

THE WEEKLY MEMO

Program Year 2023-2024
August 21, 2023 / Volume #1

OUR AGENCY VALUES

- * Transparent Respectful Communication
- * Compassionate Inclusivity
 - * Teamwork
 - * Integrity & Accountability
- * Safe & Responsive Culture

OUR MISSION:

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

WEEKLY MEMO SUBMISSIONS:

If you would like your submission to be shown in the following issue please submit any pdf's, jpegs, and text to

Angie Salazar — asalazar@socfc.org

by Thursday at 12 p.m.

EDITORS: ANGIE SALAZAR & ASHLEY CLAYTON

INSIDE THIS ISSUE:

- | | |
|---|-------------------------|
| 2) What to Submit to the Weekly Memo | 14) Kudos! |
| 3-13) Get to Meet the Agency Departments! | 15-17) Promotions |
| | 18-19) Welcome to SOHS! |

“

A new school year means new beginnings, new adventures, new friendships, and new challenges. The slate is clean and anything can happen.”

DENISE WITMER

Parents

WHAT TO SUBMIT TO THE WEEKLY MEMO

FUN CLASSROOM ACTIVITIES

Share all the fun projects and activities going on in your classroom! Make sure that all kiddos in the picture have been okayed to be photographed!

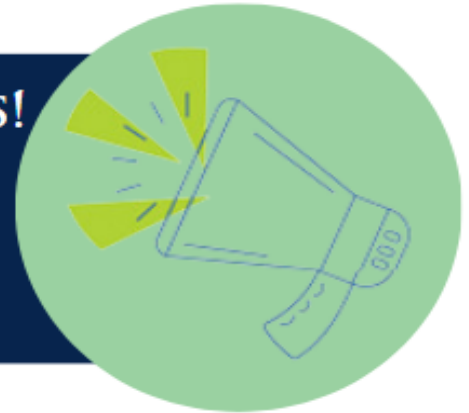


PROFESSIONAL ACHIEVEMENTS

Share with us any professional achievements you have accomplished!

SHARE KUDOS TO YOUR TEAMMATES!

Give a shout out to your teammates or anyone you would like to share appreciation to!



AGENCY VALUES IN ACTION!

Share a story or a shoutout of a teammate living out our agency values in the workplace!

If there are any other submissions you would like to do, please reach out to
Angie Salazar - asalazar@socfc.org



Get to meet
the Agency
Departments!!

Executive Director

Katherine Clayton

As an Executive Director of Head Start, I have a leadership role in overseeing the operations and management of the program. Head Start is a comprehensive early childhood education program in the United States that focuses on promoting the school readiness of young children from low-income families.

My responsibilities include a wide range of tasks and duties such as, Program Leadership, Management and Administration, Staff Supervision, Community Engagement, Curriculum and Instruction, Child Health and Development, Family Services, Data and Reporting, Continuous Improvement, Advocacy, Crisis Management, and Public Relations.

As a leader I hold our agency values to the highest standard. I believe By consistently embodying our agency's values, it can foster a positive work culture, enhance the quality of our services, and contribute to the overall success of our Head Start program.

As your Executive Director it is important for me that everyone knows I have an open door policy.

This means that my door is always open for you to come and talk to me about anything that's on your mind, whether it's work-related, a suggestion, a concern, or even just to chat.

Enjoy the school year!



0-5 Head Start Director

Stephanie Finch

I support and supervise the department managers/director. I write the grants for OPK and HHS and do some of the reporting. I get to partner with our teams to ensure compliance with state and federal standards. I love when I get to collaborate and get creative with our teams to make changes to our program. I also get to partner and collaborate with community partners.

The Education Department



The Education Department ensures that SOCFC provides high-quality early education and child development services, including for children with disabilities, that promote children's cognitive, social and emotional growth for later success in school. We support our classrooms to utilize responsive and effective teacher-child interactions, while supporting our home-based program to promote secure parent-child relationships and help parents provide high-quality early learning experiences. A research-based curriculum is implemented in all programs, as well as screening and assessment procedures that support individualization and growth in all areas of development described in the HSELOF. We are here to help, so just reach out.

THE FISCAL DEPARTMENT



We are your Agency bean counters and nerds that were still able to earn the funniest department award :)

The fiscal department works with other Agency Departments to develop a budget based on Program Goals, program staffing options, and departmental needs in order to fulfill the Agency mission. From there it is the fiscal departments responsibility to ensure staff utilize those funds appropriately while ensuring adherence of policies, procedures and internal controls.

We provide payroll documents such as W-4's, direct deposit, and retirement deduction forms to staff and process timecards for our bi-weekly payroll, annual W-2's, quarterly payroll reporting and timely payment of all payroll taxes. We also work closely with HR.

We process purchase requests, invoices, payments to vendors, receive funds from grant sources and other donations including In-kind. Sounds simple enough right? They don't call us bean counters for nothing. Fiscal is responsible for ensuring internal controls are adhered to for everything that is money related including verification of allowability, proper authorizations to purchase and that staff are paid accurately.

We take all your great work and multi-dimensional creativity and put it into a two-dimensional format so funders and grantors can see we are a viable entity that is worth investing in.

The Enrollment Department



Usually it is a member of the Enrollment team that is the first contact a parent or guardian has with Southern Oregon Head Start. Over 1600 applications have been completed for the 23.24 school year- including interviews with the family and collecting and verifying income documentation. They also complete all selections for Head Start and Early Head Start following all of the performance standards for enrollment, working with Education department and our Disabilities and Mental Health Manager Jodi to do our part to ensure least restrictive environments for children. Once families accept a slot a member of the team puts them in playground, ensures they have access to the registration paperwork and supports them until they are contacted by their Teacher, Specialist or Family Advocate.

THE NUTRITION DEPARTMENT



The SOCFC Nutrition Program is committed to providing highly nutritious meals that meet the individual needs of each child including those with special dietary needs and those with disabilities. Throughout the Early Head Start and Head Start classrooms, we strive to be culturally inclusive and developmentally appropriate. Our goal is to not only to meet the nutritional and caloric needs of our children, but also to broaden their food experiences through the use of classroom nutrition activities and to contribute to their physical and social development through our daily Family Style meal services. With the partnership of all agency staff, we served 400,000 meals to our children during the 2022-23 program year! We love what we do.

Marcy Ellison, Nutrition Manager

Paula Murphy, CCNP, Nutrition Supervisor, supports all CACFP claim reporting, family CACFP enrollment forms, meal counts, attendance, menus and recipes.

Jamie Griffin, CCNP, Nutrition Supervisor, handles reconciliation of all kitchen paper work, including working menus, receipts, documentation/archives, vended meal agreements. Food Handler cards for entire agency, community partnerships and Rogue Valley Farm to School programs and grants.

The PFCE Department



The PFCE department, also known as family services, is made up of our frontline family services staff (Family Advocates, Specialists, and Home-Based Home Visitors), PFCE Supervisors, a PFCE SAA/Interpreter/Policy Council Assistant, and our fearless PFCE Manager. The PFCE team works to support the agency's mission of helping children and families be successful throughout school and life by focusing on helping parents strengthen their family relationships to increase their skills and knowledge. We focus on highlighting strengths, celebrating successes of both children and their families, and believing that everyone has a gift. The PFCE Manager and Supervisors play a key role, in collaboration with other departments, in developing, implementing, and training to many of our agency's policies and procedures. The PFCE Manager and the PFCE SAA are tasked with supporting our agency's Policy Council—a representative group of Head Start and Early Head Start parents that fill a leadership role that is required to exist for program operations, and directly influences the direction and decisions of our program.

We alone cannot change the world, but we can cast a stone across the waters to create many ripples.

~ Mother Teresa

The Facilities Department

The Facilities Department includes the Facilities Director, the maintenance team, the IT Department, the Safety Resource Manager, and the Business Services Manager.



Our Maintenance Team is a six man crew. Steve, Casey, Sadiki, Jeremy, Rogelio and Ryan.

This is the team who keeps up with the maintenance at each center. They complete and prioritize

repair work orders, keep chemicals stocked, maintain landscaping and sprinkler systems, replenish

resources on the playground areas, complete general repairs and maintenance on all buildings, schedule

outside vendor repairs and so much more...

The Facilities Department

The Facilities Department includes the Facilities Director, the maintenance team, the IT Department, the Safety Resource Manager, and the Business Services Manager.



Your IT team Chad Burcham and Glen Briggs

- Overseas IT operations and supervising systems and IT staff
- Develop strategy as it relates to the organization's IT infrastructure (computer and information systems, security, communication systems)
- Consult Managers/Directors across the entire organization to identify business and technology needs and to optimize the use of information technology
- Ensure smooth delivery and operation of IT services by monitoring systems performance
- Create processes and standards for selection, implementation, and support of systems

Laurie Hester

Safety Resource Manager—employed 5 years with SOHS with a total of 27 years experience supporting staff in early childhood development programs (19 years with Head Start programs).

Duties include: Monitoring centers for safety compliance per Head Start Performance Standards, OSHA, Oregon Health Authority; provides new Employee Orientation 2 hour training on safety protocols; develops policies and procedures; facilitates OSHA required Safety Committee meetings; CPR certification scheduler and trainer for all agency staff; liaison between local law enforcement and centers; Integrated Pest Management Coordinator; Oversees Employee Illness and Injury Prevention Program, Facilitates supervision training to center staff as needed, Member of the American Association of Safety Professionals Southern Oregon Chapter.

Ashley Clayton

As your Business Services Manager, I oversee child care licensing and inspections, contracts, janitorial work done at each center, vehicles, building and vehicle insurance and I take care of all the agency's training and travel accommodations. Additional responsibilities include approving all purchase orders, renewing business licenses and I am the agency's Notary. If you ever have any questions, please do not hesitate to contact me.



The HR/Recruitment Department



In the HR department, we are in constant communication with employees at the beginning of their employment, from scheduling interviews to staying in contact with applicants and making sure they meet all of the requirements to begin work. HR meets and greets our new employees by reviewing employee paperwork and hosting New Employee Orientation. Throughout the year, we input and update data for employees into Criterion. A lot of problem-solving and conflict resolution happens out of our department throughout the year.

On the recruitment side, we actively bring brand awareness to Jackson and Josephine Counties for family and staff recruitment. We participate in community tabling events at least once a month. Currently, recruitment is beginning to rebuild community partnerships.

The Health Department



In supporting our mission, vision and upholding our agency values, we work to ensure the health and safety of every child in the program. We do this by collaborating with every Department, Directors, families and children to create individual care plans (ICP) when needed. Individual care plans and exclusion criteria support the child and classroom environments to ensure the safety and special needs of every child are met, while also limiting the exposure to contagious illnesses. The Health Team ensures Policies & Procedures are current and reflect Head Start performance standards and other governing bodies. Immunization status is monitored by the Health Department to ensure all children are up to date on vaccinations, as well as helping to support families complete a Vaccination Exemption Certificate of Completion (VECC) for those who elect not to vaccinate. Health works closely with Jackson & Josephine County Public Health Departments to ensure compliance. We train Center Staff to children's individual needs including medications, accommodations or specialized care plans. The Health Team works to facilitate the scheduling of well child exams (WCE) and dental exams (DE) and confirming they are happening to support the health of every child. Hearing and Vision screenings are completed for every child and referrals are made to Specialists when indicated. Newborn home visits are completed with our Prenatal families once the baby has been born to help support the health and safety of both the baby and the new parents. □



A giant Kudos to Steve and Casey for all of their hard work on getting our frames up on the wall here at the main office and at Park View!

These frames help give a face to our agency leadership!

Thank you both for all of your help!!



Promotions!

Congratulations on your hard earned success! It's a great joy to celebrate your promotion and advancement in your career with Southern Oregon Head Start!

AMBER
GREGORY

HS Teacher

ANA
MANZANO

HS Teacher Assistant

BRYAN
ROTTER

HS Teacher

CHRISTINA
HEAD

Family Advocate/
Site Supervisor

CHRISTINE
COX

HS Teacher Assistant

DANY
WISE

Site Manager

Promotions!

Congratulations on your hard earned success! It's a great joy to celebrate your promotion and advancement in your career with Southern Oregon Head Start!

DAVID
WITT

Ed Supervisor 0-5

HEATHER
KENT

Site Manager

JENNIFER
MIERKEY

Ed Supervisor 0-5

KIMBERLY
SERNA

HS Teacher Assistant

LACEY
TEIXEIRA

Center Assistant

MARIA
LIBERTO

HS Teacher Assistant

Promotions!

Congratulations on your hard earned success! It's a great joy to celebrate your promotion and advancement in your career with Southern Oregon Head Start!

MELISSA
SCHULTZ

Ed Supervisor 0-5

MELONI
HEREFORD

EHS Teacher

MONSERRAT
POZAS SANCHEZ

HS Teacher

PAIGE
PAYNE

Family Advocate/
Site Supervisor

REBECCA
ROBINSON

Ed Supervisor 0-5

YOLANDA
SAPIENS

HS Teacher Assistant

Welcome to SOHS!

A warm welcome to Southern Oregon Head Start!

We are delighted to have you be a part of our team!

AMAYA
VINAS

Center Assistant

AMMBER
WELLS

HS Teacher Assistant

ASHLEY
SHRUM

Center Assistant

BARBARA
LADINOS

EHS Teacher Assistant

ERICA
FREUND

HS Teacher

GRACIE
MYERS

Center Assistant

HAILEY
BOLING

HS Teacher Assistant

JAZMIN
RAMIREZ

Family Advocate

JORDAN
PRESTON

EHS Teacher Assistant

KAILA
LEE

HS Teacher

KATHLEEN
PRICE

Center Assistant

MEGAN
HINES

HS Teacher Assistant

Welcome to SOHS!

A warm welcome to Southern Oregon Head Start!

We are delighted to have you be a part of our team!

MELODY
ORTEGA MUNOZ

Center Assistant

NICHOLE
MCKENZIE

HS Teacher Assistant

NICOLE
JANES

Family Advocate

RACHEL
THURSTON

Area Assistant

RAECHELE
BIRD

HS Teacher Assistant

REILEY
LAMP

EHS Teacher Assistant

ROWAN
MENDELL

HS Teacher

STEPHANNY
DODGE

Area Assistant

WINTER
HAMMERSMITH

Center Assistant