CAPMC CELEBRATES ACS RELAY FOR LIFE
By Donna Tooley, Chief Financial Officer

American Cancer Society’s Relay for Life serves as a reminder that cancer is present every hour of every day. It is also an opportunity to honor or remember someone who has cancer or has lost the battle to cancer. I relay to help put an end to cancer.

In all, Madera’s Relay raised over $120,000! Proceeds go to the American Cancer Society to support research, advocacy, education, and patient services. CAPMC’s team collected the most money overall – raising an incredible $15,789, including our bronze sponsorship of $500. It wouldn’t have been possible without your support and continued fundraising efforts. CAPMC continues to prove itself as an abundantly generous group of individuals.

Thank you to each and every one of you who came out and walked an hour in the 24-hour relay. We had 20 team members in all. There were 6 brand-new team members this year which is fantastic. Listed below are all of our registered team members:


Thanks to Tina Gomez for registering all of team members and helping with the administrative aspects of the Relay. A big thank-you to Vicki and Yesica for decorating the campsite. An incredible debt of gratitude is due to Rod Chaney and his son, Ryan, for the “Road to Recovery” car. Much thanks also goes to Lauren DaSilva and Vanessa Carroll for racing our car. Our car placed 3rd in the “Best in Show” category. CAPMC came in 2nd place as “Race Winners.”

After a very brief recess, we’ll start our fundraising for the 2013 Relay which marks our 13th year of participation. Our CAPMC goal is $16,000. Next year’s Relay theme is “Aloha Cancer, Aloha Cure.”

Again, my thanks and deep appreciation.

Man has never made any material as resilient as the human spirit.

Bernard Williams, English Philosopher
CATCHING PEOPLE... 
**DOING THE RIGHT THING**

TISH ARANDA, Fiscal Staff, went out of her way and stayed after hours, lending her computer to staff to get the FEMA report done.

DONNA TOOLEY, ADRIANA POMPA, AND TINA GOMEZ, Fiscal Staff, organized a wonderful Salad Luncheon.

AMY HOWLAND, Accounting Technician, went out of her way to find checks and print them for staff.

DONNA TOOLEY, Chief Financial Officer, worked fast for a quick turnaround on a grant application for Victim Services.

RENEE LOPEZ, HR Generalist, set up New Employee Orientation on a Saturday at the Julia Lopez Center last month.

ANGIE LOPEZ, Strengthening Families Staff, did an outstanding job coordinating this year’s Walk a Mile event. This is her first time coordinating an event and it was a success!

R&R/AP STAFF came together to plan a wonderful workshop for child care providers.

TINA FIGUEROA, Victim Services Program Manager, and MILLY RENTERIA, Strengthening Families Coordinator, planned a Parent Leadership Training.

MELISA DASILVA, MATTIE MENDEZ, XAI VANG, AND MIGRANT HEAD START STAFF, worked tirelessly to coordinate a combined Fresno and Madera Migrant Head Start Pre-Service.

MARK YOUR CALENDAR...

TODAY Friday, May 18: Employee Store

Monday, May 28: Memorial Day. CAPMC Closed.

Friday, June 1: Safety BINGO in Conference Room 1/1A 11:30—1:00. $5 for a hot dog lunch and Bingo card.

📍 Here are a few shortcuts in Microsoft Outlook:

[Ctrl]+2: Go to Calendar view from any other view.

[Alt]+1-9: View specific number of days, beginning with the selected day. For instance, if April 14 is selected and you press [Alt]+4, Calendar will display April 14 through 17.

[Ctrl]+G: Go to a specific date. Enter a date or choose a date from the dropdown, and click OK. Calendar view will maintain the current view.

HATS OFF TO CAPMC GRADS

YESICA VELASQUEZ (left), Executive Administrative Assistant for Madera Head Start, graduated Magna Cum Laude from Fresno Pacific University with her BA in Early Childhood Development.

MARIA G. CASTELLANOS (pictured in Employee Spotlight), Associate Teacher at Fairmead Head Start, graduated Magna Cum Laude from Fresno Pacific University with her BA in Early Childhood Development.

EVA ALVAREZ (left), Executive Administrative Assistant for Fresno Migrant Head Start, graduated from University of Phoenix with her BS

NEW PERSONNEL POLICIES AND PROCEDURES HAVE BEEN APPROVED BY CAPMC BOARD OF DIRECTORS; HR WILL PROVIDE INFORMATION SESSIONS.

CAPMC EMPLOYEE STORE

TODAY Friday, May 18

If you have any questions, please call Jeannie at 675-5716.

Future Store dates:
July 27, September 21, November 16,
EMPLOYEE SPOTLIGHT

Name: Maria G. Castellanos
Job Title: Associate Teacher
How long have you worked for CAPMC? 1 year
Where were you born and raised? I was born in Fresno, raised in Madera.

What do you do in your spare time? Spend time with my family, my husband and three children. I also love to dance.

Family: I have been married to my husband for 12 years and we have three beautiful children. Angel, my oldest boy is 8, my daughter Ashley is 6, and my baby Brian is 3.

Travels: I love to go on quick getaways like Yosemite, Pismo, Santa Cruz. When I get the chance, I love to travel to Mexico’s beautiful coast. I love the beach.

Favorite Saying: “Treat others as you want to be treated.”
Favorite Vacation Spot: Manzanillo, Mexico, or any other beach
Favorite junk food: Peanuts or any nuts, chocolate, and cheesecake
Favorite Game: Monopoly
Favorite Color: Purple
Favorite Holiday: Christmas. I love to give gifts!
Favorite Sports/Teams: Chivas
Favorite Movie: Braveheart

Of all people, who would you like to have dinner with? Hillary Clinton, because she’s an inspiring, strong woman.

Greatest Achievement: Getting married at 17, being a wife, mother of 3, and graduating from Fresno Pacific with Honors and a BA in Early Childhood Education.

Best advice ever given: “Never give up. Keep on learning.”
Random Fact: I was bitten by a dog at age three, and survived with only a scar.

“I love my job. I enjoy working with children. I have found true friends in my co-workers and we make an awesome team.”

Welcome to CAPMC!
New Employees & New Positions

LOURDES NUNEZ
Instructional Aide II/Janitor—Madera Migrant/Seasonal Head Start

ZULIX DAZA
Advocate III—Madera Migrant/Seasonal Head Start

OPEN POSITIONS

For more information, contact the HR Department at 673-9173 or at www.maderacap.org. The following positions are open until filled:

- ADVOCATE III
  Victim Services Center
- ADVOCATE II/III
  Madera Migrant Head Start & Fresno Migrant Head Start
- ASSOCIATE TEACHER
  Fresno Migrant Head Start & Madera Head Start
- AREA MANAGER
  Madera Head Start
- CENTER DIRECTOR II
  Madera Migrant Head Start
- CHILD CARE PROGRAM ASSISTANT
  Alternative Payment Program / Resource & Referral
- COUNSELOR
  Victim Services Center
- FOOD SERVICE WORKER I
  Madera Migrant Head Start
- FOOD SERVICE WORKER HEAD COOK
  Madera Migrant Head Start
- INSTRUCTIONAL AIDE II/JANITOR
  Fresno Migrant Head Start & Madera Head Start
- JANITOR
  Fresno Migrant Head Start
- MASTER TEACHER
  Madera Migrant Head Start
- SITE SUPERVISOR/TEACHER
  Madera Regional Head Start
- VAN DRIVER (SUB)
  Community Services
- VICTIM SERVICES COORDINATOR
  Victim Services Center

CAP SUCCESS LEADERSHIP PROGRAM

In May, Hal DeArmond will be providing training on effectively delegate authority and responsibility to supervised staff.
In June, Patty Pistoresi will be providing training on verbal communication.
SFP WINS CAPC OFFICE DECORATING CONTEST

Eight offices participated in the Week of the Young Child decorating contest for the city of Madera. Strengthening Families Program was selected the winner and was presented with a perpetual plaque by the CAPC at the Week of the Young Child Conference on April 24th. Pictured at right are SFP team members LUVI MAQUEDA, CYNTHIA RIVERA, and ANGIE LOPEZ.

We want to thank the children from our local preschool programs that created the paper dolls. I want to personally appreciate the SFP staff and volunteers that brought their creative talents forth to decorate a winning office! Look out for next year’s CAPC paper doll decorating contest and take the challenge.

DENIM DAY

Milly Renteria, Strengthening Families Parent Coordinator

One in six American women have been the victim of an attempted or completed rape, which is why bringing awareness to this ongoing grave issue is so necessary. On Denim Day community members, elected officials, business professionals and students wear jeans as a visible means of protest against misconceptions that surround sexual assault. This year Victim Services Center held Denim Day on April 25th. Displays were set up in lobbies throughout the community, while local government, community agencies, and businesses participated in breaking the dress code to bring about awareness by wearing jeans to work. Those participating in Denim Day not only wore jeans but wore miniature jean pins to promote awareness. Each time participants were asked, “Why are you wearing that denim pin?” they shared the significance of Denim Day.

Why Denim? In 1992 an 18-year-old in Italy was raped on the side of the road by her driving instructor. She pressed charges and won her case. The instructor appealed, and in 1999 the Italian High Court overturned the conviction. A member of the High Court declared that since the victim wore very tight jeans, the instructor could not have removed them himself; therefore the victim must have willingly participated.

Women of the Italian legislature protested the decision by wearing jeans. As news of the decision spread, so did the protest. In April 1999 the state of California established the first Denim Day in the United States and has continued every year since.

Thank you to everyone who participated in this year’s Denim Day. Through your participation many have seen that violence cannot be kept silent. It is up to us to be a voice that brings awareness and supports prevention of violence against women. A big thank you to our event committee, who made time in their work schedules to assemble lobby displays, and carefully cut out miniature size jeans and creatively decorate them (MILLY RENTERIA, pictured at left).

Do you know of an Agency event that you would like to see covered in the Action Connection? Do you have ideas or input about the newsletter? Would you like to contribute an article or pictures?

All submissions are welcome and appreciated!

Please contact: Kim Lopez, Head Start Department at:

klopez@maderacap.org  Phone: (559) 675-5752  Fax: (559) 661-8459
WALK A MILE IN HER SHOES
Milly Renteria, Strengthening Families Parent Coordinator

Sexual assault is one of the most underreported crimes in America. Every two minutes someone is sexually assaulted and less than half of these incidents are reported to the police. Much of the silence could be attributed to the alarming fact that 90% of victims are assaulted by someone they know and most likely fear. Rape victims are getting younger, with 44% falling under the age of 18 years. It is time to break the silence and stop violence against women.

On April 20, 2012, over 40 men and boys gathered to bring awareness to Madera in the 5th annual Walk a Mile in Her Shoes™ event at the Courthouse Park. These men took the challenge to be “Man Enough” to take a stand against rape and sexual assault and walk in women’s heels around the park with signs protesting violence against women.

Through the fundraising efforts of our participants and community donors, Victim Services Center raised $4,000 towards the Children’s Aftercare Program for children that are victims of or the children of victims of rape or sexual assault.

We want to thank each participant that came out and experienced how difficult it is to Walk a Mile in Her Shoes™. CAPMC Staff participants included: JOAQUIN HERNANDEZ, JONATHAN SOLORZANO, BILL FRAME, JOSE VILLEGAS, and XAI VANG. We also want to thank our donors for their generous contributions toward the event. One final thank you to the event committee who together made this event a success! We encourage other men to consider taking part in raising awareness at our Walk a Mile in Her Shoes event next year.

WALKING A MILE IN HER SHOES
Joaquin Hernandez, AP Family Services Associate and Walk a Mile in Her Shoes participant

We all have a philosophy on life whether we acquiesce or not. Conscious or unconscious, we all make decisions, and these shape us. Each new day the Beloved allows us to see—is a blessing.

Most can relate to the timeless parable that originates from the Good Book. Sometimes we are the bloody and defeated person lying on the ground, other times we may be the Levite or the cleric that disregards the helpless beaten man (we do not want to get involved because we are too busy with our lives). Still, on other occasions, we may be the Good Samaritan.

People react to stimuli in different ways. In Robert Frost’s 1914’s Mending Wall, the protagonist inquires, “Before I built a wall I’d ask to know/What I was walling in or walling out/And to whom I was like to give offense.”

All too often our days are marked with shields and walls. Given the opportunity, it is my belief that we are able to empathize and sympathize and care for those who are less fortunate.

Everyone has times of need. We are not the persons we are, or hold these positions we occupy or have letters after our names due solely to our own merit. We all have had support along the way, of mentors, educators, or just kind-hearted individuals who took interest in these sometimes fragile, sometimes resilient vessels of clay. They recognized potential that we could not perceive.

Think back...if honest, one can see key people appear in our lives. During times of darkness, cardinal figures seem to appear at the most opportune moments. When emptiness and melancholy seem to reign, people reach down to help.

It is true that not everyone has had the same opportunities or been as strong during moments of chaos and piercing tempests. Setbacks seem insuperable during the storm. Trauma from these experiences can hinder us from living to our full potential. Mental blocks are obstacles that can cripple with fear. In order to get past difficult situations, outstretched, caring hands are vital, even if the aid is transient.

Once again, THANK YOU for your giving hearts and charitable souls.
FAIRMEAD PARENT-CHILD PROJECT TEACHES CHILDREN TO REUSE

Parents were asked to work with their child to create something using a milk jug. Among the projects were: an airplane, Angry Birds piggy bank, Captain America space ship, sheep, pirate ship, and cars.

SUCCESS AT MOUNTAIN HEAD START

Submitted by Ellen Ching,
North Fork Head Start Site Supervisor

Kim Kocsis, a Mountain Head Start parent, had two goals for the year: to get her high school diploma, and to apply and get a job at Kaiser as a Medical Assistant. As of last week she has accomplished both! Congrats and our hats off to her for accomplishing her goals!

Also, Mountain Head Start has baby chicks! We started the process and never thought they would hatch, but to our surprise, we got eight new chicks that will be farmed out to new homes this week. The kids have studied them, written in their journals about them and have become very good at drawing them! Spring has Sprung!

THE GIFT OF A BIKE

By Maru G. Sanchez, Madera Head Start Area Manager

Head Start staff was able to provide a young boy with spina bifida the opportunity to ride a bike.

When his parents arrived to pick up their child, the site supervisor showed them Head Start’s newest purchase: a special bike that enabled their son with spina bifida to ride along with the other children. The parents were overwhelmed with emotion, as the father explained, “I always saw my older child riding a bike, and I didn’t think my younger one would be able to. I was always looking for ways to make a bike for him to ride. Thank you so very much!” They thanked staff and the program for providing this opportunity for their son.
Kitchen Safety

Following basic safety rules in the kitchen can reduce the chance of fires, accidents and food poisonings. Make sure everyone who uses the kitchen is aware of these rules and enforce them.

**Hygiene and Personal Protective Equipment.** Always wash your hands before beginning to work in the kitchen. Also, wash your hands at regular intervals as necessary while you work. Keep nails clean to prevent the spread of germs. Cover any cuts with waterproof dressings. Change the dressings when work in the kitchen is finished. Remove any jewelry that might get in the way and tie back hair. Never wear dangling sleeves.

**Lifting and Carrying.** Use proper lifting techniques when lifting and carrying heavy loads in the kitchen. Clear the path you intend to take. When lifting, bend the knees and use the legs to lift. Be careful when carrying liquids, especially hot ones. Never lift beyond your own lifting capacity.

**Knives.** Always cut away from the body on a proper cutting surface. Keep the blade sharp and clean. Never leave knives lying in water as it can injure an unsuspecting dishwasher. Lay knives flat and away from counter edges. If a knife should fall, do not try to catch it. Always return clean knives to their proper storage areas when done working with them.

**Falls and Spills.** Clean up messes and spills to prevent falls. Close cabinet doors and drawers when done. Use a sturdy step ladder to reach things. Do not step on objects that are unstable.

**Stoves.** Stoves can be a source of many accidents in the kitchen. Always make sure the pilot lights are working on gas stoves. If they don’t, turn the dials to off and wait for the gas to disperse before relighting. Never leave pan handles over burners. Use caution when working with steam to prevent burns.

**Fire.** Kitchen fires can be serious. They often involve igniting combustibles and flare-ups of cooking items. Defects in ovens, burners, electrical and gas connections are also hazardous.

Keep flammable materials away from range or stove. If the stove is near a window, use short, flame-resistant curtains. Use care when lighting ovens on gas ranges that do not have a self-lighting feature. Check that all burners and oven are off when finished and before going out.

When a fire occurs, assess the situation. Always give yourself a place to escape. If it is possible to safely turn off the electricity or gas feeding the fire, do so. If a pan is on fire, tightly cover the fire with a lid. Never pour water on a pan fire involving grease, or try to carry it to the sink.

Use fire extinguisher or baking soda to put out the fire. When using a fire extinguisher, it should be sprayed at least one yard from the fire and aimed directly above the fire in the vapor area in a side to side motion until the fire is out. Baking soda should be sprinkled or thrown onto the fire.

**Food Safety.** Food needs to be prepared, cooked and stored properly to ensure safety. Fresh Always clean contaminated surfaces before putting something on them. The food temperature range between 40 degrees and 140 degrees Fahrenheit is known as the danger zone for food. Food should neither be held nor consumed in this temperature range, as it is where most food-born illness grows. Food temperature should be checked on an hourly basis for safety sureness.
• RECOMMENDATION F-1: Accept the indirect cost rate the year ended June 30, 2011 and the proposed rate for the year ending June 30, 2012.

SUMMARY: An indirect cost proposal with the required supporting information must be submitted to the Division of Cost Allocation for each year that the Agency claims indirect costs for grants and contracts awarded by the federal government.

BOARD ACTION: Approved

• RECOMMENDATION F-2: Accept and authorize the CFO to file tax returns of CAPMC prepared by Randolph Scott & Company, CPA’s.

SUMMARY: The agency is required to file certain tax and information returns each year. Randolph Scott & Company, CPA’s prepared the returns from the financial statement information for the year ended June 30, 2011.

BOARD ACTION: Approved

• RECOMMENDATION F-3: Authorize the Executive Director to sign the renewal of Eastern Madera County transportation contract with the County of Madera.

SUMMARY: CAPMC will contract with the Madera County Transportation Commission to provide transportation services to residents of Eastern Madera County for fiscal years 2012/2013.

BOARD ACTION: Approved

• RECOMMENDATION F-4: Approve renewal of CAPMC Workers’ Compensation coverage.

SUMMARY: CAPMC Workers’ Compensation Insurance Broker, Heffernan Insurance Services solicited bids from thirty-one carriers and received one quote and two indications. Cypress Insurance Company submitted the lowest premium quote for the period June 1, 2012 to June 1, 2013.

BOARD ACTION: Approved

• RECOMMENDATION F-5: Authorize the Executive Director to sign and submit the Request for Application for the Victim/Witness Program for the grant period beginning July 1, 2012 to June 30, 2013, including any extension or amendments.

SUMMARY: Cal EMA objective is for the Victim/Witness program to provide funding for comprehensive assistance to victims and witnesses of all types of crime. The Victim/Witness centers were established to address the trauma experienced by victims and witnesses thereby allowing for faster and more complete recovery from the effects of the crime. Each county is authorized to have a center and Victim Services has been the recipient of the grant since its inception in Madera County.

BOARD ACTION: Approved

• RECOMMENDATION F-6: Review and approve the additional one-time funding and budget revision in the amount of $14,121 from Stanislaus County Office of Education for the Madera Migrant/Seasonal Head Start Program for the fiscal year 2011-12.

SUMMARY: Staff is requesting that the Board of Directors review and approve the additional one-time funding and budget revision for the Madera Migrant/Seasonal Head Start Program for the fiscal year 2011-2012.

BOARD ACTION: Approved

• RECOMMENDATION F-7: Authorize the Executive Director to sign and submit the Contract Renewal—RFA No 012-033/2012-2014 Application on behalf of CAPMC.

SUMMARY: CAPMC is requesting funds to continue services to twenty 3-4 year old children in the Fairmead community. The Fairmead Head Start center staff will provide the services in the afternoon.

BOARD ACTION: Approved

• RECOMMENDATION F-8: Review the California Department of Education State Self-Evaluation Report.

SUMMARY: The programs’ CDE Agency annual report began in November 2011 with the Early Childhood Environment Rating Scales and the Infant and Toddler Rating Scales. Parent surveys were distributed, collected and review in January 2012. The following persons were responsible for analyzing and aggregating the parent surveys, Environment Rating Scales, and Desired Results six month tally report updates: Education Manager Summer Gonzales, Infant and Toddler Area Manager Alma Lopez-Guerra, and Support Services Manager Ivan Flores. The following three forms comprise each report per contract: CD 4000 (Program Self-Evaluation Annual Report Cover Page), CD 4001A (Program Action Plan), and CD 4001B (Desired Results Developmental Profile Summary of Findings).

BOARD ACTION: Approved

• RECOMMENDATION F-9: Authorize to submit the Request for Application to the City of Orange Cove for the California State Preschool Program at the Julia A. Lopez Child Development Center.

SUMMARY: The Facilities Renovation and Repair Project funds help meet Title 22, Division 12 licensing requirements for health and safety and to comply with the federal American with Disabilities Act (ADA) of 1990.

BOARD ACTION: Approved

• RECOMMENDATION F-8: Authorize the Executive Director to renegotiate with the City of Orange Cove the California State Preschool Program contract for 2012-2013 funding year. The California State Preschool Program grant period begins July 1, 2012 and ends June 30, 2013. Total funding is $1,079,877.

SUMMARY: In June 2011, CAPMC agreed to a one-year contract with the City of Orange Cove to operate the Julia A. Lopez Center for 160 children (96 full-day and 64 part-day). Staff are preparing to renegotiate the contract and recommend the Board to make the following changes to the contract: first, pay $1 for rent per year; second, pay 3.5% administration fee per month of earned enrollment. A savings of $105,000 will be utilized to increase staffing and cover additional operating costs.

BOARD ACTION: Approved