



OZARK OPPORTUNITIES, INC.

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Agency Progress Report

Report for February 2016 Board of Directors and Policy Council

I. Early Childhood and Family Education:

A. Director’s Corner: Our staff have worked tirelessly this year to insure all children and families enrolled have an opportunity to achieve their goals and get what they need from our program. We will be closed February 29 (the end of the Head Start Program Year) at all locations, but will reopen April 1st. We have received (verbal) confirmation that our extension application for funding until June 30, 2016 has been approved, so we are now waiting on confirmation that the Recompensation application has been accepted so we can begin the “negotiation” phase. We continue to run a top-notch family and child development program, and I am looking forward to the new model with increased opportunities for the communities and families in our service area.

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

- **ENROLLMENT UPDATE:** At the end of January we had **434 children** enrolled. Our funded enrollment is 440. We recently had a teleconference with Region VI Head Start and were required to develop an “Underenrollment Plan” as well as an updated “Recruitment Plan”. **We expect to meet full enrollment in February**, so recruitment should not be an issue the rest of the year.

2/15/2016
1:28 pm
Tbeard

Ozark Opportunities Inc. H/S
2005 - Management Report - End of Month Enrollment

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ChildPlus

Program Term: Head Start 2015-2016, Replacement In Same Program, Replacement In Same Program Term, Reporting
Date: 1/31/2016

	Total	Actual Enrollment	Termination Date	Days Vacant
Head Start Totals:	20	20	0	0 (Avg)
Ozark Opportunities Inc. H/S Totals:	434	425	9	25 (Avg)

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

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

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	216	34	0	16.00 (avg)	13.50	17	79.41%	15.62	86.40%
Bruno Pyatt	200	25	0	15.00 (avg)	13.33	18	74.07%	15.00	88.89%
Clinton Head Start	334	89	0	15.00 (avg)	22.26	30	74.22%	28.20	78.96%
Cotter Head Start	299	58	3	18.00 (avg)	16.61	20	83.06%	19.83	83.75%
Flippin	205	54	19	18.00 (avg)	11.39	18	63.27%	14.39	79.15%
Harrison	1,173	188	34	15.00 (avg)	78.21	95	82.32%	90.73	86.19%
Jasper Head Start	276	81	4	19.00 (avg)	14.53	15	96.84%	18.79	77.31%
Marshall Head Start	173	34	17	14.00 (avg)	12.36	16	77.23%	14.79	83.57%
Mountain Home I Rm 1	237	51	0	16.00 (avg)	14.81	20	74.06%	18.00	82.29%
Mountain Home I Rm 2	242	30	0	16.00 (avg)	15.12	20	75.63%	17.00	88.97%
Mountain Home II	243	22	0	16.00 (avg)	15.19	20	75.94%	16.56	91.70%
Mountain Home III	221	31	1	16.00 (avg)	13.81	16	86.33%	15.75	87.70%
Mountain Home IV	264	24	0	16.00 (avg)	16.50	20	82.50%	18.00	91.67%
Norfolk	331	50	10	17.00 (avg)	19.47	30	64.90%	22.41	86.88%
Shirley Head Start	206	34	0	15.00 (avg)	13.73	15	91.56%	16.00	85.83%
St. Joe Head Start	214	40	1	15.00 (avg)	14.27	17	83.92%	16.93	84.25%
Valley Springs	272	37	11	16.00 (avg)	17.00	15	113.33%	19.31	88.03%
Western Grove Head Start	243	40	0	15.00 (avg)	16.20	20	81.00%	18.87	85.87%
Yellville-Summit	254	66	0	16.00 (avg)	15.88	18	88.19%	20.00	79.38%
Ozark Opportunities Inc. H/S	5,603	988	100	15.84 (avg)	354.17	440	80.46%	416.18	85.01%
Report Totals	5,603	988	100	15.84 (avg)	354.17	440	80.46%	416.18	85.01%

- **AVERAGE DAILY ATTENDANCE:** The spreadsheet above shows the Attendance per Classroom for the program. Overall we had an **85.01%** attendance rate, which is (barely) within the required average daily attendance of 85%.

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

- I met with Child Care Licensing Supervisor, Jean Beck, and Child Care Licensing Specialist Dan Cates at the Clinton Head Start Center to determine what facility changes would be needed to convert that center to serve infants and toddlers. I also met with Dwight Wilson, City of Clinton Code Enforcement Officer and D. L. Webb, Clinton Fire Chief. Some changes will need to be made to accommodate this age group such as additional handwashing sinks and the general layout of the room.
- Improvements are also scheduled for the septic system at Clinton with the recommendations from B.J. Rae with the Arkansas Department of Health and Paul Smith, On-Site Wastewater System Installer.

- Cameras are now installed at Clinton, Shirley, Bruno/Pyatt, Mtn. Home I, Mtn. Home II, Mtn. Home IV, Yellville, Norfolk, St. Joe and Valley Springs.
- Repairs to the fence on the Harrison playground have been completed. Additional barriers have been installed to help prevent vehicles from hitting our fence which was damaged in early January by a truck.
- On February 9, 2016 all of the Head Start Coordinators attended a six hour “Risk Management Training” for Child Care Centers provided by Arkansas State University in Mtn. Home. Shannon Gardner, Norfolk Teacher, Shasta Doshier, Bruno/Pyatt Teacher, Krystal Nichols, Mtn. Home IV Teacher and Annie Harrington, Mtn. Home IV Teacher Assistant also attended.

CACFP CLAIM SUMMARY- January 2016		
<i>Breakfast= 5,441</i>	<i>Lunch= 5,548</i>	<i>Snacks= 4,944</i>
Total \$31,535.02		

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

- Ordered supplies totaling approximately \$7,500.00 for classrooms. The materials will help strengthen Literacy, Mathematical, and Science skills in support of our LAMS Plan.
- Read and filed Google Classroom Assignments for Teaching Staff and Coordinators.
- Completed six hour training on Autism.
- Reviewed & approved Lesson Plans, Newsletters, “Pick 6” and Staff Meeting Minutes for February.
- Attended three OOI Leadership Team Meetings.
- Attended “History of the War on Poverty” Workshop for three days in Little Rock.
- Attended “Head Start 101” Training for two days in Grapevine, Texas.
- Attended meeting with Mr. Atkinson and the Principal at Mountain Home to plan the School Readiness “Lunch and Learn”.
- Cleaned up sign that was run over and destroyed at Central Office.
- Continued to research trainings online for Teaching Staff and Coordinators to complete.
- Entered Professional Development for January and February into the ChildPlus and the TAPP Registry tracking systems.
- We have begun the second round of CLASS Assessments- they will be completed by February 19, 2016.
- Teachers are beginning the second round of *Teaching Strategies* and anecdotal records.
- Coordinators are completing a monthly calendar to track progress and goals each month.
- Attended Boone County Imagination Library Board Meeting on February 2nd. We are currently serving approximately 800 children in Boone County.

- Newsletter- Teachers were sent out the newsletter with information on a workshop that I attended with seven other staff members pertaining to curriculum, discipline, winter activities, and autism.
- I am continuing to research curriculum for our new Early Head Start Child Development Associate (CDA) candidates to complete.
- Attended Arkansas Head Start Association Meeting. Our meeting this month included planning for the upcoming Arkansas Institute in early March.

E. Patricia Murray- Disabilities & Center Supervision:

Center Supervision:

- Staff are working with Educational Agencies to make sure we are helping them receive what they need for school readiness.
- The end of the year conferences and transitions with parents and schools will start in March.
- **I want to say Thank You** to all our staff for working hard to make our classrooms run smoothly and helping me when other centers need your help.

Disabilities: We currently have **14%** of our children receiving services; 62 total- with 29 receiving Developmental Services and 33 receiving Speech. We are required to have at least 10% per H.S. regulations, so we are meeting expectations in this area.

F. Tawnya Akins: Health/Mental Health:

➤ **Health Requirements:**

1. Completed Physical Exams: 92%.
2. Completed Dental Exams: 94%.
3. Completed Blood Lead Testing: 87%.
4. Immunization documented as complete, up-to-date, or waiver: 100%.
5. Growth Assessment: 63% Healthy Weight, 4% Under Weight, 16% Over Weight, and 11% Obese. BMI-for-age weight status categories and the corresponding percentiles are shown in the following table.

Weight Status Category	Percentile Range
Underweight	Less than the 5th percentile
Healthy weight	5th percentile to less than the 85th percentile
Overweight	85th to less than the 95th percentile
Obese	Equal to or greater than the 95th percentile

- **Mental Health:** The second round of Mental Health Observations will be complete this month. I have been working with the teachers on strategies to address identified concerns, and have included parents in developing strategies outside the classroom when necessary.

G. Krystal Mayes: Parent Engagement

- Attended “Head Start 101 Training” for 2 days in Grapevine, TX.
- Drafted January Policy Council Meeting Minutes 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 insure guidelines are being met.
- Reviewed and completed January In-Kind and submitted to Finance Dept. for review.
- Attended “Risk Management Training” in Mt. Home AR.
- Attended Program Planning Meeting with staff and Executive Director.
- Attended “Getting Ahead in A Just Getting By World” Celebration.

II. Community Services

Rebecca Hanlin; Community Services Director

A. Home Energy Assistance Program:

- The winter, non-emergency assistance program started January 4, 2016.
- The winter, emergency assistance program that helps with disconnected service, or service due to be disconnected within 7 days started Monday, February 8, 2016.
- Average non-emergency benefit amount is \$126.
- Through 2/5/2016 we have remaining balance of \$192,783 in non-emergency funds.

Program Summary:

Thru 2/5/2016	Non-Emergency					
	County	Applied	Approved	Pending	Denied	Funds Spent
	Baxter	647	587	10	50	\$73,346
	Boone	582	532	11	39	\$67,873
	Marion	331	311	2	18	\$39,730
	Newton	231	220	5	6	\$27,487
	Searcy	252	217	4	21	\$27,412
	Van Buren	306	277	6	23	\$34,686
	Totals	2349	2144	38	157	\$270,534

B. Stability Programs:

- We have applied for a \$20,000 program. No word to date if it has been approved or denied.

C. Community Services Block Grant:

- FY 2015 Information System Survey report was due January 8, 2016. It was submitted to the State January 6, 2016. This is an annual report.
- FY 2016 CSBG (Community Service Block Grant) first quarter ended December 31, 2015. The first quarter report was due to the State January 29, 2016 and includes outcomes and results for October 1 – December 31, 2015.

D. SUCCESS:

- Getting Ahead in a Just-Gettin'- By World
 - This learning opportunity includes 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 participants and a facilitator (an 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.
 - A Recognition Banquet was held for our first group of graduates February 4, 2016. **Thank you to all who showed their support!** Investigators spoke to the audience about their story and the impact of *Getting Ahead* on their lives.
 - Aaron Evans, our newest OOI Family Development Worker, will become certified to facilitate *Getting Ahead* classes in February. Once she is certified she will be able to start facilitating classes.

E. Staff:

- Wanda McMurrin retired January 15, 2016 after almost **47 years of service** to OOI. We held a retirement party open to the community on the 15th from 12- 2:00 pm. *Community First Bank* provided hot dogs and water, and a cake was purchased from a SUCCESS participant who is taking cake decorating courses (it was TASTY 😊).
- We hired two temporary workers, Shirlynn Rains in Clinton and Aliesha Hardy in Harrison, to help with the utility assistance program (LIHEAP.)
- Susan Phelan (Baxter County Outreach Worker) retired after 10 years of service to OOI February 15, 2016. Terrance Buttry (our temporary worker in Cotter for several years) has been hired as her replacement.
- We may have a VISTA (Volunteers In Service To America) volunteer start working late February or early March. She will be involved with Family Development activities.

III. Corporate Services (Human Resources/ Training Information)

Jane Bueg; Corporate Services Director

A. Human Resources/ Training Information for January 2016

Hires	Education	Community Services	Administration	Total
	0	0	0	0
All Terminations	Education	Community Services	Administration	Total
	2	1	0	3

Involuntary Terminations

(Lay-offs, non-renewal of contract, termination for cause, unsuccessful probationary period, Reduction in Force)

	Education	Community Services	Administration	Total
January 2016	2	0	0	2

Current Employment Opportunities at OOI unfilled as of 2/04/2016;
NONE.

Other/Training
GoogleApps in-kind report: \$345.00
Workforce Services Unemployment Claims/ Audit/ Audit Follow-up= 0.
Family Medical Leave Requests & Tracking: 1
OOI Property/Inventory: on-going – site records updated
Criminal Records Check: 0 Child Maltreatment Registry Check: 0
Benefits enrollment/changes: 0
Technology: monthly “Tech Talk” with RaganPro; ongoing adjustment to Enterprise System & troubleshooting
Workers Compensation: 1
Governance Meetings: HS Policy Council 1/25/16; OOI Executive Committee Meeting 1/28/16
OOI Personnel Policy Review: Payroll, Workers Comp,
IRS 1095-C forms completion
Training: 12 Benefits Communication Hacks to Help Employees Understand High Deductible Health Plans
Shred-it: 45 boxes document destructions
Workers Comp Facilities Audit