

SHELBY COUNTY HEAD START DELEGATE MONTHLY REPORT

Month/Year Reporting: August 2009 Delegate Site: Goodwill Homes Head Start
Delegate Director: Frances Williams Date Submitted: September 8, 2009

Departments Covered in Report: Administration, Education, HSTAR, Family Services/Health,
Family Services/Disabilities

INSTRUCTIONS: Completed by Delegate Director. Compile & include information from all staff & service areas. Due 5th working day each month. Retain copy for agency files.

MAJOR ACTIVITIES

List major activities of the agency which lead toward completion of goals and plans, in bullet point format. Be concise. COMBINE/CONDENSE information from unit members into the major points.
DO NOT ATTACH INDIVIDUAL REPORTS.

- 8-3&4-09 **Shelby County Head Start Pre-Service**- held at Christian Brothers University. The Pre-Service training was attended by all Goodwill Homes Head Start staff.
- 8-5-09 **Memphis City School In-Service** – held at the Teacher’s Learning Academy. The In-Service was facilitated by Memphis City Schools Voluntary Pre-K Program. Yolanda McGowan, Pre-K Teacher attended the workshop.
- 8-6-09 **Memphis City School In-Service** – held at the Teacher’s Learning Academy. The In-Service was facilitated by Memphis City Schools Voluntary Pre-K Program. Jacquelyn Blake, Educational Assistant attended the workshop.
- 8-6-09 **Head Start Training and Resource Specialist (HSTARS)-On Site Visit** – to Clarksville Head Start Program, Clarksville, TN. The purpose of the visit was to do a presentation to staff at their Pre-Service Training. The presentation was on the “*Laws for Children with Disabilities*”. The presentation was conducted by Eleanor McChriston, HSTARS/MHS.
- 8-19-09 **HSTARS - On Site Visit** – to Metro-Nashville Head Start Program, Nashville, TN. The purpose of the visit was to orient Tonia Chadwell the new Disability Services Coordinator. Eleanor McChriston, HSTAR/MHS conducted the orientation.
- 8-21-09 **Mental Health Orientation** – held at Shelby County Government Head Start, 1991 Corporate Ave., Memphis, TN. The orientation was conducted by Barbara Rudd. Staff being oriented was Eleanor McChriston, HSTAR/Mental Health Specialist.
- 8/26/09 – **Inter-Agency Staffing & Classroom Observation** – held at Goodwill Homes Head Start. The classroom observation was conducted by Louvadie King, AGAPE Mental Health Consultant and the Staffing was facilitated by Eleanor McChriston,

HSTAR/MHS. Other staff participating in the staffing was Timothy Parkes, Family Services/Disabilities Specialist and Latonia Conley, Classroom Teacher. Ms. Louvadie King also participated in the staffing.

- 8-26-09 **Memphis/Shelby County Children & Youth Council Quarterly Meeting** – held at the Benjamin Hooks Library. The meeting was facilitated by Sandy Guntharp, Chairperson. Guest speakers were Dr. Nieika Parks, Director, Coordinated School Health, Memphis City Schools and Dr. Dustin Keller, Director, Council on Children’s Mental Health. Staff in attendance was Laraine Crump, Education Coordinator.
- 8-28-09 **Goodwill Homes Head Start Teacher’s Meeting** – held at Goodwill Homes Head Start, 4590 Goodwill Rd, Memphis, TN. The meeting was facilitated by Laraine Crump, Education Coordinator. In attendance were classroom teachers Linda Bobo, Latonia Conley, Charita Gregory, Yolanda McGowan and April Pirtle.

MAJOR BARRIERS AND PLANS FOR RESOLUTION

List any barriers to the completion of goals/tasks, Performance Standards requirements, and the plans for resolving these barriers. List in bullet point format. Be concise.

- NONE

MANAGEMENT ACTIVITIES

- 8-3-09 – **Shelby County Head Start Community Partnership Luncheon** – held at Christian Brothers University. The luncheon was facilitated by John Lovelace, Executive Director. The luncheon was attended by Frances Williams, Head Start Director.
- 8-3-09 – **University of Memphis Teacher Research Project Orientation** – the orientation was held at Christian Brothers University. Dr. Sally Blake and Dr. Denise Winsor conducted the orientation. All Goodwill Homes Head Start Staff participated in the orientation.
- 8-5-09 – **Goodwill Homes Head Start Pre-Service Training** – held at Goodwill Homes Head Start, 4590 Goodwill Rd., Memphis, TN. The Pre-Service Training was facilitated by Frances Williams, Head Start Director. Training sessions were conducted by the Agency’s COO and Head Start management and professional staff. All staff participated.
- 8-8-09 - **Memphis City Schools Pre-K Express** – held at the Memphis Cook Convention Center. The event was hosted by “Mr. Chuck”. Guest speakers included, Kriner Cash, Congressman Steve Cohen, Mayor Pro Tem, Myron Lowery, Shelby County Mayor AC Wharton, MCS Superintendent, and Martavius Jones, MCS Board of Commissioners. Staff attending the event was Frances Williams, Head Start Director, Mary Bowen, Family Services/Health Specialist.
- 8-10-09 **Parent Letter** – The Head Start Director received a letter from Ms. Versie Brown, grandparent of a 2008-2009 enrollee. In her letter, Ms. Brown complimented the teachers of Classroom C and D on the wonderful job that they

did with her granddaughter while attending Goodwill Homes Head Start over the past two years.

- 8/10-14/09 **Parent Orientation** – was held during the entire week. Twenty five parents were oriented daily on Head Start and DHS rules and regulations. Family Services staff facilitated the orientation process. The Head Start Director and Education Coordinator assisted.
- 8-20-09 - **Management and Professional Staff Meeting** –held at Goodwill Homes Head Start, 4590 Goodwill Rd., Memphis, TN. The meeting was facilitated by Frances Williams, Head Start Director. Attending the meeting was all management and professional staff.
- 8-26-09 - **Barbara J. Motley Memorial Walk-A-Thon Committee Meeting** – held at Southland Mall. Staff members attending the meeting were Frances Williams, Head Start Director and Eleanor McChriston, HSTAR/MH Specialist.
- 8-28-09 – **Goodwill Homes Community Services Inc. Walk-A-Thon Informational Brunch** - held at Goodwill Homes Community Services, Inc., in the Multi Purpose Room. Staff members attending this event were Frances Williams, Head Start Director and Eleanor McChriston, HSTAR/MHS who also served as one of the facilitators.
- 8-31-09 – **General Staff Meeting** – The meeting was held on site in the Learning Center Building, Classroom B. The Head Start Director facilitated the meeting and all staff was in attendance.

1. **Policy Committee / Board Meeting(s):** Date(s)_____No. Staff Attending:_____ Attach meeting minutes and agenda. (Attached are the signed July 27, 2009 minutes)

2. **Personnel Actions Taken/Personnel Issues?** ___Yes X No
If yes, attach a copy or a description of what is going on and what is being done about it.

3. **Newsletter** (attach copy) ___Yes X No
No newsletter for this period.

4. **Scheduled Trainings:** X Yes ___No
List Training Topics:
Early Childhood Mental Health in Head Start

5. **Technical Assistance/Monitoring Visits This Month:** Yes No

Staff Name	Program Area Reviewed	Written Reports Given? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, explain.)
Brenda Kilgore, Health Inspector, MSCHD	Kitchen	Yes
Fannie Jenkins, Region IV Program Specialist (Atlanta Office)	Administration	No, This was a follow up visit from the 2009 Federal Review. A written report will be submitted to the Grantee.

6. **Technical Assistance/Training Needed:** Yes No
(If yes, list training topics below)

NON - COMPLIANCES AND PLANS FOR RESOLUTION
List any barriers to the completion of goals/tasks, Performance Standards requirements, and the plans for resolving these barriers. List in bullet point format. Be concise.

- NONE

MAJOR PLANS/ACTIVITIES FOR NEXT MONTH

- Mental Health Classroom Observations United Way Day of Caring
- Dental Exams
- Vision Screening
- LAP-3 Assessments/Run Reports
- Mental Health Web Cast
- Inter Agency Staffing
- United Way Day of Caring
- Shelby County Monitoring Visit
- Policy Committee Meeting

- Parent Pedestrian Safety Training
- Parent Meeting (Election of 2009-2010 Officers)
- Speech Therapy Sessions (on-site)
- University of Memphis Research Project Focus Group Meetings
- Barbara J. Motley Walk-A-Thon (Agency-wide Activity)

ITEMS TO ATTACH TO THIS REPORT:

- ✓ **Policy Committee Signed Meeting: Minutes**
- **Personnel Action Documentation**
- **Newsletter**