

Agency Progress Report

Report for November 2013 Board of Directors and Policy Council

I. Executive Director's Notes:

HAPPY THANKSGIVING!!!



I am thankful that our agency continues to be able to support individuals, families, and communities with limited means to improve their quality of life, and I am proud to say we continue to find new and innovative ways to do our work on a daily basis.

This month we will present the continued funding application for our Head Start Program, and have shown growth in working with the Community Services staff to better serve both the families AND report our outcomes to the state and feds.

We are having an agency planning session in December, so please be prepared to attend and contribute to our ongoing planning process. We will review our data to make sure that the programs we are doing are truly meeting the greatest need, and identify new areas that may need our expertise or involvement.

As always, please contact me with ideas and input, and have a great Thanksgiving season.

RTA

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II. Head Start

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

- ENROLLMENT UPDATE:** At the end of October we had **447** enrolled (471 is now our funded enrollment.) We have had discussions with the Region 6 Office to insure they understand the situation with reaching enrollment, and we are maintaining contact with them as we work to fill our classrooms. Below is the official enrollment report as submitted to Head Start.



06CH5680 - OZARK OPPORTUNITIES, INC

ENROLLMENT REPORT

ENROLLMENT

Month	Head Start	Funded	Status
October 2013	447	471	Reported
September 2013	442	471	Reported
August 2013	443	471	Reported
July 2013	Not Operational	481	Reported
June 2013	Not Operational	481	Reported
May 2013	469	481	Reported

ENROLLMENT - OCTOBER 2013

Total Reported Enrollment	Funded Enrollment	Status
447	471	Reported

	Operated this month	Last day of services provided	All classes/options in session	Reported Enrollment
HS	Yes	October 31, 2013	Yes	447
HS Comments:	Under enrollment due to sequestration effects and state pre-k program vying for same children as HS serves. Many families choosing other programs for stability and other available options.			

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

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admin

Program Term: Head Start 2013-2014, Enrollment Status: Enrolled Attendance Date: 10/1/2013 - 10/31/20

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	295	0	28	5	0	8	0	23.00 (avg)	12.83	19	67.51%	14.26	89.94%
Bruno Pyatt	309	0	29	34	0	0	0	22.00 (avg)	14.05	18	78.03%	16.91	83.06%
Clinton Head Start	552	0	70	44	0	0	4	23.00 (avg)	24.00	34	70.59%	28.96	82.88%
Cotter Head Start	413	0	19	24	0	0	0	23.00 (avg)	17.96	20	89.78%	19.83	90.57%
Flippin	362	0	56	0	0	0	0	23.00 (avg)	15.74	20	78.70%	18.17	86.60%
Harrison	1,593	0	191	107	0	12	0	22.00 (avg)	72.41	98	73.89%	85.95	84.24%
Jasper Head Start	271	0	17	11	0	0	0	23.00 (avg)	11.78	17	69.31%	13.00	90.64%
Marshall Head Start	255	0	21	49	0	0	1	22.00 (avg)	11.59	20	57.95%	14.77	78.46%
Mountain Home I Rm 1	400	0	45	15	0	0	0	23.00 (avg)	17.39	20	86.98%	20.00	86.96%
Mountain Home I Rm 2	372	0	19	8	0	0	1	23.00 (avg)	16.17	20	80.87%	17.35	93.23%
Mountain Home II	409	0	47	4	0	0	0	23.00 (avg)	17.78	20	88.91%	20.00	88.91%
Mountain Home III	319	0	35	14	0	0	0	23.00 (avg)	13.87	16	86.88%	16.00	86.68%
Mountain Home IV	371	0	45	11	0	10	0	23.00 (avg)	16.13	20	80.85%	18.57	86.89%
Norfork	601	0	58	30	0	8	4	23.00 (avg)	26.13	34	76.85%	29.96	87.23%
Shirley Head Start	218	0	24	53	0	0	0	23.00 (avg)	9.48	18	52.66%	12.83	73.90%
St. Joe Head Start	297	0	30	19	0	17	0	22.00 (avg)	13.50	17	79.41%	15.73	85.84%
Valley Springs	308	0	20	19	1	1	3	22.00 (avg)	14.00	20	70.00%	15.77	88.78%
Western Grove Head Start	390	0	39	11	0	0	0	22.00 (avg)	17.73	20	88.64%	20.00	88.64%
Yellville-Summit	371	0	37	10	0	0	0	22.00 (avg)	16.86	20	84.32%	19.00	88.78%

Ozark Opportunities Inc. H/S	8,106	0	830	468	1	56	22	22.56 (avg)	359.31	471	76.29%	416.84	86.20%
Report Totals	8,106	0	830	468	1	56	22	22.56 (avg)	359.31	471	76.29%	416.84	86.20%

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

Transportation/Licensing/Facilities/Safety

- The new heating and cooling unit (heat pump) has been installed at Building #2 at Harrison, as we had to wait for the HVAC technician to install it.
- We are still searching for someone who can build us a heavy-duty metal grate to cover the culvert opening at Marshall, as the quotes we have received to date are excessively high.

Nutrition:

- During the month of September 2013 we served 7,113 breakfasts, 7,241 lunches and 6,606 snacks to the children. A copy of the Claim Summary for USDA will be emailed prior to the meeting.
- Amber Runsick, MS, RD, LD, University of Arkansas Baxter County Extension Agent has evaluated and approved our 6-week cycle menu for Clinton and Harrison Head Start Centers. A copy of the letter from her will be emailed as well.

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

- All teachers have completed their first Lap-3 Assessment this year. All teachers have been excellent with submitting their Lesson Plans and Staff Meeting Minutes for me to review this year. All Parent-Teacher Conferences should be completed by November 15, 2013. Teachers are also in the process of completing their “anecdotal records” for each child. Our Teachers and Assistants are doing a great job with stepping up their game in the classroom in regard to instruction.
- I have aggregated LAP-3 data from all of our centers and determined our needs this year. The students scored low in Literacy, Mathematics, and Science. This information shows us that this is where we should focus our teacher training for the remainder of the year.
- Evaluations will begin this week. I will sit down individually with each Assistant and Teacher and review their Self-Evaluations, Professional Development Plans, and their LAP-3 scores.
- Due to a limited training budget, our Teachers and Assistants will be completing professional development training mostly online this year. They are in the process of completing their first training which is a Literacy-based training. All trainings will directly correspond to the areas in which our teachers need to improve upon.
- I am in the process of completing the 2014-15 Training and Technical Assistance Plan for the next year’s application for funding- it will be completed upon a meeting with Finance staff.
- All of the Coordinators recently spent three days conducting Triennial Protocol training with all staff. We had trainings in Mountain Home, Marshall, and Harrison. We spent the day going over important information that each employee should know if they were to be asked by the review team, and each Coordinator took the opportunity to update staff on changes to procedures and to answer any questions staff may have.

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- The first School Readiness meeting has been set for the 2013-14 school year at the OOI central office on December 3, 2013. We will discuss the OOI Head Start School Readiness Agenda; since many of the outcomes we are working for include the public school and other stakeholders we felt it was critical to involve them in the process. The meeting will bring together educators from outside of Head Start to help us improve our long-term School Readiness Goals, and ultimately, outcomes of the children and families.
- Due to discussions with our Early Childhood Education Specialist, we have been researching a different assessment tool for the coming year. Mr. Atkinson and I will be completing an online seminar this week to learn more and will report our findings to the Policy Council.
- I have been in the process of implementing important new elements into our program curriculum to increase our LAP-3 scores the next time we complete them in January 2014. Teachers will begin using (CGI) or Cognitively Guided Instruction in our classrooms. This is an approach our elementary schools are currently using so I feel it is important to implement it into our curriculum as well. If you are interested the Teachers can give your further details.
- I have also asked every teacher to provide “Journal Time” in their classrooms. Children need to be picking up those pencils and writing to prepare them for grade school. I would like to see more of a shift toward kindergarten-based skills with all of our classrooms. The bar is raised high for our children when entering kindergarten, so it is our goal to provide our teaching staff with the best training and tools to help our students be academically, socially, and emotionally ready for Kindergarten.

D. Patricia Murray- Disabilities & Center Supervisor

1. **Center Supervision:**

We would like to welcome our two new Teacher Assistants at St. Joe and Jasper to our Head Start Staff; Welcome!

Mtn. Home classrooms will be closed November 25 -29 and all other classrooms November 27 -29 for Thanksgiving.

2. **Disabilities:** Below is the second page of the “3501 Report” from ChildPlus that shows the number of children in Head Start that have Individual Education Plans (IEP’s) to date; there are still screenings being performed; to date, 8% of the funded enrollment are children with IEP’s (the regulation states we need at least 10%; which we should have by December when all screenings are completed.)

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Pmurray

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

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ChildPlus

Program Term: Head Start 2013-2014, Enrollment Status: Enrolled, Terminated Enrollment Dates: 8/19/2013 - 11/12/2013

Ozark Opportunities Inc. H/S

41	471	2	39	0 IEP(s): 3	1 Signed 17	IEP: 38	12	4	0	Health Impairment	1	Evaluated - No Disability Found	1
				1 IEP(s): 16	2 Signed 19	IFSP: 0				Intellectual disabilities	1	Referred for Evaluation	1
				2 IEP(s): 18	3 Signed 2					Non-categorical/developmental delay	22		
				3 IEP(s): 4						Speech or language impairment	15		

8%

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E. Tawnya Akins: Health/Mental Health:

1. Health Requirements

- Completed all:54%
- Completed Physical Exam:83%
- Completed Dental Exam:81%
- Completed Behavior Checklist:97%
- Completed Growth Assessment:98%
- Completed Blood Lead Testing:95%
- Immunization documented as complete, up-to-date, or waiver:92%

2. Mental Health:

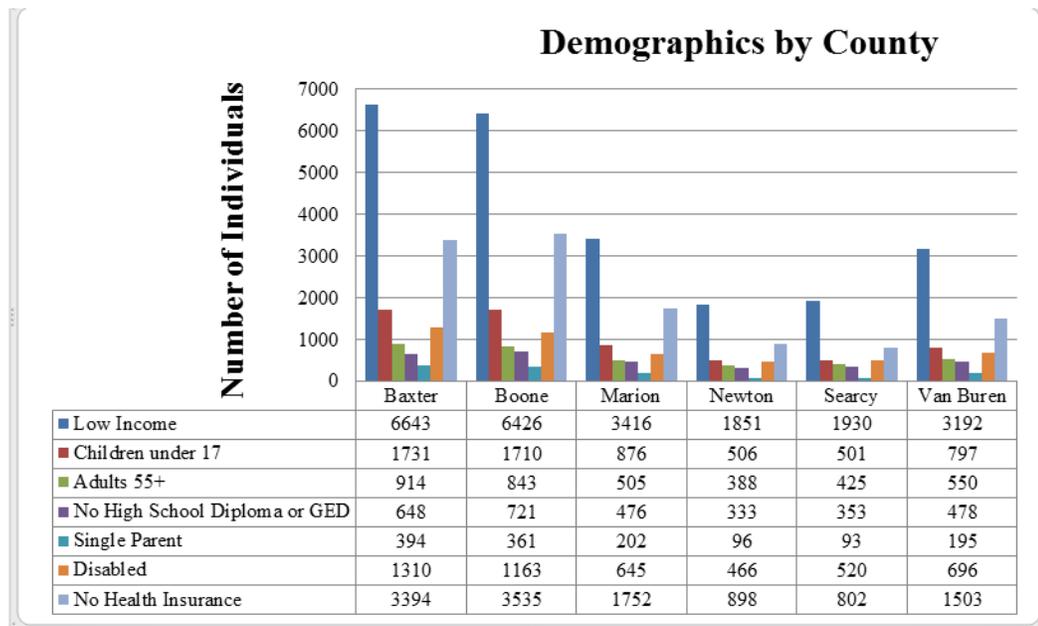
The Behavior Specialists are currently visiting centers to work with teachers that have children with behavior issues. Plans are being made with consultation with each teacher to help them to support the child to improve their behavior.

NOTE: We have put together an Action Plan to insure that all Health screenings are completed within the timeframe; however, it must be noted that parents play a primary role in insuring they are completed on time.

III. Community Services

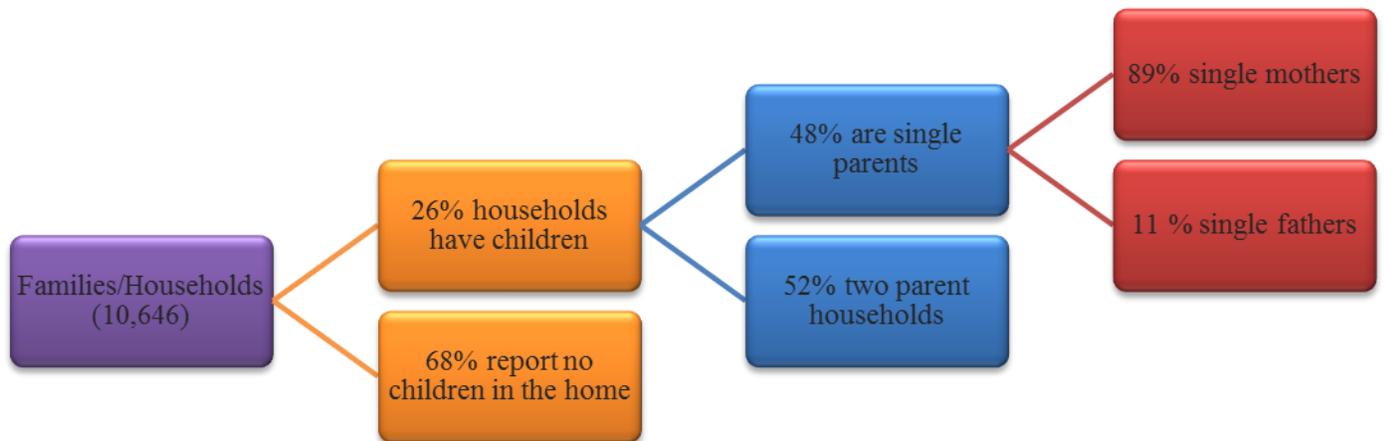
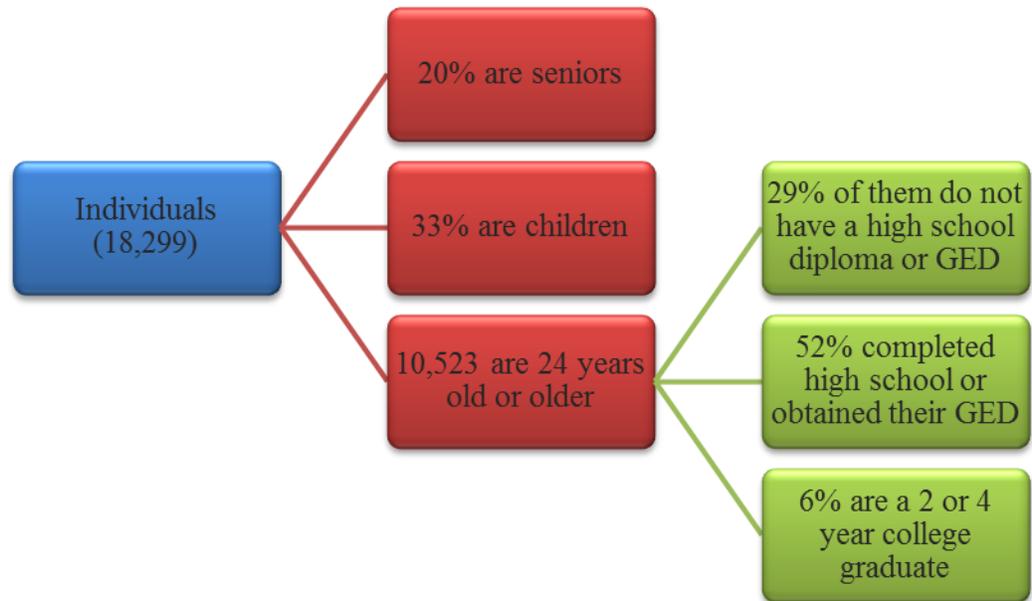
Rebecca Hanlin; Community Services Director

A. An overview of the past year; FY 2013: October 1, 2012 – September 30, 2013.



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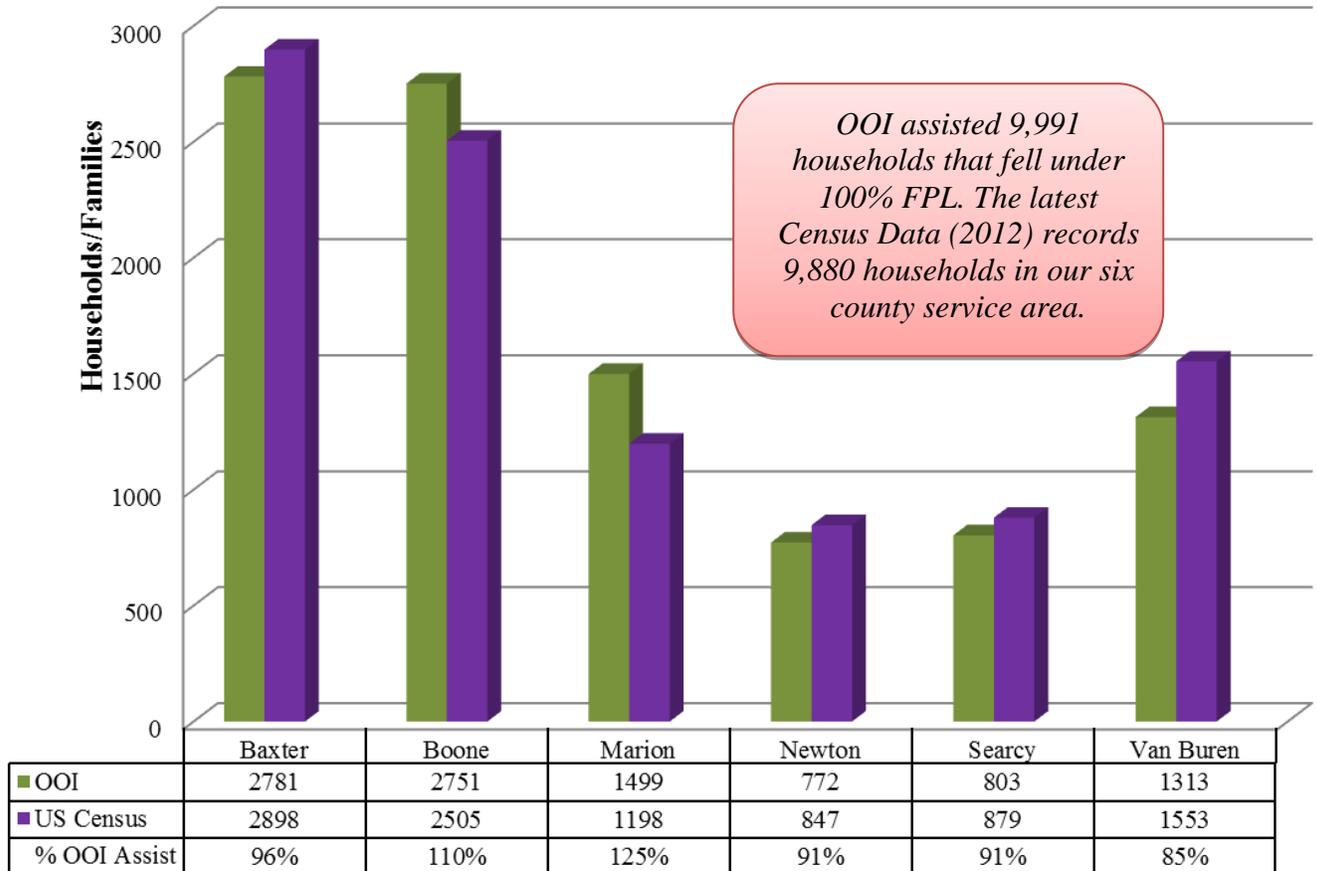
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**Percentage of Low-Income Served by OOI Compared to 2012 US Census
100% Federal Poverty Level (FPL) and under**



B. Monitoring:

1. OOI received our CSBG Monitoring Report for FY 2012 and FY 2011; (see attached State letter dated November 4, 2013.) Main findings dealt with vacancies on our Board of Directors which we are diligently working to fill. Corrective Action Plan is due November 15, 2013 (the response letter will be emailed separately.)
2. Mr. Williams monitored Winter FY 2013 HEAP and Assurance 16 files September 24 -27, 2013. We received his report; (the letter from OCS dated October 25, 2013 and our response letter dated November 5, 2013 will be emailed separately.) Findings mostly dealt with a missing date within the application. We hope to have computer generated Notice of Action form (forms that are sent to the client stating benefit amount, vendor, and disposition date) which will eliminate missing dates in the future. Other findings were predominately monitoring oversights. Wanda McMurrin made copies of applications in question highlighting information Mr. Williams had concerns with.
3. Mr. Williams will return November 12-15, 2013 to review Summer HEAP FY 2012 and FY 2013.

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C. Training:

- We have several Community Services and Head Start staff attending an ACAA ROMA Committee meeting November 13, 2013 to learn “Poverty Awareness; Appreciative Inquiry; Building Strong Relationships through Results-Oriented Customer Service & *InterACTION!* The Whole-Systems Thinking and Learning Tool.”
- The annual Low Income Home Energy Assistance Program (LIHEAP) training December 12-13, 2013.

D. Meetings:

- The State Office of Community Services and the ACAA Information Technology Committee are interested in implementing a statewide computer system that utilizes a centralized intake whereby agencies can capture (and retrieve) data and outcomes without duplication of effort. I attended two meetings in Conway this month; one to view the *CAP-60* software on November 1, 2013 and another to see the *PROMIS* software on November 5, 2013. Each of them have impressive features and are being piloted by large agencies in the state. We will maintain our involvement in this effort to insure we stay up to date and are able to give input to a final decision.

IV. Community Development Update:

Linda White- Community Development Specialist

Currently we are still progressing on all items included in last month’s report; another Strategic Planning session will be planned in December, and will help clarify our direction further.

V. Corporate Services- see “Corporate Services Report” sent separately.

Jane Bueg, Corporate Services Director

VI. Finance- see “Finance Packet” sent separately.

Shirley Richesin; Financial Officer