

## Agency Progress Report

### February 2014 Report for Board of Directors and Policy Council

#### I. Executive Director's Notes:

Our agency has weathered the recent storms fairly well, both in Washington D.C. with the budget fights, and here in Arkansas with the weather (ice, snow, sleet, and several days off school.)

We have received notice that we will be receiving the sequestration funds back for 2014 program year; this is welcome news; however, we must think strategically in the coming months as we look forward to new program expectations and other legislation.

*RTA*

#### II. Head Start

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

- **ENROLLMENT UPDATE:** At the end of January we had **450** 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

ENROLLMENT REPORT			
ENROLLMENT			
Month	Head Start	Funded	Status
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
August 2013	443	471	Reported

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			<u>Illness/Health Related Excused Absences</u>	<u>Unexcused</u>	<u>All Other Unexcused Absences</u>	<u>Not Scheduled</u>	<u>Days not Scheduled to attend</u>	<u>Total Absentee Days</u>	<u>Total % of Absences per Classroom</u>	
2		Present	Excused							
3	Alpena	242	31	48.44%	28	43.75%	5	7.81%	64	26.45%
4	Bruno - Pyatt	223	40	55.56%	21	29.17%	11	15.28%	72	32.29%
5	Clinton r1	220	33	64.71%	18	35.29%	0	0.00%	51	23.18%
6	Clinton r2	214	49	67.12%	15	20.55%	9	12.33%	73	34.11%
7	Cotter	272	38	57.58%	27	40.91%	1	1.52%	66	24.26%
8	Flippin	292	43	89.58%	5	10.42%	0	0.00%	48	16.44%
9	Hsn 1	201	13	20.97%	47	75.81%	2	3.23%	62	30.85%
10	Hsn 2	233	20	47.62%	22	52.38%	0	0.00%	42	18.03%
11	Hsn 3	225	34	61.82%	20	36.36%	1	1.82%	55	24.44%
12	Hsn 4	196	27	50.00%	25	46.30%	2	3.70%	54	27.55%
13	Hsn 5	260	43	82.69%	2	3.85%	7	13.46%	52	20.00%
14	Jasper	184	13	41.94%	11	35.48%	7	22.58%	31	16.85%
15	Marshall R1	156	38	52.05%	20	27.40%	15	20.55%	73	46.79%
16	Mtn Home 1 R1	256	23	33.33%	39	56.52%	7	10.14%	69	26.95%
17	Mtn Home 1 R2	272	23	67.65%	11	32.35%	0	0.00%	34	12.50%
18	Mtn Home II	276	50	78.13%	7	10.94%	7	10.94%	64	23.19%
19	Mtn Home III	225	29	64.44%	16	35.56%	0	0.00%	45	20.00%
20	Mtn Home IV	244	37	68.52%	17	31.48%	0	0.00%	54	22.13%
21	Norfolk R1	243	25	69.44%	10	27.78%	1	2.78%	36	14.81%
22	Norfolk R2	238	12	37.50%	14	43.75%	6	18.75%	32	13.45%
23	Shirley	197	37	55.22%	29	43.28%	1	1.49%	67	34.01%
24	St. Joe	267	34	60.71%	22	39.29%	0	0.00%	56	20.97%
25	Valley Springs	265	63	75.90%	18	21.69%	2	2.41%	83	31.32%
26	Western Grove	303	48	62.34%	29	37.66%	0	0.00%	77	25.41%
27	Yellville-Summit	289	43	87.76%	5	10.20%	1	2.04%	49	16.96%
28		5993	846	60.04%	478	33.93%	85	6.03%	1409	23.51%

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

### Transportation/Licensing/Facilities/Safety:

- Weather conditions have delayed some of the projects planned for January.
- Several requests for price quotes have been entered regarding jobs at Bruno/Pyatt replacing the ramp and underpinning. We are waiting for responses to insure we get quality work at the best price.

### Nutrition:

December CACFP Claim Summary		
Total Breakfasts	Total Lunches	Total Snacks
3,001	3,081	2,610
Food Service Total	<b>\$16,573.26</b>	

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

- Additional Education Policies and Procedures have been completed and will be presented to the Education Committee at the February Policy Council meeting for approval.
- A new Teaching Staff Evaluation Policy and Plan has been created for use at the end of the school year. It is accompanied by a Legend that gives staff member's details about what their job performance scores mean.
- Dual Language Learners- A new policy has been created to ensure that we have a solid plan when a dual language learner is enrolled into our program.
- The second round of LAP-3 assessments and the anecdotal records are underway and will be completed before the Federal Review Team arrives.
- I am still in the process of getting all teachers enrolled into the TAPP Registry to ensure our trainings can all be documents through them as well.
- The Education Plan has been reviewed and updated for the arrival of the Federal Review Team.
- All teaching staff Professional Development Plans are up-to-date and on file.
- The second round of CLASS Observations are underway and weather permitting will be completed before arrival of the Federal Review Team.
- All teaching staff have had their training records updated and documented into ChildPlus.
- Overall, the Education Component is making huge improvements and the teaching staff are working hard to improve our scores and outcomes.

## D. Patricia Murray- Disabilities & Center Supervisor:

1. **Center Supervision:** Staff is back hard at work after another week of snow. Some of the staff are attending CPR and "Al's Pals" Social/Emotional Curriculum training, and all of the classrooms are having their CLASS classroom evaluations.
2. **Disabilities:** We currently have 84 (18%) children receiving services. 51 are non-categorical/development delays, 32 are speech or language impairment, and 1 Health Impairment.

2/10/2014  
3:34 pm  
Pmurray

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

Page 2  
ChildPlus

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

#### Ozark Opportunities Inc. H/S

84	471	0	84	1 IEP(s): 59	1 Signed 59	IEP: 84	17	16	1	Health Impairment	1
				2 IEP(s): 21	2 Signed 23	IFSP: 0				Non-categorical/developmental delay	51
				3 IEP(s): 4	3 Signed 2					Speech or language impairment	32

18%

## D. Tawnya Akins: Health/Mental Health:

### Health Requirements:

1. Completed All (Dental and Physical Exams): 89%
2. Completed Physical Exams: 95%
3. Completed Dental Exams: 94%  
4% need or are receiving follow up treatment
4. Completed Behavior Checklist: 100%
5. Growth Assessment: 63% Healthy Weight, 4% Under Weight, 13% Over Weight, and 16% 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

6. Completed Blood Lead Testing: 94%
7. Immunization documented as complete, up-to-date, or waiver: 99%

### Mental Health:

The second round of observations will be beginning as soon as weather allows.

## E. Krystal Mayes: Parent/Volunteer:

### 1. Parent Involvement:

- I have received feedback from several centers regarding the status of a *Lending Library* in their room. Our goal is to work toward implementing each classroom with more books and videos, a computer for parent use, and a resource station.
- We will be providing Volunteer Income Tax Assistance (VITA) Facilitated Self-Assistance for the Harrison Head Start parents to prepare their taxes. This will be by appointment only and will be free of charge.
- We are also planning a day geared specifically toward Male Involvement. We have brainstormed a day filled with male role models spending a few hours at the centers assisting in necessary light maintenance and participating in projects with their children.

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## 2. Non-Federal Share (In Kind):

- The new “In Kind” training has proven to make a huge difference. Paperwork is coming through complete and on time. This will make a big difference on how we are able to track this information and present it to Policy Council.
- Of the 305 families enrolled, 75% are actively volunteering. I encourage you to return to your center and discuss volunteering with the other Head Start parents.

▣ In-Kind	Families who volunteer 75%   305 families
● Alpena	Families who volunteer 26%   4 families
● Bruno Pyatt	Families who volunteer 68%   11 families
● Clinton Head Start	Families who volunteer 100%   32 families
● Cotter Head Start	Families who volunteer 88%   15 families
● Flippin	Families who volunteer 100%   18 families
● Harrison	Families who volunteer 19%   15 families
● Jasper Head Start	Families who volunteer 85%   12 families
● Marshall Head Start	Families who volunteer 86%   13 families
● Mountain Home I Rm 1	Families who volunteer 100%   16 families
● Mountain Home I Rm 2	Families who volunteer 88%   16 families
● Mountain Home II	Families who volunteer 89%   17 families
● Mountain Home III	Families who volunteer 100%   14 families
● Mountain Home IV	Families who volunteer 88%   16 families
● Norfolk	Families who volunteer 96%   28 families
● Shirley Head Start	Families who volunteer 85%   12 families
● St. Joe Head Start	Families who volunteer 86%   13 families
● Valley Springs	Families who volunteer 100%   17 families
● Western Grove Head Start	Families who volunteer 94%   18 families
● Yellville-Summit	Families who volunteer 94%   18 families

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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.
- 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.

Thru 2/14/14	Regular			Crisis		
	Applied	Approved	\$ Spent	Applied	Approved	\$ Spent
<b>County</b>						
<b>Baxter</b>	753	698	\$89,942	21	16	\$4,406.20
<b>Boone</b>	638	521	\$66,636	16	12	\$3,071.21
<b>Marion</b>	399	369	\$48,954	13	10	\$3,278.52
<b>Newton</b>	337	282	\$36,635	12	2	\$932.07
<b>Searcy</b>	296	272	\$35,723	15	12	\$5,383.58
<b>Van Buren</b>	366	325	\$42,092	15	13	\$3,907.82
<b>Totals</b>	2,789	2,467	\$319,982	92	65	\$20,979.40

- 3.** We are now taking appointments in Mtn. Home and Yellville for the HEAP Program. This is the second week, and it has been working great for staff and applicants alike. These are the pilot locations but may become standard procedure for the next program cycle. We are still fine tuning, but feedback has been very positive.
- 4. Monitoring:** We have received our Monitoring Report for FY 2013 Summer Regular and Crisis programs which was conducted November 13-15, 2013. (See attached Corrective Action Plan.)

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- B. Commodities:** The next delivery is scheduled for March 13, 2014. Foods distributed will include fruit mix, canned carrots, beef stew, cranberry apple juice, peanut butter, pasta and dehydrated potatoes.

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

- C. Staffing Updates:** February 20th, Marlene Simoneaux, Admin Assistant II, will retire after working for *Ozark Opportunities, Inc.* 6 years. She will be missed.
- D.** OOI website is currently undergoing updates. There have been a lot of bugs to work out. If you notice any anomalies please let me know. We are working with IES regularly to get everything working like it should. Once updates are complete it should be so much easier to navigate with search features, link buttons, OOI locations linked to google maps for ease of directions, registration for meeting attendance, etc.

## **IV. Finance** (see "Finance Packet" sent separately.)

*Shirley Richesin; Financial Officer*

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## V. Corporate Services:

*Jane Bueg, Corporate Services Director*

Hires	Education	Community Services	Administration	Total
	0	0	0	<b>0</b>
All Terminations	Education	Community Services	Administration	Total
	1	0	0	<b>1</b>
<b>Involuntary Terminations, Transfers &amp; Employment Opportunities this month- None.</b>				
<b>Other/Training:</b>				
Human Resource/Management Training Webinar: "Employee Benefits Check-up: Are you in compliance with the ACA?". Seminar: "Informed Businesses Navigating the ACA."				
Governance Meetings: Policy Council 1/23/2014; Executive Committee 1/28/2014				
GoogleApps In-Kind Report: \$365.00				
Workforce Services Unemployment Claims: 12 Claims Audit: 1				
Employee Benefits: Dental enrollment/changes (4 employees); Air-Evac Enrollment (75 employees); Group Health drop (3 employees); 403(b) enrollment (7 employees)				
Multiple Communications to staff regarding 2014 Fringe Benefits, deductions and partial restoration of sequestration cut.				
Head Start Teacher Contracts: 1				
National Sex Offender data base search completed on all employees				
Track Senate Bill 1967				
Process Family Medical Leave Requests: 1				
Single Policy Insurance Renewal Application				
Board of Director's Minutes				