



OZARK OPPORTUNITIES, INC.

701 E. PROSPECT • P.O. BOX 1400 • HARRISON, ARKANSAS 72602 • (870) 741-9406 • FAX: (870) 741-0924

Agency Progress Report

Report for October 2015 Board of Directors, Policy Council, Staff & Stakeholders

I. Early Learning (Head Start)

Director's Report: The school year is going well, and enrollment is close to complete. We are still working diligently to complete our Recompensation application, and have begun the process of budgets for the two new programs (Head Start 3-5 and Early Head Start 0-3).

We have met with partners, and are continuing our efforts to increase program effectiveness and efficiency through technology, training, and support for staff.

As always, if you have questions or concerns please contact me or the Coordinators and we will be happy to explain our future direction and efforts.

RTA

A. Terri Beard- ERSEA & Family and Community Partnerships:

ENROLLMENT UPDATE: At the end of September we had **425 children** enrolled. Our funded enrollment is 440; we are working diligently to fill our classrooms with income-eligible children.

End-of-Month Enrollment Report

<i>Month</i>	<i>Reported</i>	<i>Funded</i>	<i>Status</i>
Mar 2015	440	440	Reported
Apr 2015	440	440	Reported
May 2015	432	440	Reported
Jun 2015	Closed	440	Reported
Jul 2015	Closed	440	Reported
Aug 2015	413	440	Reported
Sep 2015	425	440	Reported
Oct 2015			
Nov 2015			
Dec 2015			
Jan 2016			
Feb 2016			

Ozark Opportunities Inc. H/S

	Attendance Records			Operating Days	ADA ¹	Funded Enrollment		Actual Enrollment	
	Present ⁵	Absent ⁶	Neither ⁷			Count	% Attendance	Count ²	% Attendance ³
Alpena	279	21	0	20.00 (avg)	13.95	17	82.06%	15.00	93.00%
Bruno Pyatt	264	28	2	21.00 (avg)	12.57	18	69.84%	13.90	90.41%
Clinton Head Start	510	87	0	21.00 (avg)	24.29	30	80.95%	28.43	85.43%
Cotter Head Start	336	40	6	20.00 (avg)	16.80	20	84.00%	18.80	89.36%
Flippin	242	39	1	21.00 (avg)	11.52	18	64.02%	13.38	86.12%
Harrison	1,667	174	34	20.00 (avg)	83.35	95	87.74%	92.05	90.55%
Jasper Head Start	349	20	22	21.00 (avg)	16.62	15	110.79%	17.57	94.58%
Marshall Head Start	229	31	25	21.00 (avg)	10.90	16	68.15%	12.38	88.08%
Mountain Home I Rm 1	284	21	0	21.00 (avg)	13.52	20	67.62%	14.52	93.11%
Mountain Home I Rm 2	294	26	0	21.00 (avg)	14.00	20	70.00%	15.24	91.88%
Mountain Home II	294	37	5	21.00 (avg)	14.00	20	70.00%	15.76	88.82%
Mountain Home III	287	29	4	21.00 (avg)	13.67	16	85.42%	15.05	90.82%
Mountain Home IV	255	35	5	21.00 (avg)	12.14	20	60.71%	13.81	87.93%
Norfolk	450	34	23	21.00 (avg)	21.43	30	71.43%	23.05	92.98%
Shirley Head Start	322	38	3	21.00 (avg)	15.33	15	102.22%	17.14	89.44%
St. Joe Head Start	310	33	0	21.00 (avg)	14.76	17	86.83%	16.33	90.38%
Valley Springs	382	33	0	21.00 (avg)	18.19	15	121.27%	19.76	92.05%
Western Grove Head Start	370	33	0	21.00 (avg)	17.62	20	88.10%	19.19	91.81%
Yellville-Summit	380	17	0	20.00 (avg)	19.00	18	105.56%	19.85	95.72%
Ozark Opportunities Inc. H/S	7,504	776	130	20.68 (avg)	363.66	440	82.55%	401.21	90.63%
Report Totals	7,504	776	130	20.68 (avg)	363.66	440	82.55%	401.21	90.63%

In the ChildPlus report above you will see in the far right column (Actual Enrollment/ Attendance) that we had an effective attendance of 90.63%. The federal regulation is 85% (unless they are excused absences); therefore, we are above the standard for October. It should also be noted that over the month all classrooms were over 85% (and didn't just have a program-wide average of 85%.)

B. Wanda Nelson- Nutrition, Facilities/Safety & Licensing:

1. CACFP:

On October 2 we received notification from the Arkansas Department of Human Services Division of Child Care and Early Childhood Education, Special Nutrition Programs that our grant application for the upcoming year has been approved.

CACFP Total Number of Meals Served				
Month	Breakfast	Lunch	Snack	Total Cost
August	3,228	3,233	2,961	\$16,101.03
September	7,282	7,383	6,525	\$41,988.41

2. Nutrition:

Pam Surrett, Harrison Head Start Cook and Tammy Ingram, Clinton Head Start Cook and I attended the Child and Adult Care Food Program annual training in Little Rock on September 24, 2015. We learned of several changes to the meal pattern for our Head Start children.

3. Facilities:

The Ozark Mountain School District and Superintendent Jayme Jones once again came to our rescue and made some repairs to the classroom at St. Joe Head Start. We are grateful that we have such wonderful support from our community partners.

The decking at Bruno/Pyatt Head Start was replaced in mid-September to insure parent and child safety when entering the center.

Mr. Atkinson, Mr. Clayborn and I attended Mtn. Home Public Schools' Evacuation/ Alternate Site Protocol Training in Mtn. Home on October 8, 2015. We are working with them to insure our centers are included in the plan and have the appropriate safety materials on hand in case of an emergency.

C. Ryan Clayborn- Program Manager/ Education Coordinator/Training and Technical Assistance Coordinator

- We held our first School Readiness Meeting of the year and had the best turnout since I have been holding these meetings. Those in attendance received training about School Readiness and CLASS.
- Updated the Progress towards School Readiness Report from 2014-15 and created new goals for the 2015-16 school year.
- On-Site Monitoring Plan- We began implementing our new On-Site Monitoring Plan in October to ensure each site gets monitored monthly.
- Reviewed and approved Lesson Plans for October.
- Reviewed and submitted Center Newsletters from all locations for October.
- All Professional Development for September and October has been entered into ChildPlus and the TAPP Registry.
- All children in the program to date have been entered into *Teaching Strategies Gold* for their assessments and anecdotal records. Teachers have started assessments and will complete the first round by October 15th. The majority of the teaching staff have theirs completed.
- CLASS Observations are underway and we plan to have all 25 classrooms completed by October 15th. Teaching staff will begin their self-evaluations in the final week of October.
- I attended my final ACPAC weekend to receive my Program Administration Certificate pending my final project to be submitted by the end of October. The final training was about "Program and Staff Development".
- Coordinators completed their monthly tracking form to update their goals for the month of October. I am also having Coordinators update and complete their Professional Development Plans for 2015-16.

Ryan Clayborn; continued:

- Attended Boone County Imagination Library Board Meeting on October 6th. We are currently providing 727 kids in Boone County with a book each month.
- New Head Start Grant- I continue to gather information for the new grant to send to the grant writer. I have provided her with everything she has asked of me and progress appears positive. I am working closely with Newton County Special Services Early Head Start to gather information for our new EHS program in the upcoming year.
- Installed a new Head Start sign at Jasper and other minor maintenance duties at other locations.
- Attended Powerful Interactions training in Little Rock where we were trained to have positive interactions with coordinating and teaching staff.
- New Training and Technical Assistance- Tamara Brickey- The Head Start Coordinating team met with her for three hours on how the new training system in Head Start will be set up and how she will benefit our program.
- Teacher Newsletter- Teachers were sent out newsletter with information on positivity, preschool math, and other valuable teaching resources.
- *Google Classroom*- I assigned teaching staff their first assignment of the year. The first assignment is on "Concept Development" and I am reviewing their answers.
- I continue to reach out to new staff to ensure their transition into Head Start is smooth as possible and visited every classroom at least once already this month.
- I completed another grant for books to put in our lending libraries and classroom libraries; each classroom received a minimum of 25 new books to use in the classroom and lending libraries.
- Completed CLASS, School Readiness, T & TA Plan, Curriculum, and Head Start Framework training for the Executive Board meeting.

D. Patricia Murray- Disabilities & Center Supervisor:

Ozark Opportunities Inc. H/S

Child Count	Funded Enrollment	Concerns	Total Diagnosed	IEP Counts		LEA Signed IEP	Plan Type	Parent Conferences			Specific Disability Counts*	Concern Status Counts
				% w/ IEP or IFSP				One	Two	Three		
16	440	0	16	1 IEP(s): 13 2 IEP(s): 3	1 Signed 13 2 Signed 3	IEP: 16 IFSP: 0	4	0	0	Non-categorical/developmental delay 5 Speech or language impairment 11		

4%

1. Disabilities:

- a. The report above shows our current percentage of disabilities at 4%; we will need to have at least 10% enrolled by the end of December.

- b. After each new child is enrolled we have 45 days to screen for vision, hearing, speech, and developmental. Our local Co-op's and Pre-schools, in most of our centers, do the screening and referring a child. They are also one who meets with the parents of the children that are referred for services.
 - We work closely with the Co-op's and Pre-schools and you will see them in our classrooms providing services all year.
 - Head Start mandates that at least 10% of enrollment opportunities be available for children with disabilities. At this time we have 16 children that came to us with an Individual Education Plan (IEP) or are returning children from last year. At this time we are at 4%.
 - This process is ongoing all year as we get new children enrolled.
- 2. **Center Supervision:** New staff is observing other classrooms to help them to understand how other rooms are being handled.
 - New staff 60 day evaluations are Oct. 19 and Nov. 9.
 - We are still needing subs for all classrooms. If you might be interested, please go on line to SubTeach.Com and fill out paper work. Feel free to call me to help you at 870-414-1478.

E. Tawnya Akins: Health/Mental Health:

Health Requirements:

1. Completed Physical Exams: 65% parents have 90 days to get this done and completed.
2. Completed Dental Exams: 64% parents have 90 days to get this done and completed.
3. Completed Blood Lead Testing: 62% I have 90 days to get this do and completed.
4. Immunization documented as complete, up-to-date, or waiver: 98% Health
5. Flu Shot are given at some of your schools. Most schools allow for Head Start children to get the shot also. A parent or guardian must be present for a Head Start child to receive the shot.

Mental Health:

The Mental Health Professional is finishing up with the classroom observations. I have started going around talking to the classrooms that I have received a report on.

F. Krystal Mayes: Parent/Volunteer:

- Created minutes from previous Policy Council meeting and sent to Executive Director for review.
- Created Coordinator Report and sent to Executive Director for review.
- Updated and monitored OOI Teacher/Staff forum page and OOI Head Start Page.
- Documented and organized all minutes, training, members, agendas, etc. for Policy Council.
- Reconciled the Performance Standards verses the PC Training Schedule to ensure guidelines are being met.
- Trained new Family Service Worker on In-Kind entry and procedures.
- Discussed and arranged for Fall Festivals with several centers.
- Attended HRA dinner with Tawnya Akins.

Krystal Mayes; continued:

- Met with Tamara Brickey.
- Created PFCE (Parent, Family, Community Engagement) framework rough draft.
- Attended “Getting Ahead in a just Getting by World” training.
- Attended OOI School Readiness meeting.
- Attended Powerful Interactions training in Little Rock.

G. Crystal Samsel: Enhancement Coordinator:

- Visited every center at least once.
- Collected, reviewed, and filed *Staff Meeting Minutes* and “Pick Six”.
- Filled in as a sub for Western Grove.
- Model classroom management and behavior management for a classroom.
- Practice-Based Coaching-CLASS/Teacher Action Plan.
- Created a Pen Pal program between some our classrooms. 8 classrooms chose to participate. Every month each classroom will send a letter, book, or activity to a participating classroom. Program will begin in October.
- Obtained *Professional Development Specialist* certification. This allows the agency to complete CDA verification visits.
- Attended School Readiness Meeting.
- Attended meeting with Tamara Brickey.
- Attended a one day coaching session, Coaching with Powerful Interactions, in Little Rock.
- Prepared items for Education Curriculum.
- Conducted On-Site Monitoring.
- CLASS observations.
- Entered CLASS scores into ChildPlus.
- Entered staff training into ChildPlus.
- Intentional Teaching Direct (ASU) - Early Literacy ends 10/8, Professionalism & Reflective Practice ends 11/10, Exploring Social Studies ends 12/18.
- Managing Challenging Behavior Modules: 1: Normal Development, 2: Behavioral Principles, 3: Iceberg Model and Behavioral Analysis, 4: First Line of Defense, 5: Time Out and More, 6: Components of Medical Evaluation, 7: Talking to Parents & Arkansas Resources.

II. Community Services & Family Development

Rebecca Hanlin; Community Services Director

1. Home Energy Assistance Program (LIHEAP):

- The summer, Non-Emergency, started July 6, 2015.
- The summer, Emergency Assistance Program, assistance with disconnected service, or service due to be disconnected within 7 days started Monday, August 3rd.
- Summer, non-emergency and emergency programs ended Monday, September 21, 2015.
- Average non-emergency benefit amount is \$129 and \$191 for emergency.

LIHEAP Program summary:

Thru 10/09/15	Non-Emergency				Emergency				TOTAL
County	Applied	Approved	Denied	\$ Spent	Applied	Approved	Denied	\$ Spent	\$ Spent
Baxter	800	739	61	\$95,639	124	110	14	\$19,558.50	\$115,198
Boone	727	674	53	\$87,804	119	100	19	\$18,998.84	\$106,803
Marion	384	356	28	\$46,167	49	46	3	\$11,014.89	\$57,182
Newton	259	243	16	\$31,046	17	10	7	\$1,599.08	\$32,645
Searcy	250	235	15	\$29,848	11	10	1	\$1,286.36	\$31,134
Van Buren	356	316	40	\$39,971	28	26	2	\$5,282.33	\$45,253
Totals	2,776	2,563	213	\$330,475	348	302	46	\$57,740.00	\$388,215

- Through 10/09/2015 we have remaining balances of \$16,880 in non-emergency and \$24,016.83 in emergency funds.
- Robert Boyce monitored our Summer Program from September 28 – October 1, 2015; and reported **NO FINDINGS!** (Monitoring report emailed to Board of Directors 10/12/15.)

2. Stability Programs:

- We have applied for a \$20,000 program. No word to date if it has been approved or denied.
- Update regarding Vehicle Repair Loan (revolving loan) repayments:

County	Vehicle Repair Loan		
	# families	\$ Loan	\$ Repayment
Baxter	1	348.59	90.00
Boone	1	500.00	132.00
Marion	1	500.00	400.00
Totals	3	\$1,348.59	\$622.00

3. Community Services Block Grant (“CSBG”):

- Program year ended September 30, 2015.
- Fourth quarter report (July 1 – September 30, 2015) will be due to the State October 30, 2015. This will also include year-end totals.

4. SUCCESS:

- October Newsletter; features the SUCCESS Banquet, and *Believe & Achieve Award* recipients. [Attachment]
- Getting Ahead in a Just-Gettin’- By World
 - Julie Smith and Rebecca Hanlin are certified trainers for this curriculum.
 - 16, three-hour sessions where participants become investigators. Investigators dig deep into where they are, where they want to be and actions to get there. It is a very intense study with small groups of 6-10 with a facilitator (OOI staff person) to guide them through each session.
 - Once completed a ‘graduate’ will co-facilitate the next group.
 - Graduates will be great leaders as members of our Board of Directors, Head Start Policy Council, or externally in other community groups.
 - First Getting Ahead class was held September 14th for Head Start staff. Following classes will be held each Monday until completed.
 - SUCCESS participants will attend their first class in October 15th.

5. Staff:

- Community Services had two new staff start October 5, 2015. Blaine Lawrence, Programs Coordinator, and Brandi Patrick, Family Development Worker. Unfortunately Brandi was unable to stay in the position due to family issues, and we are looking into another individual for the position.
- We have been contacted by Sherri Hinrichs with NAPHE and may get a VISTA Volunteer soon. I conducted a phone interview with the prospective volunteer and they met our requirements; however, each candidate must complete the VISTA Training in November. Her start date with *Ozark Opportunities, Inc.* would likely be in mid-to-late November.

III. Corporate Services (Human Resources/ Training Information)

Jane Bueg; Corporate Services Director

As of Sept. 2, 2015

Hires	Education	Community Services	Administration	Total
	1*		0	0*
All Terminations	Education	Community Services	Administration	Total
	1	0	0	1

*New hire self terminated (quit) before orientation was completed.

Current Employment Opportunities at OOI unfilled as of 10/03/2015

Position	Location	Program
Teacher	Clinton	Head Start
Other/Training		
Governance Meetings: Board Executive Committee & Head Start Policy Council		
GoogleApps in-kind report: \$345.00		
Workforce Services Unemployment Claims: 0 Claims Audit: 29 Claims Audit Follow-up: 0		
Family Medical Leave Requests & Tracking: 0		
OOI Property/Inventory: on-going – site records updated		
Criminal Records Check: 2 Child Maltreatment Registry Check: 2		
Interviews & Reference Checks: Program Coordinator & Family Development Worker - Harrison		
Benefits enrollment: 5		
Salary changes: 72		
Work Station Changes: 0		
New Employee Orientation: 1		
COBRA: 1		
Workers Comp Claims: 3		
Training: Webinar – Developing & Managing a Conflict of Interest Policy; Seminar – How to Communicate with Tact, Professionalism & Diplomacy		
Contracts: 0		
Technology: scan folder issues, back-up documentation, Community Services Issues		
Job Postings & Advertisement: Teacher – Clinton Head Start		
Public Service Loan Forgiveness Certification: 1		