

# The Weekly Memo



2017-2018, Issue 41 - August 13, 2018 - Editors: Valerie Blade & Cade Wadsworth

## PRE-SERVICE HAS MOVED!!!

August 22, 2018 — 8am-4pm

**Jackson County Expo-Padgham**

Join us for Networking and  
Continental Breakfast

**IT'S TIME TO VOTE FOR YOUR SOUTHERN OREGON FAVORITES!**

DINING OUT • ENTERTAINMENT • PEOPLE & ORGANIZATIONS • SHOPPING • & MORE!

**VOTING ROUND: AUGUST 13 - 26**

### Check Out Southern Oregon Head Start!!

Southern Oregon Head Start was nominated as one of the Best Preschools in the Mail Tribune's Best of the Best. Now your job, **starting August 13th at 8am**, is to vote for SOHS. Click the link and vote away!!

[www.mailtribune.com/contests/botb#/gallery/?group=291546](http://www.mailtribune.com/contests/botb#/gallery/?group=291546)

Submitted by:  
Katherine Clayton—Head Start Assistant Director

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### Meetings and Trainings

#### August 13—Monday

- ALL EHS CENTER STAFF LAYOFF - Aug 12—17
- Ed Dept Trng, Blu Bld CR, 8-5
- Progress Dr. Mtg, Admin, 9 - 11
- HR NE Paperwork, LIB, 9 - 10
- Fiscal Team Mtg, Fiscal Ofc, 9:30—10
- Info Systems Cmte, Admin, 11 - 12
- Dept Human Services Mtg, Library, 1 - 2:30
- Safety Mtg, Admin, 1 - 2

#### August 14—Tuesday

- NEO, Blue Bld CR, 8 - 5
- Ed Dept Trng, Lib, 8 - 5
- Dept. Mngrs Mtg, Admin, 1 - 3
- Policy Council, Table Rock Fellowship, 5:30 - 8:30

#### August 15—Wednesday

- FA RTW Trng, TBD, 8 - 4:30
- NEO, Blue Bld CR, 8 - 5
- Ed Dept Mtg, Lib, 9 - 1
- Health Dept Mtg, Lib, 1- 2:30
- Directors, Admin, 1 - 3:30
- Ed Dept Mtg, Library, 2:30- 4

#### August 16—Thursday

- AM/ED Sup Trng, RWD, 8 - 4
- Teacher & Specialist Content Day/NEO, TBD, 8:00 - 5:00
- NEO, Blue Bld CR, 8:00 - 5:00
- NEW FA Content Trng, Admin/ Lib, 8:30—12:30
- PFCE Dept Mtg, PFCE Offc, 9 - 12
- CORE Dept Mtg, Lib, 10 - 11:30

#### August 17—Friday

- Child Guidance/ MH Updates
- NEO, Blue Bld CR, 8:00 - 5:00
- HS Ed Planning, @ Ctrs, 8—10
- HS Center Mtgs, @ Ctrs, 10:15 - 12:15

#### August 20—Monday

- Ed Supervisor CLASS Intro, Admin, 8:30 - 4:30
- Fiscal Tm Mtg, Fiscal Offc, 9:30-10
- Parenting w/Hope Mtg, Library, 12 - 2
- EHS CTR Mngr Mtg, Blue Bld CR, 1 - 4:30
- AFSME Board, Blue Bld CR, 5- 6:30

#### August 21—Tuesday

- Leadership Trng w/ Shine, HEC Bldg Medford, 9 - 4
- Health Dept Mtg, LIB, 1 - 2:30
- Health & SAA, LIB, 2:30 - 3:30

#### August 22—Wednesday

- Pre-Service, Jackson County Expo-Padgham, 8 - 4

#### August 23—Thursday

- Class Division Due - Enrollment
- Health/PFCE Mtg, PFCE Offc, 8-9
- PFCE Dept Mtg, PFCE Offc, 9-12
- EHS Duration/New Staff Trng w/ Mary Foltz, 9 - 4
- Food Service Dept Mtg, FTL, 1-5

#### August 24—Friday

- HS Ed Planning, @ Ctrs, 8 - 10
- AA Trng, Library, 9 - 4:30
- Family Connection Finance Cmte, Blue Bld CR, 11 - 12

### Mission Statement

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

The Weekly Memo Submission Deadline is Thursdays by 4pm.

Please send your articles, pictures, and news items to  
Cade Wadsworth/Valerie Blade.



I know a lot of the staff have been struggling with the odd changes to our computer-related operations over the past few months - virtual machine terminals, OneDrive, updates to the Office Suite, and other things can really contribute to a technological headache that really doesn't help when you're wrangling paperwork or kids (or both!).

I've been working on training resources for various things you'll have to deal with in your daily work, like using some of the components of the Office suite, as well as locating videos and other resources to help with the new systems like OneDrive. These resources have been set up in the Staff Zone under the IT Trainings link, at your fingertips for whenever you need them. I hope they help you all! <http://www.socfc.org/staff-zone/it-trainings/>

Submitted by: Jordan Roberts, IT Supervisor



**Cecilia Hurt**  
has been promoted to  
*EHS Education  
Manager*



**Josefina Samano**  
has been promoted to  
*EHS Education  
Supervisor*

Each brings years of experience in Early Head Start, as well as an expertise of our birth to three child and family needs.

Submitted by: Stacy Inman—Education Director

## Clean Planet Ink Cartridge Recycling

With the countless copies and printing at all the sites, the question arises what to do with the old ink cartridges. At the Main Office, a mail out box system has been set up in the Blue Building using Konica Minolta's [Clean Planet](#) website. Those at centers and other locations can take advantage of this free program as well at individual places. Use the link to get started, then, cycle through the following steps below to get the those ink cartridges rolling away from the trash bins and towards a [Clean Planet](#).



**CLEAN PLANET PROGRAM**  
Konica Minolta supplies return program

### COLLECTION AND RECYCLING PROCEDURES

#### To Begin:

1. Assemble the collection box—Refer to directions for assembly on the box.
2. Remove all packaging from the cartridges before placing in the collection box.
3. Put ANY imaging consumable from ANY laser printer, inkjet printer, fax machine, or photocopier into box.

### COLLECTION BOX IS FULL?

#### Full Collection Box:

1. Seal the collection liner with an enclosed zip tie.
2. When sealing the box, make sure the flap with the UPS label on it is facing out.
3. If UPS currently picks up or delivers to your location, leave the 'full 7 sealed off' box at your nominated UPS collection point.
4. If you need help scheduling a UPS pick-up, you can use the website or call for assistance.
5. Insert a new liner into a new collection box and repeat the collection process.

#### To order more collection boxes:

Please visit our website ([kmcleanplanet.com](http://kmcleanplanet.com)) or call 1-855-45-EARTH (1-855-453-2784) or to request additional boxes.

Submitted by:  
Cade Wadsworth—SAA Health/EHS  
Jonnie Cox—Procurement Specialist



NHSA has opened the application/nomination process for the 2018-2019 Scholarships & Awards! Now is your chance to nominate one of your wonderful team members for the [Aubrey Puckett Memorial Award](#).

This award celebrates a Head Start alum (parent or child) who is now working for a Head Start or Early Head Start program and demonstrates a passion for serving Head Start families through advocacy, career growth, and being actively involved in their program, community, or at the state/national level.

**Do you know a Head Start alum who is giving back to the Head Start community?** Then visit NHSA's website for application details and [make your nomination today!](#) Winners will be recognized next spring at the Awards Banquet at the [2019 National Head Start Conference](#) in San Antonio, Texas.

### Last year's winner

The 2018 recipient of the Aubrey Puckett Award was Ammie Joyce, the administrative assistant at Nebraska Head Start Association. Ammie (pictured) began her service to Head Start as the program support for parent engagement, where she worked to improve family involvement and services provided to families in their homes.

Later, while pursuing her bachelor's and master's degrees, Ammie dedicated her skills to supporting Head Start employees by revamping the new employee training curriculum and providing human resources trainings, support groups, and wellness surveys for staff. At the time of her nomination for the Aubrey Puckett



*Ammie Joyce (right) accepting the Aubrey Puckett Memorial Award at last year's Award Banquet*

Award, Ammie was serving as both the Nebraska Head Start Association administrative assistant and as the classroom coordinator at the Grand Island Head Start site, where she supervised 8 classrooms, 17 classroom staff, and 13 home visitors.

### Questions?

**Have questions about the reward process?** Send them to NHSA's Membership Team at [scholarship@nhsa.org](mailto:scholarship@nhsa.org).

**Nominations will close on Monday, October 15th**, so don't delay.

Happy nominating!

Submitted by: Nancy Nordyke—Exec Dir.

## RETURN TO WORK SCHEDULE

### August 13—Monday

*HS Full Day/Part Day:* Area Managers & Ed Supervisors  
*Preschool Promise:* Head Teachers, Area Assistant, & Area Managers

### August 15—Wednesday

*Duration:* Teacher Asst  
*HS Full Day/Part Day:* Family Advocates

### August 17—Friday

*Preschool Promise:* Family Advocate  
8/15/2018 Advocate

### August 20—Monday

*HS Full Day/Part Day:* Area Assistants, Head Teachers  
*Preschool Promise:* Teacher Assistants

### August 21—Tuesday

*HS Full Day/Part Day:* Teachers

### August 22—Wednesday

*Duration:* Cooks  
All Staff—Pre-Service @ Jackson Co. Expo-Padgham

### August 27—Monday

*HS Full Day/Part Day:* Food Service Supervisor (Merriman)

All EHS Staff

### August 28—Tuesday

*Duration:* Cook Assistants, Center Assistants, Classroom Aide, Bus Driver



### August 29—Wednesday

*HS Full Day/Part Day:* Teacher Assistants

### September 4—Tuesday

*Preschool Promise:* Center Assistants

### September 10—Monday

*HS Full Day/Part Day:* Classroom Aides/Center Assistants, Cooks

### September 17—Monday

*HS Full Day/Part Day:* Cook Assist, Dishwasher, Multi Site TAS

# Positive Parenting



1. Notice and praise your child's positive behavior.
2. Distract from behaviors that you don't like.
3. Clearly tell your child what you DO want.
4. Ask about your child's needs and feelings.
5. Make sure your child is well rested.
6. Structure your home environment with routine.
7. Be consistent with your family rules and values.
8. Teach your child new and fun things.
9. Play and connect on your child's level.
10. Set limits for safety and behavior.
11. It is okay to ignore annoying behaviors.
12. It is okay to excuse yourself for a time-in!
13. Have open communication.



Attend a FREE Parenting Series at Head Start  
or through The Family Connection!

Parenting Hub of Jackson and Josephine Counties [www.thefamilyconnect.org](http://www.thefamilyconnect.org)