



## OZARK OPPORTUNITIES, INC.

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# Agency Progress Report

*Report for April 2016 Board of Directors, Staff and Partners*

## I. Executive Director's Corner:

Our agency has recently centered our efforts on Family and Child Development, and to that end have applied for Arkansas Better Chance & Head Start/Early Head Start slots. We are also planning to apply for additional Early Head Start slots this summer to meet the need of our communities for high quality (no cost) infant and toddler (0-3 year old) care.

We are updating our Community Assessment in the coming months, and will hold a Planning Session in April, as we are serious about the process of reviewing our strategies and outcomes on a regular basis to insure we are making the difference we need to make.

*Ozark Opportunities, Inc.* will continue to seek out new and impactful ways of helping families in need to break down barriers to their highest levels of healthy *mutual interdependence*. I invite you to take a look within this report at the many ways we are impacting people in need; whether it be in our communities, families, or within the agency.

We are planning a 50<sup>th</sup> Anniversary Celebration in late July 2016 (our actual date of inception was August 15, 1966.) We will be sharing information on the celebration, and invite you and yours to come to the open house, etc., so keep a look out for additional information.

As always, I welcome feedback and dialogue from the public and our customers. Please feel free to reach out; my email address is [rtatkinson@ozarkopp.org](mailto:rtatkinson@ozarkopp.org), and office phone number (870) 741-9406 ext. 235.

***Richard T. Atkinson***

## II. Early Childhood Education:

### A. Director's Report:

The program has decided to run classes for 170 instead of 160 days this year to best serve families and the children. This extra two weeks of class will help insure families have time to find another option for the summer months.


Overall the program is operating well, and we are working to insure the end-of-the year tasks are all completed on time, and staff are well-supported to complete the year.

A *Parent Survey* is being distributed soon to gauge the success of our Head Start Program; we are asking that all parents take the time to complete it, as the results are used to improve our program to better serve our families.

*Richard T. Atkinson*

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

- **ENROLLMENT UPDATE:** At the end of March we had **440 children** enrolled. Our funded enrollment is 440. Average Daily Attendance for March averaged **85.26%**, which is above the required 85%.

06CH5680 - OZARK OPPORTUNITIES, INC			
			
<b>End-of-Month Enrollment Report</b>			
<i>Month</i>	<i>Reported</i>	<i>Funded</i>	<i>Status</i>
Jul 2015	Closed	440	Reported
Aug 2015	413	440	Reported
Sep 2015	425	440	Reported
Oct 2015	418	440	Reported
Nov 2015	426	440	Reported
Dec 2015	431	440	Reported
Jan 2016	434	440	Reported
Feb 2016	440	440	Reported
Mar 2016	440	440	Reported
Apr 2016			
May 2016			
Jun 2016			

## Ozark Opportunities Inc. H/S

### 2301 - Average Daily Attendance

Program Term: Head Start 2015-2016, Attendance Date: 3/1/2016 - 3/31/2016

#### Ozark Opportunities Inc. H/S

	Attendance Records			Operating Days	ADA <sup>1</sup>	Funded Enrollment		Actual Enrollment	
	Present <sup>5</sup>	Absent <sup>6</sup>	Neither <sup>7</sup>			Count	% Attendance	Count <sup>2</sup>	% Attendance <sup>3</sup>
Alpena	247	50	9	18.00 (avg)	13.72	17	80.72%	16.50	83.16%
Bruno Pyatt	220	46	0	18.00 (avg)	12.22	18	67.90%	14.78	82.71%
Clinton Head Start	414	96	0	17.00 (avg)	24.35	30	81.18%	30.00	81.18%
Cotter Head Start	311	48	1	18.00 (avg)	17.28	20	86.39%	19.94	86.63%
Flippin	218	52	11	18.00 (avg)	12.11	18	67.28%	15.00	80.74%
Harrison	1,412	224	66	18.00 (avg)	78.44	95	82.57%	90.88	86.31%
Jasper Head Start	267	42	15	18.00 (avg)	14.83	15	98.89%	17.17	86.41%
Marshall Head Start	194	33	45	17.00 (avg)	11.41	16	71.32%	13.35	85.46%
Mountain Home I Rm 1	268	72	1	18.00 (avg)	14.89	20	74.44%	18.89	78.82%
Mountain Home I Rm 2	304	35	0	18.00 (avg)	16.89	20	84.44%	18.83	89.68%
Mountain Home II	274	62	13	18.00 (avg)	15.22	20	76.11%	18.67	81.55%
Mountain Home III	220	40	25	18.00 (avg)	12.22	16	76.39%	14.44	84.62%
Mountain Home IV	273	34	35	18.00 (avg)	15.17	20	75.83%	17.06	88.93%
Norfolk	367	54	4	17.00 (avg)	21.59	30	71.96%	24.76	87.17%
Shirley Head Start	296	46	0	18.00 (avg)	16.44	15	109.63%	19.00	86.55%
St. Joe Head Start	233	35	15	18.00 (avg)	12.94	17	76.14%	14.89	86.94%
Valley Springs	288	52	0	17.00 (avg)	16.94	15	112.94%	20.00	84.71%
Western Grove Head Start	304	55	0	18.00 (avg)	16.89	20	84.44%	19.94	84.68%
Yellville-Summit	324	36	0	18.00 (avg)	18.00	18	100.00%	20.00	90.00%
<b>Ozark Opportunities Inc. H/S</b>	<b>6,434</b>	<b>1,112</b>	<b>240</b>	<b>17.76 (avg)</b>	<b>361.55</b>	<b>440</b>	<b>82.18%</b>	<b>424.10</b>	<b>85.26%</b>
<b>Report Totals</b>	<b>6,434</b>	<b>1,112</b>	<b>240</b>	<b>17.76 (avg)</b>	<b>361.55</b>	<b>440</b>	<b>82.18%</b>	<b>424.10</b>	<b>85.26%</b>

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

Program Term: Head Start 2015-2016, Replacement in Same Program, Replacement in Same Program Term, Reporting  
Date: 3/31/2016

**Ozark Opportunities Inc. H/S**

	Total	Actual Enrollment	Vacancies	Days Vacant (Avg)
<b>Alpena</b>				
Head Start Totals:	17	17	0	0 (Avg)
<b>Bruno Pyatt</b>				
Head Start Totals:	15	14	1	3 (Avg)
<b>Clinton Head Start</b>				
Head Start Totals:	30	30	0	0 (Avg)
<b>Cotter Head Start</b>				
Head Start Totals:	20	20	0	0 (Avg)
<b>Flippin</b>				
Head Start Totals:	16	15	1	15 (Avg)
<b>Harrison</b>				
Head Start Totals:	95	87	8	0 (Avg)
<b>Jasper Head Start</b>				
Head Start Totals:	18	18	0	0 (Avg)
<b>Marshall Head Start</b>				
Head Start Totals:	16	16	0	0 (Avg)
<b>Mountain Home I Rm 1</b>				
Head Start Totals:	19	18	1	0 (Avg)
<b>Mountain Home I Rm 2</b>				
Head Start Totals:	19	18	1	2 (Avg)
<b>Mountain Home II</b>				
Head Start Totals:	20	18	2	0 (Avg)
<b>Mountain Home III</b>				
Head Start Totals:	16	15	1	2 (Avg)
<b>Mountain Home IV</b>				
Head Start Totals:	19	19	0	0 (Avg)
<b>Norfolk</b>				
Head Start Totals:	25	25	0	0 (Avg)
<b>Shirley Head Start</b>				
Head Start Totals:	19	19	0	0 (Avg)
<b>St. Joe Head Start</b>				
Head Start Totals:	16	14	2	1 (Avg)
<b>Valley Springs</b>				
Head Start Totals:	20	20	0	0 (Avg)
<b>Western Grove Head Start</b>				
Head Start Totals:	20	19	1	0 (Avg)
<b>Yellville-Summit</b>				
Head Start Totals:	20	20	0	0 (Avg)
<b>Ozark Opportunities Inc. H/S Totals:</b>	440	422	18	1 (Avg)

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

**Cameras:** By the end of April we will have cameras in all our centers with the exceptions of Flippin, Alpena, and Mtn. Home III. "Having cameras in classrooms has been the "norm" for many years at many of our local school, as they use the video to help insure the children and their staff are safe. We are simply following their lead and increasing the tools we have available to ensure the children in our care are happy, healthy and in an environment of learning and positive engagement." (R. Atkinson)

**Facilities/Playgrounds:** We are in the planning stage for improving several playgrounds during the summer months. The fall zones for both the Harrison and Norfolk playgrounds will be upgraded and ground cover will be replenished or replaced.

<b>CACFP (USDA Food Program) CLAIM SUMMARY- March 2016</b>		
<i>Breakfast= 6,181</i>	<i>Lunch= 6,322</i>	<i>Snacks= 5,439</i>
<b>Total Claim Amount: \$35,739.24</b>		

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

- Staff evaluations were completed in two days and are now being presented to staff.
- Attended the Parent Engagement Train the Trainer training in Conway. We will use this training at pre-service the following year.
- Staff completed Google Classroom Professional Development module for teaching staff dealing with behavior management.
- Reviewed and approved Lesson Plans for April.
- Reviewed submitted newsletters from center locations for April.
- Reviewed Pick 6 and Staff Meeting Minutes for April.
- Held the second School Readiness meeting of the school year. TSG results and new classroom items were presented.
- Attended Health Advisory meeting in Harrison.
- Installed flower planter/ bed at OOI Central next to playground.
- I have continued researching numerous trainings online for teaching staff and coordinators to complete.
- All Professional Development for March and April has been entered into Child Plus and the TAPP Registry.
- The third round of CLASS Assessments is underway and will be completed April 19th.
- Teachers are underway completing the third round of Teaching Strategies and anecdotal records.
- Final home visits are underway and will be completed in April.
- Coordinators are completing a monthly calendar to track progress and goals each month.
- Completed April newsletter for teaching staff.
- Worked on the narrative for the ABC grant and helped submit grant.
- Coordinators spent a large amount of time working directly with center staff.

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

4/5/2016  
2:08 pm  
Pmurray

**Ozark Opportunities Inc. H/S  
3501 - Management Report - Disabilities**

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ChildPlus

Program Term: Head Start 2015-2016, Enrollment Status: Enrolled, Dropped, Drop/Wait, Drop/Accept, Completed

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		

Ozark Opportunities Inc. H/S

64	440	0	64	1 IEP(s): 51	1 Signed 51	IEP: 64	10	0	0	Non-categorical/developmental delay	30
				2 IEP(s): 12	2 Signed 12	IFSP: 0				Speech or language impairment	34
				3 IEP(s): 1	3 Signed 1						

15%

- **Center Supervision:** End-of-the-year conferences with Co-ops and Preschools are taking place with school systems now. Staff evaluations will be completed by the end of April 2016.
- **Disabilities:** We are ending the year with **64 children** receiving services this year.

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

**1. Health Requirements:**

- Completed Physical Exams: 93%.
- Completed Dental Exams: 93%.
- Completed Blood Lead Testing: 92%.
- Immunization documented as complete, up-to-date, or waiver: 100%.
- Growth Assessment: 63% Healthy Weight, 4% Under Weight, 15% Over Weight, and 11% Obese.

**2. Mental Health:**

- The second round of Mental Health Observations is complete; Summaries have been sent out and reviewed with the teachers.
- The Health Services Advisory Committee (HSAC) Meeting had a low attendance, but was very informational.

## **G. Krystal Mayes: Parent Engagement**

- Drafted minutes from March 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 insure guidelines are being met.
- Reviewed and completed March In-Kind and submitted to finance for review.
- Attended Boone County Imagination Library meeting and discussed a 5K event coming in July.
- Attended OOI Health Advisory meeting.
- Attended OOI School Readiness Meeting.
- Attended the “Parent Engagement Train the Trainer” session in Conway.
- Meet with Coordinators to discuss staff evaluations.
- Arranged Impasse Committee Meeting.

## **III. Community Services**

*Rebecca Hanlin; Community Services Director*

### **A. Home Energy Assistance Program:**

- The winter, non-emergency assistance program started January 4, 2016.
  - Average non-emergency benefit amount is \$127.
  - Program ended Thursday, March 31, 2016.
  - Through 4/1/2016 we have remaining balance of \$151,134 in non-emergency funds.
- 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 emergency benefit amount is \$215
  - Through 4/1/16 we have a remaining balance of \$ 297,071.44 in emergency funds.
- There has been talk of a Summer LIHEAP program that will use the balance of funds from the Winter program. No start dates have been discussed.

**LIHEAP Program Summary:**

Thru 4/1/2016	Non-Emergency					Emergency					
	County	Applied	Approved	Pending	Denied	\$ Spent	Applied	Approved	Pending	Denied	\$ Spent
	Baxter	764	691	2	71	87,104	106	90	2	14	18,298.24
	Boone	722	652	12	58	84,385	98	80	2	16	18,360.89
	Marion	397	370	1	21	47,537	44	44	0	0	9,607.31
	Newton	277	262	2	13	33,360	27	21	1	5	4,496.54
	Searcy	248	248	1	36	31,410	13	13	0	0	2,538.82
	Van Buren	348	319	0	29	40,070	24	24	0	0	5,116.76
	<b>Totals</b>	2787	2542	18	228	\$323,866	312	272	5	35	\$58,418.56

**B. Vehicle Repair Loan Program:**

- Board of Directors recently increased available funds by \$5,000.
- Current balance is now \$6,172.58.
- \$500 maximum loan amount.
- Loan must be repaid within one year.

**Program Summary:**

Vehicle Repair Loan		
# families	\$ Loan	\$ Repayment
3	\$1,348.58	\$1,122.58

**C. SUCCESS:**

- Aaron Evans and Julie Smith (Family Development Workers) are actively recruiting new participants.
- Getting Ahead in a Just-Gettin'- By World: Getting ready to start two more classes in April. Right now it looks like groups will be meeting in Harrison and Mountain Home. We do have past 'investigators' that are interested in co-facilitating these group sessions with our Family Development Workers.
- Aaron and Julie have been participating in Head Start parent meetings, local job fairs, community resource groups and Head Start Policy Council.
- The next three seminars will have guest speakers from the local Extension Offices. The topic is Money Savvy a three part series and they are FREE.
  - March Seminars, "Stretching Your Dollar" went well. They had 24 participants attend.



- April Seminars, Money Savvy:
  - 21<sup>st</sup> in Marshall (511 Zack Road at the Extension Office) from 5-6:30 pm.
  - 25<sup>th</sup> in Harrison (406 Hwy 43 East) from 5-6:30 pm.
  - 28<sup>th</sup> in Cotter (201 Combs Avenue) from 5-6:30 pm.
- May Seminars, Quick Healthy Meals & Snacks/Crock Pot Cooking:
  - 16<sup>th</sup> in Harrison (406 Hwy 43 East) from 5-6:30 pm.
  - 17<sup>th</sup> in Marshall (511 Zack Road at the Extension Office) from 5-6:30 pm.
  - 19<sup>th</sup> in Cotter (201 Combs Avenue) from 5-6:30 pm.
- SUCCESS recruitment started in late February due to the delay in State approval for Assurance 16 funding, funding from the Home Energy Assistance Program that supports case management activities (SUCCESS).

**SUCCESS Enrollment through 4/1/2016:**

County	Enrolled	Pending	Total
Baxter	11	1	12
Boone	16	3	19
Marion	6	0	6
Newton	7	1	8
Searcy	3	0	3
Van Buren	2	0	2
<b>Total</b>	45	5	50

**D. Community Services Block Grant (CSBG):**

- FY 2016 CSBG second quarter ends Thursday, March 31, 2016 and the quarterly report is due to the State by April 29, 2016.
- Special projects, mini grants we have applied for by are awaiting 'official' approval:
  - Revolving Loan Program for \$9,000; similar to the Vehicle Repair Loan Program, but can help with miscellaneous needs (i.e. housing, medical, dental, optical, etc.).
  - Emergency & Stability Program for \$9,000; similar to last year's program. There will be a \$250 maximum benefit amount which can help with an assortment of needs. This program cannot be used for gas (natural, propane) or electric assistance since we have the Home Energy Assistance Program.
  - Getting Ahead in a Just-Gettin'- By World for \$9,000. 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 10-15 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.

**E. Special Projects:**

- Terrance Buttry, Outreach Worker for Baxter County, has undertaken a Diaper Donation Project with his temporary assistant, Pamela Sallese. This project is still in the early stages of development.

**F. Staff:**

- We have three LIHEAP Temp. hires:
  - Aliesha Hardy works in the Harrison office.
  - Shirlynn Rains works in the Clinton office.
  - Pamela Sallese works in the Cotter office.
- Our hopes for a VISTA (Volunteers In Service To America) did not work out. The individual that NAPHE had recruited and thought would be a good fit was unable to fulfill the work expectations, assisting with family development activities, and therefore did not start.
- We have an Experienced Works person in our Clinton office who is helping Marie Slack, our Outreach Worker.

**G. Out-of-School Youth Works-** We are glad to be able to support the Out-of-School Youth Works program that supports youth between the ages of 16-24 who do not have their GEDs or high school diploma. We have received two youth to help our efforts at the Community Services Outreach Office (Hwy. 43) in Harrison.

- The program places participants in a work site (our office for instance) for 20 hours per week to gain work experience and develop work skills while pursuing their GEDs.

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

*Jane Bueg; Corporate Services Director*

<b>Hires</b>	Education	Community Services	Admin.	Total
	0	0	0	<b>0</b>
<b>All Terminations</b>	Education	Community Services	Admin.	Total
	2; 1*	0	0	<b>2; 1*</b>

**Involuntary Terminations**

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

	Education	Community Services	Administration	Total
March 2016	1*	0	0	<b>1*</b>

*\* means appeal is pending.*

<b>Corporate Services- Other/Training:</b>
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: 1 Child Maltreatment Registry Check: 0
Benefits enrollment/changes: none
COBRA: 2
Technology: monthly “Tech Talk” with RaganPro; ongoing adjustment to Enterprise System & troubleshooting
Workers Compensation: 0
Governance Meetings: HS Policy Council 3/29/16; OOI Executive Committee Meeting 3/28/16
OOI Personnel Policy Review: Employee Dress & Personal Appearance; Tattoo continuation
Agency Insurance Policies Renewals: none
Training: Travel Pay
Garnishment: 1
DHS, SS Income Verifications: 2
Termination Appeal: 1