SAFEGUARDING YOUR HOME AND VALUABLES

Recent statistics of burglaries indicate that two-thirds were accomplished by accessing entry through an open window or door. Here is a preventative checklist to keep your family members and valuables safe:

- Secure all sliding doors. Put a steel rod in the door channel. Install 2 or 3 screws in the overhead track to reduce the chance of the door being lifted out of the track.
- Make sure that the locks on your doors and windows are strong and secure. Lock your doors and windows at night and every time you leave the house.
- Have a wide-angle door viewer (peephole) installed in your front door.
- Look into installing a burglar alarm system.
- Keep bushes and trees near your house well trimmed. Thick, tall shrubbery provides cover for a burglar and lets them work undetected.
- Use floodlights to brighten and prevent dark areas around your house, garage and yard. A well-lit house will discourage burglars.
- Grills, lawn mowers, bicycles, and other outdoor valuables should be stored in a locked garage or shed, which should be locked at all times.
- Display “Beware” signs. If you have a dog or alarm system, let people know.
- Never leave a house key in an obvious place such as a mailbox or under a doormat.
- Be careful with your keys. Put your house and car keys on separate key rings, and don’t put identification tags on keys.
- Use an engraving pen to write your driver’s license number on your property.
- Make a home inventory with photos or videos. Store it away from your home.
- Have a security plan when you are on vacation. Ask a trusted neighbor to pick up mail and to watch your home. Have at least two light timers set to turn on and off lights in a logical sequence. Don’t cancel the gardener.
- Contact your local authorities if your home is robbed. Have your list ready of items taken and any damage done.

Finally, organize a Neighborhood Watch program. Neighbors working together make one of the best crime-fighting teams around. The City of Madera has an outstanding program to help develop a network in your area. For more information about starting a program, call Neighborhood Outreach Specialists Sue Sanders at (559) 661-2852 or Christina Herrera at (559) 661-2853.

Stephen Covey, 1932-2012

Live out of your imagination, not your history.

Reprinted with permission from the Madera Chamber of Commerce
DO YOU KNOW YOUR LOCAL OFFICIALS?

Brett Frazier, Mayor for City of Madera, and Michael Kime, Chief of Police for City of Madera, visited CAPMC in July, as they attended the Homeless Coalition Meeting.

CATCHING PEOPLE…

**DOING THE RIGHT THING**

GABRIELLA GUTIERREZ AND JACQUELINE CRUZ, Alpha Head Start staff, showed initiative when maintenance staff were unable to visit their site on short notice.

JOHN HOWLAND, Facilities Manager, was thanked for his assistance with storage boxes.

MATTIE MENDEZ, Executive Director, and MELISA DASILVA, Assistant to the Executive Director, reviewed over 120 employee files during the Madera Head Start Self-Assessment.

JONATHAN SOLORZANO, Los Niños Head Start Advocate, does great work with the families.

JASON EDWARDS, Network Administrator, made the Head Start files that went down during a power outage a priority; all fixed!

ALEJANDRA PEREZ, Los Baños Head Start Family Advocate, stayed late completing applications and staying organized; she went beyond her job duties to ensure the children’s files were complete before the opening of the site.

ELIZABETH WISENER, Community & Family Services Program Manager, was spotted “Taking Time” (one of the CAPMC Standards to Live By); she spent an hour assisting a client with LIHEAP.

ALLISON DENAVA & VANESSA CERVANTEZ, CFS volunteers, smile while being flexible; they are willing help within their department and also in others such as Fiscal and HR.

LINA BOJORQUEZ, Sierra Vista Head Start Center Director, played a part in ensuring that Sierra Vista will become the first Community School and Safe Zone.

YOLANDA RAMIREZ, ODILIA VALENCIA AND NORMA CASTRO, Los Niños Head Start staff, did a terrific job implementing CLASS strategies and promoting good interaction with children.

The **ACCOUNTANT PROGRAM MANAGERS** are applauded for their hard work on the year end.

EVA CASTRO AND MARIA E. CASTILLO, Sierra Vista Head Start staff, worked at 7 am on a Sunday to assist parents in cleaning their site.

BELINDA JAVIUS, Accountant Program Manager, did a great job on the budgets.

ADALUZ RAMIREZ, OLGA VALENCIA, IRMA MONTEZ-VASQUEZ, AND ANGELICA MENDEZ, Dos Palos Head Start staff, cleaned the site for licensing and set up the classrooms in preparation for the opening.

MARK YOUR CALENDAR…

Thursday, August 9: Board of Directors Meeting

**PC SECURITY DO’S & DONT’S**

Don’t open email from unknown sources.

Don’t open attachments from unknown sources.

Don’t enter your company email address on Web sites.

Don’t turn off your virus protection software.

Keep your virus protection software updated.

Notify your IT Department if messages appear informing of a virus.

DO YOU KNOW YOUR LOCAL OFFICIALS?

Brett Frazier, Mayor for City of Madera, and Michael Kime, Chief of Police for City of Madera, visited CAPMC in July, as they attended the Homeless Coalition Meeting.

CAPMC IS SEEKING MEMBERS TO JOIN THE EMPLOYEE CLIMATE SURVEY ADVISORY TEAM

Duties will include:

- Attending regular meetings, monthly or possibly bi-monthly
- Assistance with and input regarding survey design, distribution of surveys at sites, and focus groups.

If you are interested, please contact Kim Lopez at 675-5752 or klopez@maderacap.org.

CAPMC EMPLOYEE STORE

**TODAY**, Friday, July 27

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

Future Store dates:
September 21 & November 16
Employee Spotlight

Name: Lily Nunez
Job Title: Data Entry Technician
How long have you worked for CAPMC? Since April 2012
Where were you born and raised? I was born in Southern California and moved to Fresno when I was 12.
What do you do in your spare time? I like to read and scrapbook.
Family: My parents and younger brother.
Pets: Chiquis, a 6 month old black Labrador/Retriever mix
Favorite Saying: “To leave the world a little better, whether by a healthy child, a garden patch or a redeemed social condition; to know even one life has breathed easier because you have lived. That is the meaning of success.” - Ralph Waldo Emerson
Favorite Vacation Spot: Grandma’s house
Travels: My most recent trip was last summer when I went to Hawaii. I spent 7 days on Oahu with my closest girlfriends.
Favorite Junk Food: Starbucks!
Favorite Holiday: New Year’s Eve
Favorite Sports/Teams: I am a huge LA Dodgers fan and I love Matt Kemp!
Favorite Movies: Save the Last Dance
Favorite TV Shows: Friends and How I Met Your Mother
Of all people, who would you like to have dinner with? Arne Duncan, US Secretary of Education, because I’d like to pick his brain and get any and all advice he may offer.
If you were stuck on a desert island and could only have three things, what would they be? An endless supply of fresh water, my puppy, and an iPod with a battery life that would last forever.
Greatest Achievement: Graduating from my dream school...Go Bruins!
“My department is amazing. We all work very hard to serve our clients. CAPMC is a great agency to work for; everyone is so nice!”

Welcome to CAPMC!
New Employees & New Positions

- CAROL CHAVEZ
  Administrative Aide – Community & Family Services (AP/R&R)

- ALICIA FLORES
  Instructional Aide II / Janitor – Madera Merced Migrant Head Start

- MARIA GARZA
  Instructional Aide II / Janitor – Madera Merced Migrant Head Start

- LUPE GONZALEZ
  Instructional Aide II / Janitor – Fresno Migrant Head Start

- ESTELA JUAREZ
  Administrative Aide—Fresno Migrant Head Start

- MAYRA MADRIGAL
  Associate Teacher – Madera Merced Migrant Head Start

- RAQUEL MARTINEZ
  Instructional Aide II / Janitor – Madera Merced Migrant Head Start

- DIANA MOSES
  Food Service Worker I – Madera Merced Migrant Head Start

- CYNTHIA RUIZ
  Associate Teacher – Fresno Migrant Head Start

- LORI RUIZ
  Associate Teacher – Fresno Migrant Head Start

- VERONICA RUIZ
  Food Service Worker I – Madera Merced Migrant 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 II/III
  Madera Regional Head Start

- ASSOCIATE TEACHER
  Madera Head Start

- CENTER DIRECTOR II/TEACHER
  Madera Migrant Head Start

- COUNSELOR
  Victim Services Center

- DATA ENTRY TECHNICIAN
  Madera Migrant Head Start

- FOOD SERVICE HEAD COOK
  Madera Migrant Head Start

- HUMAN RESOURCES ASSISTANT II
  Human Resources—Fresno Migrant Head Start

- INSTRUCTIONAL AIDE II/Janitor
  Madera Head Start

- MASTER TEACHER
  Madera Migrant Head Start

- SITE SUPERVISOR/TEACHER (In-House Recruitment Only)
  Madera Regional Head Start

- VAN DRIVER (SUB)
  Community Services
HELPING PEOPLE, CHANGING LIVES: COMMUNITY & FAMILY SERVICES DEPARTMENT

The Community & Family Services Department (CFS) provides energy assistance and weatherization referrals to eligible Madera County residents. The following services are provided:

- CAPMC provides emergency assistance to individuals with a 48-hour Notice or Shut-Off Tag.
- CAPMC provides a once-a-year credit towards a current PG&E or propane bill (may take up to 90 days)
- CAPMC will help pay for wood but an application must be approved before the purchase.
- CAPMC will help permanently reduce energy bills by weatherizing to make homes more energy efficient.

To apply, bring most recent PG&E bill, shut-off notice or tag (if applicable), social security card, and proof of income for everyone in the home for the past six weeks.

Eligibility is based on the type of bill, the total income of all members who live in the home, the number of people in the home, the last time you applied for assistance, the type of assistance, and other requirements mandated by funding sources at the time of application. For questions, please call 673-9173.

LIHEAP PROGRAM

In the first half of the year Community & Family services has helped 1,689 families with LIHEAP (Low Income Home Energy Assistance Program)

- 1,037 families with HEAP (regular bill)
- 567 families with FASTRACK (48 hour notice/shut-offs)
- 81 families with Propane

MAN VS. NATURE

Luvi Maqueda Strengthening Families Child Skills Instructor

On June 30th, the Strengthening Families Program held its first father involvement workshop at Lion’s Town and Country Park. It was open to all children, fathers, and father-figures to partake in an afternoon of fun. With the help of the SFP youth volunteers, enough materials were collected for each participant, who received a brown paper bag filled with rocks, sticks, string, twine, cloth and a note with a riddle.

The challenge was for each child and father or father-figure to solve the riddle and build a project item, such as a sail boat, fishing rod, or hammer. After each participant finished, the items were put to the test! A container full of water and gummy worms was provided to test out the fishing rod and sail boat, while a frozen ice cube (with rubber snakes and bugs) tested the hammer.

Thank you to those that participated and helped promote this event. We aim to offer this event again and hope that more fathers and father-figures will have an opportunity to participate.

“Be a positive male role model. Think about the example you want to set.”

Do you know of an Agency event that you would like to see covered in the Action Connection?
Do you have input about the newsletter? Would you like to contribute an article or pictures?
All submissions are welcome and appreciated!
Please contact: Kim Lopez, Madera Head Start Department at:
klopez@maderacap.org  Phone: (559) 675-5752  Fax: (559) 661-8459
The Safety Committee would like to highlight the following sites which had the best safety practices and zero incidents in 2011. A plaque is being prepared to recognize their safety efforts.

This deserving accolade is dedicated to the following sites for a superior safety record:

**OFFICE**
- Fresno Administration Office
- VSC Office – Bass Lake
- Shunammite Place
- VSC Shelter

**MADERA REGIONAL HEAD START**
- Cottonwood
- Eastside
- Homebase
- Mis Tesoros
- North Fork
- Oakhurst
- Ruth Gonzales

**FRESNO MIGRANT HEAD START**
- Biola
- Firebaugh
- Parlier

Great job!
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
BOARD ACTION ITEMS . . . July 2012

The following is a synopsis of the Action Items from the Board of Director’s Meeting on July 12, 2012. If you are interested in seeing any items in more detail, please contact Melisa DaSilva.

- **RECOMMENDATION F-1 :**
  Approve the Fresno Migrant/Seasonal Head Start (FMSHS) Policy Committee Member Meeting Reimbursement Policy for 2012-2013.

  **SUMMARY:** The Policy Committee Members representing FMSHS receive a reasonable financial reimbursement to attend meetings and to participate fully in their responsibilities.

  **DISCUSSION:** The 2007 Head Start Act list under (D) responsibilities, Policy Committee to approve and submit to governing body (iv) budget planning for program expenditures that include reimbursement for members to fully participate in the program. As outlined in Standard 1304.50(f), delegate agencies must enable low-income members to participate fully in their group’s responsibilities by providing, if necessary, reimbursement for reasonable cost incurred. Mileage reimbursement is from home to the meeting place at the IRS rate ($5.5 cents per mile). Because of the logistics of the center locations and time of travel, a flat rate of $30 maximum per meeting will be reimbursed for 3-4 hours of child care. The mileage reimbursement will be given to those members using their vehicle. The Policy Committee approved the Reimbursement Policy at their regular meeting held on June 26, 2012.

  **BOARD ACTION:** Approved

- **RECOMMENDATION F-2 :**
  Review the FMSHS Policy Committee By-Laws for 2012-2013; Page 1-7.

  **SUMMARY:** The purpose of reviewing and reading the by-laws prior to approval is to ensure they are clear and fully explain the functions and purpose of the Policy Committee. They also inform the Committee on how vital their role is in the area of Program Design and Management.

  **DISCUSSION:** Pages 1-7 of the FMSHS By-Laws were mailed to Policy Committee members on June 13 for review. Training was provided on pages 1-7 of the By-Laws. No changes were necessary to pages 1-7 of the By-Laws. Pages 8-14 of the By-Laws will be reviewed at the next scheduled meeting in July. At that time, if there are no changes, By-Laws can be recommended for approval.

  **BOARD ACTION:** Approved

- **RECOMMENDATION F-3 :**
  Review and approve the 2012-2013 FMSHS Planning Process Policy/Procedure and Calendar.

  **SUMMARY:** The policy/procedure determines and guides staff and Policy Committee in program planning and goal setting.

  **DISCUSSION:** The planning process assists in the completion of the annual refunding application, and gives an update on the three year goals developed with short-term objectives. The program reviews/revises goals on an annual basis and reviews the monitoring system of the program. The Planning Process Policy/Procedure was approved by the Policy Committee at their regular meeting held on June 26, 2012.

  **BOARD ACTION:** Approved

- **RECOMMENDATION F-4 :**
  Review and approve the FMSHS Annual Self-Assessment Policy.

  **SUMMARY:** An annual self-assessment is conducted to determine if the program has achieved its goals and objectives as defined by the Community Assessment, to determine how effectively the management systems are working, and if the program is in compliance with the Head Start Performance Standards 1304.50(d)(i)(viii).

  **DISCUSSION:** The system ensures that the self-assessment examines the effectiveness and progress in meeting the goals and objectives as well as the implementation of Federal Regulations by conducting a self-assessment annually. The self-assessment team is formed by, including staff, policy and governing members, parents, and representatives from the community. Training on the self-assessment process to team members is provided using the Office of Head Start monitoring protocol instrument. The Policy Committee approved the Self-Assessment Policy/Procedure at their regular meeting held on June 26, 2012.

  **BOARD ACTION:** Approved

- **RECOMMENDATION F-5 :**
  Approve the system for conducting the program’s self-assessment.

  **SUMMARY:** In accordance with Head Start Performance Standards, a yearly self-assessment must be conducted. The assessment helps staff determine if Performance Standards are being implemented as required. ACF allows Head Start programs to utilize any system for conducting the self-assessment. Staff is opting to utilize a process that will allow for parent and center involvement. Training will be provided to give team members a thorough understanding of the self-assessment process and the 2012 Protocol Guide as the tool. Other tools used include: ITERS completed by Area Managers before July 6; Case Conferencing completed by Management Staff over the period of July 3-18; and the CLASS tool completed by the Area Managers the week of July 2-6. Policy Committee Parents were asked for their participation in completing the Safe Environment worksheets for their site before July 5. The self-assessment will take place on July 9-13, 2012.

  **DISCUSSION:** The process consists of the following: Four teams have been selected to conduct the self-assessment. The teams will be comprised of office, center staff, and parents. Each group will visit sites and complete a set of questions. After the Policy Committee members receive instructions, they will complete the Safe Environment worksheet at the center where their child attends. Staff will follow the Office of Head Start 2012 Monitoring Protocol Guide, while also utilizing the ITERS assessment, CLASS tool, Case Conference Summaries (Area Managers and Specialists review all children’s health, family, and educational files with staff) and Safe Environment worksheets to determine strengths, areas of improvement, and areas out of compliance. An Improvement Plan will be developed for each content area reviewed.

  **BOARD ACTION:** Approved
• RECOMMENDATION F-6:

Review and approve the year three Community Assessment report. The full Community Assessment is completed every three years. The report describes the geographic area, the economy, characteristics of residents, and the needs of Head Start eligible families. The Community Assessment is updated yearly to ensure the Head Start program continues to give priority to the income eligible children and determine the recruitment and service area.

DISCUSSION: Per the SCOE (Grantee) request, the third year of the 2011-2014 Community Assessment report process has been completed. Data sources include: CAPMC staff, 10-11 Program Information Report, 09-10 Migrant/Seasonal Head Start Parent Needs Assessment Survey, US Census, Asset Mapping, Days of operation, and center locations.

BOARD ACTION: Approved

• RECOMMENDATION F-7:

Accept the 2011-2012 Head Start Child Outcomes Presentation during the Board of Directors Meeting.

SUMMARY: Child assessment in Head Start provides an important role in improving classroom instruction and services to meet the needs of Head Start children. The School Readiness Act of 2007 requires that: all Head Start programs use research-based practices to support the growth of children’s pre-literacy and vocabulary skills, improve classroom practices to better support children’s cognitive, social, and emotional development, and increase the number of children who have the opportunity to participate in high quality early childhood programs. In response to this mandate, children were assessed three times during the 2011-12 program year in the months of November 2011, February 2012, and May 2012. The assessment is collected and entered into the Child Plus software. The data is used to identify areas of improvement for each classroom in order to plan activities for children to make gains in the areas such as language, fine motor, etc. The goal of this process is to strengthen the quality and to improve our efforts in preparing our children for kindergarten.

DISCUSSION: CAPMC Head Start uses the Creative Curriculum Continuum, which is a comprehensive, research-based assessment that addresses the needs of the whole child. Child outcomes enable teachers and parents to see exactly how much progress a child has made in a particular area during his/her time with Head Start. Using appropriate observation and assessment procedures, staff and parents come to know each child’s strengths, interests, needs and learning styles in order to individualize the curriculum and build on each child’s prior knowledge. The Child Outcome Measures Report is integrated into the self-assessment system. At the administrative level, data on outcomes along with self-assessment findings assist in planning for program improvements and future trainings. Improvements such as enhanced staff training, improvements in curriculum, reallocation of program resources, planning for transitions of children to and from Head Start, and new efforts to support families in enhancing children’s learning and development are considered.

BOARD ACTION: Approved

• RECOMMENDATION F-8:

Authorize the Executive Director of CAPMC to submit a grant application to Blue Shield for the Domestic Violence Program from Sept 1, 2012—Aug 31, 2014, including any extensions and/or amendments during the funding period.

SUMMARY: This grant provides funding necessary to continue support of the Domestic Violence Program in Madera County. The mission of this program is to provide services and safety to domestic violence victims and their children.

DISCUSSION: Blue Shield is a private funder, dedicated to allocating unrestricted funds to organizations that serve victims of domestic violence. Services provided within the scope of this grant are data collection, program reporting, housing assistance, and support referrals. The RFA will be due July 9, 2012.

FINANCING: CAPMC is requesting to apply for $20,000 for the two year grant term.

BOARD ACTION: Approved

• RECOMMENDATION F-9:

Review and approve the Board Self-Evaluation Questionnaire and authorize the distribution and completion of the Questionnaire for the CAPMC Board of Directors every two years.

SUMMARY: The Board Self-Evaluation Questionnaire (BSEQ) collects data about the Board climate and culture by surveying participants every two years. It helps senior management and the Board determine priorities for keeping CAPMC an exemplary Community Action Agency as its results determine areas in which the Agency is excelling and those that require improvement. The purpose of the BSEQ is to: identify the CAPMC Board’s strengths and weaknesses; improve operational efficiency and effectiveness; increase board knowledge, support and satisfaction; manage issues in a proactive rather than reactive way; develop new processes/systems that enhance board work environment for the organization; ensure effective fiscal management; ensure excellent board/administrator/staff relationships; ensure board membership is well managed; and improve board involvement, knowledge, and skills.

DISCUSSION: The BSEQ was developed as a tool to align with the CAPQuest Strategic Plan objective of Improve Board Involvement, Knowledge and Skills. The BSEQ will assist CAPMC in measuring areas such as: How well has the Board done its job, Board Membership is well managed; Board ensures effective fiscal management; Board/Administration/Staff relationships; Board service effectiveness; Performance of individual Board members; Feedback of the Chair of the Board. Outcomes from the BSEQ will be shared with the Board of Directors and a process improvement team will begin to look at strategies to address the areas of the BSEQ that are not meeting and/or exceeding expectations.

BOARD ACTION: Approved