



October 20, 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 603-693-3252, or save your item to I:\Common\paycnws. Please note the origin of any reprinted material. All items must be accompanied by the author's name.

**NOVEMBER BIRTHDAYS**

Jessica Holden	Head Start, Tigard	November 1
Marta Guel Luna	Even Start	November 2
Laurie Kremers	Head Start, Walker	November 5
Rachael Lynn Criswell	Neighborshare	November 14
Amber Wiley	Head Start, Hillsboro	November 17
Sonia Vertner	Even Start	November 20
Andrea Wortman	Head Start, Hillsboro	November 26



**NEXT BUILDING MEETING**

Our next building meeting will be Tuesday, November 14, 8:30am-9:30am in CAO's Hillsboro conference room. We will have our usual breakfast buffet.

**HOLIDAY BASKET PROGRAM**

*Submitted by Sharon Bosserman-Benson*

The Oregon Food Bank is again coordinating the effort to ensure all families who need food baskets for the holidays will get them, and that families who want to donate baskets can. Mary Louise Billings at the Food Bank is the coordinator 503-439-6510 x210. Please refer families who want to donate items to Mary Louise. Applications for families requesting food baskets are available at the front desk in the main office. Applications will be mailed to each site as well. Applications are due November 10.

**ATTENTION SECRET PALS!**

*Submitted by Sandie Kitchen*

Please, please get your Secret Pal forms in to the office ASAP!!! I am holding off assigning them 'til I give all of you a chance to participate. If you need a form, please let Elaine know at 503-693-3271 and she will send one out to you.

**CULTURAL PASS TO ADVENTURE!**

*Submitted by Elizabeth Walker, Jesuit Volunteer at the Shelter*

Did you know that the Hillsboro Library offers free passes to some of Oregon's fantastic sights? Take your family to the Children's Museum, Japanese Gardens, Oregon History Center, End of the Oregon Trail Interpretive Center, or the World Forestry Center, courtesy of the library! Just call ahead to reserve a day, then check out the pass (good for 2 adults + 2 children, or 1 adult + 3 children) and enjoy your cultural adventure! For more information call your Washington County library. (Hillsboro Shute Park Branch: 503-615-6500.

## NEED TO USE THE LAMINATING MACHINE?

*Submitted by Serena Ruiz*

The Laminating machine is now in the Hillsboro Head Start building in the purple room. If you need to laminate you can do laminating from 4 p.m. – 5 p.m. Monday – Thursday or on Friday from 1 p.m. – 4 p.m. Due to hazardous conditions, please make sure that you turn the laminator off when you are finished. Please plan ahead. Thank you for your understanding.

## STAFF MORALE AND WELLNESS COMMITTEE MEETING

*Submitted by Sandie Kitchen*

There will be a meeting of the Staff Morale and Wellness Committee on Tuesday, October 31, 2000 at 3:00 in the CAO Cafe. If you would like to join this committee, and we would love it if you could, please come and join us.

## 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
Community Resource Advocate	Client Services	\$9.46-\$11.83/hr.	October 25, 2000
Education Supervisor	Head Start	\$11.18-\$14.91/hr.	October 24, 2000
Family Advocate	Head Start	\$10.36-\$12.95/hr.	Until filled
Family Advocate	SAFAH	\$10.36-\$12.95/hr.	Until filled
Family Support Worker	Head Start	\$10.36-\$12.95/hr.	Until filled
Homeless Education Liaison	Hillsboro Shelter	\$9.55-\$11.94/hr.	Until filled
Lead Teacher/Home Visitor	Head Start	\$10.09-\$12.62/hr.	Until filled
Homeless Educ. Resident Asst.	Hillsboro Shelter	\$6.83-\$8.54/hr.	Until filled
Homeless Educ. Resident Support	Hillsboro Shelter	\$9.68-\$10.53/hr.	Until filled