

Agency Progress Report

Report for June 2014 Board of Directors and Public

I. A note from the Executive Director:

Summer is here! We had a great Head Start School Year, and are busy preparing for the next one. The Community Services staff are busy working on the summer LIHEAP utility program, and we are working diligently to update our planning process to document who does what and for whom in our communities. It is an exciting time to analyze and identify new areas we can expand to help even more families, and I hope some of you are available to participate in the next planning session (coming soon.) I hope you all have a safe 4th of July, and enjoy the summer, as fall is already fast approaching, and with it new opportunities & challenges!

RTA

II. Head Start

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

- **ENROLLMENT UPDATE:** Parent Enrollments are being completed for the 2014-2015 school year. Recruitment activities are underway across all of our 6 counties. We are about 64% filled for the new school year. We currently **need 158 additional students** across the board - so please tell all the people you know about Head Start and our openings!

OZARK OPPORTUNITIES, INC.

701 E. PROSPECT ● P.O. BOX 1400 ● HARRISON, ARKANSAS 72602 ● (870) 741-9406 ● FAX: (870) 741-0924

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2301 - Average Daily Attendance

Program Term: Head Start 2013-2014, Enrollment Status: Enrolled, Completed Attendance Date: 5/1/2014 - 5/30/2014, Codes counting towards present status:
P - Present, T - Tardy

Ozark Opportunities Inc. H/S

	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													
Class 1 - HS	287	0	16	4	0	17	0	18	15.94	17	93.79%	18.00	88.58%
Site Total	287	0	16	4	0	17	0	18.00 (avg)	15.94	17	93.79%	18.00	88.58%
Bruno Pyatt													
Class 1 - HS	289	0	13	38	0	0	0	17	17.00	18	94.44%	20.00	85.00%
Site Total	289	0	13	38	0	0	0	17.00 (avg)	17.00	18	94.44%	20.00	85.00%
Clinton Head Start													
Class 1 - HS	188	0	20	53	0	9	0	18	10.44	15	69.63%	15.00	69.63%
Class 2	198	0	28	60	0	2	0	18	11.00	15	73.33%	16.00	68.75%
Site Total	386	0	48	113	0	11	0	18.00 (avg)	21.44	30	71.48%	31.00	69.18%
Cotter Head Start													
Class 1 - HS	246	0	13	12	0	29	0	15	16.40	20	82.00%	20.00	82.00%
Site Total	246	0	13	12	0	29	0	15.00 (avg)	16.40	20	82.00%	20.00	82.00%
Flippin													
Class 1 - HS	293	0	14	24	0	9	0	17	17.24	18	95.75%	20.00	86.18%
Site Total	293	0	14	24	0	9	0	17.00 (avg)	17.24	18	95.75%	20.00	86.18%
Harrison													
Class 1 - HS	244	0	14	30	0	0	0	18	13.56	19	71.35%	16.00	84.72%
Class 2	250	0	11	58	0	5	0	18	13.89	19	73.10%	18.00	77.16%
Class 3	250	0	19	12	0	7	0	18	13.89	19	73.10%	16.00	86.81%
Class 4	238	0	6	34	0	10	0	18	13.22	19	69.59%	16.00	82.64%
Class 5	270	2	17	9	0	8	0	18	15.00	19	78.95%	17.00	88.24%
Site Total	1,252	2	67	143	0	30	0	18.00 (avg)	69.56	95	73.22%	83.00	83.80%
Jasper Head Start													
Class 1 - HS	205	0	3	8	0	0	0	18	11.39	15	75.93%	12.00	94.91%
Site Total	205	0	3	8	0	0	0	18.00 (avg)	11.39	15	75.93%	12.00	94.91%

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									Count	% Attendance ³	Count	% Attendance ³

Marshall Head Start

Class 1 - HS	233	0	42	45	0	16	0	21	11.10	16	69.35%	16.00	69.35%
Site Total	233	0	42	45	0	16	0	21.00 (avg)	11.10	16	69.35%	16.00	69.35%

Mountain Home I Rm 1

Class 1 - HS	272	0	22	12	0	0	0	18	15.11	20	75.56%	17.00	88.89%
Site Total	272	0	22	12	0	0	0	18.00 (avg)	15.11	20	75.56%	17.00	88.89%

Mountain Home I Rm 2

Class 1 - HS	255	0	20	31	0	0	0	18	14.17	20	70.83%	17.00	83.33%
Site Total	255	0	20	31	0	0	0	18.00 (avg)	14.17	20	70.83%	17.00	83.33%

Mountain Home II

Class 1 - HS	243	0	40	5	0	0	0	18	13.50	20	67.50%	16.00	84.38%
Site Total	243	0	40	5	0	0	0	18.00 (avg)	13.50	20	67.50%	16.00	84.38%

Mountain Home III

Class 1 - HS	231	0	29	28	0	0	0	18	12.83	16	80.21%	16.00	80.21%
Site Total	231	0	29	28	0	0	0	18.00 (avg)	12.83	16	80.21%	16.00	80.21%

Mountain Home IV

Class 1 - HS	269	0	32	23	0	0	0	18	14.94	20	74.72%	18.00	83.02%
Site Total	269	0	32	23	0	0	0	18.00 (avg)	14.94	20	74.72%	18.00	83.02%

Norfolk

Class 1 - HS	285	0	35	34	0	24	0	21	13.57	15	90.48%	18.00	75.40%
Class 2	270	0	26	60	0	22	0	21	12.86	15	85.71%	18.00	71.43%
Site Total	555	0	61	94	0	46	0	21.00 (avg)	26.43	30	88.10%	36.00	73.41%

Shirley Head Start

Class 1 - HS	162	0	9	76	0	0	0	19	8.53	15	56.84%	13.00	65.59%
Site Total	162	0	9	76	0	0	0	19.00 (avg)	8.53	15	56.84%	13.00	65.59%

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										Count	% Attendance ³	Count	% Attendance ³
St. Joe Head Start													
Class 1 - HS	206	0	51	15	0	0	0	17	12.12	17	71.28%	16.00	75.74%
Site Total	206	0	51	15	0	0	0	17.00 (avg)	12.12	17	71.28%	16.00	75.74%
Valley Springs													
Class 1 - HS	193	0	6	5	0	6	0	15	12.87	15	85.78%	14.00	91.90%
Site Total	193	0	6	5	0	6	0	15.00 (avg)	12.87	15	85.78%	14.00	91.90%
Western Grove Head Start													
Class 1 - HS	261	0	19	43	0	0	0	17	15.35	20	76.76%	19.00	80.80%
Site Total	261	0	19	43	0	0	0	17.00 (avg)	15.35	20	76.76%	19.00	80.80%
Yellville-Summit													
Class 1 - HS	270	0	37	11	0	2	0	16	16.88	18	93.75%	20.00	84.38%
Site Total	270	0	37	11	0	2	0	16.00 (avg)	16.88	18	93.75%	20.00	84.38%
Ozark Opportunities Inc. H/S	6,108	2	542	730	0	166	0	17.92 (avg)	340.85	440	77.47%	421.21	80.92%
Report Totals	6,108	2	542	730	0	166	0	17.92 (avg)	340.85	440	77.47%	421.21	80.92%

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

1. Nutrition:

May CACFP Claim Summary		
Total Breakfasts	Total Lunches	Total Snacks
5,779	5,985	5,306
Food Service Total	\$30,911.67	

2. Facilities:

- Facilities are being painted and restored in several locations. We are laying new tile in Shirley, and working hard to insure all locations are not only safe, but appealing to our families and children.

C. Ryan Clayborn- Program Manager (& Education Coordinator/T&TA Coordinator):

- I checked, filed, and completed all documents from the 2013-2014 school year.
- All forms are in the process of being uploaded onto the google drive which will help cut down on paper and place our forms at the fingertips of all Head Start staff.
- Child Portfolios are updated and printed for the following school year. This will also cut down on paper usage in the center and make it easier for teacher assistants to keep track of insuring the right documentation is in the portfolio.
- *Learning Libraries* are being put up in our classrooms. Approximately 12 centers are in place and stocked with books and parent information. All centers will be completed this center. We are currently waiting on 800 books to come in from the First Book grant to complete the stocking of all racks. Educational DVD's will also be ordered and placed in each library for parents to enjoy at home with their children.
- Teaching Strategies Gold™ ("TSG") has been ordered for the following school year. Our contract runs from July 1st 2014 to July 1st 2015. This will replace the LAP-3 assessment we have been using. Teachers will have an on-line training they will be able to complete starting July 1st.
- The 2014-2015 Education Schedule has been updated and realigned to accompany the TSG Assessment.
- Coordinators have completed stage one and two of data management training and there will be additional trainings on this subject in the future. The training is meant to show us ways to document our success as well to eliminate our deficiencies in data gathering.
- Pre-Service for the following school year has been scheduled which includes four days of professional development for teaching staff and family service workers. There is two days set aside for classroom work and a half day for parent orientation.
- Coordinators have completed the first three modules of Conscious Discipline training. We are reviewing the videos in order to prepare for how to train teaching staff the following school year.
- I met with each Coordinator to complete the new *Management Tracking Worksheet*. This form tracks assignments, goals, tasks, and barriers that might interfere with progress. An expected completion date on each goal is documented to ensure that our program keeps moving forward in a positive direction. This meeting will happen monthly and a new set of goals created each month.

D. Patricia Murray- Disabilities & Center Supervisor:

1. ***Center Supervision:*** We are currently working on Pre-service for the staff. We are also moving old files and making new ones for next year. We will have interviews to hire new staff in July.
2. ***Disabilities:*** We are currently working on second year children with I.E.P.s; making center copies, new folders for next year, and entering into ChildPlus. *Interagency Agreements* will be sent out to all agencies by mid-July for them to sign.

E. Tawnya Akins- Health/Mental Health:

- We held a training with the FSW's to correct our noncompliance and to prevent the same error from happening in the future.
- I have reviewed Program Information Report ("PIR") questions and looked over our ChildPlus Reports.
- I reviewed 3 Conscious Discipline videos used to train staff during Pre-service.
- I am currently working on revising the Health/Mental Health forms.
- I assembled all Child Portfolios and Conscious Discipline folders for each classroom.

F. Krystal Mayes- Parent/Volunteer:

- All In Kind for the year (Aug. 2013 to May 2014) has been completed and sent to Finance for final approval.
- All Parent Involvement forms have been updated and loaded to Google Drive for staff to access.
- New Parent & Volunteer Policies and Procedures have been created and saved for Policy Council approval.
- I have created a Parent Involvement Agenda for the upcoming Pre-Service meeting.
- I have assembled all Child Portfolios and Conscious Discipline folders for each classroom.
- I have prepared a box of Parent Involvement accessories for each classroom.
- I Researched, Created, and Printed brochures for local Community Resources for each classroom.

III. Progress toward Strategic Direction:

- **Will be included in separate report sent prior to meeting to all Board Members...**

IV. Community Services

Rebecca Hanlin; Community Services Director

A. Home Energy Assistance Program

- Regular Home Energy Assistance Program (HEAP): The Summer program is scheduled to begin July 7th and will be for electric only. Individuals that receive food stamps and are elderly or disabled were mailed a Potential Eligible (PE) application in the mail June 9th. This is an abbreviated application provided by the State to those that have already been certified as eligible through the Supplemental Nutritional Food Assistance Program. For all other interested individuals the program 'opens to the public' July 7th.

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- Crisis Intervention Program: Depending upon funding there may or may not be a Summer crisis program. This may resemble last year’s program where remaining funding balances are transferred to the Regular program in order to assist the most individuals and those deemed more vulnerable; elderly and disabled. Summer crisis assistance is for an electric related emergency (reconnection or establishment of service or imminent disconnect).

Thru 6/13/14	Summer Regular (we are not doing Summer Crisis at this time)			
County	Applied	Approved	Denied	\$ Spent
Baxter	*55	50	0	6,329
Boone	135	125	0	15,480
Marion	**0	0	0	0
Newton	60	54	0	6,746
Searcy	44	43	0	5,448
Van Buren	42	42	0	5,333
Totals	336	314	0	\$39,336

NOTE: *= Baxter County labels were originally mailed to Texarkana delaying their Prior Eligible (“P.E.”) mail out time from the morning to evening of June 9th.

**= Marion County did not have applications registered this first week because staff was on vacation. Right now there is no concern of Marion County falling behind; measures are in place to insure that does not happen.

- B. The Emergency Food Assistance Program/Commodities:** *USDA Surplus Foods* distributed in all six counties to low-income families. We did receive a delivery in April, at this time all food has been distributed. We anticipate another delivery in August. ***This is an area that will need to be discussed in detail at the next meeting, as it is costly to distribute and costs that agency time and resources that could be used on other strategies to make a real difference in our communities.***

Individuals and Families assisted through food distribution this program year:

County	December		January		March		April		May	
	HH	Ind.	HH	Ind.	HH	Ind.	HH	Ind.	HH	Ind.
Baxter	164	288	0	0	116	237	97	207	133	260
Boone	165	329	0	0	119	190	145	289	130	259
Marion	70	132	23	48	55	103	52	109	68	128
Newton	118	192	55	103	74	106	170	312	163	281
Searcy	178	303	0	0	128	211	154	270	67	110
Van Buren	149	272	0	0	130	216	171	303	36	53
Totals	844	1516	78	151	622	1063	789	1490	597	1091

- C. SUCCESS:** Stabilization and empowerment program designed to assist participants in becoming self-reliant through goal development. SUCCESS is actually an acronym for: Succeed at Understanding and Conquering Challenges to Establish Stability and Self-reliance. This program is two-fold. First; staff must help families become stable before those families can undertake steps to become self-reliant. In the CSBG (Community Service Block Grant) quarterly report, Goal 1 (low-income people become more self-sufficient), is directly affected by the results of our family development/service staff and their work with individuals and families.
- Tammy Grange, Family Development Worker, is currently working with 27 families with employment and education related goals.
 - July's training is "Keeping your food safe for your family to eat" with guest speakers from the local University Extension offices.
 - **Erica Nixon** was recognized at the 2014 Arkansas Community Action Agencies Association (ACAAA) conference in May and was a recipient of the 2014 ACAA Action Award. This award is given in recognition of making great strides towards self-reliance. CONGRATS ERICA!!!
- D. FY 2015 Community Service Block Grant application:** The **Community Services Block Grant** FY 2015 application is due to the State June 30, 2014. Information from previous years' outcomes, results from focus group conversations, planning meetings, and on-going Community Needs Assessments are taken into consideration.
- E. Meetings, Trainings, Miscellaneous Updates:**
- This month Rebecca Hanlin completed Phase 1 of Results Oriented Management and Accountability (ROMA) Trainer Certification. Phase 2 will be held in Little Rock on June 24th – 26th. This training contains four modules; Module 1 is an e-Course, Module two consists of a three day train-the-trainer classroom session. Module three involves ROMA practice sessions where candidates will co-train in the field with a mentor or another candidate. Module four (upon successful completion of module three) candidates will be invited to participate in a final field evaluation.

V. Corporate Services

Jane Bueg, Corporate Services Director

Human Resources/ Training Information- May 2014

Hires	Education	Community Services	Administration	Total
	0	0	0	0
All Terminations	Education	Community Services	Administration	Total
	3	1	0	4

Involuntary Terminations

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

	Education	Community Services	Administration	Total
May 2014	1	0	0	1

Transfers- None.

Current Employment Opportunities at OOI unfilled as of 06/06/2014

Position	Location	Program
Teacher Assistant	Western Grove, Harrison, St. Joe	Head Start
Teacher with Center Director duties	Clinton	Head Start

Other/Training:

Governance Meetings: Policy Council 05/20/2014; Board of Directors Executive Committee 05/27/2014; Board of Directors 05/27/14
GoogleApps In-Kind Report: \$355.00
Workforce Services Unemployment Claims: 3 Claims Audit: 0
Claims Audit Follow-up: 0
Surplus Property Disposal: 2005 Head Start Bus
Track Senate Bill 1967
Family Medical Leave Requests: 3
Board of Director's Minutes (Executive and Full Board)
Analysis: Teacher Assistant Contract scenarios, Family Service Worker scenarios,
Board Training- "Human Resources at OOI"
Terminate Life Insurance Benefit: 5
Terminate Health Insurance Benefit: 4
Terminate Dental Benefit: 2
Employer Q&A for SSD Claim: 1
Facilitated Professional Affiliate Meeting for Human Resource Professionals at ACAA Conference