

**SHELBY COUNTY HEAD START
DELEGATE MONTHLY REPORT**

Month/Year Reporting: November 2008 Delegate Site: Goodwill Homes

Delegate Director: Frances Williams Date Submitted: Dec. 5, 2008

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

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.

- 11/3&7/08 – **HSTARS On-Site Visit** – to Shelby County Head Start- to work with the Disabilities Services staff to assist in preparing for the OHS Federal Monitoring Review. Facilitator, Eleanor McChriston; Participants, Shelby County Head Start Family Services/ Disabilities Specialists.
- 11/5/08 – **HSTARS Training “New Disabilities Services Specialist Orientation** – Held at Goodwill Homes Community Services, Inc.; Facilitator, Eleanor McChriston, HSTARS; Participant, Angie Powers, Interim Family Services Disabilities Specialist for Shelby County Head Start.
- 11/5/08 – **HSTARS Training “OHS Monitoring Protocol Training for Disability Services”** – Held at Goodwill Homes Community Services, Inc.; Facilitator, Eleanor McChriston, HSTARS; Participants included Family Services Disabilities Specialists from Grantee and Delegate sites.
- 11/11/08 – **HSTARS On-Site Visit – to YMCA Head Start-** to check files of children with disabilities, in preparation for the OHS Federal Monitoring Review. Facilitated by Eleanor McChriston, HSTARS; Participant, LaToya Washington, Family Services/ Disabilities Specialist.
- 11/12/08 – **Health Services Advisory Committee** – Held at Shelby County Head Start Corporate Office, 1991 Corporate Ave., Memphis, TN. Facilitated by Rachel Henning, Shelby County Head Start Health Manager. Presentation by Dr. Warren Harper. Participants included Eleanor McChriston, HSTARS, Mary Bowen, Family Services Health Specialist, and Netasha Wooten, Health Advisory Committee parent representative.
- 11/13/08 – **HSTARS “IEP Training”** – Held at Shelby County Head Start Corporate Office; Facilitated by Pat Reese, Memphis City Schools, Special Education Department. Participants included Eleanor McChriston, HSTARS, and Family Services Disabilities Specialist from Grantee and Delegate sites.

- 11/13/08 –**Literacy Training – for Head Start parents** held at Goodwill Homes Senior Center, 163 Raines Rd., Memphis, TN. Facilitated by Mr. Wilson McCloy, Memphis Literacy Council. Participants included 30 parents and two staff member, Mary Monroe Bowen, Family Services Health Specialist and Laraine Crump, Education Coordinator.
- 11/14/08 – **Meeting**-with TENNder Care/Shelby County Health Department – held at Goodwill Homes Head Start, 4590 Goodwill Rd., Memphis, TN 38109. Participants included Jerry Layden, Health Outreach Coordinator, Shelby County Health Department, LaDonna Davis, TennderCare Representative; Mary Monroe Bowen, Family Services/ Health Specialist and Timothy Parkes, Family Services/Disabilities Specialist. Collaboration Agreement signed by LaDonna Davis and Mary Monroe Bowen.
- 11/14/08 – **HSTARS On-Site Visit** – to Primary Prep Head Start, Porter Leath Head Start and Hanley Head Start Programs- to check files of children with disabilities and deliver materials for OHS Federal Monitoring Review. Facilitated by Eleanor McChriston, HSTARS. Participants included the Family Services/ Disabilities Specialist staff at the listed sites.
- 11/19/08 – **Memphis City Schools (MCS's) Early Childhood Pre-K Partners Professional Development Training** – Held at Cottonwood Head Start. Facilitated by Ms. Sharon Williams, Instructional Supervisor. Participants included Ms. Mary Baer, Pre-K Substitute Teacher.
- 11/20/08 – **“The Future of Children Born in 2006” Seminar** – Held at the Urban Child Institute, 600 Jefferson Ave., Memphis, TN. Facilitated by Dr. Doug Imig, Center for Urban Child Policy. Participant, Eleanor McChriston, HSTARS.

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

- 11/11/08 – **Management & Professional Staff Meeting** – Topics of discussion were; Retirement Concerns, FY09 Monitoring Review, Clean Up and Service Area Concerns/Reports. Staff members in attendance include, Laraine Crump, Mary Bowen, Timothy Parkes, Yvonne Bruins, and Jacqueline Thomas.
- 11/13/08 – **Barbara K. Lipman Award for Excellence in Early Childhood Education** – Held at the University of Memphis. Keynote Speaker, Dr. Eleanor R. Duckworth, Professor of Education, Harvard Graduate School of Education. Attended by Frances Williams, Head Start Director.

- 11/17/08 – **Grantee Presentation for Triennial Federal Monitoring Review** – Held at Shelby County Head Start Corporate Office, 1991 Corporate Ave., Memphis, TN. Facilitators, Heather Erb and Review Team Members. Participants included Frances Williams, Head Start Director and Eleanor McChriston, HSTARS.
- 11/17/08 – **Policy Committee Program Governance Training Session** – Held at Goodwill Homes Head Start. Facilitated by Frances Williams, Head Start Director and Mary Bowen, Family Services Health Specialist. Participants included: LaCedric Johnson, new policy committee member; Jacqueline Jackson, new policy committee member; Lisa Chalmers, former policy committee chairperson (2007-2008). Staff members in attendance were Yvonne Bruin, Fiscal Specialist; Laraine Crump, Education Coordinator and Jacqueline Thomas, Program Assistant.
- 11/18/08 – **General Staff Meeting** – Facilitated by Frances Williams, Head Start Director. All staff in attendance; Topics of discussion – FY09 Federal Monitoring Review, Concerns Relating to Document Submission and Question and Answer Period.
- 11/19/08 – **Submitted 2009 Head Start Contract** to Cindy Reaves, Board Chairperson for approval signature and submitted to Shelby County Head Start Fiscal Department.
- 11/26/08 – **Staff In-Service Training** - Facilitated by Frances Williams, Head Start Director and Laraine Crump, Education Coordinator. Topic “Review Mental Health Plan”. Participants included the entire Goodwill Homes Head Start staff.

1. **Policy Committee / Board Meeting(s):** Date(s) N/A No. Staff Attending:

Attach meeting minutes and agenda. **(N/A) Program Governance Training held .**

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)** X Yes No

4. **Scheduled Trainings:** Yes X No
List Training Topics:

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

Staff Name	Program Area Reviewed	Written Reports Given? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If no, explain.)

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

ITEMS TO ATTACH TO THIS REPORT:

- Policy Committee / Board Meeting: Minutes/Agenda
- Personnel Action Documentation
- Newsletter