



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 September 2015 Board of Directors, Policy Council, Staff & Stakeholders

I. Executive Director's Report

We recently received our Audit Report for our agency-wide audit, and received “no findings” (i.e. no issues at this time.) We have worked very hard over the past few years to improve our internal processes to meet the increased demands of funding source requirements.

Our CSBG funding now has “Performance Standards”, so our two main funding streams (CSBG & Head Start) both have distinct requirements we must meet to maintain funding and continue services. It continues to be a competitive world for funding; however, our updated Strategic Planning Process continues to help us to hone our focus toward those grant opportunities that meet the specific needs of the children and families we serve.

I am hopeful and energized that we will increase funding in the coming year to support even more families to make steps toward breaking the cycle of poverty and improving their situations and improve their quality of life.

RTA

II. Early Learning (Head Start)

Director's Report: The school year is already back in session, and I have already witnessed a few of our Parent Meetings in action- I am humbled by the dedication of the parents as they take time out of their busy days to attend the Parent Meetings and volunteer in our classrooms, etc.- **THANK YOU** for choosing our program for your child and family; it is our objective to help both you and your children to work toward positive goals in the coming year.


I would like to remind everyone that even though we are in a Recompensation year, **our teaching staff and locations will not change this school year.** I understand this time of transition is difficult, as change can bring uneasiness and confusion about the future. Please know that the proposed changes to the program will support increased quality and opportunities for the families we serve.

Finally, I am excited to get to know the new Policy Council members, and welcome input from all parents to help make our program even better in the coming year(s).

RTA

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

ENROLLMENT UPDATE: At the end of April we had **413 children** enrolled. Our funded enrollment is 440.

			
06CH5680 - OZARK OPPORTUNITIES, INC			
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			

9/18/2015
12:14 PM

Ozark Opportunities Inc. H/S
2301 - Average Daily Attendance

Page 1 of 1
Tbeard

Program Term: Head Start 2015-2016, Attendance Date: 8/1/2015 - 8/31/2015

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	129	5	1	9.00 (avg)	14.33	17	84.31%	14.89	96.27%
Bruno Pyatt	111	6	9	9.00 (avg)	12.33	18	68.52%	13.00	94.87%
Clinton Head Start	218	34	2	10.00 (avg)	21.80	30	72.67%	25.20	86.51%
Cotter Head Start	166	14	0	9.00 (avg)	18.44	20	92.22%	20.00	92.22%
Flippin	106	11	0	9.00 (avg)	11.78	18	65.43%	13.00	90.60%
Harrison	776	67	19	9.20 (avg)	84.40	95	88.79%	91.66	92.05%
Jasper Head Start	155	5	11	10.00 (avg)	15.50	15	103.33%	16.00	96.88%
Marshall Head Start	98	12	4	9.00 (avg)	10.89	16	68.06%	12.22	89.09%
Mountain Home I Rm 1	110	4	0	9.00 (avg)	12.22	20	61.11%	12.67	96.49%
Mountain Home I Rm 2	131	13	0	9.00 (avg)	14.56	20	72.78%	16.00	90.97%
Mountain Home II	130	10	13	9.00 (avg)	14.44	20	72.22%	15.56	92.86%
Mountain Home III	111	9	3	9.00 (avg)	12.33	16	77.08%	13.33	92.50%
Mountain Home IV	102	24	3	9.00 (avg)	11.33	20	56.67%	14.00	80.95%
Norfork	194	9	4	9.50 (avg)	20.39	30	68.07%	21.36	95.57%
Shirley Head Start	139	14	0	9.00 (avg)	15.44	15	102.96%	17.00	90.85%
St. Joe Head Start	142	10	1	9.00 (avg)	15.78	17	92.81%	16.89	93.42%
Valley Springs	158	13	0	9.00 (avg)	17.56	15	117.04%	19.00	92.40%
Western Grove Head Start	149	5	1	8.00 (avg)	18.62	20	93.13%	19.25	96.75%
Yellville-Summit	156	6	0	9.00 (avg)	17.33	18	96.30%	18.00	96.30%
Ozark Opportunities Inc. H/S	3,281	271	71	9.16 (avg)	359.47	440	81.64%	389.03	92.37%
Report Totals	3,281	271	71	9.16 (avg)	359.47	440	81.64%	389.03	92.37%

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

- We have successfully moved the Western Grove Head Start Center into a classroom in the Western Grove School during the summer months. We also installed a new fenced in playground, complete with a large play structure and a bike path. We are grateful to the Ozark Mountain School District for allowing us to use this space.
- Repairs have been made to the Clinton Head Start Center tile flooring that was damaged before school was out last year.
- **A special thanks** to the Norfolk Volunteer Fire Department for making repairs to our storage building at the Norfolk Head Start Center. They also painted some of our outdoor play equipment.
- Our CACFP (SNP) Renewal Grant is due September 30, 2015, and we are completing it this week.
- On Thursday, September 24, 2015 Pam Surett, Harrison Head Start Cook, Tammy Ingram, Clinton Head Start Cook and I will attend the required annual CACFP training in Little Rock.

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

- Memorandums of Understanding- I have been meeting with either Principals or Superintendents from all the communities we are located and have three left to attend.
- 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.
- I reviewed & approved Lesson Plans for September.
- CLASS Observations are underway and we hope to have all 25 classrooms completed by September 30th
- Attended a Town Hall meeting in Little Rock on the new Arkansas Learning Frameworks. Those in attendance were allowed to ask questions and give feedback to the state Collaboration Office on the proposed frameworks.
- Coordinators completed their monthly tracking form to update their goals for the month.
- Attended *Boone County Imagination Library* Board Meeting on September 1st. We are currently providing 719 kids in Boone County with a book each month. To date, we have had 129 children graduate the program.

Program Director/Ed. Coord. Report; continued:

- New Head Start Grant- Gathered information for each section of the grant to send to the grant writer. I have provided her with all the necessary information and everything she has asked for over the last two months.
- Installed a new Head Start sign at Shirley and other various maintenance duties at many locations. This includes picking up materials on several occasions.
- Attended the Arkansas Head Start Directors Retreat in Little Rock where Directors discussed Head Start issues and network.
- New Training and Technical Assistance contractor- I had a three hour meeting with Tamara Brickey on how the new training system in Head Start will be set up.
- Created a new On-Site Monitoring Plan.
- Newsletter- Teachers were sent out newsletter with information on CLASS and other valuable teaching resources.
- Google Classroom- I assigned teaching staff their first assignment of the year. The first assignment is on "Concept Development."
- I updated and improved the *Dual Language Learner Policy* and have structured a new training for FSW's to undergo so they can affectively handle children from a multi-language home.
- School Readiness Meeting- I have completed the agenda for the first meeting of the year that will be on September 29, 2015.
- Program Administrator Certificate- I will complete my final training on September 25th to receive my certification.
- I have also reached 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.
- TAPP- I have entered all our pre-service trainings into the Traveling Arkansas Professional Pathways Portal for Professional Development as well as in our ChildPlus System.

D. Patricia Murray- Disabilities & Center Supervisor:

1. **Center Supervision:** We are currently looking to employ a teacher at the Clinton Head Start and will be interviewing soon.
2. **Disabilities:** We are currently serving 3% of children with disabilities . At this time, Vision, Hearing, Speech, and Developmental screenings are taking place.

E. Tawnya Akins: Health/Mental Health:

Health Requirements:

1. Completed Physical Exams: There is 60 days left for completed exams.
2. Completed Dental Exams: There is 60 days left for completed exams.
3. Completed Blood Lead Testing: I have started going around to centers to get lead testing done. I have 60 days left to get them completed.
4. Immunization documented as complete, up-to-date, or waiver: 100% Immunizations are complete or up-to-date.

Mental Health:

The Mental Health Professional will be going to centers soon to complete the first student observation of the school year, and will give a written report to each center.

F. Krystal Mayes: Parent Engagement

- Attended *Boone County Imagination Library Meetings*
- Created *Ozark Opportunities, Inc.* Head Start Facebook page
- Drafted minutes from May Policy Council meeting and sent to Executive Director for revision.
- Created Head Start Coordinator Report and sent to Executive Director for review.
- 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.
- Attended several Parent Meetings to talk about In-Kind, Policy Council, and the importance of Parent Engagement.

G. Crystal Samsel: Enhancement Coordinator:

- Observed and assisted in several classrooms.
- Attended Town Hall meeting in Little Rock.
- Subbed in classrooms.
- Completed CDA Specialist Exam.
- Coaching and mentoring teachers in the classroom.
- Set up coaching sessions with multiple groups of teachers.
- Prepared items for classroom for Education Curriculum.

III. Community Services & Family Development

Rebecca Hanlin; Community Services Director

1. Home Energy Assistance Program:

- 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 program will end Monday, September 21, 2015.
- Average non-emergency benefit amount is \$128 and \$188 for emergency.

LIHEAP Program Summary:

Thru 9/11/15	Non-Emergency				Emergency			
	County	Applied	Approved	Denied	\$ Spent	Applied	Approved	Denied
Baxter	769	710	54	\$91,129	92	82	9	\$13,621.03
Boone	692	643	47	\$83,429	85	70	14	\$13,151.61
Marion	361	335	25	\$43,257	34	31	2	\$7,610.50
Newton	253	236	13	\$29,961	12	7	3	\$978.16
Searcy	245	228	15	\$29,020	5	4	1	\$414.05
Van Buren	349	308	39	\$38,800	24	22	2	\$4,855.47
Totals	2669	2460	193	\$315,596	252	216	31	\$40,630.82

- You'll notice the Approved + Denied does not equal the Total Applied. This is due to applications that are pending; missing information such as proof of income, utility account information, etc. Applicants that submitted incomplete applications are given 10 days to provide the missing information otherwise their application is denied. Applicants who have been denied can reapply at any time until the program ends or funds are depleted.
- Through 9/11/2015 we have remaining balances of \$31,759 in non-emergency and \$41,126.01 in emergency funds.
- Robert Boyce will be monitoring our Summer Program September 28 – October 1, 2015.

2. Stability Programs:

- We have applied for \$20,000 funding from OCS. 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	60.00
Boone	1	500.00	87.00
Marion	1	500.00	350.00
Totals	3	\$1,348.59	\$497.00

3. Community Services Block Grant (CSBG):

- Program year ends 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:

- September Newsletter. [Attachment]
- September seminar: Winterize Your Home, guest speakers are DuPont Tyvek Specialists who will discuss how to make your home more energy efficient, proper insulation and winterizing techniques that will help save energy dollars. This is the final seminar for the program year and will be held September 25, 2015, at the central office from 6-7:00 pm.
- The **SUCCESS Recognition Banquet** will follow the seminar. If you are available we would love to see Board members attend as we recognize SUCCESS participants and their achievements. The banquet will be held at the Central office, September 25th from 7-7:30 pm. If you would like to attend please let Rebecca (870-741-9406 ext.227) or Julie (870-715-5064) know so we can ensure enough seating.
- Getting Ahead in a Just-Getting'- 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.

5. Staff:

- Wanda McMurrin and I interviewed several applicants for the Family Development Worker and Programs Coordinator positions. We had several great candidates and are optimistic about filling this position the beginning of October.
- We have been contacted by Sherri Hinrichs with NAPHE and may get a VISTA soon. I conducted a phone interview with the prospective volunteer. She is currently living in Florida but would like to relocate to Arkansas. She seemed excited at the opportunity.

IV. Corporate Services (Human Resources/ Training Information)

As of Sept. 2, 2015

Hires	Education	Community Services	Administration	Total
	5	1	0	6
All Terminations	Education	Community Services	Administration	Total
	1	1	0	2

Current Employment Opportunities at OOI unfilled as of 09/03/2015

Position	Location	Program
Program Coordinator	Harrison	Community Services
Family Development Worker	Harrison	Community Services
Other/Training		
Governance Meetings: Board Executive Committee & Board of Directors		
GoogleApps in-kind report: \$345.00		
Workforce Services Unemployment Claims: 1 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: 8 Child Maltreatment Registry Check: 10		
Interviews & Reference Checks: Teacher: Harrison		
Benefits enrollment: 0		
Salary changes: 0		
Work Station Changes: 0		
New Employee Orientation: 6		
COBRA: 2		
Program Information Report (P.I.R.) for Head Start		
Training: Head Start Pre-Service Roundtable, OOI Retirement Plan, Bloodborne Pathogen Plan, Child Care Licensing, Disabilities.		
Contracts: Head Start Teachers (23); Head Start Teacher Assistants (23)		
Technology: Distribution of Classroom Laptops, Tablets & Projectors to teaching staff		
Job Postings & Advertisement: Community Services Family Development Worker & Program Coordinator		
Public Service Loan Forgiveness Certification: 1		
Retirement Plan Amendment – Employee Contribution Enrollments: 40 enrollments (\$1,647 per pay period total deferred salary \$)		