

Deadline is the Friday before pay day; Contacts for articles are: Child Dev. -Farzana Siddiqui, F&CR – Beth Dasher, All others – Winnie Althizer. Roving Reporter: Joani Hagen. Production: Christina Taft. Editor: Winnie Althizer Layout: Natalie

DIRECTOR'S CORNER



I always look forward to our all staff events when I get a chance to visit with many of you on a more informal basis, and the summer picnic is one of my favorites. This year it was especially nice to have so many of our program participants join us. The children from AKD and the families from Opening Doors and our Shelter Home seem to have a greater presence. Next year we will figure out how to have Early Head Start and our full year, full day program participate more. We truly want all of our staff to be able to enjoy this time together.

A picnic like this is a lot of extra work for a few of our staff, and I want to acknowledge them for going "above and beyond". A special thanks to Winnie who takes responsibility for making sure the picnic happens. Additional thanks to: Natalie who did the most work getting it all organized; Jackie & Mary, our office specialists, who helped with the set up and the cleanup detail; Bob, Rafael, and Dennis who hauled the STUFF; Sharon BB & Mary who organized and implemented the children's games.; and Vickie who helped with the papergoods. I'm sure I've left out some of you, so please accept my apologies. But to the rest of you who were able to attend...thanks for making it great! Please let Winnie or Natalie know if you have any suggestions for next year's picnic or would like to be involved.

NEWS OF NOTE



Check out more picnic photos on common drive: I:\Paycheck.news\

COMINGS & GOINGS

Let's give a warm welcome to our new staff! Kathryn Gressett, Marcia Rutledge & Shireen Spencer will be at the new Beaverton Early Head Start facility; Charles Schreier & Mary Ryan are our new Jesuits for this year; and Donald Shaw is the new Auditor/Inspector in Weatherization. More are coming each day, so stay tuned.

In July we said good-bye to the following staff. Lupe Montes, from Admin.; Cortnie Hoefel, from the Shelter, Lupe Jungwirth, in Family & Community Resources; Christine Finney, from Head Start Pre-K; Maristela Torres & Lorena Wong, from Early Head Start. We also wished our Jesuits from last year much success as they too moved on... Megan Linz & Melissa MacKay.

CAO STAR



byline: Joani Hagen

Experience as a childcare provider made Bobbie Ludwick a natural for her position as Metro Child Care Resource and Referral Specialist. Her work involves helping parents locate childcare providers. She also assists those who want to get into the childcare field. Recently Bobbie observed her third anniversary with Community Action Organization.

A native Oregonian, Bobbie was born in Hillsboro and her early years were spent with her 8 siblings in West Union. Two years ago she and her husband and two children, an 8th grader and a 4th grader, moved to Forest Grove and bought a house with lots of history. It was built in the 1890's! It's on the edge of town and their Border Collie, Abigail, loves to sit in their yard and watch the sheep in the adjoining pasture.

Her family loves to camp and this summer Bobbie organized a family reunion "camp out". She picked a campsite near Bandon, reserved some spaces, invited her brothers and sisters and they all had a week of fun!



UPCOMING EVENTS!

Safety Meeting 9-9-02
Building Meeting 9-17-02
All Staff Day October 25th

FAMILY & COMMUNITY RESOURCES

As you know office and program space has been a real issue for Community Action this year. During the past year we found out that we would be losing our "rent free" Neighborshare & Tualatin Opening Doors offices. After a long search we were finally able to locate "reasonably priced" office space in King City that will be able to accommodate the staff from both Tualatin Opening Doors & Neighborshare. The new **Community Action – East** site is located at 11725 SW Queen Elizabeth, Suite 101 in King City. Programs moved in on August 16th & 19th. Programs that will have staff located there include Opening Doors, Energy & Emergency Services, and Homeless Services – SAFAH. East county residents that visit the new site will be able to receive information about all of the services that Community Action has to offer. Joan Brown, Opening Doors Coordinator, will be the site supervisor for Community Action – East. Once everyone gets settled in, a list of staff and their phone numbers will be distributed.



CHILD DEVELOPMENT

New developments ...
at the Hillsboro Child Development Center.

Beginning Monday August 19, 2002 the Hillsboro Child Development center will activate the new security door at the center. This will improve safety for the birth to five year olds in our full day care. The CDC staff and parents will be given a code to open the door. Volunteers and visitors will sign in at the CAO front desk and receive a visitors pass much like the public school system. Before we can integrate volunteers and regularly scheduled visitors into the center we are offering an orientation which will cover Child Care Division rules and our philosophy of care. We have had excellent training regarding the center and would like to be sure that everyone receives the same information. Would you like to visit the center regularly? Or learn more about our philosophy of care? E-mail Monica Barrett mbarrett@caowash.org or leave a message at extension 220.

Topics

*What? Already, you say??
Is it really almost time for secret
pals!?! ALL RIGHT!!!
(More to come...)*

MORALE & WELLNESS



Recipes

Take 1 balloon, add green food color, fill with water and freeze. Thaw just enough to insert sprig of pear leaves, then re-freeze.

Serve in bowl of ice water. Makes lovely centerpiece for company picnic! Mary Whitmore

Tips

WHAT'S DEVELOPING? COOKIN'?



LOOKIN' FER WORK IN ALL THE RIGHT PLACES

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

Administration

IS Coord.	14.89 – 18.08
Bookkeeper	11.45 – 13.91

Child Development

AKD Teacher	10.80 – 13.12
Teacher I (5 positions – Pre-K)	8.00 – 9.20
Teacher I Sub (1 position – EHS)	8.00 – 9.20
Teacher III A Sub (2 position – Pre-K & EHS)	10.55 – 12.81
Teacher III A (5 positions – EHS & Pre-K)	10.55 – 12.82
Teacher II (2 positions – Early H.S.)	8.79 - 10.67
Teacher II Sub (2 pos. – Early H.S.)	8.79 – 10.67
Family Advocate .50 fte (Early H.S.)	11.21 – 13.61
Program Area Coord. (EHS Bvtn)	13.91 – 16.89

Development Advancement

Family & Community Resources

Child Care R&R Coord.	13.91 – 16.89
OD Family Support Worker	11.21 – 13.62
Family Advocate SAFAH (Shelter)	11.21. – 13.62
Early Childhood Spec. .50fte	11.61 – 14.09

*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.



CHECKS & BALANCES

Did you know?

Our phone list is kept up to date and available on-line... I:\Lists\Hillsboro Phones Short list.doc



What
style!

USTOUS – PICNIC PIC'S



A warm gathering of family



and friends



Q&A Q&A

HR - Ask Winnie Benefits, Diversity...

First I'd like to announce that the long awaited Employee Handbook is in it's final stages for approval and I expect we will distribute during October.

Benefits:

Remember that this year we are moving the Open Enrollment for Health & Dental Insurance from June to September. This means we will be holding Open Enrollment meetings all next month. I will be posting meeting dates & times soon and in the next issue of Paycheck News. Returning Staff for Head Start will be informed of coverage changes & options at their orientation meetings. So there should be plenty of opportunity for you to attend a meeting and be informed of all the changes that will become effective on October 1st.

Open Enrollment is one of the times when you can add dependents, and it is the only time when you can change from one plan to another. There are rate changes and coverage changes to both plans, and I urge you to attend one of the posted meetings.

SAFETY

WHO says "they're all wet" ???

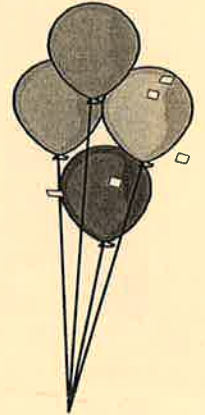


BIRTHDAYS

August-September

Marcia Rutledge	8/23
Valerie Conner	8/25
Melissa Heart	8/27
Jennifer Gunterman	8/27
Mary Ryan	8/28
Rafael Alcaraz	8/28

Vicki Ware	9/02
William Urban	9/03
Jerralynn Ness	9/06



....Other September Birthdays in next issue

ANNIVERSARIES

August-September

Cilicia Burrell	3 yrs	Aug 23
Debra Griffin	8 yrs	Aug 25
Jimi Smith	5 yrs	Aug 25
Jewell Taylor	5 yrs	Aug 28
Margaret McNee	8 yrs	Aug 29

Christina Summers	8 yrs	Sept 01
Joan Brown	4 yrs	Sept 01
Kathleen Lange	2 yrs	Sept 01
Larine Wallace	8 yrs	Sept 01
Lori Balch	10 yrs	Sept 01
Mary Davila	8 yrs	Sept 01
Nikole Kay	1 yr.	Sept 01
Rosanna Ferguson	8 yrs	Sept 01
Carla Salcedo	1 yr.	Sept 04
Joani Hagen	12 yrs	Sept 04
Jody Dolan	1 yr.	Sept 04
Joy Sellers	1 yr.	Sept 04
Lolita Velez	1 yr.	Sept 04
Marci Rodrigues	1 yr.	Sept 04
Maria Infante	7 yrs	Sept 05
Liz Iliafar	2 yrs	Sept 05
Lorie Wilson	2 yrs	Sept 06
Robert Barber	8 yrs	Sept 06
Linda Johnson	3 yrs	Sept 07
Judy Nagy	16 yrs	Sept 08
Patricia Gallardo	6 yrs	Sept 09

Other September Anniversaries in next issue...