

Agency Progress Report

Report for March 2014 Board of Directors and Policy Council

I. Executive Director's Notes:

Our agency is doing well, and continues to make strides toward excellence. Our website and Facebook sites continue to be a growing resource, and we are having technology upgrades done at the central office that will result in better (more consistent) communication and entry and backup of critical client and agency information across our service area. Our agency-wide self-assessment will be completed in the coming months, and Strategic Planning will resume in the coming month. As always, it is the combination of staff and partners that insure our agency has a greater impact on our communities, and I look forward to working with you all in the future to continue to have a positive presence and effect.

RTA

II. Head Start

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

ENROLLMENT UPDATE: At the end of February we had **445** children enrolled. **Our funded enrollment for the new program year is now 440.**

ENROLLMENT REPORT

ENROLLMENT

Month	Head Start	Funded	Status
February 2014	435	471	Reported
January 2014	450	471	Reported
December 2013	444	471	Reported
November 2013	445	471	Reported
October 2013	447	471	Reported
September 2013	442	471	Reported

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Ozark Opportunities Inc. H/S

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2301 - Average Daily Attendance

Present Absent	Excused Absence	Unexcused Absence	Best Interest Day	Not Scheduled	No Class	Operating Days	ADA	Funded Enrollment		Actual Enrollment	
5,722	808	280	0	78	2	16.16 (avg)	354.08	Count 471	% Attendance 75.18%	Count 426.24	% Attendance 83.07%

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

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Program Term: Head Start 2013-2014, Enrollment Status: Enrolled Attendance Date: 2/1/2014 - 2/28/2014, Codes counting towards present status: P - Present, T - Tardy

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	Present	Absent	Excused Absence	Unexcused Absence	Best Interest Day	Not Scheduled	No Class	Operating Days	ADA ¹	Funded Enrollment		Actual Enrollment ²	
										Count	% Attendance ³	Count	% Attendance ³
Alpena	201	0	31	6	0	17	0	15.00 (avg)	13.40	19	70.53%	17.00	78.82%
Bruno Pyatt	224	0	37	9	0	0	0	15.00 (avg)	14.93	18	82.98%	18.00	82.98%
Clinton Head Start	405	0	61	18	0	0	0	15.00 (avg)	27.00	34	79.41%	32.27	83.68%
Cotter Head Start	292	0	13	35	0	0	0	17.00 (avg)	17.18	20	85.88%	20.00	85.88%
Flippin	288	0	35	0	0	0	0	17.00 (avg)	16.94	20	84.71%	19.00	89.16%
Harrison	1,061	0	136	52	0	6	0	16.00 (avg)	66.31	98	67.67%	78.44	84.54%
Jasper Head Start	175	0	18	7	0	10	0	15.00 (avg)	11.67	17	68.63%	14.00	83.33%
Marshall Head Start	167	0	37	10	0	11	0	15.00 (avg)	11.13	20	55.67%	15.00	74.22%
Mountain Home I Rm 1	267	0	31	20	0	0	0	17.00 (avg)	15.71	20	78.53%	18.71	83.96%
Mountain Home I Rm 2	259	0	26	6	0	15	0	17.00 (avg)	15.24	20	76.18%	18.00	84.64%
Mountain Home II	273	0	46	8	0	13	0	17.00 (avg)	16.06	20	80.29%	20.00	80.29%
Mountain Home III	216	0	37	14	0	0	1	17.00 (avg)	12.71	16	79.41%	15.71	80.90%
Mountain Home IV	252	0	60	11	0	0	0	17.00 (avg)	14.82	20	74.12%	19.00	78.02%
Norfork	502	0	55	24	0	6	1	17.00 (avg)	29.53	34	86.85%	34.53	85.52%
Shirley Head Start	188	0	33	20	0	0	0	17.00 (avg)	9.88	18	54.90%	13.00	76.02%
St. Joe Head Start	203	0	30	7	0	0	0	15.00 (avg)	13.53	17	79.61%	16.00	84.58%
Valley Springs	253	0	45	8	0	0	0	17.00 (avg)	14.88	20	74.41%	18.00	82.68%
Western Grove Head Start	227	0	37	14	0	0	0	15.00 (avg)	15.13	20	75.87%	18.53	81.65%
Yellville-Summit	289	0	40	11	0	0	0	17.00 (avg)	17.00	20	85.00%	20.00	85.00%
Ozark Opportunities Inc. H/S	5,722	0	808	280	0	78	2	16.16 (avg)	354.08	471	75.18%	426.24	83.07%
Report Totals	5,722	0	808	280	0	78	2	16.16 (avg)	354.08	471	75.18%	426.24	83.07%

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.

Total ADA is total children counted as 'Present' divided by Average Operating Days. Because the average of all classroom ADA's is not used, the total ADA will not equal the sum of the individual classrooms.

2. Actual Enrollment is the sum of the Absent, Excused, Not Scheduled, Present, and Unexcused attendance statuses divided by Average Operating Days. No Class is the only attendance status not included in this calculation.

3. Percent Attendance is the Average Daily Attendance divided by the Count.

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

- We are in the process of replacing the handicap ramp and skirting at the Bruno/Pyatt Head Start Center (Modular Building) and were delayed when the ice and snow hit. Barring any more bad weather, the ramp should be completed by March 17th. We apologize for the inconvenience this has caused our Head Start parents at the center.
- We are making plans for our summer projects that can't be done while the children are present. We have a list compiled from feedback received from staff and parents, and will have our locations ready for the new school year.

Nutrition:

- During the month of January 2014 we served 5,720 breakfasts, 5,903 lunches and 5,202 snacks to the children. A copy of the Claim Summary for USDA will be emailed prior to the meeting.

CACFP Claim Summary				
Month	Total Breakfasts	Total Lunches	Total Snacks	Total Claim \$
January	5,720	5,903	5,202	\$30,494.99
February	5,423	5,634	5,094	\$30,461.08

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C. Ryan Clayborn- Education and Training & Technical Assistance:

- March has been consumed with preparing for our federal review; this includes documents such as Lesson Plans, Staff Meeting Minutes, Home Visits, Conferences, LAP-3 Results, and CLASS Evaluations.
- All teachers have completed their second Parent/Teacher Conferences and second LAP-3 Assessments. Family Service Workers did an excellent job in this regard.
- The Teachers did an excellent job submitting their monthly Lesson Plans and all other paperwork in a timely manner.
- Math, Science, Music, and Literacy supplies were ordered for all classrooms to supplement our Learning Centers.
- Coordinators are attending the Arkansas Head Start Conference on March 12th and 13th where they are receiving training in their component area(s).
- All teaching staff training records are up to date and entered into the ChildPlus System.
- Our teaching staff, including Head Start Coordinators, have a combined total of **2,914** hours of professional development for the 2013-14 school year (which began in August.)
- All classrooms received a CLASS Evaluation this month. Teachers did a really good job and have shown a progress in the three domains of CLASS. Even though the Review Team did not complete the CLASS evaluations during their visit (they will return at a later date), I am positive our teachers will do great upon their return. As you can see from the scores below, we are doing great but there is always room for improvement.

These scores are well above re-competition levels:

Emotional Support- OOI=	6.04	National Average=	5.99
Classroom Organization- OOI=	5.13	National Average=	5.63
Instructional Support- OOI=	4.23	National Average=	2.72

D. Patricia Murray- Disabilities & Center Supervisor:

1. **Center Supervision:** The staff worked hard to have all classes ready for the Triennial Review during the first week in March. We want to thank them for a job well done. We also faced rough weather conditions this month. The snow and ice caused several closing for all our classrooms during the first week in March.
2. **Disabilities:** We currently have **94** (20%) children receiving services. 55 are non-categorical/development delays, 38 are speech or language impairment, and 1 health impairment.

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Disabilities Report Results from ChildPlus:

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

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ChildPlus

Program Term: Head Start 2013-2014, Enrollment Status: Enrolled, Terminated, Term/Wait Enrollment Dates: 8/19/2013 - 3/7/2014

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94	471	0	94	1 IEP(s): 67 2 IEP(s): 22 3 IEP(s): 5	1 Signed 67 2 Signed 24 3 Signed 3	IEP: 94 IFSP: 0	19	16	1	Health Impairment 1 Non-categorical/developmental delay 55 Speech or language impairment 38
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20%

E. Tawnya Akins- Health/Mental Health:

Health Requirements

1. Completed All (Dental and Physical Exams): 86%
2. Completed Physical Exams: 97%
3. Completed Dental Exams: 97%
4. 5% need or are receiving follow up treatment
5. Completed Behavior Checklist: 99%
6. Completed Blood Lead Testing: 96%
7. Immunization documented as complete, up-to-date, or waiver: 100%
8. Growth Assessment: 66% Healthy Weight, 3% Under Weight, 12% Over Weight, and 15% Obese

BMI-for-Age Weight Status categories and 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 observations has started in some of the centers, and will be completed in the coming month.

E. Krystal Mayes- Parent/Volunteer:

- An email has gone out to all the centers to arrange what day would be best regarding our day planned for "Male Involvement".
- Through further research it has been discovered that the "Volunteer Screenshot" I provided during January and February's Policy Council meeting was inaccurate. Certain centers were falsely showing extremely low Volunteer participation. We are working to properly train our staff so in the future the correct percent will be reflected.
- January and February In-Kind has been recently completed and submitted to the Finance Department for final approval.

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III. Community Services

Rebecca Hanlin; Community Services Director

A. Home Energy Assistance Program:

- 1. Regular Home Energy Assistance Program (HEAP):** The program opened January 6, 2014. This is a one-time assistance per program cycle and benefit is determined by gross income and the number in the household. Assistance can be with gas or electric. The Winter program ended February 28th we anticipate the Summer program starting July 7, 2014. The Summer program will be for electric only.
- 2. Crisis Intervention Program:** Assistance with an energy related emergency (reconnection or establishment of service, disconnect notice or depletion of heating fuel) opened February 10, 2014 and will end March 28th.

Thru 3/7/14	Regular				
County	Applied	Approved	Pending	Denied	\$ Spent
Baxter	807	748	5	54	97,196
Boone	731	584	63	84	75,725
Marion	428	396	5	27	52,609
Newton	370	302	23	45	39,300
Searcy	312	294	2	16	38,692
Van Buren	395	355	0	40	45,956
Totals	3,043	2,679	98	266	\$349,478

Thru 3/7/14	Crisis				
County	Applied	Approved	Pending	Denied	\$ Spent
Baxter	83	72	3	8	19,052.28
Boone	54	40	0	14	10,833.52
Marion	41	37	0	4	11,496.57
Newton	36	20	0	16	6,134.02
Searcy	29	28	0	1	10,094.13
Van Buren	51	44	1	6	12,078.84
Totals	294	241	4	49	\$69,689.36

- 3. Monitoring:** State approved Corrective Action Plan for the FY 2013 Summer Regular and Crisis programs which were conducted November 13-15, 2013. (See State memo dated: March 10, 2014.)

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B. The Emergency Food Assistance Program/Commodities: USDA surplus foods distributed in all six counties to low-income families. Food was delivered March 13, 2014 and included fruit mix, canned carrots, beef stew, cranberry apple juice, peanut butter, pasta and dehydrated potatoes. First day of distribution will be as follows:

County	Address	First Day	Hours	Phone Number
Baxter	213 E 6 th Street Suite 101, Mountain Home 72653	Monday March 17	8:00-Noon 12:30-4:30 pm	870-425-5118
Boone	406 Hwy 43 East, Harrison 72601	Wednesday March 26	8:00-Noon 12:30-4:30 pm	870-741-2089
Marion	354 Hwy 62 East/P.O. Box 304, Yellville 72687	Wednesday March 19	8:00-Noon 12:30-4:30 pm	870-449-6250
Newton	506 West Court, Jasper/ (Mailing: 406 Hwy 43 Harrison 72601)	Thursday, March 27	8:30-Noon 12:30-3:30 pm	870-446-2222 870-741-2089
Searcy	110 Ruff Street, Marshall (Mailing: P.O. Box 473 Clinton 72031)	Wednesday March 19	8:30-Noon 12:30-3:30 pm	870-448-2414 501-745-2437
Van Buren	100 Success Drive, Clinton/ P.O. Box 473 Clinton 72031	Thursday March 20	8:00-Noon 12:30-4:30 pm	501-745-2437

C. Individuals and Families assisted through food distribution this program year:

County	December		January	
	Households	Individuals	Households	Individuals
Baxter	164	288	0	0
Boone	165	329	0	0
Marion	70	132	23	48
Newton	118	192	55	103
Searcy	178	303	0	0
Van Buren	149	272	0	0
Totals	844	1516	78	151

D. SUCCESS: March seminar topic was “Healthy, Easy, Low-Cost Dinner Ideas” with guest-speakers from the local Extension Offices. Family Development Workers attended a train-the-trainers meeting over “Getting Ahead in a Just-Getting- By World” curriculum by Philip E. DeVol.

E. Funding: This year’s *United Way* grant is due the end of March- we will be applying for \$10,000 for the FY 2015 grant cycle. This will assist approximately 40 individuals in Boone and Newton Counties who are striving toward self-reliance.

- F. **Office Space:** We have been searching for a new location for our Baxter County outreach office and believe we've found a great spot in Cotter. It provides a large open space where we can do mass distribution of food and other services and a nice office to conduct interviews. We are in the early stages of securing that property but all seems to be going well and we believe it will be a nice fit.

IV. Community Development Update:

Linda White- Community Development Specialist

- A. VITA – I trained 6 OOI employees in the VITA course, and they all passed the exam to become certified. We set up a Volunteer Tax work station. Flyers went out to our Head Start classrooms in Harrison, we added a link to our webpage, and we will help the Searcy County Rural Help Center hold a tax clinic on a Saturday of their choosing.
- B. HOME – We are at a standstill, as we have received feedback that there are other entities in our region that are interested in doing the program- we plan to forward our work to date to them to continue carrying the torch. In addition, HUD and ADFA have teamed up to make becoming a CHDO extremely difficult, and a project-to-project title so we have decided to no longer pursue that avenue.
- C. Grantwriting – I worked on 3 with other organizations: the Searcy County Rural Help Center applied for an Adult Literacy grant from Dollar General that was submitted February 27; the Boone County Library is applying for a Youth Literacy grant from Dollar General, due May 22; and the Harrison Fire Department is applying for a FEMA grant to provide smoke detectors to owner-occupied homes in Boone, Carroll, Marion, Newton, Searcy Counties, due March 22.
- D. Head Start – I helped with getting a ramp built at Bruno-Pyatt and with other activities to prepare for the Triennial Review; gave out 6 more coats to H.S. kids; and helped Krystal work on planning a Male Involvement Activity (wrote up a plan including measurable outcomes and got materials donated for container gardens for centers.)
- E. Nonprofit Startup and Support/Misc. Meetings – I resigned as non-board Secretary of Giving Back Industries effective at the January meeting and did not provide any services for that group in February. I participated in the Hometown Health Boone County Recovery Project, which had its first meeting last month. I am helping a H.S. parent with an idea they have for a new nonprofit by giving them printed materials such as a SCORE Business Plan Template and a guide on Starting a Nonprofit. I also participated in the monthly ACCESS Meeting in Mountain Home.

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- F.** Strategic Planning– plans-to-plan in February fizzled, but I continued to do research and read up on what’s new in the field; we plan to meet again soon, and I will be contacting the planning team to set a date.
- G.** Mr. Atkinson asked me to find a home for an old U-Haul Box Truck bed located at the Marshall Head Start Center- we are transferring ownership to Searcy County Rural Help Center, and I helped arrange the logistics of getting the trailer moved from Marshall to St. Joe. This will give them additional storage space and an opportunity to better utilize their current space to help people.
- H.** Training- I got a scholarship to attend the University of Arkansas Mid-south Basic Economic Development Course in Little Rock March 31 through April 3. I attended Getting Ahead Facilitator training in Marshall. I also re-took an online course in ADA.
- I.** Entrepreneurs- Weather fouled all attempts at breakfasts. I am currently tying up loose ends with Make it Sparkle– just 4 training videos on customer service, entrepreneurial spirit, marketing, and basic bookkeeping left to cover. Then, she’s off on her own!
- J.** I also recruited four of the five new board members, and expect to have the last one cornered by the next full Board meeting ;)

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V. Corporate Services: February 2014.

Jane Bueg, Corporate Services Director

	Education	Community Services	Administration	Total
All Terminations	0	1	0	1

Hires- **None for February.**

Involuntary Terminations & Transfers- **None this month.**

Current Employment Opportunities at OOI unfilled as of 02/28/2014- **None this month.**

Other/Training
Human Resource/Management Training: Webinar: Form W-4
Governance Meetings: Policy Council 02/20/2014; Board of Directors 2/27/2014
GoogleApps In-Kind Report: \$360.00
Workforce Services Unemployment Claims: 12 Claims Audit: 0
Employee Benefits: dental Open Enrollment/changes (in progress); Group Health drop (1 employees); 403(b) enrollment (3 employees); Life Insurance (1 employee enroll, 2 drop)
Head Start Teacher Contracts: 1
Traffic Violation Reports on all approved drivers
Track Senate Bill 1967
Process Family Medical Leave Requests: 1
Student Accident Insurance Renewal
Board of Director's Minutes
Site visits to all OOI locations
Head Start Triennial Review Preparation
Assess Technology needs in Head Start; research, price-quote & purchase computers and tablets
Insurance Review Meeting

VI. Finance- see "Finance Packet" sent separately.

Shirley Richesin; Financial Officer