



To: All JFCAC Head Start Staff

From: Stephanie Kerth

Subject: Weekly Memo Update

Date: Week of 10.05.15

I hope each of you as staff of JFCAC's Head Start program find this weekly memo to be an effective mode of communication. If you have any ideas or suggestions on how to improve this memo, please let me know!! Thanks!

Policy and Procedure Update:

- As stated last week, Leadership Staff are working on updating our program's Policy and Procedure Manual. The goal of this large overhaul is to ensure our program is compliant with all regulatory standards *prior* to the submission of DRS Grant.
- Training on those policies and procedures that have been completed and approved by both the Policy Council and the Board of Directors will begin soon. Stay Tuned!!
- Please know, throughout the Policy and Procedure update, we will seek input from staff as much as possible. As the goal is to have all the Policies and Procedures updated for when we submit both of our upcoming grant applications, it is possible the input sought may not be as expansive preferred.

Training and Technical Assistance (T/TA):

- As stated last week, our program received a visit from Region VII's Training and Technical Assistance Team. This team works specifically on those items which pertain to Children and Families. The meeting went very well, and an intense training plan has been outlined.
- Our Children and Family T/TA Specialist will be visiting us each month through the month of May 2016 for follow up and guidance. As new/updated information is learned, it will be shared with all staff.
- Another team of T/TA Specialists will be visiting during the month of November 2015. This team specializes in Program Design and Management (i.e., systems and financial).



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Weekly Contact:

- Beginning this week, each center will be contacted each week by each of the program's five content area managers (Terri, Health Manager, Shannon, Family Partnership/Community Outreach Manager, Kelly, Education Manager-Site Based, Jackie, Education Manager-Home-Based and Carolyn, Behavioral Health Manager).
- This contact will either be in-person, via phone or via email. The point of the contact is to bridge the lines of communication between the centers and the Third Street office so that Leadership Staff can be of the best support to center staff.

Movement in the Third Street Office:

- Many of the staff that work out of the Third Street office have moved work stations. The phone systems have been updated accordingly and an updated phone list has been sent out. If you are in need of phone contact information for any staff that works out of the Third Street Office, please see your immediate supervisor. Robin Bradford can supply the information, as needed.

Shout Out!!:

- A parent of two children enrolled at **Hematite** contacted the Third Street Office to let us know of the **wonderful** job all of the staff at Hematite are doing.

She said she is so impressed with the Family Advocate's (Charlene) willingness to help all of the children and their families. She went on to say how she appreciates all of the services that we have been able to offer her and her children. She complimented the curriculum we use and how well the teachers implement the curriculum. She also stated that she is impressed with how involved the cook (Jay) is with the children.

Thank you for taking the time to read and review this week's memo update. Please feel free to contact your immediate supervisor, any management staff, or myself with any questions and/or concerns.

Best,
Stephanie Kerth