

**ADMINISTRATIVE REPORT for – May - July 2019 to the BOARD OF
THE ALABAMA COUNCIL ON HUMAN RELATIONS, INC.**

Nancy Spears, CEO

Tim King, Programs Coordinator

Dianne Kent, Fiscal Coordinator

Janet Burns, Administrative Coordinator

GRANT APPLICATIONS, REPORTS AND RELATED ITEMS

- HS/EHS Continuation grant and request to drop some HS children and convert some to EHS; sent November 2017. Status: we received word in early June that the conversion was granted, exchanging 80 HS children for 16 EHS children. This is surprising and wonderful news. Surprising because we had been asked to re-think and rework the proposal and agreed that we could manage dropping 60 HS for 16 EHS. Wonderful because the other 20 children dropped will allow us to drop the class at Edelman that we have had such challenges finding staff (and children) for. By having our smallest class at Darden increase to 15 children, we can still drop the other 10 Darden classrooms to 17 children, which will help.
- HS Duration Supplement for 21 children submitted at the end of November. Status: also granted. Since this grant offering was based on a percentage of Head Start children and we were asking to reduce the number, we were hesitant to submit it and called our Regional Office Program Manager for advice. After thinking about it, she replied, “You won’t know if you don’t try,” so we did. When received word, we called her again, and it is true. We are VERY glad to have this funding, because we did not consider all costs that were needed for the original group of children. We were already running all 11 classrooms, so we would not have to shift children after they started, so this funding will help us get in better balance.
- Supplemental funds for Health and Safety (playground equipment and safety harness seats). Status: Not Granted. Regional Rep says our request will be reconsidered when funds again are available.
- CSBG Annual Report (formerly Information Services [IS] Report) completed and sent to CSBG office on time, and since slightly revised. This report was a challenge this year because we now are reporting in the new National Performance Indicator system. It is similar – but with lots of small differences.

STAFF CHANGES/NEWS IN CENTRAL POSITIONS

- Richetta Stephens, our Payroll/Personnel Assistant of five years, resigned to take a position with Auburn Housing Authority. We are happy for her, as this is a step up, but sad for us.
- Tammy Sanabria, who has experience in Payroll, human resources and most recently in accounting, accepted the position as Payroll/Personnel Assistant.

OTHER ITEMS

- Feed the Children -- As you may remember, in October 2018 we hosted a Feed the Children (FTC) event mostly on the lawn at King Center. This came about because the Boys/Girls Club was offered the event and needed a place to hold it. Janet’s daughter Elizabeth is their Development Director and so we worked out a plan. The B/G Club did the bulk of the planning and we provided the location. FTC staff were very happy with our facility. This spring, while Michelle Cospers was on sick leave in late March, the FTC contact called her and asked if we could sponsor an event May 11. She was medicated and said yes! This time the planning was on ACHR. Staff came together, planned together, made lots of phone calls, and in the end, we had an amazing event.

With FTC’s agreement, we combined that event with our Family Resources Day. Because of that, Policy Council helped with food costs (burgers, chips and bottled water) beyond what staff was able to get donated. Family Engagement Staff reached out to parents and to other agencies. FTC agreed we could cross county lines with offers of food vouchers, and encouraged us to focus on families who had not

come in October, so in addition to focusing on families impacted by the March 3 tornado in Lee County, through our Head Start and Community Action contacts we included some families from Macon and Chambers County. We agree that there would be no boundaries, though two events, and if folks who had a voucher but were not ACHR clients wanted to participate in the rest, they could.

Pharmavite again sponsored two semis full of food and sundries – enough for more than 800 families to take home two boxes each. They also provided children's vitamins, books (hardback Disney books!), a table with paper, markers, things to glue on etc., to make cards for Mother's Day and a carnation for each child to give his/her mother – and more than 100 volunteers from their staff. Their volunteers unloaded and stacked boxes and then loaded them into cars, directed traffic, both outside and inside, gave nutrition information along with the vitamins, helped with children, and smiled, no matter what.

Early the morning of May 11, staff moved the event indoors due to potential bad weather. Our staff saw that a bouncy house was set up in the corner near the Mother's Day table, the cotton candy machine and the clown. Several community partners who had planned to be present to talk with participants and hand out information emailed that morning saying they were not coming due to the weather. We had expected to have about 20 community partners present and in the end had about 6. However, persons who had been given vouchers for food came anyway, despite heavy traffic and some having to stand in the rain to get in (crowded!) Even so, most were in a good mood, and all seemed appreciative. Every single food box and household item box-more than 800 of each-was claimed.

We are appreciative of Feed the Children staff, Pharmavite staff, the Policy Council, members of our ACHR family (especially, but not only, Michelle Cospers, Natalie Stephens, several family engagement staff, and some of our education managers) who made this event, in spite of time limitations and the weather, an asset to those in the area in need, and over all a tremendous success.

- It is the end of an era. Due to rising health insurance costs, we can no longer afford to pay full health coverage for our staff for a very good plan. Dianne worked out an agreement with Blue Cross to allow staff to choose between two health insurance plans. One is like our old plan but with higher deductibles and co-pays; staff will have to pay \$56.64/month and the agency pays the rest. The second plan is less costly, with fewer benefits, but adequate for someone in good health; the agency can and will pay the full cost of that plan. Both plans offer family coverage, which staff has always paid for if they choose it. Staff were offered the choices and signed up for the plans in May. We believe we are the last agency in the state to have to make this change.
- Staff worked on the calendar again so that we could respond to a request from DANYA, who sets up Head Start audits, for dates we would be available. Despite web searches and phone calls, we still do not have dates for all of the conferences staff routinely attend, so we made our best guess to send it on time.
- Because there is not enough funding to provide 100% of Head Start children with 1020 hours (from 800), programs were asked to comment on whether duration should continue, which we felt we should given that we are entering our third year. We believed that increasing the number of months teachers work would help with teacher retention because they would make more during the year. That has not proven to be true. Instead, classroom staff have little break and are wearing out. However, a longer day does not generate more instructional time because of the DHR mandated 45-minute nap & snack & additional bathroom visit that go with it. We made comments and offered two suggestions, one of which was to allow programs some flexibility in the number of hours. In our case, if we could drop to about 970 hours it would give teachers two more weeks on break, which would help them.
- The Internet and phone cutover finally took place in June; staff reports somewhat higher Internet speed, which was one of the goals.
- The transformer box at King Center was installed the next week. We will know whether we were successful in resolving the problem after the first cold spell.
- Procedures revised: Section 3C – CSGB Management and Section 15J Nutrition & USDA procedures

ACHR Board Report

Alabama Coalition Against Hunger

May 1, 2019 through July 31, 2019

HURTSBORO

We have not defined the job description and are looking for a person who can work on the premises and be in contact with children in the center. We have gone dormant on efforts to continue any work in the Hoop House due to unusually high water usage. No Harvest has come as a result and no new directive from CEO as how to proceed and get a water source to any garden that is planned.

We assist Beyond Expectation Community Outreach (BECO) with preparing Kidz Buddy Back Pack at Edelman Center with providing 3 weekend meals for over 16 children due to end of years for HS staff to disbursed to children to receive.

Community Warriors a Veterans group of located in Phenix City has not made any new contact to continue as volunteers and has not responded after several attempts to contact as a community partner.

Funding for Russell No Funding source identified

Funding Lee County General Fund are the source used in Lee County.

We still are collaborating with Ebenezer Baptist church, a garden is planned and we assisted with tilling and planting and correction a broken water line, however, no funds were used to do this since existing supplies were available to fix the broken water line. The church purchased plants and planted them. We have only consulted in other areas while the church members have taken much of the regular garden task. Additional assistance is provided at the site when requested.

Partnership with Greater Peace Baptist in Opelika by assisting with the tilling an area for the Child Development Center to set up a garden, work still in process. –Nothing to report on the progress with this effort.

Fun in the Garden with Kids” originally funded by Junior League of Lee County for a garden at the King Center was planted a few weeks before the end of the school year by myself and Natalie Stephens as we had each class to participate in planting a raised bed. Thanks to Natalie Stephens, Nutritionist, for purchasing mulch and donating a yard to place in the beds. Again we hope the children will have a great learning experience planting and growing. We have a vinyl fence to go around the garden and that will be installed soon, however due to other priorities we are waiting on a time when maintenance staff can assist with the installation.

We hope we can get an early start and get in rhythm with the available plant selection from fall to spring each year going forward. We have not moved forward many of the garden projects due to lack of help or volunteers to complete the work required to make a successful garden. The obligations to the primary CACFP grant takes precedence each month for the first 1st through 19th of each month leaving little time for other activities, not to mention during this time frame VITA tax training begins immediately after December 1.

Grassroots Leadership Development Program Class of 2018-19

Alabama Organizing Project has reach it phase out and RFP to assess the entire process of GLD and the collaborative model and the overall impact it has made on leadership models. The RFP was granted to a former GLD participant Natalie McGruder, who has begun interviews with former executive directors, organizers and participants about the collaborative and the leadership skill they developed, and how they are utilizing the training to improve the quality of life in their community. This final evaluations include some recommendations on developing a new collaborative to create an organized effort based on focus work area, addressing the interconnected issues related to families and poverty.

VITA Income Tax

With two volunteers, we exceeded our target of 140-150 returns for the 2018 tax season.

HOLD TYPE	ALL Refund	AGI	ADDCTC	EIC	CTC	EDUC	RETPMT	AVPTC	PTC	DUE
SINGLE 05										
HH 9										
MFS										
MFJ 6										
TOTAL 61	228,301.00	3,604,226	31,057.00	83,756.00	23,103.00	4,529.00	\$7,503.00	3,442.00	\$352.00	23,298.00

SCSEP

We have a clerical assistant person under CACFP, and we are in process of training for suitable employment. There were no significant notable activities to report in regards to the Hunger Coalition.

Submitted by William E. Tarver, CACFP/ACAH Coordinator

Alabama Council on Human Relations, Inc

CACFP Board Report

May 1, 2019 through July 30, 2019

An Average of 24 CACFP homes participated during 3rd Quarter of 2018-19 program year. The actual home participant rate is at 28 for the quarter. Two hundred eighteen (218) children enrolled for this report period with an average daily attendance of one forty five (145). These numbers reflect a typical increase in the fall as new enrollees for the years and homes reopening after the new school years.

Under the current Tier structure, one home remains in Tier II as set by USDA. No homes are certified to receive higher rates of reimbursement based on income of participant's household. This option is available to each home in this category upon request. No Change to request in this area

Recruitment

No providers recruited, during this quarter.

Monitoring

The monitoring review process for 2nd Monitor Review Visits were completed and a Review schedule is being prepared for 3rd and final visit for the 2018-2019 year. A follow-up of the previous repeated uses of same food is part of this visit to determine if providers offer a variety of foods to children while in care. This is to encourage increased eating of food served and eliminate waste.

Software & Computer

We have approximately 24 of the 28 active providers, about 85.7 %, who submit online claims for processing and approval. All providers using the online program KidKare have made the transition to new CACFP guidelines. KidKare online has moved all of the data to an online cloud source, and alleviated the need to backup data on a daily basis. Monitoring visit scheduled for entry into the program and will prompt for visits to occur every 4 months, We have not yet set up the online Monitor offered by KidKare as we await an approval of portable tablet type device. Online enrollment is being offered as an additional feature that would allow parents to complete enrollments and submit on behalf of provider thus eliminating errors on entry that have to be corrected by provider and sponsor. We have not accepted this as an option, as it would further increase cost for each home as they choose to do online activities.

We would like to incorporate a tablet for the final aspect to occur which will import all home visits directly into software, better track and maintain provider records and update most records while on-site. This is currently on hold due to program funding. We expect to be in place as soon as official authorization of the tablet purchase is approved. This will curtail operational cost some, however during the months in which monitoring occurs an additional fee of \$25 will be incurred. This adds the incentive to finish all monitor visits within one month, so it can be turned on and off when not needed. This is an on-demand service. We have not implemented this part due to a lack of funds and the ability to test the online version of monitoring visit prior to performing visit and the printed output to provider and sponsors section of information. We still are utilizing paper documentation of Monitor Reviews until we can find a reasonable inexpensive way for capture of signature of home provider and monitor for review purpose. I am looking for the best method to employ.

Training

Required State Training was attended in May and we are in the process of completing online webinar for renewing our Annual Agreement and completing the submission of required documents prior to the state opening our application for FY 2019-2020. We will be required by new requirements to hold two (2) training annually for all Providers. Further we have to document additional training and any additional technical support during routine monitor reviews provided at the visit scheduled, along with follow-up reviews that may be required. Annual Training of all providers is scheduled for August at the King Center and an additional training will be held in the spring, Mid – April or May to meet the new requirements.

Program plans

No additional noteworthy events to report on program changes or procedures.

Submitted by William E. Tarver, CACFP/ACAH Coordinator

Alabama Council on Human Relation, Inc.
Board Report Edleman Center
May, June, July 2019
Tim King, Special Projects Coordinator

May

The center's Head Start program held its graduation outside the center at Saint Paul AME. The church provided \$200.00 in in-kind. This year I had the pleasure to address the parents, children, and staff at this closing event. I reminded them that I too was a Head Start graduate, and I am celebrating my 54th anniversary this year. I told the parents to continue to advocate for their children and the community. Lastly, I said this should be the first of many graduations for their families and to always strive for the best and to expect no less.

Our Early Head Start program continued serving our families and community with an option for before and aftercare.

June

We had a successful recruiting month for the Head Start program, but we were always recruiting. Early Head Start added a transition class. The transition class also prepares the Early Head Start children for Head Start as we continue to meet or exceed the standards set for school readiness.

I attended the 2019 CLAPLAW Conference in Charlotte. Workshops I attended included: Headstart update, Making the Grade, How to Navigate the CSBG Monitoring, Legislative Update, and Hot Topics in Employment Law, to name a few.

July

We had a successful Parent Orientation and enrollment process for the upcoming school year. Early Head Start said goodbye to the children transitioning into Head Start. Enrollment has been significant we are hoping to have a waiting list for both programs. That will be difficult the Census indicates we are continuing to lose families in our area.

FAMILY ENGAGEMENT ADVOCATES
DARDEN, EDELMAN & KING CENTERS
QUARTERLY REPORT
MAY, JUNE & JULY, 2019

MAY 2019

- Parents received the following information:
 1. DHR – JOB AND RESOURCE FAIR
 2. Feed the Children Event – FOOD VOUCHERS
- May 13-16, 2019 – Family Service Institute Training held in North Carolina (3) Family Engagement Advocates attended

JUNE 2019

- RECRUITMENT – ENROLLMENT APPLICATIONS GIVEN OUT IN THE FOLLOWING AREAS
 1. Spring Villa Grocery, Beauregard
 2. Magic Rock Mobile Home Park, Opelika
 3. Auburn/Opelika Housing Authority

JULY 2019

- RECRUITMENT – ENROLLMENT APPLICATIONS GIVEN OUT IN THE FOLLOWING AREAS
 1. Antioch Circle, Opelika
 2. Rain Tree Street, Opelika
 3. Discount Groceries (Country Store), Beauregard
 4. Chester Avenue, Opelika
 - Parents received the following information:
 1. JOB FAIR ANNOUNCEMENTS
 2. Family Resource Center – Father’s League
 3. Hand-Outs:
 - A. United Way 2-1-1 – Get Connected, Get Answers
 - B. Lee County Literacy Coalition Program
 - C. Everyday Budget & Money-Saving Tips; Money Management Memo & Household Budgeting Worksheets
 - D. Ward 2 ACADEMY – Extended After School Program
 - REFERRALS
 1. Sunshine Shop – (2) Parents received clothing
 - A parent shared information with Family Engagement Advocate that she is currently attending the Circles of Opelika on Tuesday’s from 6:00pm-8:00 pm
 - Family Engagement Advocates Meeting – Monitoring Reviews for Program Year 19-20
 - July 27, 2019 – VIOLENCE IN OPELIKA – FORUM – (2) Family Engagement Advocates attended
 - July 30, 2019 – OPIOID TRAINING INSTITUTE – (3) Family Engagement Advocates attended
- TOPICS:
1. Treatment Solutions and Available Resources
 2. Medication-Assisted Therapy
 3. Opioid Crisis A Law Enforcement Approach
 4. Understanding & Recognizing OUD in Adolescents and Adults
 5. Let’s Make A Difference: Naloxon



ALABAMA COUNCIL ON HUMAN RELATIONS, INC.
Child Development Program
P.O. Box 3770 - 950 Shelton Mill Road
AUBURN, AL 36831-3770 Phone (334) 821-8336

EDUCATION BOARD REPORT May-July 2019
By Sue Williams, Karen Lusk, Debbie Chism

MAY

- King Educator, Trainer, HS Mentor Teacher, and 1 EHS Teacher attended High Scope Conference
- HS and EHS held end of the year parent conferences
- King and Edelman HS had graduation events.
- King and Edelman HS staff last day 5-18-19 – then off for summer lay off
- Darden EHS had 1 teacher retire and hired new teacher (former AU education student) to take her place. Had another teacher leave, need to replace, still looking.
- King HS has 1 teacher not planning to return, going back to school full time at University of Alabama, have a teacher with AA in second position that will be taking her spot.
- Darden HS has 1 teacher not returning and one that stopped attending, will be replacing.
- Wrap – had one wrap intern that was terminated.
- All staff had to re-read updated Alabama Minimum Standards, per DHR. Must sign new form.
- School age children started full time for summer care.
- Parent orientations were held at each center.
- EHS conversion planning meeting was held after we received news that we were going to be able to convert some HS slots to EHS slots.
- Early Childhood Coordinator (ECC), Home Visitor Educator, EHS Assistant, Trainer, along with other staff and community representatives conducted a Health Advisory Committee Meeting.
- ECC and trainer began preparing pre-service training for Darden/Edelman Early Head Start education staff, Darden HS education staff, and wrap around (daycare) staff.
- Educator met with Opelika City School and Russell County personnel about children transitioning to their schools and needs of children with disabilities or mental health issues.
- ECC and trainer met with and toured Darden EHS with professors from AU Human Development and Family Studies (HDFS) and discussed a partnership in which HDFS students can volunteer in EHS as part of their studies. Good help and in-kind.
- Education team met with professors from AU Early Childhood Special Education about developing partnership with students volunteering in HS classrooms.
- HS Coaching activities for 2018-19 came to a close. Participants completed end of the year coaching surveys.

JUNE

- EHS Coaching activities for 2018-19 came to a close. Participants completed end of the year coaching surveys.
- All centers had parent orientations.
- HDFS professor implemented a workshop on workplace stress/secondary trauma with EHS Home Visitors and EHS Classroom Staff.
- ECC and trainer began saving Child Observation Record (COR) reports for data analysis.
- Darden held graduations.
- Trainer and ECC presented workshop professional learning for education staff.
- Darden HS staff were off 1 week, then attended pre-service training, including CPR, and completed home visits with incoming children/families. Classroom staff were very grumpy about only being off 6 days before training.

- EHS Staff had pre-service training including CPR, and completed transitional home visits with incoming children/families.
- EHS Center Educator, HB Assistant, and EHS Assistant attended Conscious Discipline Infant/Toddler Summer Institute in Orlando Florida.
- Darden HS replaced 2 teachers with 2 new teachers – room D and H. D – Sherie Joiner-Beatty and H – Gwenette Berry. (both have AA in CD)
- Additional make-up orientations were held and Family Engagement staff struggled to find enough HS children for Darden (they attend more days than King/Edelman HS children, and start July 9th). The number of children funded for duration increased meaning we needed 190 children for duration attendance.
- EHS replaced 1 intern.
- Wrap – had 1 intern that went to EHS. Replaced 1, still needing another wrap intern.
- 1 wrap person is out on maternity leave.
- EHS Home Based – hired new home visitor to replace an open slot.
- Education team held a CDAT meeting (Conscious Discipline Action Team) to discuss ways of furthering our implementation Conscious Discipline throughout the centers and other program staff.
- Had 2 King HS assistants renew their Child Development Associate Certificate (CDA).
- King power unit was replaced, with building closed for one day.
- Agency phone lines were redone but continue to experience problems.
- Darden education team did interviews for new staff.
- Darden floors were cleaned and some of the work orders completed (there were only about 2 weeks for this).
- Darden HS and Darden/Edelman EHS classrooms had room set up time.
- Educators and Interventionist met with private provider about screening our 4 year olds for speech and development

JULY

- Centers were closed for July 4th week.
- Darden HS and all of EHS started new year (duration) on Tuesday July 9, 2019. By end of July we had 191 HS children for duration, with 5 of them housed at Edelman Center.
- King Educator, ECC, Trainer, RD/Assistant to Health Coordinator, and Darden Educator attended Conscious Discipline Summer Institute.
- Darden had to replace 3 second in classroom positions, because 2 staff took off from work, even though leave was denied, because of it being first week of school. 1 called in sick and never showed back, took another job. Have hired 2, need 1 more second person.
- Darden having to replace room J teacher, who let us know the day before school started that she was quitting. Have a teacher substitute starting first of August.
- Darden EHS still looking for EHS teacher
- King HS – needing to replace 2 second people. 1 told other staff not returning and 1 did not renew CDA and refused position as bus aide.
- Edelman HS needs 1 second person in classroom. One took another job.
- Darden EHS had 1 intern to leave and transferred one person from wrap to EHS as intern.
- Trainer and ECC worked on saving Child Observation Record (COR) data.
- Trainer and ECC prepared to repeat HS agency pre-service training for King/Edelman HS classroom staff.
- All centers continued parent orientations. Edelman HS still needs 14 children.
- Coaches, ECC, and trainer watched coaching webinar sponsored by Administration for Children and Families.

- King Educator met with local school systems to discuss children transitioning to kindergarten.
 - Architect came to Darden regarding EHS conversion to see building and find out our needs in order to do drawings for ACHR.
 - Darden HS and EHS started Focus First vision screenings.
 - Darden EHS Educator attended community meeting on community violence.
 - Some staff attended opioid training in Opelika.
 - King Educator reminder admin staff of the staff that still needed to complete fingerprints.
 - School age children took several field trips.
 - Darden Center and Edelman EHS held first of year drills: fire, tornado, and shelter.
 - King and Edelman floors were finished.
 - School Readiness: After saving COR reports and collecting copies of HS 4 yr olds skills sheets, ECC and trainer worked on data analysis. The outcomes for all age groups look very good. Preliminary group results include:
 - EHS older toddlers moved from a COR average of 2.1 in period 1 to 2.74 in period 3. The score of 2.74 is 97% to the overall goal of 2.81
 - HS 3 yr olds moved from a COR average of 2.77 in time 1 to 3.94 in period 3, exceeding their goal of 3.44 by 14.5%
 - HS 4 yr olds moved from a COR average of 3.25 in time 1 to 4.81 in time 3, exceeding the goal by 5%.
- In depth report on 2018-19 school readiness will be included in the next board report.
- ECC and trainer are working on Coaching 2019-20 data analysis and summary. Results will be included in next board report.

ACHR CLASS REPORT: 2018-2019

National Statistics by Dimension—These are always 1 year behind the current program year.

During the 2017–2018 program year, the Office of Head Start (OHS) used the Classroom Assessment Scoring System (CLASS®) Pre-K Teacher-Child Observation Instrument during its on-site reviews of grantees. CLASS®-reliable reviewers visited a random sample of preschool classrooms to obtain **grantee-level** scores. This document provides descriptive statistics of the 2018 grantee-level CLASS® data.

The CLASS® tool has 10 dimensions of teacher-child interactions rated on a 7-point scale, from low to high. The 10 CLASS® dimensions are organized into three domains: Emotional Support, Classroom Organization, and Instructional Support.

Minimum domain scores to avoid immediate re-competition are a 4 (Emotional Support), 3 (Classroom Organization), and a 2 (Instructional Support). A program being audited must also exceed the lowest 10% of CLASS dimension scores of all the programs audited that year.

- **Emotional Support** assesses the degree to which teachers establish and promote a positive climate in their classroom through their everyday interactions.
- **Classroom Organization** assesses classroom routines and procedures related to the organization and management of children's behavior, time, and attention in the classroom.
- **Instructional Support** assesses the ways in which teachers implement the curriculum to effectively promote cognitive and language development.

Office of Head Start Descriptive Statistics 2018 National Grantee Level Scores by Dimension		
Domain	Dimension	Mean
Emotional Support	Positive Climate	6.04
	Negative Climate	1.07
	Teacher Sensitivity	5.88
	Regard for Student Perspectives	5.44
Classroom Organization	Behavior Management	6.10
	Productivity	6.14
	Instructional Learning Formats	5.35
Instructional Support	Concept Development	2.49
	Quality of Feedback	2.99
	Language Modeling	3.51

Light grey indicates national scores slightly higher in 2018 than 2017.

Dark grey indicates national scores slightly lower in 2018 than 2017.

Almost every year since the inception of the CLASS audit, domain scores and lowest 10% levels have continued to rise. The following chart shows the latest information on the lowest to highest scores (2018).

OHS CLASS Descriptive Statistics, 2018 National Distribution of Grantee-Level Domain Scores			
Domain	Lowest 10%	Median (50%)	Highest 10%
Emotional Support	5.6641	6.09	6.45
Classroom Organization	5.2803	5.82	6.28
Instructional Support	2.3125	2.89	3.71

ACHR conducts CLASS assessments on itself 2x per year. The following chart shows ACHR’s scores for Spring of 2018 and Spring of 2019.

Domain	May 2018	May of 2019
Emotional Support	6.08	6.05
Classroom Organization	5.49	5.50
Instructional Support	3.54	3.24

Note: Turnover in teaching staff somewhat negatively affects ACHR CLASS scores and actual experiences for children. No new teaching staff start with high scores, especially in Instructional Support domain which is the most difficult for all teachers across the nation.

ACHR exceeds the minimum scores of 4 (Emotional Support), 3 (Classroom Organization), and 2 (Instructional Support). ACHR is also above the current lowest 10% in all three domains. 2 domain scores from May of 2018 to May of 2019 are slightly lower, and 1 domain is slightly higher.

ACHR must continue to support teaching staff in implementing curriculum, classroom management and implementation of CLASS skills through workshops, mentoring and coaching. ACHR must also continue to explore ways to retain qualified teaching staff.

**REPORT TO THE BOARD OF
THE ALABAMA COUNCIL ON HUMAN RELATIONS, INC.
HEALTH/NUTRITION/SPECIAL SERVICES
for the period May - July 2019**

**Natalie Stephens RD LD Assistant to the Health Services Coordinator
Janet Burns, Administrative/Health Services Coordinator**

HEALTH/DENTAL/OTHER

- **2018- 2019 HS school year: May - June**
 - Immunizations: 395 children up to date at the end of the school year. 98.1%
 - 2 children had waiver or parent exemption on file
 - 4 children never entered the center before dropping for various reasons
 - Dental: 393 children have dental home and/or up to date on preventative dental care. 97.5%
 - Could only count children having Preventative dental care if parents brought documentation. Health Staff continuously contacted parents if documentation not received.
 - Children who did not have a Dental Home were referred to Family Advocates at the beginning of the enrollment period to help obtain.
 - All required health screenings: 385 children were up to date for all required health screenings at the end of the year. 95.5%
 - Children not complete were in the center 30 days or less
 - Hearing and growth assessments obtained with help from SUSCC Nursing students.
 - Vision screenings were performed by Focus First.
 - Well Child check ups provided information for other screenings.
 - Health Staff continuously contacted parents to bring in well child check up documentation throughout the year.
 - Insurance: 395 children were up to date at the end of the school year. 98.1%
 - Children who did not have a Health Insurance were referred to Family Advocates at the beginning of the enrollment period to help obtain.
 - Medical Doctor: 394 children have a Medical home at the end of the school year. 97.8%
- **2019-2020 HS school year:**
 - Orientations during May, June, July and August (Darden, FBK, and Edelman)
 - Health Documents reviewed and slightly changed before sending to parents to complete for orientation.
 - Health Documents were signed and reviewed – release of information, emergency medical info, health history, dental info, lead screening, physical, and immunizations.
 - It was decided that ASQ assessments were not going to be given to Head Start parents this year at orientations (in past an outside agency, Help me Grow, helped to complete but were not able to come this year); instead, AU School of Nursing is coming into the centers to assess and screen all children.
- **Darden: E/HS Start July 10th**
 - Intervention/Behavior Specialist reviewed and is in the process of referring any children with suspected disabilities or mental health issues at Darden
 - Special Services Committee has reviewed any children with suspected “special needs” and made a plan of action for them going forward.

Board Report - Health/Nutrition/Special Services – May – July 2019

- Nutrition/Health assistant has worked with parents to obtain any needed medical information pertaining to dietary or health needs.
- Registered Dietitian has reviewed all children's health charts and is writing a "needs plan/ plan of action" for every Head Start child that has a medical diagnosis or food allergy.

NUTRITION - KITCHENS

- Kitchen Scores: Darden: 99% Edelman: 100% King:100%

NUTRITION – LIFE (Learning Information about Food and Exercise)

- **Exercise classes:** Are canceled during the summer months due to low attendance. They will start back in August at FBK and Darden and Edelman. Times/Dates TBA

SPECIAL SERVICES

- **ASQ** screenings and referrals completed for 18-19. If the ASQ's were not done at orientation, or the child needed a re-screen, the Intervention/Behavior Specialist completed it with data gathered from observing the child in the classroom and contacting parents. Screenings are done as new children come in to the center.
- Follow up e-DECA screenings for social emotional were done on a select number of children that scored low/ had referrals on the first e-DECA's. These are complete.
- **2019- 2020:** ASQ screenings are in the process of being completed for the 45 day period at Darden c
- **Special Needs 218-19**
 - **Children with an IEP/IFSP:** 38 active IEP/IFSP's. including (7 children that have been flagged for Autism or have a medical diagnosis of Autism).
 - **We have run into some problems with trying to get IEP/IFSP's this year.**
 - Schools now require a copy of the lease to ensure families live in district before testing and services. In many cases, we have to walk parents through obtaining this info and ensure parents follow through with these screenings and services offered.
 - In many cases even though the child has a diagnosis of autism or is receiving services from another agency, school systems have been reluctant to qualify them for IEP services
 - **Developmental Referrals:** 23 children referred to outside facilities for treatment.

Other News:

On May 11, 2019, ACHR hosted a Feed the Children Event at the King Center in Auburn Al.

Boxes of food, vitamins, and toiletries were dispersed to participants. A total of 665 families were served- including 218 ACHR families and 447 non ACHR families. Non-ACHR families were recruited from other partnering agencies including Lee County Schools, local churches, DHR, Child Resource Center, Big House Organization, and Esperanza House. Many community partners volunteered to come and set up tables give health information- including Regional Autism Network, Diabetes Treatment Center, HIV/Aids foundation, CCRC, and others. (The day of the event severe thunderstorms and rain were predicted, so a few of the community partners backed out). ACHR Health Staff cooked and served over 400 hamburgers, chips, and waters to participants during the event.

On July 31, 2019, a representative from Alabama Arise spoke at the teacher 's Mental Health meeting. The topic was "Self Advocacy". A brief discussion ensued about how Alabama Arise can help us, as individuals, advocate for ourselves and our community on the state level.

Alabama Council on Human Relations, Inc.

Board Report May-July, 2019

Parent Involvement/Special Projects including Technology

Sandra Aldridge, Parent Engagement/ Special Projects Coordinator

Parent Engagement

Parents were given the months of June and July to not have meetings and spend time with their families on the activities suggested in the Newsletter and encouraged to take advantage of the free summer activities in the community.

Special Projects

S.T.E.P.S. Chairperson is preparing for the new school year. In every setting where there are youth, she gives advice to them and their parent(s) concerning their future and encourages them to contact her if they are interested in more information. This assures that the people she is in contact with truly want to put in the work and reap the benefits of their hard work.

Technology

We are experiencing a lot of changes in FACSPRO. The State is tracking more closely the information put in FACSPRO. Therefore, we have to be careful of proposed activities.

ChildPlus will be making some important upgrades that will enhance our tracking. As soon as changes are available, we will update our use in accordance to the upgrades that we need to enhance our system.

I am happy that staff is using ChildPlus to help make their tracking more accurate and reducing their work time.



EMERGENCY SERVICES PROGRAMS QUARTERLY BOARD REPORT: MAY—JULY 2019

<u>MAY:</u>	HOUSEHOLDS ASSISTED:	CLIENTS' INFORMATION OBTAINED/UPDATED:	SERVICES & INDICATORS:				HOUSING REPORT
			FNPI: (S)	4h Imp. Energy/Reduce			
			SRV: (I)	4i: Utility Payments	4j: Utility Deposits	4k: Arrears Payments	
LIHEAP GEN.:	000	000	4h: 000	4i: 000	4j:	4k:	Tabitha assisted 5 clients during the month of May. 1 client received PrePurchase counseling, 3 received counseling in Loc. Sec. or Maint. Residence in Rental Housing and 1 client received assistance with Res./Preventing Mortgage Delinquency or Default.
LIHEAP CRISIS:	000	000	4h: 000	4i: 000		4k:	
ABC TRUST:	000	000	4h: 000	4i: 000		4k:	
SPIRE \$ HELP:	000	000	4h: 000	4i:			
CSBG:	000	000	SRV7: Case Man.				
NO SHOWS:	MISSING DOCUMENTATION:		SURVEY:				

<u>JUNE:</u>	HOUSEHOLDS ASSISTED:	CLIENTS' INFORMATION OBTAINED/UPDATED:	SERVICES & INDICATORS:				HOUSING REPORT
			FNPI: (S)	4h Imp. Energy/Reduce			
			SRV: (I)	4i: Utility Payments	4j: Utility Deposits	4k: Arrears Payments	
LIHEAP GEN.:	1132	674	4h: 674	4i: 674	4j:	4k:	Tabitha assisted 3 clients during the month of June. 1 client received PrePurchase counseling, and 2 received counseling in Locating, Securing or Maintaining Residence in Rental Housing.
LIHEAP CRISIS:	020	012	4h: 012	4i: 012		4k: 10	
ABC TRUST:	003	003	4h: 003	4i: 003			
SPIRE \$ HELP:	000	000	4h:	4i:			
CSBG:	000	000	SRV7: Case Management				
NO SHOWS: 22	MISSING DOCUMENTATION: 9		SURVEY:				

<u>JULY:</u>	HOUSEHOLDS ASSISTED:	CLIENTS' INFORMATION OBTAINED/UPDATED:	SERVICES & INDICATORS:				HOUSING REPORT
			FNPI: (S)	4h Imp. Energy/Reduce			
			SRV: (I)	4i: Utility Payments	4j: Utility Deposits	4k: Arrears Payments	
LIHEAP GEN.:	977	488	4h: 488	4i: 488	4j:	4k:	Tabitha assisted 7 clients during the month of July. 1 client was Homeless, 1 client received Post-Purchase counseling, 3 received counseling in Loc.Sec. or Maint. Residence in Rental Housing and 2 clients received assistance with Res./Prev. Mort. Del.Default.
LIHEAP CRISIS:	103	042	4h: 042	4i: 042		4k: 37	
ABC TRUST:	018	017	4h: 017	4i: 017			
SPIRE \$ HELP:	000	000	4h:	4i:			
CSBG:	000	000	SRV7: Case Management				
NO SHOWS: 14	MISSING DOCUMENTATION: 8		SURVEY:				

LIHEAP (Low Income Home Energy Assistance Program)
ABC TRUST (Alabama Business Charitable Trust: Funded by Alabama Power)
SPIRE (Dollar Help)
CSBG (Community Service Block Grant Program)

Any questions, call Emergency Services at 334-821-8336 ext. 406 or you may send an email to:
 Tabitha.Perry@achr.com



EMERGENCY SERVICES PROGRAMS QUARTERLY BOARD REPORT: MAY—JULY 2019

HAPPENINGS:

MAY 13th ACHR's Tim King (Program Director) Mike Furr (Maintenance and Weatherization Manager) and Tabitha Perry attended the Community Action Association of Alabama 2019 Annual May Conference in Birmingham, AL. Its focus was "Changing the Narrative on Poverty". The week-long workshops ranged from: Whole Family/Service Integration; What's New in Head Start; Crisis, Risk Management and Survival Strategies; The Role of ROMA Implementers to FACSPRO Updates. These are just a few that were offered.

Emergency Services, Tabitha Perry, attended: Performance Management of Sub-Standard Performers with a view on FMLA/ADA/FLSA; How to Become a Certified Community Action Professional (CCAP); The Role of ROMA Implementers; Roles and Responsibilities of the Board and FACSPRO Updates.

The three of us attended the tour of the 16th Street Baptist Church and the tour of the Birmingham Civil Rights Institute. A luncheon was held in the basement of the 16th Street Baptist Church with the Keynote Speaker being The Honorable Judge U. W. Clemon who was among the first ten African-American lawyers admitted to the Alabama bar.

20th Tabitha Perry attended The National Training Academy's weeklong training session in Birmingham, AL. The classes focused on HUD's 7610 Manual with emphasis on Housing Counseling and The Nuts & Bolts of One-on-One Counseling.

29th The Emergency Services office offered its Lee County Seniors (Opelika, Auburn, Smiths Station, Loachapoka and Notasulga) an Energy Awareness, Financial Literacy and Nutrition Awareness workshop. Partners from Alabama Power (Tabatha White), Opelika Light and Power (Jessica Samuel), Lee Russell Council of Government (Charlotte Bledsoe) and Auburn University Extension Services (Velma Dowdell) gave out gifts, brochures and shared information on programs offered for Seniors in Lee County.

JUNE 4th The beginning of the Emergency Services Cooling Program

10th Tabitha Perry attended HUD's Housing Counseling Disaster Preparation, Response and Recovery Disaster Workshop (two day webinar) and passed the required tests.

Alabama Council on Human Relations
Maintenance, Transportation, Weatherization, Housing
Board Report – May 2019 – July 2019
Michelle Cosper

MAINTENANCE

King Center

Maintenance personnel at King Center continue working on routine maintenance items such as replacing damaged ceiling tiles, replacing fluorescent light bulbs with LED's, repairing tricycles, etc.

We have located several gutter leaks and have applied a sealant to stop the leaks. We have eliminated all but one or two leaks. Our efforts to stop leaks by applying sealant as we discover new leaks continue.

Auburn Electric has installed the new main electrical breaker; so far it appears to have solved the problem of our power outages.

Our janitorial staff has stripped and waxed floors in our HS classrooms. We no longer bid this work out which saves us approximately \$18,000 – \$20,000 per year.

As the new school year approaches, we have been busy installing mulch on the playground, adding sand to the sandbox, touching up paint in classrooms, trimming trees and shrubs, spraying weed killer in flower beds, pressure washing sidewalks and cleaning the exterior of the building.

We are accepting bids for a service/maintenance agreement to have our air conditioning units serviced and repaired which would include changing filters, cleaning the coils, checking/changing belts and oiling motors and compressors. The goal is to make the units last longer and cut down on repair costs. AMCO has been to King Center several times to check on the a/c that serves our HS classrooms because the humidity level is high. They have given an estimate to replace the compressor. We are currently accepting other bids.

The following additional items were completed by maintenance/janitorial staff at King Center.

1. Take 50 chairs from sanctuary and put back in class rooms
2. Put new ceiling tiles in rainy day room
3. Help Greg set up tables in rainy day room for class
4. Help move furniture back into class rooms
5. Repair lights in speech room
6. Repair AC drain and change filter at **Garage**

Darden Center

Janitorial staff has been busy preparing for our summer school program. We used our newest floor machine to clean 20,000 square feet of floor throughout the school. After cleaning, we repainted the floor which gives it a second coat and makes it more durable and easier to keep clean.

We replaced the plastic “feet” on all chairs in classrooms with rubber feet to help eliminate the need to repaint floors every year. The old plastic feet were scratching the floor. We installed new sand and mulch on all three playgrounds, pressure washed playground equipment and sidewalks. We performed touch up painting on classroom walls and doors, steam cleaned all rugs in classrooms, replaced light bulbs, replaced magnetic door catches on toy refrigerators and repaired broken classroom furniture.

We replaced all exterior lights with new LED lights that will provide more light and save money on electricity.

A lightning storm in June and caused some damage to our school, including damaging a computer, printer and telephone in our purchasing building. There was also damage to an electrical disconnect to one of our air conditioner units and the cell phone unit in our fire panel, a window, and a tree. The following other items were completed by maintenance/janitorial staff at Darden Center.

1. Replace wall packs (emergency lighting) on wing 1 and Wing 2
2. Flush sand out of water fountain again
3. Repair drain on freezer
4. Install wall pack end of building toward Burton house
5. Install new magnets where needed in class rooms

Edelman Center

Our staff at Edelman has been busy this summer deep cleaning the classrooms, stripping and waxing floors, adding new sand to the playgrounds, replacing light bulbs with LED's, touch up painting walls and doors, repairing classroom furniture and replacing stained ceiling tiles. The following additional items were completed by maintenance/janitorial staff at Edelman Center.

1. Measure door opening at break room 46 x 77.50
2. Repair light in EHS at office hallway
3. Repair hole between buildings on HS playground

We still have items that need maintenance attention, but due to deadlines at Darden Center these items will be taken care of in the fall.

TRANSPORTATION

All centers out for the summer. Drivers completed a work list for their buses so work could be completed while school is out. Drivers and Bus aids were laid off for the summer. In late June the drivers and bus aids who work at the Darden Center were returned for the extended school year program. Forty hours of training was held and rosters completed in time for Darden Center to start on July 10th.

WEATHERIZATION

The ACHR weatherization staff continues working on our goal of helping as many clients as possible. We received our 2019 DOE and LIWAP grants in May. We have a total of 8 houses to weatherize this year. We have begun assessing new houses for our 2019 Weatherization Assistance Program and anticipate our first bid opening in September. Mike attended an ADECA sponsored training and weatherization meeting in Montgomery on July 25 – 26th. There was a refresher on our weatherization software and budget requirements. We also received updated field guides; basically our "bible" for weatherization procedures. We look forward to assisting many more of our clients as the weatherization program moves into the future.

HOUSING

Darden Oaks and Jackson Johnson Apartments have reached the maturity date for their Home Loans. A Five Year loan extension was completed for both. ACHR is partnering with The Bennett Group to complete a Rehab Tax Credit Deal for Jackson Johnson Apartments in Marion AL.