



THE WEEKLY MEMO

2022-2023, Issue #12 - November 21, 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.

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Meetings and Trainings

November 21 —Monday

- 8:00-5:00 Listo Prep, Red Building Library
- 9:00-12:00 Ed Coach Work Day, TEAMS
- 9:30-12:00 Ed Management Meeting: Coach Tracker Finalization, TEAMS
- 1:00-3:00 0-5 Site Managers Meeting, Blue Building Conf. Rm.

November 22 —Tuesday

- 8:30-10:30 Hold for Nutrition Interview, Virtual Recruitment
- 10:00-12:00 Hold for In-Person HS Interview, Red Building Library
- 1:00-2:30 Leadership Team Meeting, Blue Building Conf. Rm.

November 23 —Wednesday

- Wellness Day

November 24 —Thursday

- Holiday

November 4 —Friday

- Holiday



Weekly Memo Submission

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

Angie Salazar-

asalazar@socfc.org

By Thursday @ 12 p.m.

Making Bread at Park View

At Park View, Trish's class enjoyed making pumpkin and apple bread, and then visited the kitchen with Renea and Anne.

Submitted by: Amy Larson



Family Day at Rogue River



Family Day at Rogue River



Family Day at Rogue River



Family Days at Park View & Merlin

The Park View and Merlin center teams put on two wonderful family days this past month. We had a wonderful turnout and had a great time exploring the fall season with all of our families. I am so thankful to both teams for putting on such a wonderful day for our families!



Submitted by: Amy Larson

Safety Stars

We have our 1st quarter Safety Stars who were nominated by Safety Representatives Laura Rogers (for Renee at Park-view) and Sarah Ames (for Katie at Riverside). Renee received her safety star in person from Laurie. Katie will be receiving hers soon! Congratulations to our two Safety Stars who are always looking out for co-worker safety. They will both receive a cool, never before released new logo SOHS T shirt. We thank them for the safety concerns they have for others.

Submitted by: Laurie Hester

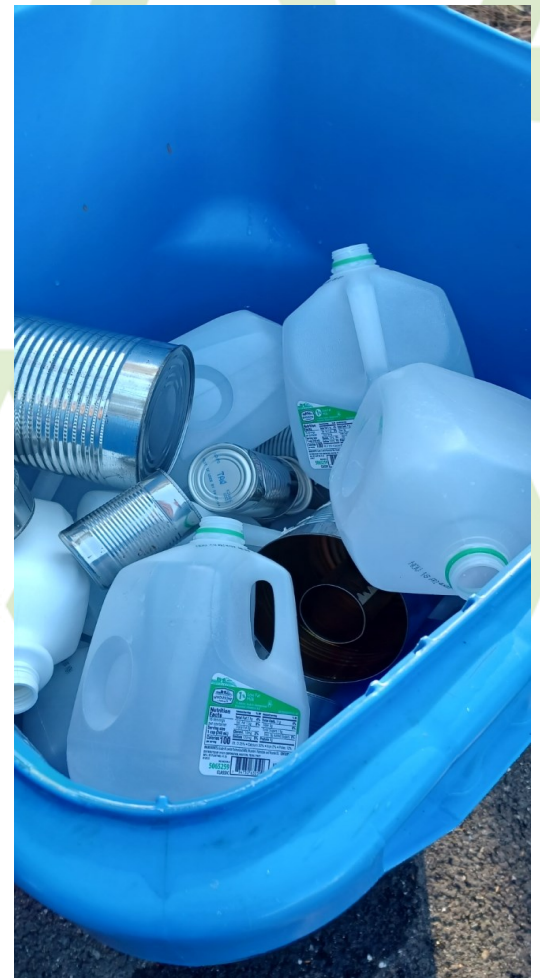


Redwood Cooks Doing Their Part

The cooks here at Redwood had requested a recycling bin ordered for the center. They are doing their part to help our environment.



Recycling **reduces the need for extracting (mining, quarrying and logging), refining and processing raw materials all of which create substantial air and water pollution.** As recycling saves energy it also reduces greenhouse gas emissions, which helps to tackle climate change.



Submitted by: Tiffany Heller

Staff in Action!

Submitted by: Laurie Hester

Staff at South Medford
during a recent visit
by Laurie



Staff in Action!

Submitted by: Laurie Hester

Cook Supervisor, Marina, in her sparkling Alan Berlin B Kitchen!



Staff in Action!

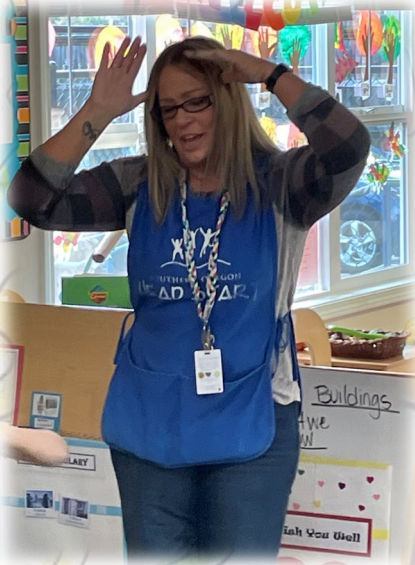
Submitted by: Laurie Hester

Staff at Eagle Point

Sue Johnson, Head Teacher, leading a group activity.

Teacher Assistant, Arcelia Chavez, getting active while having fun with children.

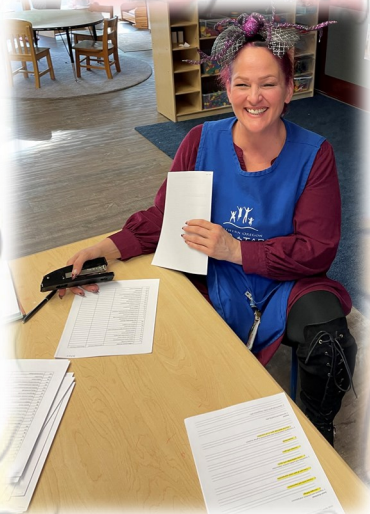
Teacher Assistant, Lisa Settle, getting in some office time alongside AA, Laura Lakavage.



Staff in Action!

Submitted by: Laurie Hester

Staff at Park View



Staff in Action!

Submitted by: Laurie Hester

An EHS child at CJ playing in the leaves. Teacher, Nalita Baumbach, with her older toddler group.



Staff at Patrick



Staff in Action!

Submitted by: Laurie Hester

Teacher, Cindy Hall, with the IYT classroom at West Medford, and meal time with Mackenzie Mulkey and Cindy Hall with hungry kiddos!



Get to meet the Marvelous Human Resources Team!!

Take a look at the
spectacular staff
that make up the
HR Team and all the
great work they do!



Kathy Stassi- HR Director

As your HR Director, I oversee the administration and coordination of the HR team. I provide expertise in all areas of HR and employee labor relations.

Ashley Jasper- HR Coordinator & Valerie Banek- HR Manager:

We are the recruiters extraordinaire. We keep recruiting soaring by posting positions, sourcing applicants, evaluating candidates, setting up interviews, sending offer and reject letters, and tracking contingencies for upcoming hires. Additional responsibilities include processing transfer requests, as well as writing and updating job descriptions.

If you know someone who is looking for a job, send them to our website.

Jessica- HR Assistant:

I help bring people in to the agency for all on-boarding paperwork, trainings, and new employee orientation. In addition, I process Protected Medical Leave, fitness equipment and gym membership reimbursements, CBK renewals, trainings to OKO, volunteer applications, and other duties as assigned

Heather- HR Generalist:

As HR Generalist, I audit and maintain all HR data in Criterion, manage and troubleshoot benefits enrollment, and track staff qualifications and performance. I'm the person you should reach out to if you have questions about your position, wage, benefits, or if you need reports. I would also be the best contact if you have trouble logging in to Criterion or Safe Schools.

Raquel Rodriguez- Lead Receptionist:

As your Main office Receptionist, I provide administrative clerical support across the Agency. Managing communications within departments, centers, and the community we serve is one of my biggest priorities. Greeting upon office arrivals, ensuring prompt attention and providing consistent customer service to facilitate the achievement of success for the agency. I maintain our site information documents, the agency calendar, vehicle, and conference room reservations. I assist the Human Resources department as well as Enrollment as needed. My ultimate goal is to support every single one of you for the work that you do is truly life changing, the photographs we have displayed in the lobby remind me every day of our mission and the beautiful work that happens in the classrooms!