



To: All JFCAC Head Start Staff

From: Stephanie Kerth

Subject: Weekly Memo Update

Date: Week of 10.12.15

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Thank you to everyone who is taking the time to read the weekly memos I send out. I really hope you find it helpful and informative. If there is anything in particular that you would like to see included in the memo, please share your ideas with me.

As you may have noticed, this week's memo was sent to many more recipients. Those new recipients are the members of our Policy Council. The goal is to keep not only staff, but also our program's governing bodies, educated on current happenings within the JFCAC Head Start Program.

### **Strategic Planning:**

- JFCAC is currently working on an all-agency Strategic Plan. Beginning this month, various committee groups, which are comprised of employees from all programs of the agency, including Policy Council and the Board of Directors, are meeting to begin work on the Strategic Plan.

The Strategic Plan is basically a roadmap of the accomplishments we want JFCAC to make over the next three years. Information related to the Strategic Plan can be found on the HUB. If you have any further questions regarding the agency's Strategic Plan, please see your immediate supervisor.

### **'The Resiliency Project' Update:**

- Jill Lombardo, JFCAC's CEO, sent out an update on The Resiliency Project last week. The email contains very useful information regarding The Resiliency Project. If you have any questions regarding the information Jill shared, please contact your supervisor, any management staff, or Jill directly.

Also, please be reminded that no monies from Head Start have, as no Head Start monies ever will, go to fund any aspect of The Resiliency Project. The project will be funded with all non-Head Start money, including grant money. Currently, the agency has written for two grants in hopes of funding the project and both grant applications are currently pending approval.



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### **Enrollment Conversion Update:**

- Hours of operation at both the Union Site and the Windsor Site will change effective Monday 11.02.15 due to the Enrollment Conversion. During the week of 10.19.15, Leadership Staff will host Parent Meetings at both to the sites so that the families affected by the change will have an opportunity to address any questions or concerns regarding the change.

### **Behavioral Health/Special Services Team:**

- As many of you already know, the Behavioral Health/Special Services Team is now fully staffed with new JFCAC employees Carolyn McClanahan and Nate Cokley. The duo has been diligently working on putting into place a new Child Referral Process, both internally and externally. These new processes will ensure all children receive a timely observation and referral to the LEA, if needed. Training on the new Child Referral Process has begun. If you have any questions related to child observations, child behavior concerns, or a child's IFSP/IEP, please contact Carolyn or Nate.

### **IT Ticket Submission:**

- If you are in need of assistance with your email, internet, the HUB, or anything else IT related, please submit an IT Trouble Ticket. Access to submit an IT Trouble Ticket can be found at the bottom of the JFCAC Homepage (found at [www.jfcac.org](http://www.jfcac.org)). If you are unable to submit a needed IT Trouble Ticket due to having no internet, please contact your Education Coordinator for assistance.

### **2015-2016 Policy Council:**

- The 2015-2016 Policy Council will be seated at October's Policy Council meeting, which will be held on Tuesday 10.20.15. If you would like information regarding the newly seated council, please contact your center assigned Family Advocate or Shannon Mast, the Family Partnership/Community Outreach Manager.

### **Shout Out!!:**

- The **Family Educator** staff has done a wonderful job this past week with **communication!!** The staff has been very diligent to maintain communication with both their supervisor (Jackie Brown) and Shannon Mast (Family Partnership/Community Outreach Manager) via e-mail in order to keep everyone informed of child orientation dates, child entry dates, and other important aspects of their caseloads. Thanks, Family Educators!



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