

# PAYCHECK NEWS

December 1, 2000

*Staff is encouraged to use the Paycheck 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 503-693-3252, 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.*

## DECEMBER BIRTHDAYS

*Submitted by Winnie Althizer*

Andree Hickman	Kid's Domain Banks	December 2
Kathleen Lange	Hillsboro Head Start	December 4
Joan Swanson	Weatherization Manager	December 7
Diana Greene	Hillsboro Head Start	December 8
Nancy Alderman	Head Start Teacher Tualatin	December 11
Guadalupe Garnica	Head Start Family Advocate	December 11
Guadalupe Diaz	Head Start Gaston	December 12
Maria Rodriguez-Perez	Head Start Walker	December 13
Maria Garcia-Andrade	Hillsboro Even Start	December 14
Jody Burnham	Head Start Program Manager	December 16
Linda Watt	Head Start Metzger	December 17
Rosezelta Bush	Head Start	December 18
Sarah Trejo	Even Start	December 19
Rosanna Ferguson	Head Start Chehalem	December 20
Carolyn Westlake	Head Start Education Coord.	December 21
Cilicia Burrell	Bookkeeper	December 21
Lindsey Kearns	Jesuit Volunteer Hillsboro Shelter	December 23
Irma Perez-Gomez	Head Start Barnes	December 23
Marina Gomez	Head Start Gaston	December 26
Kathleen Daly	Jesuit Volunteer Hillsboro	December 26
Vilma Trevino	Even Start	December 28
Kristin Wollen	Head Start Family Advocate	December 28
Carlos Macedo	Even Start Temp.	December 29
Jeanine Perez	Head Start Kinnaman	December 31



## HOLIDAY PARTY AT CAO

*Submitted by Elaine Burrell*

**CAO offices will close at 3 p.m. December 15th for our Holiday Party.** The CAO Holiday Party will be held in the Conference Rooms at the CAO Main Building from 3-5 p.m. **Staff from all sites are invited.** Our staff is very diversified, so the Holiday Committee thought it would be fun for staff to bring their favorite holiday tape or CD to play during the party. So please feel free to share your favorite **music** with us that day. We will have a **White Elephant Exchange**, so bring that CD someone gave you that you just hate, or that box of ornaments you don't use anymore. How about those mismatched wine glasses in the back of the cupboard? Wrap it up and bring it to the Holiday Party to exchange. For those who love to bake — bring your favorite holiday **cookies, candy or breads** to share. Also, bring **copies of the recipes to swap** with others. Come join us for snacks and good cheer.

## STAFF MEETING

Our next staff meeting will be Tuesday, December 12th at 8:30 in CAO's main conference room. We will have our usual potluck breakfast.

## CHILDCARE OPENINGS:

*Submitted by Carolyn Mentzer*

Little Ducklings daycare has opening for full-time infants and preschoolers. In the Hillsboro area near Glenco High. Call for more information 593-648-0660 ask for Carolyn.

## LOOKING FOR VISTAS

*Submitted by Catherine Fleischman*

Opening Doors is looking for bilingual women who are interested in working with pregnant women and new moms. We have openings for VISTA volunteers in our Tualatin office. This is a full-time position with a stipend of \$630/month and possibility to earn a \$4,725 educational award. Call Catherine at Opening Doors 503-691-8552.

## SPRING CLEANING IN DECEMBER—CLOTHING DRIVE FOR NEIGHBORSHARE

*Submitted by Kristin Ludwig*

Neighborshare and Value Village in Tigard have teamed up to support clients of Neighborshare. Value Village will donate vouchers for clients and some proceeds from clothing and items donated for this fundraising event. The event takes place Saturday December 2, 2000 9am to 5pm at the Value Village 12060 SW Main Street, Tigard, Oregon 97223. Value Village accepts the following items (in addition to clothing):

Sporting equipment	Toys	Bicycles	Small furniture	Mini blinds
Area rugs	Dressers	Kitchen tables	Chairs	Bed Frames
End Tables	Coffee Tables	Craft supplies	Tools	Books
Electric heaters	Paints	Art work	Dishes	Microwave ovens
Cookware	Canning Jars	Linens	Shoes	Jewelry
Small electrical appliances	Fabric threads	Sewing Patterns		

Please bring your loads of donations to the parking lot of Value Village.

## GOBBLE! GOBBLE! GOBBLE! WHO'S BEEN EATING YOUR TIME SHEETS?

*Submitted by Val Laws*

While processing payroll, it has come to my attention that many of you are not using the preprinted time sheets, or you are using the incorrect time sheet for the pay period. You should be receiving a preprinted time sheet each payday with your check/direct deposit notification slip. If you do not have a current time sheet and need one to get back on track contact CAO payroll at 503-693-3285.

## CAO CAFE TO OPEN!

*Submitted by Vicki Ware*

The CAO Cafe will finally open on Wednesday December 6. The kitchen staff will have lunches on Wednesdays this year. Hopefully we will be able to open another day after Christmas break.

Lunch plate: \$3.50      Cookies: 25¢

**Hope to see you Wednesday!**

## EMPLOYMENT OPPORTUNITIES

*Submitted by Winnie Althizer*

<u>POSITION</u>	<u>DEPT</u>	<u>SALARY</u>	<u>CLOSING DATE</u>
Assistant Teacher	Head Start	\$7.61-\$9.51/hr.	Until filled
Family Advocate	Head Start	\$10.36-\$12.95/hr.	Ongoing
Family Advocate	SAFAH	\$10.36-\$12.95/hr.	Until filled
Family Support Worker	Head Start	\$10.36-\$12.95/hr.	Until filled
Program Assistant	Energy & Emergency Asst.	\$8.85-\$13.19/hr.	Until filled
Shelter Resident Assistant	Family & Comm. Resources	\$6.83-\$8.54/hr.	Ongoing
Lead Teacher/home	Head Start	\$10.09-\$12.62/hr.	Ongoing