

**AGENCY: Northwest Arkansas Child Care Resource & Referral Center, Inc.**

FINAL FINANCIAL REPORT FORM 2019-2020		DBA: Child Care Aware NWA/RV/SCA	
<b>COMPENSATION</b>			
EMPLOYEE NAME	SALARY PAID	FRINGE PAID	
Carolene Thornton	\$100,000.00	\$6,000.00	
Michelle Wynn	\$63,000.00	\$5,000.00	
Debbie Malone	\$55,000.00	\$4,000.00	
Alana Phillips	\$35,000.00	\$3,500.00	
Rosa Jerez Brewer	\$34,000.00	\$3,000.00	
Rebecca Evans	\$32,000.00	\$3,000.00	
Erica Holland	\$33,000.00	\$3,000.00	
Dee Cox	\$20,000.00	\$2,000.00	
Suzanne Herrnandez	\$20,000.00	\$2,000.00	
Donna Alliston	\$20,000.00	\$2,000.00	
Emma Lee	\$5,000.00	\$500.00	
Jan Williams	\$10,000.00	\$1,000.00	
TOTALS	\$430,000.00	\$35,000.00	
COMPENSATION			\$465,000.00
INDIRECT COSTS			\$0.00
TOTAL COMPENSATION			\$465,000.00
<b>REIMBURSABLE</b>			
RENT		\$8,000.00	
TRAVEL		\$10,000.00	
UTILITIES		\$10,000.00	
SUPPLIES		\$8,000.00	
TELEPHONE		\$12,000.00	
POSTAGE		\$500.00	
MEETING SUPPLIES/FOOD		\$2,000.00	
PRINTING/COPYING		\$2,000.00	
AUDIT		\$6,000.00	
EQUIPMENT		\$2,000.00	
OTHER: Insurance		\$6,000.00	
OTHER: Membership Expense		\$1,500.00	
PROFESSIONAL DEVELOPMENT			
OTHER; Conference Expense		\$6,000.00	
MISCELLANEOUS		\$1,000.00	
TOTAL SALARY			465,000.00
REIMBURSABLE			\$75,000.00
INDIRECT COSTS			\$0.00
TOTAL EXPENDITURES			\$540,000.00

## **COMPENSATION:**

### **Personnel Justification:**

Dr. Carolene Thornton holds a Bachelor's of Arts, Certification for Elementary and Secondary Principalship, Masters of Education, Educational Specialist, and Doctorate of Education from the University of Arkansas. She will provide the leadership that is needed for this professional development team. She will be responsive to the needs and requests of child care providers and will make sure that staff and program is operating effectively.

Michelle Wynn serves as Co-Director and Program Administrator. She possesses a Bachelor of Science degree from the University of Central Arkansas She reports to the Director and provides support for all program activities as needed. She provides many trainings serving as an infant and toddler health specialist. She also does public relations.

Ms. Malone is responsible for supervising the Fort Smith office, programs, services and trainings. She holds a Bachelor's of Science in Home Economics Education. She also serves as lead on the Emergency Preparedness coalition building with Columbia University and Save the Children and child care provider emergency preparedness training. She is a certified CPR/First Aid trainer and provides leadership for our Better Beginnings trainings and many of other trainings

Alana Phillips serves as the data specialist. She also holds a Business Education degree from the University of Arkansas. She is responsible for all computer equipment and software. She keeps the referral database up-to-date. She is the CPR Coordinator for all the CCA offices. She keeps up with monthly reporting for all sites. She answers the phone when needed. She helps plan events such as the Child Care Conference. She is responsible for working on documents to format them in the correct way. She assists Michelle Wynn and Carolene Thornton with anything needed.

Rosa Jerez Brewer Bi-Lingual Specialist: will serve as the bi-lingual trainer and referral specialist to assist our non-English speaking clients. This staff will provide the leadership for the bi-lingual services for our agency and will guide and support the non-English speaking families in the direction of the parent engagement, prevention, intervention, education and training. She holds a Master degree in Leadership Management. Responsible for providing referrals, resources information, etc. to families and professionals. Northwest Arkansas continues to increase with new families moving into our area that are searching for child care and skills to improve their parenting skills.

Rebecca Evans will serve as a trainer focusing on training and workshops on health, nutrition, physical fitness, and CPR/First Aid support. She holds a Master's degree Family and Child Studies Responsible for developing new workshops and training material to be offered to child care providers and parents and to provide training and assist with the development of new parenting engagement and intervention strategies to encourage parents on how to work with their child care providers, ABC, Head Start, and school staff to improve communication and increase academic success. Training to encourage family engagement.

Erica Holland is responsible for the Fort Smith satellite office. Ms. Holland holds a Master's degree in Educational Theory and Practice. She develops trainings and provides technical assistance to the child care providers in River Valley area. Ms. Holland is responsive to the needs of the child care professionals in the Fort Smith area and serves as the leading resource for that community.

Dr. Dee Cox holds a Doctor of Education, Education Specialist, Master in Education, Masters of Science in Education, and Bachelors of Science in Education. Dee Cox, Ed.D is responsible for directing and supervising the South Central Child Care Aware site. Dr. Cox will be responsible for providing training with support from the Northwest Arkansas and River Valley staff.

Suzann Hernandez holds a Bachelor of Science degree in Human and Environmental Science. Suzann has been hired part-time as Training Specialists who will be providing training assistance with infant and toddler, parent engagement and many other trainings including Emergency Preparedness, BAS and PAS, Strengthening Families Baby Basics, Discipline Behavior Guidance, etc. and to assist with the planning, organizing, preparing, and facilitating the Regional Conferences as needed.

Donna Alliston holds a Master's degree in Early Childhood and has many years' experience as a Head Start teacher and Director and Head Start TA Director. Donna Alliston has been hired part-time as Training Specialists who will be providing training assistance with infant and toddler, parent engagement and many other trainings including Emergency Preparedness, BAS and PAS, Strengthening Families Baby Basics, Discipline Behavior Guidance, etc. and to assist with the planning, organizing, preparing, and facilitating the Regional Conferences as needed.

Emma Lee is a retired educator with the Fort Smith Schools and served as the Pre-School Coordinator/Parent Educator/Classroom Teacher Director of the HIPPY home visiting program until she retired. Emma Lee works part-time to provide training in the River Valley area and to assist the River Valley office with training and technical support as needed. Ms. Lee spent many years as a Fort Smith school employee in their early childhood department.

Jan Williams will organize, prepare and provide the bookkeeping, payroll and tax paperwork that is needed.

## **Reimbursable Expense Justification**

### **Rent**

CCA NWA is required to pay rental space and utility expenses to the Jones Center for our office space. We also pay a combined hall and bathroom expense that is shared and pro-rated among all tenants in the building.

### **Travel**

The CCA NWA & RV staff will be required to incur quite a bit of travel for these training endeavors as we would like to provide additional training in other parts of the state. We will provide this training at regional and state conferences and to provide professional development statewide whenever possible and financially feasible.

### **Utilities/Cleaning Expense**

Most all staff are currently cleaning their own respective spaces but it would be helpful to pay for the more in-depth cleaning that is required to maintain a safe and clean environment.

### **Supplies**

Office supplies are critical to the success of our office. Paper products, office supplies, toner, and many other items are necessary to operate an office. Parent engagement training requires a large amount of supplies to prepare for our workshops.

### **Telephone**

Telephone communication is critical to building relationships and sharing information. Some travel will be required with these objectives and it is a concern for safety requires cell phone support. Land lines, fax machine and internet service is required to help us stay connected to our parents, childcare providers, parents and professionals.

### **Postage**

The CCA NWA & RV will require postage funds to assist us in keeping our providers informed and to help us stay connected. We normally mail out a class calendar at least quarterly in order to keep our early childhood professionals informed via mail-outs.

### **Meeting Space**

In order to provide training and regional conferences statewide we will need to secure meeting, training and conference space. Parental engagement training may require us to pay for our meeting and training spaces. We will search for FREE spaces as much as possible.

### **Meeting Supplies/Food**

If we want to encourage parents and child care providers to attend our training may require food expense. Meetings and trainings that provide food encourages and improves attendance.

### **Copying / Printing**

We provide printed materials at many of our workshops and trainings that are offered on a regular basis. We will need to have brochures and flyers printed to market our programs and services. When we offer training we provide numerous handouts for the providers and parents to take home with them as many times they will share the information with other staff and or other family members. Parenting engagement training requires trainers to provide many handouts, resources, information to parents, child care providers, and early child hood educators and ABC staff.

### **Training Materials**

The CCA NWA and CCA RV will need to keep their material and training as up to date as possible which will require additional training materials as we will need to keep abreast of the latest scientifically based research material that is available which requires training and materials.

### **Equipment**

It seems as any time that you are building and maintaining any program always requires the purchase of new computers, printers, LCD Projectors, television sets and numerous other equipment purchases.

### **Professional Development**

Our training project personnel will need to receive professional development skills training to enable them to be prepared to be informed and educated to improve their training skills. We prefer to have our trainers to be knowledgeable in many areas which require us to attend other professional development training to enhance and improve our staff knowledge and skills.

Attachment 1

Level of Personnel	NUMBER	Compensation Rate	Total For Level
Carolene Thornton	FTE	\$46.30/hr	\$ 106,000.00
Michelle Wynn	FTE	\$30.55/hr	\$ 71,000.00
Debbie Malone	FTE	\$25.46/hr	\$ 59,000.00
Alana Phillips	FTE	\$16.20/hr	\$ 38,500.00
Rosa Jerez Brewer	FTE	\$15.87/hr	\$ 37,000.00
Rebecca Evans	FTE	16.35/hr	\$ 35,000.00
Erica Holland	FTE	\$15.27/hr	\$ 36,000.00
Dee Cox	PTE	\$19.23/hr	\$ 22,000.00
Suzanne Hernandez	PTE	\$19.23/hr	\$ 22,000.00
Donna Alliston	PTE	\$19.23/hr	\$ 22,000.00
Emma Lee	PTE	\$19.23/hr	\$ 5,500.00
Jan Williams	PTE	\$12.00/hr	\$ 11,000.00
<b>Total Compensation</b>			<b>\$ 465,000.00</b>

REIMBURSABLE EXPENSES	ESTIMATED RATE OF REIMBURSABLE	TOTAL
RENT		\$ 8,000.00
TRAVEL		\$ 10,000.00
UTILITIES		\$ 10,000.00
SUPPLIES		\$ 8,000.00
TELEPHONE		\$ 12,000.00
POSTAGE		\$ 500.00
MEETING SUPPLIES/FOOD		\$ 2,000.00
PRINTING/COPYING		\$ 2,000.00
AUDIT		\$ 6,000.00
EQUIPMENT		\$ 2,000.00
INSURANCE		\$ 6,000.00
MEMBERSHIP EXPENSE		\$ 1,500.00
PROFESSIONAL DEVELOPMENT		
CONFERENCE EXPENSE		\$ 6,000.00
MISCELLANEOUS		\$ 1,000.00

<b>Total Reimbursable</b>	<b>\$ 75,000.00</b>
<b>Total Comp &amp; Reimbursable</b>	<b>\$ 540,000.00</b>

DBA: Child Care Aware of NWA/RV/SCA

July 1, 2019- June 30, 2020