

PAYCHECK NEWS

September 8, 2000

Staff is encouraged to use the Pay Check News for communicating events or personal items to employees of CAO. Deadlines for submitting announcements is Tuesday noon prior to payday. Contact Carol Hadley at 693-3252, or save your item to I:\Common\paycknws. Please note the origin of any reprinted material. All items must be accompanied by the author's name.

2ND TUESDAY OF EACH MONTH: MONTHLY STAFF MEETINGS

Submitted by Carol Hadley

Beginning September 12, All-Staff meetings will be the **second Tuesdays** of the month. The meetings will continue to run from 8:30 a.m. to 9:30 a.m. If you like, bring a breakfast item to share.

FOUND AT SCREENING FAIR

Submitted by Wolff Wald

Insulated lunch container, purple with black carry strap. Call Wolff at 693-3273 to claim.

PLAY IT AGAIN AVAILABLE TO TAKE CLOTHES

Submitted by Sharon Bosserman-Benson

Play it Again is open Tuesday, Wednesday, and Thursdays from 9 a.m. to noon and can take your donations at any time. Also, they are open one Saturday a month. Unfortunately, we no longer have staff support to transport your donation, but you are welcome to take your clothes in on your own. For more information, call Play It Again at 644-7692.

WINE RAFFLE DRAWING SEPTEMBER 21!!!

Submitted by Melissa Campbell

Thanks to all staff who have been selling raffle tickets over the past several months to friends and family or at the winery and community events. We have less than two weeks left, so we can use all of the staff's help to reach our goal of \$12,000 for our programs. Let's get fired up and **SELL, SELL, SELL!!** If you need tickets, please call Melissa at 693-3230.

COMMUNITY HEALTH VAN CLINIC

Sponsored by The Adventist Medical Center

Submitted by Pam Otton

Monday, September 11, 2000, 12:00 noon - 3:00 p.m.

Community Action Organization, Hillsboro

There will be **free** medical care for illnesses and minor injuries for persons of any age who either do not have medical insurance or are eligible for the Oregon Health Plan, but do not have a family doctor. Head Start physical exams available. Sorry, no immunizations or dental care. If you have any questions, please call 693-3272.



DIRECTOR'S COLUMN

Jerralynn Ness, Executive Director

As many of you have probably heard, Leon Laptook will be leaving CAO this fall. Earlier this summer he took a job as the Co-Director of the Community Development Law Center and has been working half time in that position and half time as the CAO Child Development Director. With the funding of all of the Head Start expansion grants, Leon concluded that the program would be best served by having a full-time director. He has announced to Head Start staff and Policy Council his intention to leave, but I wanted to make sure that all CAO staff had this information. I am working with the Policy Council to fill the Child Development Director position. It is anticipated that a final decision will be made at the September 19th Policy Council meeting. At that point, Leon will assist the new director with some transition activities, hopefully clean his office and start saying his good-byes to CAO. Leon has worked for CAO for 12 years and has been a tremendous asset and a wonderful person to work with. He will be sorely missed by all of us.



FOR SALE 1984 HONDA ACCORD LX

Submitted by Keith Byerly

1984 Honda Accord LX, 4 Door Sedan, Automatic, 155,000 miles RUNS GREAT, driven daily. Power steering, pwr. brakes, pwr. windows, pwr. locks, rear defrost, very cold A/C, Cruise Control, AM/FM Cassette w/new Kenwood speakers, New alarm system, good tires, timing belt and water pump replaced at 140,000 miles as preventative maintenance. \$2,000.00. Contact Keith at 693-3247(days) or 359-5186(eves.)

EMPLOYMENT OPPORTUNITIES

<u>POSITION</u>	<u>DEPT</u>	<u>SALARY</u>	<u>CLOSING DATE</u>
Assistant Teacher	Head Start	\$7.61-9.51/hr.	Until filled
Classroom Aide	Head Start	\$6.87-\$8.45/hr.	Until filled
Family Advocate	Head Start	\$10.35-\$12.95/hr	Until filled
Lead Teacher/Home Visitor	Head Start	\$10.35-\$12.95/hr.	Until filled
Operations Manager	Head Start	\$16.04-\$20.05/hr.	Until filled
Program Assistant	Head Start	\$8.85-\$12.39/hr.	Until filled
Program Manager	Head Start	\$16.04-\$20.05/hr.	Until filled
Shelter Resident Assistant	Hillsboro Shelter	\$6.83-\$8.54/hr.	Until filled