



# THE WEEKLY MEMO

2022-2023, Issue #7 - October 17, 2022- Editors: Angie Salazar & Ashley Clayton

## Mission Statement

Southern Oregon Head Start prepares all children and their families for success in school and throughout life.



## Weekly Memo Submission

Please send your PDF's, jpegs, and text to

Angie Salazar-

[asalazar@socfc.org](mailto:asalazar@socfc.org)

By Thursday @ 12 p.m.

## INSIDE

- 2) Unbe-leaf-ably fun!
- 3) Maintenance Team Keeping us Safe!
- 4) Fun in the IYT Classroom
- 5) Thoughtful Display
- 6-9) Meet the Spec-Taco-lar Nutrition Team!

## Meetings and Trainings

### October 17 —Monday

- 9:00-12:00 Ed Coach/Sup Work Day, Blue Building Conf. Rm.
- 9:30-11:30 Ed Management Meeting, Ed Dept.
- 1:00-3:00 0-5 Site Managers Meeting, Blue Building Conf. Rm.
- 1:30-3:30 Policy Council Orientation, TEAMS

### October 18 —Tuesday

- 9:00-11:00 Directors Meeting, Blue Building Conf. Rm.
- 1:30-3:00 Policy Council, TEAMS

### October 19 —Wednesday

- 9:00-10:30 Department Directors, Blue Building Conf. Rm.
- 10:00-11:00 Family Services Cohort: Mental Health/Dis, TEAMS
- 1:00-2:00 Onboarding Updates, TEAMS

### October 20 —Thursday

- 8:30-9:30 Health Dept. Meeting, Library
- 1:00-2:00 Fiscal Meeting, Library
- 5:45-7:45 Board of Directors, TEAMS

### October 21 —Friday

- 8:00-10:00 Center Meeting: Center A
- 11:00-1:00 Center Meeting: Center B
- 1:00-2:30 SOCFC Safety Committee Meeting, (Jx Co Reps at M.O., JoCo Reps via Teams)



# IT'S UNBE-LEAF-ABLY FUN TO PLAY IN THE LEAVES!





Our hardworking Maintenance Team working hard at the Main Office!

Thank you Sadiki & Jeremy for keeping us safe by replacing the lamp post bulb!!



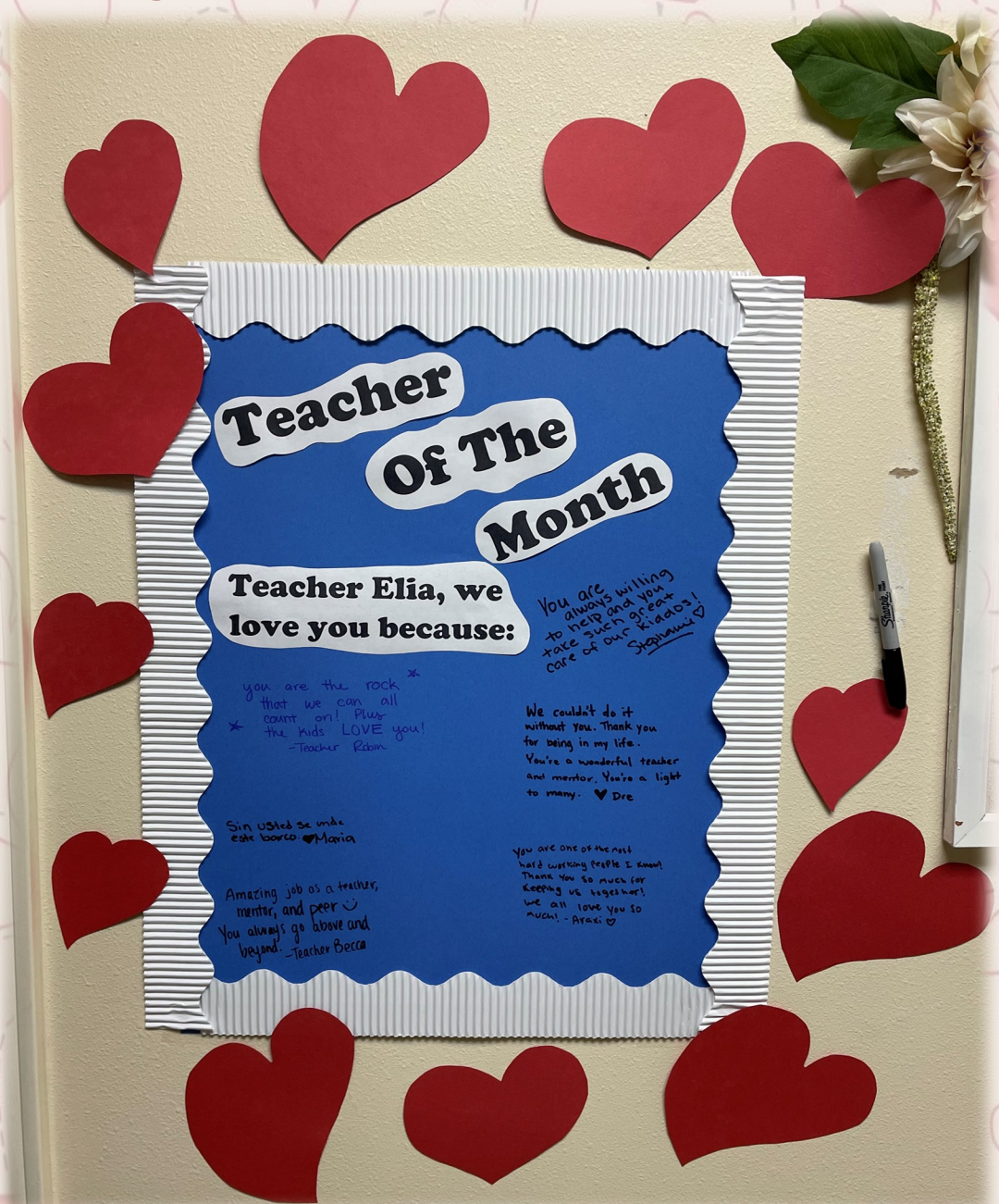


Teachers, Elia &  
Rebecca, having fun in  
the IYT classroom in  
CP EHS!





# Thoughtful & Creative Employee of the Month Display at GP EHS!! Congrats Teacher Elia!





# Get to Meet the Spec-Taco-lar

## NUTRITION TEAM!

And all the amazing work they do!



Paula Murphy

Food Service Supervisor



Marcia Ellison

Nutrition Manager



Jamie Griffin

Food Service Supervisor





Marcia Ellison  
Nutrition Manager

I am so happy to be back working with SOHS. My job as Nutrition Manager casts a wide net. I am responsible for ensuring that our program meets all federal and state performance standards and regulations as they pertain to nutrition and food service. I am responsible for maintaining our CACFP program emphasizing accurate documentation for reimbursements and audits. I also try to show leadership and direction for my teams and all departments by expecting quality meal preparation, providing nutrition education, collaborating with community food supports, and serving family style meals with our littles.

Working with Paula and Jamie, our center teams and all our department co-workers has been so inspirational. Teamwork shines every day and I am thrilled to be working with such capable and dedicated people. Excited for the year ahead! Let's feed some kiddos and take care of their families!





Paula Murphy

Food Service Supervisor

I am one of our Nutrition Supervisors. I have been in this position for almost 3 years and love working for Head Start.

I process CACFP forms for enrollment and am the Claims reporter for our CACFP meal program. Each month I collect the meal sheets for every class and compare them with the attendance from our Playground program. I compile the data and submit our CACFP claim to ODE for reimbursement.

As Department Content Training Lead, I design PowerPoint trainings for our department meetings and for NEO.

Jamie and I work together on our monthly menus, she designs them and I compile the corresponding recipes needed for our cooks to cook the wonderful meals we serve to our children.

I conduct site monitoring and give additional training when necessary.

I offer staff support and fill in as cook when necessary.





Jamie Griffin

Food Service Supervisor

My name is Jamie Griffin and I'm a Nutrition Supervisor. My specific duties are Menus, Staff support, Inventories, I handle all food handlers cards making sure all are current, I'm also working with the farm to school program to help bring fresh fruit, vegetables and beef into our kitchens. I help with vended meal contracts. I do ordering for kitchen supplies. I cover kitchens in between all of that. I am also the main contact for all things Nutrition to 9 Different centers. I am responsible for Monthly cooks Paperwork, and I also help with the site monitoring's and 5 day reconciliation for CACFP as well.