

## GRANTEE CONTACT INFORMATION FORM

**Grantee name:** Sequatchie Valley Planning and Development Agency

**Delegate name (if applicable):**

**Name and Title of person completing this form:** Judy Graham, Director, Sequatchie Valley Head Start

**Review Date:** 2009-10

The OHS Monitoring Protocol guiding the on-site monitoring review requires review teams to enhance communication with individuals familiar with various components of your Head Start and/or Early Head Start Program(s). To ensure that the on-site review and its resultant Head Start Review Report provide a fair and accurate representation of each program, the Office of Head Start (OHS) is providing each Grantee an opportunity to identify individuals who it determines can best address the Protocol Sections listed below. This is an important opportunity for everyone to augment the quality of monitoring efforts toward improved, accurate and successful review outcomes.

Below is a list of content/service areas and sections of the OHS Monitoring Protocol. The review team will ask compliance questions under each of these sections. In the spaces provided next to each section, please insert the name(s) and contact information of the person(s) to respond to the questions. Our conversations and inquiries may not be limited to the names listed on this form, in an effort to get a complete and accurate view of your program. *We encourage you to complete a separate form for the Grantee and each delegate agency.* This form is available at <http://www.headstartgateway.com> in the Head Start Grantees - "Preparing for a Head Start Monitoring Review" section.

Content/Service Area:	Name(s)	Contact Information (e-mail and phone)
Health Services	Jamie Burnette	jburnette@svpda.org 423-837-6724
Nutritional Services	Debbie Quinn	dquinn@svpda.org 423-837-6724
Safe Environments	Jamie Burnette	jburnette@svpda.org 423-837-6724
Disabilities Services	Carolyn Cole	ccole@svpda.org 423-837-6724
Mental Health Services	Carolyn Cole	ccole@svpda.org 423-837-6724
Family and Community Services	Julie Tiller	jTiller@svpda.org 423-837-6724

Content/Service Area:	Name(s)	Contact Information (e-mail and phone)
Transportation Services	Jamie Burnette	jburnette@svpda.org 423-837-6724
Education and Early Childhood Development	Judy Flegel	jflegel@svpda.org 423-837-6724
Fiscal Management	Vicki Mears	vmears@svpda.org 423-837-6724
ERSEA	Vicki Mears	vmears@svpda.org 423-837-6724
Program Design and Management	<b>(Please indicate contact information for each subsection listed below)</b>	
Section I: Governing Body	Judy Graham	jgraham@svpda.org 423-837-6724
Section II: Policy Council	Judy Graham	jgraham@svpda.org 423-837-6724
Section III: Planning	Judy Graham	jgraham@svpda.org 423-837-6724
Section IV: Ongoing Monitoring	Elaine Duke	eduke@svpda.org 423-837-6724
Section V: Communications	Elaine Duke	eduke@svpda.org 423-837-6724
Section VI: Record Keeping and Reporting	Elaine Duke	eduke@svpda.org 423-837-6724
Section VII: Record Keeping and Reporting	Elaine Duke	eduke@svpda.org 423-837-6724
Section VIII: Human Resources	Amanda Gill	agill@svpda.org 423-837-6724