500	14.0%
<i>Indian Owned Businesses</i> – includes the number of businesses newly certified as an Indian Owned Business.	12	36	100	36.0%

<i>Job Fairs</i> – includes the number of Job Fairs held by Career Services.	0	0	15	0%
<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.	2	16	50	32.0%

**b. Accomplishments**

1. The Adult Education Teachers and staff have been preparing for the new online GED test. GED classes have been in session, and teachers are working hard to ensure each client is prepared for the online process. The Adult Education Program gained a new teacher for the Claremore office, Donna McNabb, who transferred from Talking Leaves Job Corps.
2. Two students from the NACTEP Child Care Occupations class received their Child Development Associates Credentials.
3. Two students from the NACTEP Business Technology class began a practicum with the Registration Department.
4. Vocational Training had a father and son team gain employment through US Trucking.

**c. Initiatives**

1. Vocational Rehabilitation staff will attend the New Employee Academy--- training with the state Oklahoma Department of Rehabilitation Services.
2. Vocational Rehabilitation Program will have a Program Review, by a Principal Investigator approved by the U.S. Department of Education, Rehabilitation Services Administration.
3. Disability Awareness Day at the State Capitol in OKC on April 2, 2014.

**GED TESTING UPDATE - February 13, 2014**

Career Services has worked diligently these last few months to upgrade our GED testing system to meet the requirements for the state mandated 2014 Computer Based GED Test. Previous years we have performed paper based testing so the change has been an extensive one for us. We have had to remodel existing areas as well as obtain new equipment, furniture and supplies. The change has also involved procuring and installing new software.

With this change we planned to have three assessment centers as follows....

**Stilwell**

This assessment center is officially open for testing and is located in our Career Services Stilwell Office. The center is currently open Tuesdays, Wednesdays and Thursdays from 8:30am to 4:30pm.

### Tahlequah

This assessment center is officially open for testing and is located in the WW Keeler Tribal Complex next to Career Services. The center is currently open Tuesdays, Wednesdays and Thursdays from 8:30am to 4:30pm.

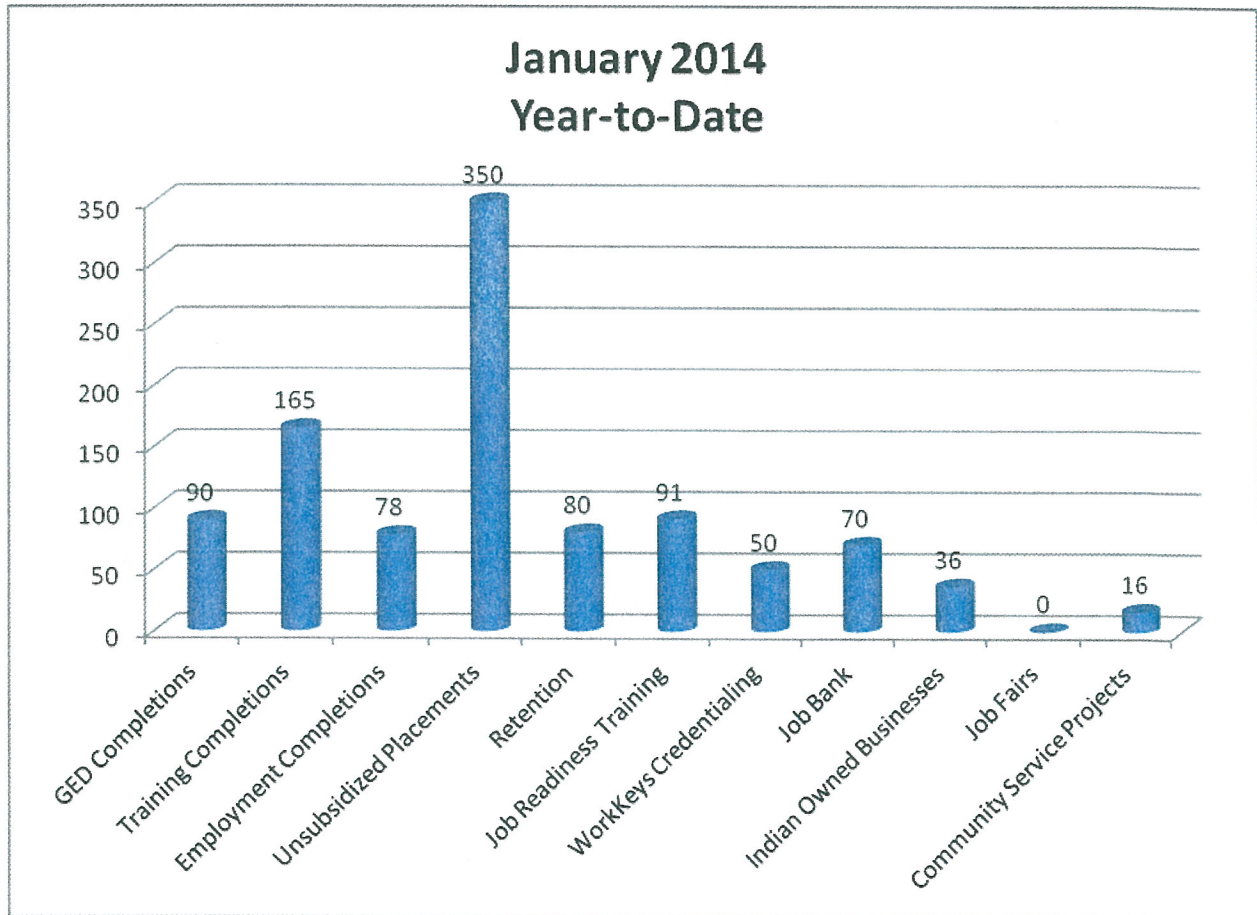
### Pryor

Work on this center has begun this week with revisions being made first to the HVAC. This center will be located in the same building that houses the Career Services Pryor Literacy Center in Cherokee Heights. We hope to have this center open by May 2014.

In addition to these three centers we are in the process of trying to establish an MOU with Sallisaw Public Schools to provide one person to administer the GED Test at their Adult Learning Site up to two days a month.

In addition to the new computer based GED testing we will be able to provide the Certification Examinations for Oklahoma Educators (CEOE) and we will continue to provide MOUS Certifications in our Tahlequah Assessment Center as well as WorkKeys Career Readiness Certifications and the OKCIS Interest/Aptitude assessment at all of our locations.

We have four individual that are certified to administer the new GED test via computer. Two staff are primary and the other two staff will serve as backups in addition to their regular job duties.



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*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	229

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

Accomplishments:

Outreach

- Outreach- Storytelling Robert Lewis NSU
- Outreach- Art Robert Lewis Muskogee
- Outreach- Storytelling Robert Lewis Fairland School
- Outreach- College/Career Day Bobbie Eagleton Muskogee
- Outreach- Storytelling Robert Lewis Claremore
- Outreach- TOSS Ashlee Chaudoin Claremore
- Outreach-Storytelling Robert Lewis Roland
- Outreach –Counselor Meeting Bobbie Eagleton Stilwell ICTC
- Outreach – School visit with Ashlee Chaudoin Oaks Mission
- Outreach- School visit with Bobbie Eagleton Stilwell
- Outreach- School visit with Bobbie Eagleton Hulbert
- Outreach – School visit with Ashlee Chaudoin Salina
- Outreach- School visit with Ashlee Chaudoin
- Feb. 13<sup>th</sup> Community Meeting - Stilwell Grove
- Feb. 19 College Readiness workshop- RSU

- Feb. 20<sup>th</sup> 8<sup>th</sup> grade transition Vinita High School
- Feb. 20<sup>th</sup> Afterschool Archery Norwood Schools
- Feb. 20<sup>th</sup> FAFSA workshop Sperry High School
- Feb. 21<sup>st</sup> 8<sup>th</sup> grade transition Marble City Schools
- Feb. 25<sup>th</sup> Cave Springs parent night

Future Plans/New Initiatives:

1. FAFSA workshops
2. 14 county wide workshops to assist with scholarships

Cherokee Language Programs (CLP)

Activity	January /February	YTD
# of off-site presentations	2	2
# of participants-Outreach	56	56
# of on-site classes	2	2
# of participants in on-line class	No Online Course Held During This Period	

Accomplishments:

1. Ed Fields taught 1 Employee Immersion Course.
2. Collaborated with Language Technology to create a syllabary recognition puzzle for the Online Class.
3. Filmed a Cherokee Language Interview with Communications
4. Visited with a Cherokee language instructor from Stilwell schools and assisted with questions
5. Sarah Hawk digitized 2 Shawnee language tapes for CDs; created more Shawnee Pictionary cards (50); created 15 Shawnee language booklets; sent Shawnee language material to students in Norman, OK; made copies of the Cherokee cultural sheets in the kiosk and assisted in handing out them to visitors and creating packets for prisoners requesting Cherokee culture and language information;
6. Assisted with Cherokee Speakers Bureau
7. Marie Eubanks started teaching a Community Language Class at Rocky Mountain Schools every Monday and Friday evening.

Future Plans/New Initiatives:

1. Announcing more Cherokee Language Community Classes in the 14 county area.
2. Registration opening for Online Cherokee Language Course for the Spring
3. 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
4. Online Community Language & Culture webinars for schools still in development by Lula Elk.
5. Online Shawnee language course in development.

## Language Technology

### Accomplishments:

1. Hosted Michael Everson, on contract for the encoding of Cherokee upper case and lower case for Unicode. Worked with him on development of Cherokee case, italics, and keyboard input for upper and lower case.
2. Created graphics for a promo / handout item featuring Sequoyah.
3. Developed a 2014 calendar using original Sequoyan handwritten script and number system.
4. Developed a Cherokee number font based on Sequoyah's original handwritten numbers.
5. Opened the new Language section on the Cherokee.org website at <http://www.cherokee.org/AboutTheNation/Language.aspx>;
6. Introduced the new email address [language@cherokee.org](mailto:language@cherokee.org) for the site.
7. Uploaded Cherokee language documents for public download.
8. Revised and designed Cherokee syllabary reader for community outreach
9. Creation of Video for the International Mother Language Day Event for February 21<sup>st</sup>.
10. Continue update of Microsoft programs in conjunction with the Office of Translation.
11. Presentation about Cherokee Language Technology at the Cooperative Educational Programming meeting at NSU
12. Transcribed Cherokee language video for Communications
13. Began filming the weekly Cherokee Language video series "Let's Talk Cherokee" with Communications.
14. Developed an eBook version of the New Testament in Cherokee.

### Future Plans/New Initiatives

1. Agenda for the International Mother Language Day event is finalized at Hard Rock in Catoosa on February 21, 2014 to honor the Cherokee language speakers that helped complete the Microsoft Office and Windows 8.1 updates for Cherokee.
2. Continue the creation of instructional videos on how to use various technologies in the Cherokee language
3. Continue adding content to the Cherokee.org language section.
4. Continue working with the Unicode Consortium to finalize upper and lower case for Cherokee and to encode the historic Cherokee syllable "mv."
5. Will assist in the hosting of Alfred Hellstern, Tracy Monteith, and Don Lionetti of Microsoft as they visit Cherokee Nation for International Mother Language Day. Mr. Hellstern will be doing training with Translation and Language Technology on new software for Translation.

## Translation

Activity	January/February	YTD
# of internal requests completed (word count)	6407	6407
# of external requests completed (word count)	106	106
# 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. Adding Red Lettering in the Cherokee language version of the New Testament
5. Coordinated and attended February Speakers Bureau meeting.
6. Updated the 2<sup>nd</sup> Edition of the See-Say-Write booklet for learning to read and write Cherokee to include Cherokee syllabary.
7. Mailed out 58 certificates on behalf of the Community Language Classes
8. Mailed out 12 cultural packets to prison inmates
9. Gathered the Consortium Word List

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. The Office of Translation began the filming of the weekly Cherokee Language series "Let's Talk Cherokee" and will be coordinating the filming of Cherokee speakers and the translation of the content.
4. Publish a digital version of a Cherokee language related newsletter for employees and citizens
5. Collaborate with typographers and the Language Technology program to finalize design of the historic Cherokee "mv" syllable.
6. Collaborate with Michael Everson to finalize the keyboard input method that will allow for the input of upper and lower case Cherokee syllables on the computer.
7. Roy Boney presented at the 2014 Tribal Telecom Conference to talk about the developments in Cherokee language through technology and the successes of the Cherokee Translation and Language Technology Programs.
8. The Office of Translation did a presentation about Translation at the Cooperative Educational Programming meeting at NSU.
9. Will assist in the hosting of Alfred Hellstern, Tracy Monteith, and Don Lionetti of Microsoft as they visit Cherokee Nation for International Mother Language Day. Mr. Hellstern will be doing training with Translation and Language Technology on new software for Translation.

Sequoyah Schools

Activity	February	YTD
Student GPA	3.42	3.42
ADA	95.26%	96.67%
EOI Pass Rate	75% (winter 2012 test administration) 73% (spring 2013 test administration)	74% (2012-2013 school year)

ACT Average	19.30 (avg of September 2013 ACT tests)	18.91 (avg of all test scores for all current students)
	18.90 (avg of October 2013 ACT tests)	
	18.27 (avg of December 2013 ACT tests)	19.31 (avg of highest scores for all current students)

Accomplishments:

- Sequoyah Junior Payne Ummerteskee was a World Qualifier at the VEX Robotics State Tournament.
- 8<sup>th</sup> Grade Day was held February 12<sup>th</sup>. Almost 200 students from surrounding schools attended.
- New student applications for the 2014-2015 school year are now available in the high school office. Applications for returning students will be mailed on February 17<sup>th</sup>.
- The Preventers (suicide prevention mentors) visited Tenkiller Schools, January 28<sup>th</sup>, to work with 5<sup>th</sup> and 6<sup>th</sup> graders. Bullying prevention was the focus of the visit and was entirely Sequoyah student led. The Preventers also plan to work with Sequoyah's 7<sup>th</sup> and 8<sup>th</sup> graders and visit Woodall Schools.

Future Plans/New Initiatives:

- Parent/Teachers conferences will be held from 4:00pm - 7:00 pm on February 13<sup>th</sup> and from 8:00 am - 12:00 pm on February 14<sup>th</sup>.
- Senior recognition night for students participating in winter sports will be held February 13<sup>th</sup> at 5:45 pm at The Place Where They Play.
- School will not be in session Monday, February 17<sup>th</sup> in honor of President's Day.

Head Start

Activity	January/February	YTD
# of students enrolled	669 HS 200 EHS	678 HS 296 EHS
# of classrooms/sites	63 classrooms 23 sites	63 classrooms 23 sites
# of parent meetings conducted	13 Conducted	75
# of site visits by HS/ECU staff	100 Site Visits	532
# of PD hours completed	23 hours offered	468.5 hours offered
Credit Card Expenditures - Travel	\$9,189.66	\$20,013.60

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

Breakfast	Lunch	Snack
Total Food Cost - \$	Reimbursement - \$	



Accomplishments:

1. Three faculty received their Child Development Associate.
2. Completed state wide Oklahoma Indian Head Start Director's Strategic Plan.
3. Conducted interview training session for the triennial federal review.
4. EHS/CC Webinar training on partnership funding was held on February 6, 2014.

Future Plans/New Initiatives:

1. T/TA provider to conduct CLASS observations in February.
2. Community and Family Partnership in Advocacy meeting will be held on February 13, 2014.
3. The CNECU will host the Oklahoma Indian Head Start Director's monthly meeting on March 13, 2014.

JOM/ Johnson O'Malley Program

Activity	February 2014	YTD
# of students on JOM program	24,172	-523
# of schools participating	66	
# of communities participating	5	
# of special events	2	15
# participants students/adults	240/28 (adult training.)	3,186/269
# of schools/staff participating in Special Events & JOM events	21/0	123/372

ACCOMPLISHMENTS:

1. Special Projects initiated a new Cherokee Teacher Enrichment Project in January. CHEROKEE LANGUAGE METHODS FOR TEACHERS. Conducted a 2 day orientation held at Tenkiller Lodge. 14 Participants enrolled representing 11 school districts: Catoosa; Chouteau-Mazie; Collinsville; Maryetta; Salina; Sequoyah-CL; Sequoyah-Tahlequah; Tahlequah; Vinita; Westville; Wagoner.
2. Cherokee Teacher Enrichment (CTE I) held January 21 - 22. 14 participants representing 10 school districts: Claremore; Collinsville; Grand View; Jay; Nowata; Oologah; Owasso; Porum; Verdigris; Vinita.
3. New JOM Field Specialist, Travis Wolfe, will begin February 18, 2014.
4. JOM: Maryetta had 12 storytellers present to lower elementary. Cherokee language instruction to 240 students.

FUTURE PLANS/NEW INITIATIVES:

1. Cherokee Cultural Enrichment in Schools: February 18-21 - Gore Public Schools
2. Cherokee Art Competition Judging: February 21, 2014
3. Cherokee Language Methods for Teachers - February 27-28, 2014.
4. Cherokee Teacher Enrichment I - March 6 - 7, 2014.
5. 2014 OK JOM Conference planning meeting to be held on February 12<sup>th</sup> in Tulsa at the site of this year's conference.
6. Cherokee Challenge Bowl: March 11 (Division 1 - Grades K-2)
7. Cherokee Challenge Bowl: March 12 (Division 2 - Grades 3-5)
8. Cherokee Fine Arts Competition Entries Due: March 20

2014 Oklahoma JOM Conference  
March 3-4, 2014

Tulsa Southern Hills Marriott  
 Cherokee Nation Exemplary JOM Program will be honored at this year's banquet: Salina Community  
 Based JOM Program  
 March 4, 2014, 6:30 pm – 9:00 pm

**Heritage Center**

ADMISSIONS – JANUARY		2014	
Monthly Admissions	Monthly Admissions	Year to Date	Year to Date
197	\$1,342.50	197	\$1,342.50

GENEALOGY – JANUARY		2014	
Research Requests	Paid Requests	Year to Date	Year to Date
19	\$560.00	19	\$560.00

GRANTS - JANUARY		2014	
Grants Pending	Sponsorship Requests Pending	Active Grants	Active grants total \$68,500 with grant period over three years.
5	2	2	

MEMBERSHIP - JANUARY		2014	
Membership	Membership Fees	Total Membership	
13	\$415.00	512	

OUTREACH - JANUARY			2014	
Participants Off-site	Organizations	Participants	Year to Date	Year to Date
	Off-site	On-site		
430	5	0	430	5

TOURS – JANUARY		2014	
Prebooked Guests	Other Guests	Year to Date	Point of Origin
151	113	264	7 countries 14 states

VOLUNTEERS – JANUARY		2014	
Volunteers	Volunteer Hours	Year to Date	Year to Date
10	236	10	236

### Education Liaison

Activity	January/February	YTD
TEDNA	Monthly Board Meeting (See attached January Minutes)	4
Public School Coop/MVT	Techniques of Successful Superintendents (TOSS)	Met with Superintendent groups in Miami, Jay, Tahlequah and Bartlesville.  Each school within CN JSA has been visited.
	Teachers of Successful Students (TOSS)	Teacher Institute will be held June 4 & 5, 2014 in the University 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)	January 15, 2014 Minutes (Attached)  February 19, 2014 Meeting Agenda (Attached)	11 Meetings
Community Meetings	1	1

### Accomplishments:

1. **TEDNA**— Monthly Board Meeting
2. **TOSS**— Created for Superintendent Groups Across Cherokee Nation

3. **Public School Outreach**—Each of the schools receiving MVT funds have been visited. A professional development needs assessment was conducted among the schools and professional development days were scheduled. Due to weather, the professional development days that were scheduled for January are being rescheduled.

**Future Plans/New Initiatives:**

1. Recruit presenters for the TOSS institute in June.
2. Work with administration on GPR reassessment.

**Program Liaison**

**Accomplishments:**

1. Assisted work group with STEM outreach efforts and continue to do so. (VEX Robotics Competition and Cherokee Nation National Science and Engineering Fair)
2. Ongoing, answering various inquiries regarding Education Services via email, phone, Facebook, etc.
3. Assisting with Language Programs Projects
4. Create and maintain a monthly Education Services Calendar
5. Assist various programs with editing documents, and continue to do so
6. Assist as needed and coordinate Public Relations efforts for Education Services with the Communications Department
7. Manage Miss Cherokee budget. Coordinate monthly Miss Cherokee Committee meetings and Miss Cherokee activities. Also serve as Chaperone for Miss Cherokee as needed.
8. Coordinated booth workers and materials for the Education Services Booth during Cherokee Nation Community Meetings (Chaperoned Miss Cherokee at several of the meetings.)
  - a. January 28, 2014, Vinita
  - b. February 13, 2014, Stilwell
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 to set up Education Services Booth with materials and workers, as needed.

## SUPERINTENDENT REPORT FOR MARCH 2014

Band is competing in OSSAA Music Competition, February 27, 2014 at Tahlequah Performing Arts Center at 11:30.

Boys and Girls Basketball are District Champions. They are competing in the OSSAA Regional Tournament this week with hopes of playing in the OSSAA Area Tournament next week. The OSSAA State Basketball Tournament will be in Oklahoma City March 13-15.

SHS had several Drama students won numerous awards and have qualified for OSSAA Regional completion.

The winners were Diamond Bailey with first original oratory, Dylan Poe was first in domestic extemporaneous speaking, Colby Luper and Tyler Burd was first dramatic duet, Burd and Bailey finished first humorous duet, Sara Cheater and Kyle Guthrie was second in humorous duet, and Kayli Gonzales and Eva Hooper earning third place in humorous duet. The Sequoyah drama students will competed again February 22 at Bristow.

Drama plans are underway for the school's spring production of Beauty and The Beast.

Sequoyah High School junior Will Tiger was Regional runner-up at Pawhuska and qualified for OSSAA State Wrestling Tournament. He is the first SHS Wrestling State qualifier since 2009.

Oklahoma Academic Scholars- Sequoyah has two Oklahoma Scholars this year, Melody Proctor and Colby Luper. They are the first in several years for Sequoyah High School.

Sequoyah Schools are taking student applications for next year. They can be done on the school website or by picking one up at the school offices. Notification to students on application status will be done by June 2.



Cultural Tourism Update  
Cherokee Nation Tribal Council Education and Cultural Committee  
March, 2013

**Key Project Summary**

**Capital Projects**

- Cherokee National Capitol Update:
  - Phase 2 HVAC replacement was completed in February
  - Exterior masonry testing will begin in March
  - Architectural design of new gazebo will begin in March, following bid selection.

**Museum Promotions**

- Currently marketing the museums through a discounted self-guided tour package, Cherokee Compass.
- Preparing for seasonal museum promotions including preservation and cultural classes.
- Currently working on spring marketing campaign.

**Tours & Events**

- Working with Cherokee Community Outreach to launch free community tour program in May
- Spring Education grant tour program is currently open for area schools.
- Sales staff is currently attending travel shows to encourage motor coach traffic to Cherokee Nation.
- Cherokee Days at the National Museum of the American Indian in Washington D.C. is scheduled for April 2-5, 2014.
  - Event will feature a temporary exhibit, cultural performances, and demonstrations.

**Retail**

- New OU, OSU and NSU collegiate wear is now available for sale.
- New Remember the Removal Bike t-shirts are available at the Tahlequah Gift Shop for sale.
- Winter apparel is currently on sale at all gift shop locations.