Education Committee Career Services March 2021 Monthly Report Diane Kelley, Executive Director

Alternative Education

The Adult Education and Career Skills Program continues to provide accessible services to clients during the COVID-19 Pandemic; online trainings, tutoring, and intakes are being utilized when necessary, and staff continues to incorporate phone contact and emailing when corresponding with clients that have the option available.

Upcoming Program Initiatives

The Career Skills Staff are currently conducting an 'Onboarding' program to assist participants dealing with intensive barriers. Following the completion of the program, staff will revisit the initiative to address possible improvements or alterations that are needed to improve participant accessibility and retention.

Historically, mathematics has been the most difficult subject for our Alternative Education participants to successfully complete, and consequently prevents many of our clients from obtaining their GED/HSE diplomas. The Alternative Education Department will continue to develop the Mathematics Laboratory initiative and others to assist participants in obtaining their GED/HSE diplomas.

GED/HSE Testing Rates

- GED® / HiSET® Graduates:
 - o Month of March Total: 1
 - o Fiscal Year To Date Total: 8
 - HiSet Paper Testing: 1
 - o Online GED Test: 0
 - *Note- Graduation Goal will be re-evaluated following COVID Staff Phasing Protocol*
- Individual Testing Results (By Subject):
 - o Science: 3 Pass, 1 Fail
 - o Social Studies: 2 Pass, 0 Fail
 - o Math: 0 Pass, 4 Fail
 - o Writing (RTLA): 0 Attempts
 - o Reading: 1 Pass, 0 Fail

Participant AZTEC Usage

- Adult Education Participant Totals:
 - o Total time: 457.25 hours
 - Learning Objectives: 299.75 hours
 - o Drill and Quiz times: 46.25 hours
 - o Exam times: 111.25 hours

- Career Skills Participant Totals:
 - o Total time: 34 hours
 - o Learning times: 31.5 hours
 - o Drilling & quizzing times:
 - 2.25 hours
 - o Exam times: .25
- Total Active AZTEC clients: 173

Career Skills Staff Contacts

• 2 Career Skills Classes: 5 completions

Resume Preparation

• 11 individual resumes completed for Career Services clients and other referrals.

Contacts/Completions

| Career Skill Classes | 5 |
|----------------------|-----------|
| Specialized | 9 |
| Resumes | 11 |
| Math Tutor & Other | <u>47</u> |
| Total Completions | 72 |

Specialized Classes/Training/Workshops Administered

- <u>Confidentiality Training</u> Career Skills staff implemented a participant training that focused on handling confidential materials and maintaining client confidentiality in work environments that deal with protected information.
 - o 3 individuals

Other Services

- One student completed GED Intake
- Four individuals took TABE assessments
- Four individuals received information or application assistance with RRR Registration for Technology, Food Distribution and Resource Information

Testing Services

The Pryor and Stilwell testing sites have moved locations. Sites are set up and are awaiting Pearson approval to resume testing, which is anticipated any day.

Talking Leaves Job Corps

Talking Leaves has welcomed students back on center and will continue to bring them back in small numbers. The center will also continue Distance Learning and work with students virtually.

Collaboration with the United State Navy Partnerships is underway to help make students aware of the great career opportunities that the Navy can provide. Associations with other branches of the Military make additional career opportunities and assistance available to students. Continued use of the Armed Services Vocational Aptitude Battery (ASVAB) test is used as a form of aptitude testing.

Students continue to perform well in High School, Math, Reading and GED along with their vocational trades.

ACT preparation is available to students and they can take the test at no cost to them.

Virtual tutoring is offered to all students along with an afterschool High School program for remediation.

Vocational Rehabilitation

Cherokee Nation Vocational Rehabilitation had 8 clients begin their training at various schools:

- One student at each of the following schools:
 - o Carl Albert State College (Poteau), Nursing
 - o Connors State College (Muskogee), Psychology
 - o Oklahoma State University (Stillwater), Multimedia Journalism
 - o Oklahoma State University Institute of Technology (Okmulgee), Culinary Arts
 - o Tri-County Technology Center (Bartlesville), LPN
 - o Indian Capital Technology Center (Muskogee), LPN
- Two students at Northeastern State University (Tahlequah)
 - o Psychology
 - o Health/Physical Education

Vocational Training

Business Tech

Business Tech Students attended one Career Skills Class in February.

MOS 2016 Certifications received:

- Kelsey Coachman
 - o Certification Total: 6
 - Word
 - Access
- Trent Dry
 - o Certification Total: 4
 - Power Point

Cody Tehee

o Certification Total: 4

Outlook

Three Business Tech students are currently in Practicum:

- Kelsey Coachman, Braggs
 - o Cherokee Nation Gaming Commission
- Kristin Lochner, Tahlequah
 - o Literacy Center
- Gabrielle Tolliver
 - o Cherokee First

One Business Tech Student secured full-time employment

- Amber Arnett
 - o Cherokee Nation Registration

Child Care

One student passed the CDA exam:

- Audrey Wikel, Tahlequah
 - o Obtained full-time employment at Sweet's Child Care Center in Tahlequah

One student completed the program, received their CDA certificate and obtained full-time employment:

- Lesley Gower, Tahlequah
 - o Cherokee Nation Child Development Center in Tahlequah

Two students have completed the program, received their CDA's and are seeking full-time employment:

- Nova Birdtail, Tahlequah
- Tanya Comingdeer, Bunch

RN Scholarship Program

Three new scholarship recipients:

- Kaleigh Gritts, Tahlequah
- Breanna Muck, Broken Arrow
- · Stacey Richerson, Oktaha

Vocational Success Story Chelsea O'Field

Medical Billing & Coding, ICTC

Chelsea O'field is a 29 year old resident of Jay, OK and mother of three children, ages 7, 6, and 2. Chelsea attended Haskell Indian Nations University in Lawrence, KS for two years after high school. She was unable to receive her Associates Degree and returned home.

Upon returning home, she applied and was hired in entry level positions at various jobsites.

In 2018, she was hired by the Cherokee Nation Hastings Health Facility to work as a Health Registration Specialist. After working there a year and gaining some medical experience, she was hired as a Job Coach for disabled adults at the Delaware County Friendship Home.

Ms. O'Field realized she needed a specialized training to earn a sufficient income for her family. She enrolled in 16-week Medical Billing and Coding training at Northeast Tech in Kansas, OK. She felt this career choice would allow her a greater job opportunity. The classes were difficult but she enjoyed learning the purpose and use of Medical Billing & Coding. She received excellent grades during this training, and was asked if she would like to continue in an advanced level Billing/Coding. She was

excited to know an advanced class would be offered and jumped at the chance to gain additional skills. Chelsea completed all trainings with great success and received her American Academy of Professional Coders certificate.

In February 2021, Chelsea was hired full-time at the Echota Behavioral Health Department in Tahlequah, OK making a competitive age. Her Supervisor, Jimmie Fite, was exceptionally pleased with the knowledge and skills Ms. O'Field provides and enjoys sharing with other staff and supervisors. Chelsea is greatly pleased to achieve her educational goal. She feels more secure with her ability to meet her family's needs through income, insurance, and job security. She is pleased to have Cherokee Nation invest in her future for a better life.



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CAREER READINESS ACT Trainings



Career Readiness Act Program:

High Voltage Lineman Training

We're searching for business partners to provide paid 8-week internship opportunities for our high voltage lineman training students. Internships provide direct benefits to both students and business partners.

- Lineman Class 3
 - Students will be going out on 8-week internships from April 12th June 4th.
- Lineman Class 4
 - Students are currently in CDL training and will be starting lineman training on April 12th.

Fiber Technician Training Program

We are currently recruiting now for a second and third Fiber Technician Class will be able to take a max of 12 students. The class will be 8 weeks, on Tuesdays and Thursdays from 8am - 4pm.

- Fiber Technician Class 1:
 - We had seven students graduate from the fiber technician class. They are all currently employed making an average wage of \$19.54 per hour.
- Fiber Technician Class 1 Student Graduate:
 - Sage Locust, Tahlequah
 - Currently working on mainline fiber around Oklahoma. He also does home installations, working with residents connecting their in-home fiber optics.





Building Trades Program:

We are currently recruiting students for our Building Trades Program.

This program combines classroom training with hands-on instruction to prepare individuals for skilled employment.

Class is Monday- Friday, 7am - 4pm.

Building Trades Program

Get paid for hands-on training while learning a career!

CONSTRUCTION TRADES

Carpentry . Electrical . Masonry . Plumbing

This program combines classroom training with hands-on instruction to prepare individuals for skilled employment.

TRAINING AVAILABLE IN TAHLEQUAH, OKLA.

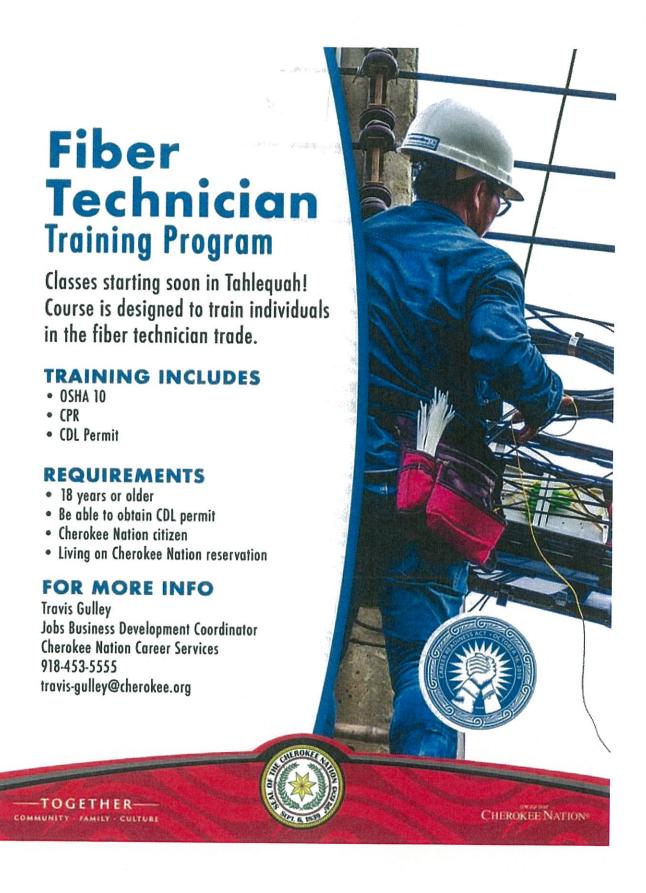
FOR MORE INFORMATION: (all 918-453-5555

TRAINING STARTS SOON!









New Locations in Pryor and Stilwell!!



Cherokee County Tahlequah Office 17675 S. Muskogee Ave. Tahlequah, OK 74465 918-453-5555

CHEROKEE NATION® Career Services

Office Locations



Cherokee County Learning Center 17822 S. Muskogee Ave. Tahlequah, OK 74465 (918) 458-0577



Cherokee County Employment and Training 17138 S. Muskogee Ave. Tahlequah, OK 74465 918-453-5555



Cherokee County TERO and TLJC Office 16389 S. Muskogee Ave. Tahlequah, OK 74465 918-453-5334



Adair County Stilwell Office 406 A West Locust Street Stilwell, OK 74960 918-696-3124



Sequoyah County Sallisaw Office 100 E. Choctaw Ave. Sallisaw, OK 74955 918-776-0416



Delaware County West Siloam Office 614 S. Stateline Rd. Colcord, OK 74338 918-422-6371



Delaware/Ottawa County Jay Office 1178 W. Cherokee Jay, OK 74346 918-253-3243



Mayes County Pryor Office 6789 Hwy, 69 S Pryor, OK 74361 918-825-7988



Rogers County Claremore Office 23205 S. Hwy. 66 Claremore, OK 74018 918-342-7450



Washington/Craig/Nowata Co. Vinita Office 27371 S. 4410 Rd. Vinita, OK 74301 918-256-4576



Tulsa County Tulsa Office 10837 E. Marshall St. Tulsa, OK 74116 918-574-2749



Muskogee/McIntosh/Wagoner Co, Muskogee Office 1305 S. Country Chib Rd. Muskogee, OK 74403 918-682-2077

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Group: Education Services

Month/Year: March 2021

Executive Director: Corey Bunch

Phone: 918-453-5153

email: corey-bunch@cherokee.org

College Resource Center

Spring 2021 Scholarship Funding:

Scholarship funding has commenced for Spring 2021 for Cherokee Nation Graduate, Undergraduate and Concurrent Enrollment scholarships.

Scholarships

- 4,346 Total
- 4,063 Total Approved

Concurrent

- 417 total
- 373 Approved

Graduate

- 481 total
- 458 Approved

UG

- 3,447 total
- 3,231 Approved

Top 10 schools for Spring 2021 *Could change slightly with Concurrent Enrollment invoices being received.

- 1. Northeastern State University
- 2. Oklahoma State University
- 3. University of Oklahoma
- 4. Rogers State University
- 5. University of Arkansas Fayetteville
- 6. University of Tulsa
- 7. Tulsa Community College
- 8. University of Central Oklahoma
- 9. University of Arkansas Fort Smith
- 10. Connors State College

Outreach & Presentations:

CRC Virtual Scholarship & FAFSA Night (January 28) – 32 Attendees Emails being sent out weekly to contacts

Spring 2021 Stole Report:

Associate - 8

Bachelors - 34

Masters - 12

Students on program receiving stoles – 37

Students not on program receiving stoles – 17

Total: 54

Future Plans:

Application

- Applications opened March 1, 2021
- Concurrent Enrollment, UG, Grad deadline is June 15, 2021 at 11:59pm CST
- Val/SAL is March 31, 2021 at 11:59pm CST

Community Service

- Have increased the 10 hour limit on churches, public schools, elder, and college/universities to 20 hours for this Spring 2021.
- Alternative GEN Z leadership webinar series. Attend the series, receive a certificate and upload it to renewal application and receive 20 hours of service. First webinar was March 10 (410 people attended live webinar). If a student misses a webinar it can be viewed on the CCO YouTube channel

Outreach

90 schools have been contacted for outreach

Cultural Outreach

Outreach events

- 2-2-21 Odessy Leadership Academy, OKC cultural presentation
- 2-4-21 West Virginia home school cultural presentation.
- 2-4-21 Oklahoma Museums Association Webinar, Stories of Historical Loss, Trauma, & Resilience.
- 2-13-21 CN Tribal Youth Council clothing presentation,
- 2-22-21 Storytelling for CNB You Tube channel.
- 2-25-21 National Museum of American Indian webinar.
- 2-28-21 Catoosa storytelling, cultural interview
- 3-3-21 Virtual views of storytelling National Museum of American Indian (New York Branch)
 Number of students/people served/ contacted

3,233

1. All staff has helped prepare kits that will be delivered to schools. Delivered kits to Owasso and Verdigris. Delivering supplies to schools save cost and time and staff have minimal contact with school personnel.

Head Start

| Activity |
|----------|
|----------|

February (Virtual)

YTD

| # of classrooms/sites | 69 classrooms 21 sites | 69 classrooms 21 sites |
|----------------------------------|------------------------|------------------------|
| # of site visits by HS/ECU staff | 11 Site Visits | 33 Conducted |
| # of PD hours completed | 10 hours offered | 19 hours offered |

Accomplishments:

1) The ECU will begin a phase in process of reopening the classrooms. The first site to open was Wauhillau Early Head Start, which opened February 22, 2021. The remainder of the classrooms will open on a

- staggered schedule beginning March 22, 2021 and according to staffing and the number of children returning. Remaining on virtual status is still an option for families.
- 2) The ECU has implemented a Staff Wellness Commission comprised of staff from EHS/HS: new staff and seasoned staff, staff from northern and southern sites, admin staff and classrooms staff. This work group is commissioned to develop a plan that will address staff needs in regard to training related to mental health, grief counseling as well as being a recruitment, retention and reward tool. The outcome will be to identify resources for staff to use and education on the Covid-19 vaccination. Basically, this group will inspire and motivate the overall morale of the ECU.
- 3) The ECU will implement a reorganization including a new position that will be responsible for the health and safety of facilities and the training associated with health, facilities, playgrounds, certifications and the overall health service plan. This position is the point person for the federal reviews, environmental health and the licensing requirements during facility inspections.
- 4) To date, 35% of the ECU staff have received both vaccinations. The remainder of staff continue to read literature about the benefits that might address their apprehensions.
- 5) A Staff Wellness Commission comprised of ECU faculty held their first meeting in March to discuss staff incentives, recommended training topics including grief counseling and stress, and recruitment efforts. Also, a plan to welcome new staff and develop a mentoring plan to keep them engaged in their new role in the ECU. This commission will develop a meaningful written plan to retain and reward ECU staff.
- 6) We are extremely proud of our in-house BinaxNOW testers that have completed 318 tests so far. They started testing ECU staff in mid Feb and to date there are no positive cases. There is a certified tester at every one of our outlying sites and tests are scheduled every Thursday morning.

New Initiatives:

- 1) The first phase-in for reopening the classrooms is March 22, 2021 at most of the sites. The children will return to a schedule from 7:30 a.m. 2:30 p.m. with limited full day service.
- 2) The monthly Policy Council conference call is March 25, 2021 with business items including the reopening plan and extending the Head Start school year a few weeks and enrollment.

JOM/ Johnson O'Malley Program

| Activity | March | YTD |
|------------------|-------------|-----------|
| | JOM | YTD Total |
| # of students on | 24,302 | 24,117 |
| program_ | (3/15/2021) | |

JOM is dedicated to supporting schools in their service to Native students. JOM staff have reimagined its policies, procedures, and programming, to give schools the opportunity to optimize their funding to meet the ongoing and new needs students are experiencing. We will continue to assess the situation and work to implement appropriate changes for the greatest benefit to the student.

Accomplishments:

- **1.** Worked on the following:
 - a. Submitting school reimbursement claims for 2020-2021...
 - b. Technical Assistance Braggs, Fort Gibson, Inola, Jay, Verdigris

- c. February 22, 2021 participated in Oklahoma JOM Conference meeting via zoom.
- d. JOM staff are participating in Passport Trainings:
 - Successful Communication Knowing When to be What.
 - b) Basic Communication
 - c) Effective Leadership
 - d) Effective Interviewing
 - e) Conflics5- How and Why rather than What's wrong with them
- e. Working on By-Laws with Braggs JOM update/revise.
- f. JOM staff have attended bi-weekly zoom meetings for updates
- g. Delivered N-95 masks to Cherokee County Schools
- h. Assisted parents from Vinita, Pryor, Grandview, Oklahoma Union, Locust Grove
- i. Claims: Verdigris, Adair, Zion, Collinsville, Westville, Catoosa, Coffeyville, Locust Grove, Pryor, Central, Vian
- j. Budget Revision: Coffeyville and Foyil
- k. Preparations for JOM competitions (challenge bowl, language bowl, writing and art) are in progress and information is being dispersed to schools with dates and guidelines
- I. Creating new question sets for Cherokee Language Bowl and Cherokee Challenge Bowl.
- m. Mailed out an external Hard drive with our Cherokee Cultural Enrichment in Schools to Zion Schools
- 2. **2022 OKJOM Conference Planning** Virtual meetings with OKJOM planning committee are being attended by JOM staff- the 2020 conference was cancelled and the new dates for the 2021 OKJOM conference will be March 30 & 31, 2022.

Future Plans/New Initiatives:

- 1. 2022 OKJOM Conference planning meeting March 23, 2021
- 2. March April Cherokee Challenge Bowl/Cherokee Language Bowl
- 3. April Cherokee Writing Competition and Cherokee Art Competition
- 4. Working on Cherokee School videos

STEM-

- 1. STEM project is in the planning stages and there will be coordination with Career Services for students for this project.
- 2. Creating plans for Camp Cherokee.

Future Plans/New Initiatives:

- 1. Planning for distance guidance and competitions using virtual methods.
- 2. Contacting schools to anticipate participation in a virtual science fair.

Sequoyah Schools

Program Highlights

Daily COVID-19 testing of students/staff members is going great. Sequoyah High School staff members are conducting the testing daily, Monday-Thursdays in the Old Gym. We have tested over 4500 people, with 19

positive cases. Great job to our students and staff on wearing their mask, adhering to social distancing practices, and keeping their hands clean!

Cherokee Nation Public Health recently held a vaccine clinic at Sequoyah High School. 20 students signed up, but more than 40 students were vaccinated. We plan to hold another vaccination clinic is parents are comfortable sending more students in April.

CARE TEAM meets once per week to remove barriers to student achievement. We are seeing lots of progress and students removed from the failing list. We are working with Tonya Culp with the drug education grant, Frankie Dreadfulwater with school truancy and Heather Tharp from Cherokee Nation Behavioral health. Students and parents are very thankful to have help and that we are showing care for their student.

The CCRSA funds were due on March 12, 2021. Sequoyah High School received \$2.4 million dollars. The spending plan was created by all team members at Sequoyah High School. Every department was given input in this process. We are making current plans and surveys for any additional funding in the future.

Graduation plans are being created and sent for approval. We hope to have some type of recognition ceremony for all of our Seniors 2021 at Sequoyah High School on Friday, May, 14, 2021.

Juniors will visit NSU for JUNIOR RECRUITMENT DAY in April.

Plans are being made for summer school in June of 2021. Credit recovery and the student achievement gap from March of 2020 will be the academic focus. We need to help students recover from the pandemic academically and this is one way to help. A physical fitness focus would also be beneficial. We are working to make summer workouts safe and productive for all our student-athletes. A nutritional focus as well as strength and conditioning program are in the works.

We received the BIE enhancement funds in the amount of \$58,000. Our Leadership Team indicated that STEAM, STEM, Robotics, video streaming for extra-curricular events and an additional wrestling mat would be beneficial to increase rigor academically and/or keep students and families safe during the pandemic and post-pandemic time.

We are working on obtaining a better credit recovery and online learning platform for students that need more flexibility. We currently use PLATO, which is owned by Edmentum. Mrs. Cloud is working with the Jack Brown Rehabilitation Center Director, Mr. Darren Dry to purchase a better product for our students at both places.

Spring testing is in full swing. WIDA (language assessments), ACT and the BIE assessment will be given to students in the upcoming weeks. An ACT Test Prep session has been made available to our students through Cherokee Nation Foundation and Mrs. Janice Randall this year. We will hold an additional test prep session on Monday, March 22. 2021. Students are able to access this instruction virtually.

Students, faculty and staff are working harder than ever to help each other reach their goals. Our technology issues are getting better every day. We are all working to shift our mindset to a positive one during these trying times.



CHEROKEE NATION FOUNDATION PROGRAM REPORT

April 2021

ACT Prep

The Cherokee Nation Foundation offers ACT prep courses during the fall and spring semesters. Due to the COVID-19 pandemic we have made adjustments to our services, so that we can provide as many virtual options to our students as possible.

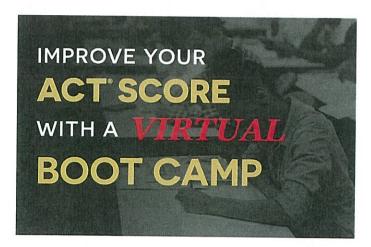
Testing With Success

The ACT sessions cover all subjects and through guided practice illustrates the copyrighted strategies that have shown phenomenal results on recent tests.

Schools served include: Caney Valley, Catoosa, Central, Chelsea, Colcord, Coweta, Fort Gibson, Foyil, Gans, Gore, Hulbert, Inola, Jenks, Kansas, Locust Grove, Muldrow, Nowata, Oaks Mission, OK Union, Owasso, Pryor, Roland, Sallisaw, Sequoyah, South Coffeyville, Sperry, & Vian

Any schools located in the 14 county jurisdiction are welcome to contact our office for ACT workshops.

ACT Boot Camp - Virtual



The MasteryPrep virtual ACT Boot Camp is a 4 hour event led by the MasteryPrep organization that provides essential test-taking strategies and skills. Instructors guide students through content strategies for all four-subject areas on the ACT and administer mini-tests to help them identify their strengt and weaknesses. Cherokee Nation Foundation offers this to 100 students across the Nation to prepare for the upcoming National ACT test. Our most recent event was held on March 27th from 8:30 AM - 12:30 PM CST.

Junior Achievement

The Cherokee Junior Achievement program is part of a financial literacy initiative backed by the Cherokee Nation Foundation and Cherokee Nation Businesses. The program serves students by teaching and promoting financial literacy concepts and skills students will take with them as they enter college and the work force. Junior Achievement has worked vigorously to create virtual programs to accommodate our schools and allow us to continue offering financial literacy programs.

JA-Classes/Programs 20-21

Briggs Elementary School - JA BizTown Self-Guided (Adventures) Brushy Elementary School - JA BizTown Self-Guided (Adventures)

Central School - JA Economics for Success

Chelsea Middle School - JA It's My Job - Soft Skills

Chouteau Middle School - JA Economics for Success, It's My Business!, It's My Future

Foyil Elemenatry School - JA Economics for Success, It's My Business!, It's My Future

Gore Upper Elementary School - JA Economics for Success

Grand View Elementary School - JA BizTown

Hilldale High School - JA Finance Park Entry Level Self-Guided (Virtual)

Inola Middle School - JA It's My Business!, JA It's My Job - Soft Skills

Kenwood Elementary School - JA Economics for Success

Liberty School - JA BizTown Self-Guided (Adventures), JA Economics for Success

Moseley School - JA It's My Future

Muldrow Middle School - JA Economics for Success, JA It's My Future

Nowata Middle School - JA It's My Business!, JA It's My Future, JA It's My Job

Oaks Mission Elementary School - JA Economics for Success

Oklahoma Union Elementary School - JA It's My Business!, JA It's My Future, JA It's My Job

Osage Elementary School - JA It's My Future

Peggs Elementary School - JA BizTown Self-Guided (Adventures)

Pryor High School - JA Finance Park Entry Level (Virtual)

Pryor Middle School - JA BizTown Self-Guided (Adventures)

Salina Elementary School - JA BizTown, JA Economics for Success

South Coffeyville School – JA Economics for Success

Greenwood Elementary School - JA BizTown

Tahlequah High School - JA Career Speaker Series, JA Finance Park Entry Level (Virtual)

One of their newest programs, JA Inspire was offered to our students which incorporated LIVE chat features with employees from companies all over the state including Cherokee Nation Businesses. Students were able to explore booths to get ideas for their future from a career and education perspective.



Cherokee College Prep Institute

The Cherokee College Prep Institute (CCPI) is our annual college-readiness program designed to increase the percentage of Cherokee students completing their college education. Students are taught to analyze, prepare and complete college applications, identify scholarship opportunities and explore schools of interest while also taking part in interactive sessions focusing on financial aid, essay writing, interview skills and time management. This year's program will be offered *virtually* with LIVE interactive sessions presented by our previous participating colleges and universities. Details will be displayed on our webpage in the near future and will be available to students entering the 8th-12th grades.

To sign up, students will register for the live workshops they want to join and will be able to explore the participating colleges and universities virtual campus tours and videos.

