



THE WEEKLY MEMO

2018-2019, Issue #25 - April 7, 2019- Editors: Ashley Clayton & Nancy Helms & Cade Wadsworth

Mission Statement

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

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Greetings!

I hope you all had a nice spring break and came back to work ready to finish out the school year. It's satisfying at this time of year to reflect on the beginning of the year and recognize the growth that children have made in so many areas. Some of our classes continue through July and we know children tend to have even greater growth with the increase in hours in our rich learning environments. As you know, we will be providing more children with increased hours of service with the grant we just received. (More information coming soon!) The duration model with increased hours per day and a longer year is addressing our communities' needs. It is what the greatest number of parents want and need. Go to this link for a better understanding of the need for child care and preschool:

<https://www.youtube.com/watch?v=Shm-KRh4LFg>

A special thanks to Michelle Homer Anderson, Head Start Director, Blair Johnson, EHS Director, who developed the grant applications and to Tina Campbell, Finance Director, Deborah DeSarah, Grants/Budget Manager, and Michael Jay, Operations Director, who provided crucial information for the application. As always, team work makes a difference!

Warm regards,

Nancy

Executive Director



Meetings and Trainings

April 8—Monday

- Mon-Thurs. JoCo Transition Visits
- 8:00-8:30 Ops Mtg, Admin
- 9:30-10:00 Fiscal Tm Mtg, Office
- 6:00-8:00 AFSCME Membership Mtg, Tentative- Foothills Social Hall

April 9—Tuesday

- 8:00-5:00 NEO, Blue Conf Rm
- 9:00-11:00 Information Systems Cmtee , Admin
- 10:30-12:00 Families for food, Library
- 1:00-3:00 Dept Managers Mtg, Admin
- 5:30-7:00 Community Assessment & Program Planning, Admin

April 10—Wednesday

- 8:00-5:00 NEO, Blue Conf Rm
- 8:30-10:00 Recruitment Cmtee Mtg , Admin
- 9:00-1:00 ED Dept Mtg , Library
- 1:00-3:30 Directors Mtgs, Admin
- 1:00-2:30 Health Dept Mtg, Library
- 5:00-6:00 Board Exec Cmte, Library

April 11—Thursday

- 8:00-5:00 Fam Adv & PFCE Trng, Redwood Cntr. Conf Rm
- 8:00-5:00 NEO, Blue Conf Rm
- 8:00-5:00 Teacher and Specialist Content Day/NEO, Library
- 9:00-12:00 PFCE Dept Mtg, Office
- 1:00-4:00 EHS Cntr Manager Mtg, Admin

April 12—Friday

- EHS WM Duration CLOSED
- Spring Check Points Begin
- 8:00-5:00 Fam Adv/PFCE & 1/2 day Training for teachers, Ed. Sups, Specialists I and II, Medford Library
- 8:00-5:00 NEO, Blue Conf Rm
- 8:00-10:00 HS Ed Plng, At Cntrs
- 9:00-10:30 EHS WM/GPHS Duration Cntr Mtg, at Cntrs
- 10:30-12:00 EHS Assessment/ Curriculum Mtg
- 10:30-12:00 EHS ED Plng, at Cntrs
- 1:00-2:30 JoCo Safety Cmtee Mtg, PKV Sm. Conf. Rm.
- 1:00-2:30 EHS TLC group , Admin
- 1:30-3:30 Labor Management Cmte, Library

April 15—Monday

- 9:30-10:00 Fiscal Team Mtg, Office
- 11:00-12:00 Child Supervision, Admin

April 16—Tuesday

- 8:00-5:00 Audit, Admin
- 5:30-8:30 Policy CSE, JoCo Options

April 17—Wednesday

- 8:00-5:00 Audit, Admin
- 9:00-11:00 AA Trng, Blue Conf Rm
- 1:00-3:30 Directors Mtgs , Library
- 1:00-2:30 Health Dept Mtg, Blue Conf Rm

April 18—Thursday

- 8:00-5:00 Audit, Admin
- 8:00-11:00 HSAC Mtg, Park View
- 9:00-12:00 PFCE Dept. Mtg, Office
- 10:00-11:30 CORE Dept Mtg, Blue Conf Rm
- 2:30-4:00 M.O. First Aid Response team, Blue Conf. Rm.
- 5:00-8:00 Board of Directors, PKV Lg Conf Rm

April 19—Friday

- Child Guidance/ MH Updates
- EHS Play Group Session 4 Ends
- Spring Trans Child Staffings Due
- 8:00-5:00 Audit, Admin
- 8:00-5:00 Listo Training, Library
- 8:00-12:00 Union Negotiations, Blue Conf Rm
- 8:00-10:00 HS Ed Planning, At Cntrs
- 10:00-11:30 MO 1st Aid Response Team, TBD
- 10:15-12:15 HS Cntr Mtgs, At Cntr
- 10:30-12:00 EHS ED Plng, at Cntrs
- 12:30-2:00 MH Consult, EHS-GP/GPHS
- 1:00-4:00 Self Healing Communities Mtg, Blue Conf Rm
- 1:00-2:30 TLC Groups

Weekly Memo Submissions

For this next issue, please, send your PDFs, jpegs, and text to Ashley Clayton by Wednesdays @ 12 pm.

Hello SOCFC Family,

We have returned from Spring Break to exciting news!

We received notification from the Office of Head Start that the grant application submitted in December to increase duration services for some of our families has been awarded.

This grant will fund duration services for:

5 EHS classes (40 children)

11 Head Start classes (212 children).

This grant also funds:

A renovation of Alan Berlin Center A

An addition at EHS Cave Junction of a child bathroom and larger kitchen.



Kudos

Rogue River Family Advocate, Bertese Peyton, helps a family at a recruitment event in Gold Hill at Patrick Elementary's Kinderlaunch! Way to go Bertese!

Submitted by: Lisa Farlin

Resources

- Disabilities and Mental Health
- Early Childhood Learning and Knowledge Center (ECLKC)
- Education
- Fiscal
- Parent, Family and Community Engagement
- Policy Council
- Safety and Sanitation
- Site Information Documents

Staff site listings for Jackson County, Josephine County, Main Office, and Early Head Start's are updated at the beginning of each month.

Here is the link:

<https://www.socfc.org/staff-zone/site-information/>

Submitted by: Caitlin Fernandez

Spring Purchasing Cutoff Dates At Program Year End:

OPK, EHS-OPK & Preschool Promise Grants Only

May 17th – Last date to request a PO for any order that needs to be shipped.

June 7th – Last date to request a PO for any local purchase.

June 14th – Any outstanding OPK Backorders must be cancelled!

June 30th – State OPK, EHS-OPK and Preschool

Promise Grants are now closed.

**Head Start and Early Head Start
PO requisitions and purchases continue
uninterrupted.**

Changes in the Education Department



Education Director Stacy Inman will be leaving the agency April 18th.

If you have an immediate need that Stacy would have addressed please connect with Crystal Hidde (Head Start) and Cecilia Hurt (Early Head Start). A more comprehensive transition plan will follow.

We want to thank Stacy for her expertise and contributions to our agency and wish her the absolute best in her new endeavor.

Blair Johnson and Michelle Homer-Anderson



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3 POINT
CONTACT
WHILE CLIMBING
LADDERS**
**TWO HANDS AND
A FOOT OR
TWO FEET AND
A HAND**

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Using Ladders Safely

Nearly every home and workplace has a ladder lying around someplace. So you'd think most people would know how to use them safely, right?

Wrong. Falls are one of the top three causes of serious workplace injuries, and ladders are a leading culprit.

Ladder Safety Month in March is a great time to make sure you know how to use ladders properly. It's also a good reminder to inspect ladders regularly and replace or repair any that are damaged or defective.

Here are some basic ladder dos and don'ts:

- ◆ **Do** make sure you have the right ladder for the job.
- ◆ **Don't** use boxes, milk crates, chairs, or similar items in place of a ladder.
- ◆ **Do** inspect ladders before each use. **Don't** use a broken ladder.
- ◆ **Do** set up a ladder on a stable, level surface. Open stepladders fully and engage the locking mechanism. Secure the ladder, if necessary, to prevent movement.
- ◆ **Don't** use a stepladder as a straight ladder.
- ◆ **Do** maintain three points of contact (both feet and one hand, or both hands and one foot) when climbing.
- ◆ **Don't** carry tools in your hands when climbing. (Wear a tool belt, or haul them up with a rope.)
- ◆ **Do** keep your mid-section centered between the side rails. This is called the "belt buckle rule."
- ◆ **Don't** stand on the cap or top rung of a stepladder, or on the top three rungs of an extension ladder. (Make sure extension ladders extend at least 3 feet past the step-off.)
- ◆ **Do** wear slip-resistant footwear and keep the ladder free of mud and grease.
- ◆ **Don't** use a ladder if you are light-headed, dizzy, on medication, fatigued, or otherwise impaired.

Submitted by Laurie Hester—Safety & Compliance Manager



Making Progress! Just before spring break, the new Progress Drive Early Learning Center team gathered for breakfast, teaming and a tour. Led by Terah Wheeler-Henrich, the new Center Manager, the team includes staff serving Head Start and Early Head Start duration families at a variety of temporary sites; White City, EHS ABC and EHS West Medford. The new team will begin providing duration services to children and families at this site in May.

Kudos to Michael Jay and Outlier construction for their hard work in making this beautiful center come to life!

Submitted by: Blair Johnson—Early Head Start Director



Mary Waller, "Food Hero," at Foothills teaches kids through food by showing them how to make Strawberry Smoothies!



Photos submitted by Kori Anderson, Foothills AM-01



What we know about seasonal influenza

In Oregon, seasonal influenza often peaks in January to March. Every flue season is different, and influenza can affect people differently. Even healthy children and adults can get very sick from the flu and spread it to others. Over a period of 30 years, between 1976 and 2006, CDC estimates of flu-associated deaths in the United States range from a low of about 3,000 to a high of about 49,000 people.

Transmission

Influenza is a virus that spreads from person-to-person, through the air and on hard surfaces as well as in droplets from sneezes and coughs.

Risks

Most people will recover from the flu in less than two weeks. For some people, the flu can be a serious, even deadly disease. Anyone could have complications from the flu, but those at heist risk are:

- People 65 and older
- Pregnant women
- Those with chronic medical conditions like asthma, diabetes, heart disease
- Young children
- Those with weak immune systems due to disease or medication, HIV, cancer or those on chronic steroids

Common complications for high-risk groups include:

- Pneumonia
- Bronchitis
- Sinus and ear infections

Worsening chronic conditions (e.g., asthma, chronic heart disease)

Signs and symptoms of flu

Illness from the flu can last for 10 days or more. People who have the flu often feel some or all of these signs and symptoms:

- Fever* or feeling feverish/chills
- Cough
- Sore throat
- Runny or stuffy nose
- Muscle or body aches
- Headaches
- Fatigue (very tired)
- Some people may have vomiting and diarrhea, though this is more common in children than adults.

1. *Its is important to note that not every one with flu will have a fever

Prevention

1. Flu vaccine for every one over 6 months!
2. Wash your hands often. Use alcohol based hand rubs when soap isn't available.
3. Limit close contact with sick people.
4. Limit your contact with others when sick.
5. Cover your nose and mouth when you cough or sneeze.
6. Avoid touching your eyes, nose and mouth.
7. Clean and disinfect surfaces that may have germs.

Care and treatment

In most cases people with flue have mild illness and need increased rest, fluids, and acetaminophen or ibuprofen for fever. Generally, people with signs of flu should stay home and avoid contact with others. Some people do need emergency care. Antiviral drugs are recommended for anyone in one of the high-risk groups mentioned above or who is sick enough to need hospital care. A health care provider will decide if antiviral drugs are necessary. People should get medical help right away if they have any of the following emergency signs:

In children

- Fast breathing or trouble breathing
- Bluish skin color
- Not drinking enough fluids
- Not waking up or not interacting
- Being so irritable that the child does not want to be held
- Flu-like symptoms improve but then return with fever or worse cough
- Fever with a rash

In adults

- Difficulty breathing or shortness of breath
- Pain or pressure in the chest or abdomen
- Sudden dizziness
- Confusion
- Severe or persistent vomiting
- Flu-like symptoms that improve but then return with fever and worse cough

In addition to the signs above, get medical help right away for any infant who ahs any of these signs:

- Are unable to eat
- Has trouble breathing
- Has no tears when crying
- Significantly fewer wet diapers than normal



Would YOU eat Green Eggs and Ham?

Grants Pass HS Child Development staff and students would!

Photos sent by Denise Burke, Cook at GPHS



(Center L-R) — Student staff: Jayden, Becky, Alexis, Mercedes, Grace, Kaci



Would you eat green eggs and ham?

Yes

No

Katrena
Marc
Kaya
Hugo
Emmahann
Eralin
Daelin
Gabriel
William

Annabelle
Grayson
Yaya
Connie
Mikayla
Roj

Aurora
Jaxon
Collin
Claire
Easton

Green eggs and ham breakfast (background) and special themed parfaits (right) created by Chef Denise



Bottom L-R—Staff members: Connie Sepich, Mikayla Morgan, Denise Burke, Rojshanay Beck, Kelcie Pollock



Performance Appraisals

Here's the scoop:

Annual performance reviews will be opening in PeopleStrategy on April 10th. You will be asked to complete a self-review by Friday, April 19th. Your manager will schedule a time with you to go over the completed review before May 1st.

What should you do?

Be thinking about how you would rate yourself in the following areas, and be ready to write out comments – what are you doing well, and where do you need more support?

- **Collaboration:** Works schedule as assigned. Listens to and acts on feedback from supervisor. Maintains effective working relationships with others. Communicates clearly, appropriately, and effectively. Interacts in a constructive, compassionate, and informative manner with children, families, and colleagues.
- **Professionalism:** Follows all policies and procedures, and maintains a safe worksite. Demonstrates required technical and procedural knowledge for position. Takes responsibility for own behavior. Maintains confidentiality of all records and information.
- **Providing Service:** Delivers high quality services to clients. Completes work thoroughly, accurately, and in a timely manner. Efficient in prioritizing tasks, planning ahead, and meeting emergent needs. If working at a center, ensures all children are supervised and adult-child ratio is maintained.



Annual pay increases will be effective June 14th after the completion of a successful performance review.