

MEMORANDUM

TO: NWABSD Board of Education Members **DATE:** August 30, 2023

FR: Office of the Superintendent

SUBJECT: Student Services

Perrian Windhausen, Director of Student Services reports on the following:

Data and Assessment:

- Processing of staffing changes; new hires, transfers, resignations. Each staff account must be updated in PowerSchool and in the NWEA system.
 - Update or create PowerSchool account
 - Verify new teacher schedule with principal
 - Update or create NWEA account
- Met with school secretaries to discuss vaccination requirements, birth certificate requirements, and record retention of old files.
- Verified data on the Summer OASIS file for the Department of Education.
- Updated the records request forms used by school secretaries.
- Reviewed MS/HS schedules for all schools, met with principals to discuss changes and coverage for unfilled positions and staff that will be starting late.

Counselors:

The month of August has proven to be busy for the Student Services and Special Education Department. Personnel assigned to the Counseling Department for the 2023-2024 school year includes:

- Shirley Dukes – JNES and KMS,
- Charles Esmalka – Buckland, and Deering,
- Sable Marandi – Ambler, Shungnak, and Kobuk,
- Brianna Kirk – Kivalina and Noatak,
- Janeil Stewart – Kiana and Noorvik
- Andie Zink – Noorvik and Youth Leaders,
- Melissa Troyer – KMHS
- Ron Malcolm – Selawik (Providing assistance until a full-time counselor is secured)

The following is a list of activities conducted during the month of July and August 2023:

- Met with Principals and reviewed the roles and responsibilities of School Counselors and Deans.

- Developed a School Counselor Binder
- Working with Administration from Selawik to assist with their School Counseling needs while efforts are in place to secure a full-time counselor.
- Worked with Staff from EmpowerU to begin process of providing lessons to students on self-esteem, self-advocacy and bullying and training to staff members,
- Provided direct assistance to families and students on schedules, scholarships, and graduation requirements while other staff were on vacation during the month of July,
- Placed School Counselors / Deans on OneDrive to allow access to calendar events, ACT testing dates, Honor Roll information, scholarship information, school assessment dates, and curriculum,
- Began updating the school district Scholarship Site to make it more user-friendly,
- Provided School Counselor / Dean expectations for the first week of school,
- Secured presenters for the School Counselor/Dean in-service training,
- Continued to adjust the Master Schedule as necessary,
- Attended the Safe and Civil School Conference in Portland, Oregon,
- Organized resources for School Counselors/Deans such as: Kelso's Choice, 4th R Lesson Materials, Foundation Modules, EmpowerU and CHAMPS,
- Presented at the Youth Leaders Camp in Kotzebue, Alaska,
- Reviewed Personal Learning and Career Plans for students,
- Checked the upcoming dates for ACT Testing,
- Aided PC CARES (Promoting Community Conversations about Research to End Suicide) to assist with their Facilitator Training.
- Provided in-service training to all School Counselors / Deans on August 17, 2023

Special Education:

- Aug. 17th, Special Education in person in-service provided to all Special Educations teachers.
- All sites fully staffed with Special Education teaching positions which includes one long term substitute teacher.
- All Specialist (Speech/Language Pathologist, Physical therapist, Vision Specialist, Occupational Therapist, Behavior Specialist and School Psychologist have plans for their first visits in August and September.
- Special Education Paraprofessionals attended in-person in-service in Kotzebue.

Early Learning and Family (ELF):

- Kotzebue Pediatric Field Clinic has started up and we have received some referrals
- Speech Pathologist continued seeing ELF students virtually during the summer.

Youth Leaders:

After a full 2022/23 school year of activities, the students and staff took a well-deserved break. We returned the week of August 6th, for a full work week of Youth Leaders Captains' Camp.

Twenty-one students from every village and Kotzebue reported for camp eager to learn and veteran Captains displayed great confidence in their participation during the camp. The students worked on social skills and teamwork through introduction games and interactive energizers. The captains learned about leadership and team building through collaborative guest speakers including, the Superintendent, the Special Services Administrators, and other visiting administrators with encouraging words and guidance, TED Talks debriefings, and numerous exercises.

The week was spent assisting the District Office in preparing for the upcoming District-wide in-service and school openings. They participated in several local beautification projects as they learned about respect for their environment. The captains took a field trip to the District Office Board room where they learned about the governance of the school district, the systems within the district, and how to present at the school board meetings. The result of this study section resulted in the student writing letters to the School Board regarding water bottle fill stations at all schools.

Students hosted a luncheon for the new teachers, principals, and administrators where they were able to visit and welcome the new staff to the region. Lunch with principals allowed the captains to learn about leadership in their schools. The captains were excited to see and build relationships with the adults. Another field trip included a visit with the leadership team of NANA. The President and 5 senior staff members visited with the captains and enlightened them on the many opportunities and functions that occur in their corporation. Another field trip was a trip to the KOTZ radio station where Captains introduced themselves and provided a 1-minute PSA regarding helping kids get ready for the upcoming school year.

The highlight of the camp was when the captains went berry picking and then delivered the berries to the elders in the Kotzebue Elder's houses. Throughout the week, the captains were contacted by numerous employees of the district who praised them and commented on their friendliness and willingness to assist others.

When asked for suggestions, one Captain said she did not like the early morning start times. The other Captains responded to her that they now trained their

body to wake up for school. All students learned lessons that they are taking back to their villages to help all school student prepare for the start of school. They are excited to do PSA's on their local VHF to prepare for school. Lastly, we are currently preparing for the fall district wide retreat scheduled for Sept. 13-16, 2023.

