



To: All JFCAC Head Start Staff and JFCAC Policy Council Members

From: Stephanie Kerth

Subject: Weekly Memo Update

Date: Week of 11.02.15

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**Mandatory Meetings:**

- As a reminder, the next Mandatory Meeting is scheduled for Tuesday 11.17.15 at McHugh & Dailey Mercantile Building (located at 220 South First Street – Suite 200 Pacific, MO) from 5:30pm-7pm. The agenda for this meeting will include New Policy and Procedures Training, Quality Improvement Training, as well as an Update on the Re-Compete Grant.

**Training and Technical Assistance (T/TA):**

- Head Start Leadership Staff is scheduled to meet with Region VII T/TA Specialists on Monday 11.09.15, Tuesday 11.10.15 and then again on Thursday 11.12.15 and Friday 11.13.15. On Monday and Tuesday, our agenda includes the review of our Management Systems, Communication Systems and Program Governance. We hope to gain sound recommendations on how to strengthen the reviewed systems. The agenda for Thursday and Friday consists of the T/TA Specialist meeting with each Head Start Manager to discuss the operations of that particular unit (i.e., Health Unit, Education-Center Based, Education-Home Based, Family Partnership and Community Outreach and Behavioral Health/Special Services).

**Regional Office Visit:**

- On December 15 & 16, 2015, our program will be visited by our Region VII Support Staff. On the visit, the plan is for our guests to attend a Policy Council Meeting, attend a meeting of the Finance Committee of the Board, as well as attend a home visit with a Family Educator. Additional information will be shared as it is learned.



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### **Grant Update:**

- Leadership Staff has been very busy with the completion of both the Continuation Grant, which is due 12.01.15, and the DRS grant, which is due 11.30.15. Large chunks of both have been completed and last week we began meeting with members of both the Policy Council and The Board of Directors for input and guidance.

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

- During the week of 11.02.15, Head Start Leadership Staff and team members from other JFCAC programs attended Mindfulness Training with Dr. Singh for The Resiliency Project. The training lasted for the entire week and consisted of in-depth training on how to meditate, education on the various types of meditation, how meditation and mindfulness translates into emotional regulation.

For members of the Leadership Staff, the training not only helped to reinforce how this project coincides with the mission of our Head Start program, but also how the project will benefit the children, families and teachers of our program, as well as how the project will translate into the day-to-day operations of a classroom. If you would like more in-depth information, please contact your center's Education Coordinator.

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

- Shout Out to **Windsor Staff!!** A couple weeks ago, the staff did an amazing job with handling a potentially very unsafe situation with care and positive communication. Thank you for being on top of things and for the tremendous care you provide our children and families!
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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.

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