



To: All Head Start Staff, Policy Council Members, and Collaboration Sites

From: Stephanie Kerth

Subject: Weekly Memo Update

Date: Week of 11.08.15

Welcome New(er) Staff!!:

- The following staff are new, or newer, to our Head Start Program. Please be sure to welcome them our team!!
 - Amy Landon: Family Educator based at Windsor, began in October 2015
 - Karen Williams: Family Educator based at Hematite, began in October 2015
 - Judy Vance: Family Educator, based at Gray Summit, began in November 2015
 - Allyson Urbanski: Teacher at Fenton, began in October 2015
 - Amy Hellmann: Teacher Aide at Union, began in October 2015
 - Jessica Kopp: Teacher Aide at Gray Summit Head Start, began October 2015
 - Kristell McCallister: Teacher at Windsor, began in August 2015
 - Tanysha Turner: Teacher at Hematite EHS, began in November 2015
 - Robin Williams: Promoted to Teacher at Desoto, began in August 2015
 - Tonia Mathews: Health Tech, began in October 2015
 - Kim Vinyard: Health Tech, began in October 2015

***Please note, if any new staff person was omitted from this list, it was not intentional. If someone was accidentally left off, please let me know!! Thanks!!!*

Winter Break (12.28.15-12.31.15):

- **Please know, ALL JFCAC Head Start Staff are able to work over the Winter Break (12.28.15-12.31.15).**

ALL JFCAC Head Start staff will be afforded the opportunity to choose to either work during the time period OR take the time off (if leave time is unavailable the time will be taken unpaid, or paid with the use of accrued annual leave). Please be in communication with your direct supervisor regarding your choice during this time period.



Jefferson Franklin Community Action Corporation
P.O. Box 920
Hillsboro, MO 63050
636-789-2686

In-Service:

- The In-Service for the 2015-2016 Program Term will occur on January 4, 2016. Please be sure to mark you calendars. Stay tuned for more information!!!

Policy Council Meetings:

- Our Head Start Program is overseen by a governing body known as the *Policy Council*. The Policy Council, which is comprised of both Head Start parents and Community Representatives, is involved in the major decision making for the program. Our JFCAC Policy Council meets every 3rd Tuesday of the month at 9am.

As the Policy Council is an integral aspect of our Head Start program, Leadership Staff would like to extend an invitation to all JFCAC staff, as well as partner site staff, to attend a Policy Council meeting.

If you are interested in attending a meeting, please contact Shannon Mast via email (smast@jfcac.org). Please be sure to include your immediate supervisor in this communication. The opportunity to attend a Policy Council meeting will be awarded on a first-come-first-served basis, as coverage allows. Efforts to include everyone in this opportunity will be made.

Shout Out!!:

- Shout Out to Family Advocate **Megan Smith**!! Your hard work and dedication has been noticed! It was shared with Megan's supervisor that Megan has "really taken the time to start building relationships with the families at the Fenton Head Start. She is respectful and a good listener and she has a lot of knowledge to share. The dedication and passion she has for our program is impressive." Thanks, Megan!!!
-

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.

Stephanie Kerth



Jefferson Franklin Community Action Corporation
P.O. Box 920
Hillsboro, MO 63050
636-789-2686

