

It is encouraged to use the Paycheck News for communicating events or personal items to employees of CAO.
 Deadline – Same Friday as time sheets - Production: Carol Hadley, Editor: Winnie Althizer

Director's Corner



This was passed on to me from a former board member a couple of years ago —.

A Meditation: Tao Te Ching

What is well planted cannot be uprooted...

Cultivate Virtue in your own person,
 And it becomes a genuine part of you.

Cultivate it in the family,
 and it will abide.

Cultivate it in the community,
 And it will live and grow.

Cultivate it in the state,
 And it will flourish abundantly.

Cultivate it in the world,
 And it will become universal.

What's Developing?

by: Jeri Alcock

Look for us in the next edition.

News of Note

by: Carol Hadley, Beth Dasher & Winnie Althizer

Due to most folks being gone this week, this column will resume in January 2002



Upcoming Events!

| | |
|------------------------------------|--------------------|
| Child Development Pre-Kindergarten | |
| Winter Break | 12-21-01 to 1-7-02 |
| Next Bldg. Meeting | 1-8-02 |
| Martin Luther King Holiday | 1-21-02 |
| W2's Mailed | 1-28 to 1-31 |
| President's Day | 2-18-02 |
| Wellness Day | 4-26-02 |

\$\$\$ Checks & Balances \$\$\$

IMPORTANT

by: Val Laws – "Payroll Guru"

Year end is almost here, and it's a busy time for Payroll. Remember, if you have moved during the year and have not yet given us your new address & phone number, you should do so before January 4, 2002 so we can be sure the W2's are printed correctly. Speaking of which, the W2's will be mailed out between January 28th and 31st. If you have questions, Val can be reached at 503-693-3285.

Comings & Goings

by: Winnie Althizer,

Please welcome some great folks that have joined our CAO family during December:

Marielena Banek, a Teacher I Substitute at Hillsboro; Danny Cox, a Bus Driver; Ruzica Djurdjevic, a Teacher I (Aide) at Hillsboro; Rachel Penland, a Teacher I Substitute at Hillsboro; Miriam Pleitez a Teacher I (Aide) at Tualatin).

A FEW FRIENDS



(Who was that masked ... alien??)



♫ Friendship, Friendship, nothing like Friendship ♫

Family & Community Resources

F&CR staff wishing to contribute articles should contact Beth Dasher. She will collect and submit them to Paycheck News. Remember – the deadline for articles has changed to the same Friday that you turn in time sheets.



OH GOOD!! F O O D (at last!)



Lookin' fer Work ... *... in* All the Right Places

*See this info * at: Common CAO Main/CAO Info/HR Resources/Current Job Descriptions.*

Child Development

| | |
|--------------------------------|-----------------------|
| HS Family Advocate JB Thomas | \$ 9.33 - \$13.40/hr |
| HS Enrollment Systems Spec. | \$10.13 - \$13.50/hr. |
| Early HS Family Support Worker | \$ 9.33 - \$12.44/hr. |
| HS Teacher I (Aides) | \$ 8.00 - \$ 9.20/hr. |
| HS Teacher I (Aide) Sub | \$ 8.00 - \$ 9.20/hr. |
| HS Teacher II Assist. (Sub) | \$ 9.22 - \$ 9.84/hr. |
| HS Teacher AKD (Lead) | \$12.40 - \$14.86/hr. |

Family & Community Resources

| | |
|-----------------------------------|-----------------------|
| Shelter Resident Assist (ongoing) | \$ 8.00 - \$ 9.22/hr. |
|-----------------------------------|-----------------------|

Administration

**NOTE: Please check this address weekly for current information and details. We have many jobs in development that will be posted before the next publication and we will take applications as each job is posted.*



Where is that Snow White? It's time to she ate the apple!



Us to Us Sales,

Got something for sale, or give-a-way? Going to have a garage sale? This is the place! Items going in here are limited to an employee to employee transaction; in other words, you cannot advertise your neighbor's garage sale, but you can your own.

Exercise Machine: Almost brand new free to good home. Call Diane Jurca (503) 693-3250 (Admin).



Another Swashbuckler!

Community/Birthdays

| | |
|----------------------|--------------------------|
| Alisha Stoecklein | January 1 st |
| Dawn Kaiser | January 2 nd |
| Martha Knapp | January 4 th |
| Rosella Tripp | January 4 th |
| Carol Bump | January 6 th |
| Larry Hauth | January 7 th |
| Margarett Blaylock | January 8 th |
| Kathleen O'Neill | January 12 th |
| Lucia Guerrero Perez | January 18 th |
| Joan Brown | January 25 th |

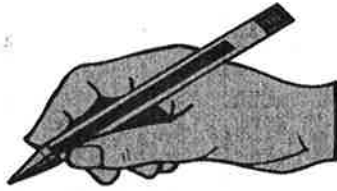
{If you want your birth day included here, be sure to complete an authorization form from HR}

January Anniversaries

| | |
|-----------------------|-------------------------|
| Carol Bump | 8 th on 1-3 |
| Amber Wiley | 8 th on 1-24 |
| Frances Hildermann | 7 th on 1-1 |
| Shari Woolen | 7 th on 1-23 |
| Brenda Neri | 4 th on 1-26 |
| Rafael Alcaraz | 4 th on 1-28 |
| Vilma Banek | 3 rd on 1-4 |
| Sally Reid | 3 rd on 1-13 |
| Christie Curtiss | 3 rd on 1-18 |
| Josephine Kuhn | 3 rd on 1-19 |
| Mirna Hernandez | 3 rd on 1-27 |
| Anne Schlereth | 1 st on 1-4 |
| Ludivina Morales | 1 st on 1-8 |
| Maria Ruiz | 1 st on 1-8 |
| Sonia Diaz | 1 st on 1-17 |
| Susana Salgado | 1 st on 1-23 |
| Juanita Leos-Martinez | 1 st on 1-24 |



Happy New Year



HR (Benefits/Diversity/Q&A)

Ask Winnie

Many thanks to all of you who returned the Employee Benefit & Opinion Survey. We received back 100 out of 200 which I think is terrific! That's 50% (almost ½). WOW and Thank You – you will give us direction as we analyze your ideas.

If you are a new employee and you are scheduled for 20 or more hours per week, you only have 30 days after your hire date to get enrolled in your benefits – get those forms completed and sent back to me ASAP.

Safety

I'd like to introduce your Safety Committee to you – they are:

- Joan Swanson, F&CR Rep. & Chair Person
- Sylvia Castalleno F&CR Rep. & Co-Chair
- Jewel Taylor, Head Start Rep. at JB Thomas
- Farzana Siddiqui, Head Start Rep. Support Serv.
- Diana Green, Head Start Rep. Referral Team
- Dennis Sanders, Admin. Rep., Facilities
- Cory Jensen, F&CR Rep., Hillsboro Shelter
- Vickie Ware, Head Start Rep., Kitchen
- Valarie Connors, Head Start Rep., Health Coord.
- Vacant – Head Start off site rep.
- Vacant – Transportation Rep.,
- Vacant – F&CR Rep.,

Safety Officer: Winnie Althizer, HR Dir.

If you would be interested in volunteering for one of the 3 openings we have on the committee, please contact the Chair, Joan Swanson or Winnie. Our meetings are the first Monday of each month from 11:00 am to Noon. We generally meet in the conf. room at the main office, but will move around to accommodate off site members. Minutes of the meetings will be available at all locations and you are encouraged to tell a safety representative if you have safety concerns.



Wonder when they'll serve lunch?



.....That's ALL Folks!!