

# The Weekly Memo



2018-2019, Issue 2 - September 10, 2018 - Editors: Ashley Clayton & Cade Wadsworth

## Mission Statement

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

Dear SOCFC Educators,



Your birth to five Education Department welcomes you back to the 2018-2019 program year! We are excited for our new education team and are looking forward to supporting each one of you in your work with children and families.

We recognize and value each classroom and home visit position, and

the influence and impact you can make in the lives of children and families. Our goal is to ensure that you have the tools, strategies, and supports that will help create high quality classrooms and meaningful time with your students and families.

Just as each one of you have unique strengths that you bring to this work, our education department has the same. While you will have an assigned education supervisor, you also have our entire department as a resource. *For example*, if you are a Head Start teacher who has 3 year olds who are still in the process of toilet learning, please reach out to our Early Head Start Education Manager and Education Supervisor for additional ideas to support their learning. Or if you are an Early Head Start Specialist who is looking for songs and experiences to support a child who will transition to Head Start, please reach out to our Head Start Manager or Education Supervisors for additional ideas.

Our goal is to be a collaborative birth to 5 team to ensure that children and education staff are getting what they need.

Thank you for all that you do! And we wish you well in this program year!

Sincerely,

Your Education Department



## INSIDE

2 Return to Work PTO Accrual Center Orientation

3-7) Live Your Dream: Letter, Flyer & Application

## Meetings and Trainings

### September 10—Monday

- HS Safety Walk Through, 9/10— 9/14
- Pre School Promise Start Date
- Fis/Ops, Admin, 9–9:30
- Fiscal Team Mtg, Offc, 9:30–10

### September 11—Tuesday

- Info Systems Cmte, Blue Bld CR, 9–11
- Dept.Mngrs Mtg, Blue Bld CR, 1–3
- LISTO Champions Adv Council Trng, Blue Bld CR, 5–8

### September 12—Wednesday

- ED Dept Mtg, Blue Bld CR, 9–1
- Directors, Admin, 12:30–4
- Health Dept Mtg, Blue Bld CR, 1–2:30
- PFCE Conf Call, Libry, 3:15–4:15
- Board Exec Cmte, Off Site, 5:30–6:30

### September 13—Thursday

- PFCE Dept. Mtg, Office, 9–12
- PP Budget Mtg, Admin, 11–12
- EHS Ctr Mngr Mtg, Blue Bld CR, 1–3:30

### September 14—Friday

- EHS WM DURATION CLOSED
- HS Ed Planning, At Ctrs, 8–10
- CDS Mtg, Library, 9:00–11:00
- EHS WM/GPHS Duration Ctr Mtg, Ctrs, 9:00–10:30
- EHS Assessment/Curr Mtg, 10:30–12
- Labor Management Cmte, Library, 1:30–3:30

### September 17—Monday

- HS FD/PD Staggered Start, 9/17–9/18
- HS Begin Fall Obs, 9/17–9/18
- EHS Play Group Starts

### September 17—Monday

- Fiscal Team Mtg, Fiscal Office, 9:30–10
- EHS Ctr Parent Mtg, EHS ABC Ctr, 5–7

### September 18—Tuesday

- Orientation Cmte Mtg, Library, 9–11
- Rogue Challenge Mtg, Admin, 10:30–1:30
- Listo Mtg, Blue Bld CR, 4:30–8:30
- Policy Council Final for 17-18, JxCo Table Rock Fellowship, 5–8

- EHS Ctr Parent Mtg, ABC, 5–7

### September 19—Wednesday

- Directors, Admin, 1–3:30
- Health Dept Mtg, Blue Bld CR, 1–2:30
- EHS Ctr Parent Mtg, 2–3:30

### September 20—Thursday

- PFCE Dept. Mtg, Office, 9–12
- MO Safety Mtg, Blue Bld CR, 9–10
- CORE Dept Mtg, Blue Bld CR, 10–11:30
- Board of Dir, Blue Bld CR, 4–8 (5:45-7:45)

### September 21—Friday

- Child Guidance/ MH Updates
- HS Fall Staffings Begin
- HS Ed Planning, @ CTRs, 8–10
- EHS Ctr Parent Mtg, EHS GP, 10–12
- HS Ctr Mtgs, @ CTRs, 10:15–12:15
- EHS ED PLANNING, @ CTRs, 10:30–12
- TFC's Advisory & Finance Boards, TBD, 11:30–2:30
- HT Mtg, Blue Bld CR, 1–2:30



### Weekly Memo Submission Deadline

Fridays by 9:30 am

Please send your contributions at any time to Cade Wadsworth/Ashley Clayton

# RETURN TO WORK SCHEDULE

## 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



## CENTER ORIENTATION SCHEDULE

### September 11—Tuesday

- 8:30–10:30 PV Classrm.1, South
- 9:00–11:00 PX/T AM2, ABC–B 1 AM
- 9:30–11:30 CP AM1
- 11:30–1:30 PV Classrm.1
- 12:00–2:00 South Medford
- 1:00–3:00 CP PM1, PX/T PM2M, ABC–B 1PM
- 2:30–4:30 PV Classrm. 2

### September 12—Wednesday

- 8:30–10:30 EP; WASH; PV Classrm. 2
- 9:00–11:00 ABC–B 3AM, Riverside
- 9:30–11:30 CP AM2, Redwood
- 10:30–12:30 Foothills
- 11:00–12:45 EP
- 11:30–1:30 PV Classrm. 3
- 12:00–2:00 Riverside
- 1:00–3:00 CP PM2
- 1:00–3:00 ABC–B 3PM
- 1:30–3:30 Redwood
- 2:00–4:00 WASH
- 2:30–4:30 PV Classrm. 3

### September 13—Thursday

- 8:30–10:30 South
- 9:00–11:00 Riverside, SV, ABC–B 4 AM
- 9:30–11:30 IV
- 10:00–12:00 EP, WCY AM
- 10:30–12:30 Foothills
- 12:00–2:00 Riverside, South
- 12:30–2:30 PX/T PM 1
- 1:00–3:00 Hillside, ABC–B 4PM
- 1:30–3:30 Foothills
- 2:00–4:00 WCY PM

### September 14—Friday

- 9:00–11:00 Wilson Duration
- 11:00–12:00 Foothills (makeup)

9/12/2018

# PTO Accruals



Greetings to everyone,

Welcome back to a new school year; it is now 2018-19. Many of us are back to work getting the centers and classrooms ready for children, some have already started classes, and there are still a few employees who haven't yet had their first day at the centers.

Many have heard that we are moving to a new Time & Attendance System within the new HR Software, PeopleStrategy. Because of the capabilities of People Strategy we will now begin accruing PTO leave time, similar to the way we currently accrue Sick Leave time – in compliance with the language in Article 27, Section 1, of the CBA.

Currently, People Strategy is available to everyone to review health insurance benefits and personal information, but not to enter time or clock in and out. Each pay period we are sending the paid time from TimeStar to PeopleStrategy so that the accruals will calculate properly and everyone will earn the assigned number of days this program year.

Now that we are able to accrue the time, PTO will no longer be “front-loaded” at the beginning of the program year. This is a big change for everyone. The upside is we can now manage the PTO as the CBA intended. The downside is that you will not have your entire year's PTO available at the beginning of the year. For those who did not have any carryover hours of PTO left on 8/31, there is a chance you will not have enough hours accrued to cover for the one unpaid day during Winter Break. Anyone who has one week of sick leave balance at that time will be able to convert one day to PTO and use that if the PLS day has not already been used this program year.

HR and Payroll will continue to send out updated information as additional parts of PeopleStrategy become available for use. For right now, please continue to punch in and out, enter your time, request leave, etc. using TimeStar. Sick leave balances will continue to be reflected in TimeStar. PTO balances will show correctly in only People Strategy. As soon as People Strategy is ready (within the next few weeks), you'll be able to check your PTO balance and how much you'll be accruing each two week pay period.

Thank you all for your patience while we continue with the transition process . . . and have a good year! J

Sincerely,

Kathy Stassi, HR Director

Sandi Larson, Finance Director



**The Live Your Dream Award** was designed to help women who have primary financial responsibility for their family, who are in school or a training program and who need help to pay for their expenses. Chances of receiving an award are excellent for those submitting a qualifying application as we have received fewer than 30 applications each year for the past several years.

The five Soroptimist Clubs of the Rogue Valley will be giving eleven awards, five at \$2000 and six at \$1000.

The top five winners will advance to our regional level to compete for additional awards of up to \$5000, with the possibility of going on to our international competition for \$10,000.

These cash awards are given to women who are seeking to improve their economic status by gaining additional skills, training or education. The awards can be used to offset costs associated with their efforts to attain higher education, including tuition, books, supplies, child care or transportation. The application flyer has information on eligibility and the process to apply.

The most challenging aspect of this program is getting the word out about these awards. We are hoping that you can help us by contacting women who may be eligible. Thank you for your support.

Sincerely,

Teresa Mitchell

541-601-5887

teresa.totten1951@gmail.com



Improving the lives of women and girls, in local communities and throughout the world.



# Ready to begin a new life?



live  
**YOUR**  
dream  
education & training awards for women

You can do it!

Since 1972, the Soroptimist Live Your Dream Awards program (formerly the Women's Opportunity Awards) has disbursed more than \$30 million to tens of thousands of women who have overcome poverty, domestic and sexual violence, divorce, the death of a spouse, or other life challenges. They are women—just like you—who had the courage and determination to turn their lives around.

Recipients may use the cash award to offset any costs associated with their efforts to attain higher education, including books, childcare and transportation. The program begins on the club level, where award amounts vary. Club recipients become eligible to receive region-level awards, which are granted through Soroptimist's 28 geographic regions. Currently, each Soroptimist region grants one first-place award for \$5,000.



Most regions grant additional \$3,000 awards. The first-place recipients then become eligible for one of three \$10,000 finalist awards.

Soroptimist also offers awards through its headquarters office to applicants who do not live within the territorial limits of a Soroptimist club.

Each year about \$1.7 million is awarded through the Soroptimist Live Your Dream Awards program.



Get started now!

There are five Rogue Valley Soroptimist clubs that give a total of eleven awards, each at \$1000 or \$2000. Chances of receiving an award are excellent for those submitting a qualifying application as we have received fewer than 30 applications each year for the past several years. If you are among our top five winners, you will advance to our regional level to compete for additional awards of up to \$5000, with the possibility of going on to our international competition for \$10,000.

**Winners are chosen based on financial need, not grades.**

## Eligibility Requirements:

You are eligible to apply for the Soroptimist Live Your Dream Awards if you:

- Are enrolled in or have been accepted to a vocational/skills training program or an undergraduate degree program.
- Do not have a graduate degree.
- Provide the primary financial support for yourself and at least one dependent. (A dependent can be a child, spouse, partner, parent or sibling.)
- Have financial need and are prepared to list your family’s annual living expenses and annual educational expenses.
- Are not a Soroptimist member, an employee of Soroptimist International of the Americas or immediate family member of either.
- Have not previously been the recipient of a Live Your Dream Award (previously called the Soroptimist Women’s Opportunity Award).
- Reside in one of the Soroptimist International of the Americas’ member countries/territories  
(Argentina, Bolivia, Brazil, Canada, Chile, Columbia, Ecuador, Guam, Japan, Korea, Mexico, Panama, Paraguay, Peru, Philippines, Puerto Rico, Taiwan, United States, Venezuela).

U.S. applicants must have a U.S. Social Security Number or Tax I.D. Number.

## How to Apply:

Go to <https://www.soroptimist.org>. Scroll down to “Live Your Dream: Education & Training Awards for Women” and click on “Learn more about the Live Your Dream Awards”.

Scroll down to “HOW TO APPLY”

### When asked to choose a club for submission, choose: North Valley Soroptimist

Award recipients will be notified in mid-January.

Your application will be reviewed by a panel of judges, but all information will remain confidential and will not be shared without your permission.

If you have any questions or need any help, please contact:

Teresa Mitchell 541-601-5887 or [teresa.totten1951@gmail.com](mailto:teresa.totten1951@gmail.com)

**Deadline:**  
**Applications must be completed by Nov. 15**



# Ready to begin a new life?

The Soroptimist Live Your Dream Awards program (formerly the Women's Opportunity Awards) has been helping women around the world since 1972. This program provides cash grants to women who are working to better their lives through additional schooling and skills training.

You are eligible to apply if you are:

---

A woman with primary financial responsibility for yourself and your dependants

---

Attending an undergraduate degree program or a vocational skills training program

---

Have financial need



For information about applying to the Soroptimist Live Your Dream: Education & Training Award program, please contact:



Proud Partner:



Soroptimist International of \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Club Application Deadline: \_\_\_\_\_

Amount of Club Award: \_\_\_\_\_

## 2018 APPLICATION CONTACT LIST

### Ashland

Southern Oregon University  
Scholarship Coordinator  
SOU Financial Aid Office  
Stephanie  
541-552-6163

Southern Oregon University  
Women's Resource Center  
Riah Safady, 541-552-6216  
goodingr@sou.edu

Southern Oregon University  
Moneeka Settles, Program  
Coordinator  
541-552-8103  
settlesm@sou.edu

Head Start-Ashland

SOU Foundation  
Janet Eastman  
541-956-7327

Southern Oregon University  
Student Support & Intervention  
Taylor Burke  
burketa@sou.edu or  
taylor.burke@sou.edu  
541-552-6652

Southern Oregon University  
Kylan de Vries  
Gender, Sexuality and Women's  
Studies  
Taylor Hall 125A  
541-552-6759

Ashland YMCA – Laurie Schaaf  
Medford YMCA – Michele Hunt

### North Valley

Addictions Recovery Center  
1003 W. Main  
Medford 97504  
Carry, Reception  
541-779-1282

Abdill Career College  
843 E. Main St. #203  
Medford 97504  
541-779-8384

Head Start  
Felicity Ellsworth  
felicity.ellsworth@socfc.org

Compass House

La Clinica  
Central Point & Phoenix

Access  
Jackie Schad  
jjschad@accesshelps.org

Housing Authority of Jackson  
County  
2251 Table Rock Rd.  
Medford 97501  
Christy Van Aken  
christie@hajc.net  
541-779-5785 X1021

RV Veterans Outreach  
Samantha Parham  
sparham@rvvco.com  
541-941-2556

### Medford

Vocational Rehab Jackson  
& Josephine Counties  
28 W. 6th St #A  
Medford 97501  
Pete Karpa, Manager  
541-776-6035

Child Welfare Offices  
909 Royal Court  
Medford 97504  
Patty Cavinder, Manager  
541-776-6120 X278

Community Works  
201 W. Main, 4th floor  
Medford 97501  
Barbara Johnson  
541-779-2393 X202

United Way  
Debi Jensen & DeAnn Everson  
debi@unitedwayofjacksoncounty.org

La Clinica  
3617 S. Pacific Hwy  
Medford 97501  
Tracy Fossen/Loretta Standoval  
lgorevin@gmail.com  
541-324-1188  
541-535-6239

Michelle Glass,  
Lead Organizer-Southern Oregon  
Oregon Action  
33 N Central #303  
Medford, Oregon 97501

Magdalene House  
Tricia Predergast  
director@magdelinehome.org  
541-941-2556

Rogue Community Health  
Karen Elliot, Marketing Director  
KarenE@roguech.org  
541-842-7711

### River Valley

Rogue Community College  
Enrollment Services  
3345 Redwood HWY  
Grants Pass 97527  
Mary Harty  
541-245-7595 X7326

Rogue Community College  
Counseling  
3345 Redwood HWY  
Grants Pass 97527  
Kari Biber

Head Start-Grants Pass

Coalition for Kids  
Salvation Army

Veterans Outreach  
Grants Pass  
Lisa Shipley

Phagans

Goodwill

Womens' Crisis Support Team

Rogue Community College  
TRiO EOC – Redwood Campus  
3345 Redwood HWY  
Grants Pass 97527  
Hollie Adair  
541-956-7097  
hadair@roguecc.edu

### Sunrise

Rogue Community College  
Financial  
Amy Crews  
956-7103  
alcrews@roguecc.edu

Rogue Community College  
TRiO EOC – Riverside Campus  
G215  
Dawn  
541-245-7699  
dwestling@roguecc.edu

Rogue Community College  
Rogue Central Services  
for Students  
117 S. Central 222G  
Medford 97501  
Rose  
541-245-7733

Rogue Community College  
Counselors  
Michele  
117 S. Central 222G  
Medford 97501

Rogue Community College  
Construction Technology  
Class/Apprenticeship Program  
7800 Pacific Ave. Room 159  
White City  
Janet Basney  
jbasney@roguecc.edu  
541-245-7831

Southern Oregon Goodwill  
11 W. Jackson (corner of Fir)  
Medford 97501  
Julie Fletcher  
541-772-3300

Job Council  
Tami Clifford  
tami@jobcouncil.org  
Devi-Ana Stone  
Devi-Ana@jobcouncil.org

