



## 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 November 2015 Board of Directors, Policy Council, Staff & Stakeholders*

## I. Executive Director Comments:

We have just wrapped up another CSBG Program Year, and are working on our agency Annual Report (a snapshot of outcomes can be found in the Community Services section of this document.)

Our agency continues to work diligently to retain partners and develop relationships with new ones, as we recognize how important working together in our communities can be.

On a planning note, I recently attended a training on “Theory of Change” led by Tim Johnstone from *Hopelink* (a Community Action Agency in the Seattle, WA. area); and during our discussions it was evident that our agency has followed a *Theory of Change* model, and the “Strategic Plan Snapshot” document is actually our “Theory of Action” to support our *Theory of Change*.

In the spring of 2016 our agency will hold another *Strategic Planning Retreat Day*, and we will revisit the agency’s Mission, Vision Statements, Theory of Change, and Theory of Action to insure they all mesh and we are doing the right things with the right partners for the right people and the right reasons.

*Richard T. Atkinson- Executive Director*

## II. Early Learning (Head Start)

**A. Director’s Report:** As you can see from the report below, our Head Start program continues to work hard to meet the needs of the program, students and families enrolled. We have been working very hard to pull together all of the necessary narrative and supporting documents for the continuation (4 month) grant and the Recompensation Grant (which includes closing several Head Start classrooms and opening 0-3 Early Head Start classrooms in select locations. Once completed, the new model will begin our conversion to a 0-5 Head Start Model; which is the model now preferred by the Office of Head Start, as there is evidence that families and children that have more than the 2-year Pre-K model have better short and long-term outcomes (since the program can work with the family up to 5 years.) Our agency has “wrapped around” Head Start as our primary “Two-Generation” strategy to help families to identify barriers to their success and work toward their highest levels of self-sufficiency and mutual interdependence. We should know the outcome of the Recompensation Grant in February/March of 2016, and our program year, when awarded, will begin July 2016 (and our fiscal year will shift to match that timeframe.)

As always, if you have any questions, suggestions, concerns, or kudos, please contact me or any staff at the agency and we will work to get you the answers you need.

Sincerely,

*RTA*

*This agency is in compliance with Titles VI and VII Civil Rights Act  
“Equal Opportunity Employer”  
[www.ozarkopp.org](http://www.ozarkopp.org)*

**B. Terri Beard- ERSEA & Family and Community Partnerships:**

- **ENROLLMENT UPDATE:** At the end of October we had **418 children** enrolled. Our funded enrollment is 440. We have had discussions with Region VI about our under-enrollment, and they understand we are applying for less slots in the coming year. Our Attendance for the month was **86.75%** (which is above the 85% requirement); therefore we are within the regulations for attendance (even with many absences due to illness in the month.)

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**End-of-Month Enrollment Report**

Month	Reported	Funded	Status
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	418	440	Reported

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**Ozark Opportunities Inc. H/S**

Page 1 of 1  
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**2301 - Average Daily Attendance**

<All Records> Attendance Date: 10/1/2014 - 10/31/2014

**Ozark Opportunities Inc. H/S**

	Attendance Records			Operating Days	ADA <sup>1</sup>	Funded Enrollment		Actual Enrollment	
	Present <sup>4</sup>	Absent <sup>6</sup>	Neither <sup>7</sup>			Count	% Attendance	Count <sup>2</sup>	% Attendance <sup>3</sup>
Alpena	320	36	15	22.00 (avg)	14.55	17	85.56%	16.18	89.89%
Bruno Pyatt	343	66	11	21.00 (avg)	16.33	18	90.74%	19.48	83.86%
Clinton Head Start	515	89	12	22.00 (avg)	23.40	30	78.03%	27.45	85.26%
Cotter Head Start	388	30	0	22.00 (avg)	17.64	20	88.18%	19.00	92.82%
Flippin	357	68	6	22.00 (avg)	16.23	18	90.15%	19.32	84.00%
Harrison	1,500	314	8	22.00 (avg)	68.19	95	71.77%	82.45	82.69%
Jasper Head Start	339	30	5	22.00 (avg)	15.41	15	102.73%	16.77	91.87%
Marshall Head Start	252	23	30	21.00 (avg)	12.00	16	75.00%	13.10	91.64%
Mountain Home I Rm 1	292	50	35	22.00 (avg)	13.27	20	66.36%	15.55	85.38%
Mountain Home I Rm 2	350	37	9	22.00 (avg)	15.91	20	79.55%	17.59	90.44%
Mountain Home II	322	50	11	22.00 (avg)	14.64	20	73.18%	16.91	86.56%
Mountain Home III	313	26	12	22.00 (avg)	14.23	16	88.92%	15.41	92.33%
Mountain Home IV	304	72	9	22.00 (avg)	13.82	20	69.09%	17.09	80.85%
Norfolk	649	55	31	22.00 (avg)	29.50	30	98.33%	32.00	92.19%
Shirley Head Start	320	51	1	22.00 (avg)	14.55	15	96.97%	16.86	86.25%
St. Joe Head Start	302	55	0	21.00 (avg)	14.38	17	84.59%	17.00	84.59%
Valley Springs	341	31	6	21.00 (avg)	16.24	15	108.25%	17.71	91.67%
Western Grove Head Start	366	54	0	21.00 (avg)	17.43	20	87.14%	20.00	87.14%
Yellville-Summit	353	74	3	22.00 (avg)	16.05	18	89.14%	19.41	82.67%
<b>Ozark Opportunities Inc. H/S</b>	<b>7,926</b>	<b>1,211</b>	<b>204</b>	<b>21.80 (avg)</b>	<b>363.77</b>	<b>440</b>	<b>82.61%</b>	<b>419.28</b>	<b>86.75%</b>
<b>Report Totals</b>	<b>7,926</b>	<b>1,211</b>	<b>204</b>	<b>21.80 (avg)</b>	<b>363.77</b>	<b>440</b>	<b>82.61%</b>	<b>419.28</b>	<b>86.75%</b>

### **C. Wanda Nelson- Nutrition, Facilities/Safety & Licensing:**

- On October 14, 2015, 6 Head Start substitutes, 1 center staff person, and the Executive & Head Start Director attended CPR and First Aid Training in Harrison. We are fortunate to have Rebecca Hanlin, Community Services Director, from our agency provide the training for us. We will be offering this again sometime in late November or early December.
- Security cameras will be installed in Clinton within the next week and we have plans to install cameras in several other centers in the very near future. Mr. Clayborn and I visited Mt. Home a couple of weeks ago to view a camera set-up in a local business there. We were very pleased with the quality of the pictures and the audio from the system we are purchasing.
- Projects planned for the next couple of weeks include power-washing and painting the deck and handicap ramp at Yellville-Summit Head Start and improvements to the fall zone ground cover at Shirley Head Start.
- **Thank You** to Yellville-Summit Schools Superintendent Wes Henderson and his maintenance staff for making repairs to our playground fencing at Yellville- We appreciate the support of our valuable community partners.

### **D. Ryan Clayborn- Program Manager/ Education Coordinator & Training and Technical Assistance Coordinator**

- I attended meetings with several elementary school principals and other key members in the communities we serve to ask for Letters of Support for our grant.
- Mr. Atkinson and I recently met with the Mountain Home Superintendent and Chancellor at ASU Mountain Home; we discussed the program and ways to partner to improve the program.
- New Head Start Grant- I am continuing to help add content to the Head Start grants. Mr. Atkinson asked me to add information to strengthen the quality of the grant and explain the services we provide in a more concise manner.
- I have continued to work on the *Head Start/ Early Head Start Five Year Goals* along with input from other coordinators.
- On-Site Monitoring- I reviewed five locations in October.
- I reviewed *Lesson Plans* for November and approved them, and reviewed & submitted newsletters from center locations for November.
- All professional development for October and November 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 completed the first round of assessments and anecdotal records on our Head Start children.
- The first round of home visits has been completed at all locations & Teachers are now completing Parent-Teacher Conferences.
- CLASS Observations have been completed for all locations. All domains of the CLASS Assessment have seen an increase especially with Instructional Support. We are in the 4 range now!
- Teaching staff are completing their self-evaluations and I am working with them to create their Professional Development Plans. I plan to have all these completed by the end of November.

Ryan Clayborn Report; continued:

- Coordinators completed their monthly tracking form & updated their goals for the month of Nov., and Coordinators have also completed their 2015-16 Professional Development Plans.
- I attended the Boone County Imagination Library Board Meeting on November 3rd.
- I installed new flooring in the modular classroom at Harrison due to a water leak.
- Tamara Brickley, ECE Specialist from Region VI, met with the Head Start Admin. team to discuss our Five-Year Goals and other Head Start Component Areas.
- Newsletter- Teachers were sent out newsletter with information on *Play, Parallel Talk, Teaching Strategies, Conscious Discipline, and Higher Order Thinking*.
- *Google Classroom™*- I assigned teaching staff their second assignment of the year, which meshes with the newsletter and involves self and parallel talk in the classroom.
- I continue to reach out to new staff to insure their transition into Head Start is smooth as possible and visited every classroom at least once this month.
- I completed another grant for books to put in our lending libraries and classroom libraries. I was notified we would receive 1310 books.
- I have met with *Newton County Special Services Early Head Start* to gather information for our new program in the coming year; I recently met with them to learn additional specifics.
- I went to view cameras at a Mountain Home company with Ms. Nelson, and we will be installing cameras at various locations in the coming months, as the cost has decreased and quality increased significantly over the past few years.

**E. Patricia Murray- Disabilities & Center Supervisor:**

1. **Center Supervision:** On November 10<sup>th</sup>, Ryan and I are interviewing for a new teacher position for the Clinton Head Start. The teachers and assistants are working hard in the classrooms and helping all children meet their goals. There is still one staff evaluation to be completed.
2. **Disabilities:** Twenty-five (25) children are receiving services in speech and developmental. We currently have 11 (6%) of children enrolled receiving services. Co-ops and Pre-Schools are still screening newly enrolled children. Conferences with parents are taking place now for children to receive services.

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**Ozark Opportunities Inc. H/S**  
**3501 - Management Report - Disabilities**  
Program Term: Head Start 2015-2016, Enrollment Status: Accepted, Enrolled, Drop/Accept

Page 1  
ChildPlus

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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		
25	440	0	25	1 IEP(s): 21 2 IEP(s): 4	1 Signed 21 2 Signed 4	IEP: 25 IFSP: 0	6	0	0	Non-categorical/developmental delay 11 Speech or language impairment 14		

6%

## **F. Tawnya Akins: Health/Mental Health:**

### **Health Requirements:**

1. Completed Physical Exams: **84%** (parents have 90 days to get this completed.)
2. Completed Dental Exams: **82%** (parents have 90 days to get this completed.)
3. Completed Blood Lead Testing: **93%** I have 90 days to get this do and completed.
4. Immunization documented as complete, up-to-date, or waiver: **100%**.
5. Flu Shots 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.

### **Training Topic: "Why Dental Care is Important for Baby Teeth."**

Even if primary teeth DO NOT become infected, untreated tooth decay in primary teeth can result in a deficiency in the amount of space available for the permanent teeth. This results in the need for braces (orthodontics) that would not have been necessary otherwise.

If a primary tooth DOES become infected, untreated tooth decay can damage the developing underlying permanent tooth in 2 ways; 1.) The developing permanent tooth could continue developing BUT be damaged leaving a brown color and/or structural defect called Turner's tooth OR 2.) The developing permanent tooth could stop developing if it also becomes infected. If that happens, the permanent tooth has to be extracted even before it erupts into the mouth.

In addition, tooth decay in primary teeth is painful for the child; physically painful hampering the child's ability to eat (nutrition) and distracting the child's ability to learn, and a nutritional deficiency can affect development of the permanent teeth.

Finally, tooth decay is emotionally damaging to a child's self-image if his/her appearance is affected when tooth decay stains, blackens or cracks the front teeth. Holding back the lips during speech and smiling because of the appearance of decayed teeth upsets the muscle tone balance between the lips and the tongue which is necessary for the creation of the arch form (straight permanent teeth.)

### **Mental Health:**

All mental health observations are complete. I am traveling to each classroom to discuss the Observation Reports to with each teacher.

## G. Krystal Mayes: Parent Engagement

- Attended *Boone County Imagination Library Meeting*
- Drafted minutes from October Policy Council meeting and sent to Executive Director for review/revision.
- Created *Head Start Coordinator Report* and sent to Executive Director for use in the Agency Progress Report.
- Updated and monitored OOI Teacher/Staff Forum page and OOI Head Start Facebook Pages.
- Documented and organized all minutes, training, members, agendas, etc. for Policy Council
- Reconciled the Performance Standards verses the P.C. Training Schedule to ensure guidelines are being met.
- Reviewed and completed September In-Kind and submitted to finance for review
- Scheduled one on one trainings with FSW's for extensive In-Kind training
- Attended Searcy County Resource meeting with Mental Health Coordinator, Tawnya Akins
- Arranged and attended "Policy Council Planning Committee" meeting with Mr. Atkinson

## III. **Community Services & Family Development**

*Rebecca Hanlin; Community Services Director*

### **FY 2015 Recap**

#### 1. Home Energy Assistance Program- Program Summary

FY 2015 County	Winter				Summer			
	Non-Emergency		Emergency		Non-Emergency		Emergency	
	HH	Funds Spent	HH	Funds Spent	HH	Funds Spent	HH	Funds Spent
<b>Baxter</b>	756	\$97,478	175	\$42,455.46	739	\$95,639	110	\$19,558.50
<b>Boone</b>	654	\$84,504	78	\$22,470.26	674	\$87,804	100	\$19,193.55
<b>Marion</b>	396	\$51,733	79	\$23,484.56	356	\$46,167	46	\$11,014.89
<b>Newton</b>	298	\$38,808	33	\$8,446.21	243	\$31,046	10	\$1,599.08
<b>Searcy</b>	280	\$36,252	29	\$7,228.57	235	\$29,848	10	\$1,286.36
<b>Van Buren</b>	359	\$46,729	50	\$12,658.11	316	\$39,971	26	\$5,282.33
<b>Totals</b>	2743	\$355,504	444	\$116,743.17	2563	\$330,475	302	\$57,934.71

#### 2. Stability Programs:

- We have applied for a \$20,000 program. No word to date if it has been approved or denied.
- To date all three individuals that obtained a Vehicle Repair Loan have made payments. Thus far 52% of the overall amount borrowed has been repaid. One individual will have repaid her 500 dollar loan the end of this month!

### 3. Community Services Block Grant:

- Program year ended September 30, 2015.
- Fourth quarter report (July 1 – September 30, 2015) was reviewed by the Executive Committee October 27, 2015 and submitted to the State October 28, 2015.

### 4. Family Development- Annual Overview:

- 93 unemployed individuals obtained jobs.
- 67 maintained their jobs for at least 90 days.
- 61 obtained safe and affordable housing.
- 50 obtained emergency rent or mortgage assistance.

## IV. Corporate Services (Human Resources/ Training Information)

*Jane Bueg; Corporate Services Director*

As of October 2015

<b>Hires</b>	Education	Community Services	Administration	Total
	3		0	<b>3</b>
<b>All Terminations</b>	Education	Community Services	Administration	Total
	0	1*	0	<b>1</b>

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

Position	Location	Program
Teacher	Clinton	Head Start
<b>Other/Training</b>		
Governance Meetings: Board Executive Committee & Head Start Policy Council		
GoogleApps in-kind report: \$345.00		
Workforce Services Unemployment Claims: 0    Claims Audit: 0    Claims Audit Follow-up: 0		
Family Medical Leave Requests & Tracking: 1		
OOI Property/Inventory: on-going – site records updated		
Criminal Records Check: 3            Child Maltreatment Registry Check: 3		
Interviews & Reference Checks: <i>Family Development Worker</i> - Harrison		
Benefits enrollment: 2		
New Employee Orientation: 2		
Technology: initiated monthly “Tech Talk” with RaganPro; ongoing adjustment to Enterprise		
Job Postings & Advertisement: Teacher – Clinton Head Start (new hire quit shortly after hire)		
Health Insurance premium quote for 2016 – negotiations in process		
ACA 1095 Reporting Software research & purchase in preparation for mandated reporting		
Governance Meetings: Board Executive Committee & Head Start Policy Council		
GoogleApps in-kind report: \$345.00		
Workforce Services Unemployment Claims: 0    Claims Audit: 0    Claims Audit Follow-up: 0		
Family Medical Leave Requests & Tracking: 1		