STAFF LEARN ABOUT GENERATIONAL DIVERSITY

We work in a diverse workplace, both culturally and generationally. On Friday, October 5, staff members from Gill Ave and Jacqueline Ave offices were provided a short workshop about Generational Diversity from Patty Pistoresi, a friendly and familiar face at CAPMC trainings. She shared traits about each generation, and encouraged brainstorming about cultural factors that influenced those traits. Check out some of the notes below and see if you agree.

<table>
<thead>
<tr>
<th></th>
<th>MATURES The Greatest Generation</th>
<th>BABY BOOMERS The Sandwich Generation</th>
<th>GENERATION X Me Generation</th>
<th>MILLENNIALS Generation Y</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percent of Workforce</td>
<td>5%</td>
<td>45%</td>
<td>40%</td>
<td>10%</td>
</tr>
<tr>
<td>Most “_____” Generation</td>
<td>Affluent</td>
<td>Influential</td>
<td>Skeptical</td>
<td>Over-scheduled</td>
</tr>
<tr>
<td>Description</td>
<td>Dedicated</td>
<td>Optimistic</td>
<td>Self-Reliant</td>
<td>Tech-savvy</td>
</tr>
<tr>
<td>Career Motto</td>
<td>Seek job security and pay your dues</td>
<td>Education + Hard work = Success</td>
<td>Invest in portable skills; Work/life balance</td>
<td>Multi-task or die; Technology rules</td>
</tr>
<tr>
<td>Characteristics</td>
<td>Great respect for higher levels of hierarchy and chain of command; Delayed gratification; “We first;”</td>
<td>Competitive; The harder I work the more I am worth; Live to work; Defined by job...it’s their identity;</td>
<td>Prove-it-to-me attitude; loyal to people, not organizations; have identity outside of work;</td>
<td>Entitlement; instant gratification; hard time focusing on non-stimulating things; not loyal to job but to boss...if they like him/her; job hopping is ok</td>
</tr>
<tr>
<td>Workplace Values</td>
<td>Loyalty; Hard Work; Duty Before Fun; Hierarchy;</td>
<td>Dedication; Team work; Personal gratification</td>
<td>Flexibility; Autonomy; Informality; Diversity; Fun</td>
<td>Fun; Fulfillment; Feedback; Recognition;</td>
</tr>
</tbody>
</table>
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

AGENCY INFORMATION... Here’s the Scoop

CATCHING PEOPLE... DOING THE RIGHT THING

RENEE LOPEZ, HR Generalist, went out of her way to help staff translate a letter to Spanish.
ZENAIDA RUIZ, LISA MORA, ARACELI PEREZ, MARIA MERCADO, MARICELDA MARQUEZ, ANTONIA SANTOYO, LORI RUIZ AND JOE CASTRO, Mendota Head Start staff, are thanked for all their hard work in planning and executing a successful Parent Educational Activity Night, where parents participated in educational activities.
SILVIA SANOVAL, Center Director at Los Ninos Head Start, stayed with a family after a car accident to ensure their safety.
SANDRA RAMIREZ, Accountant Program Manager, has put in long hours preparing recent budgets.
JOSE VILLEGAS, Family Advocate at Pomona Head Start, taught a very informative nutrition workshop for Los Banos Head Start, resulting in their best attendance and most feedback.
CROSHOUN AUSTIN, Area Manager for Los Banos and Dos Palos centers, looked after a preschool classroom while staff was out.
LUZ BARRIENTOZ, Instructional Aide II/Janitor at Cottonwood Head Start, helps in the kitchen when the cook is out, and the remaining staff pitch in to clean the site.
MELISA DASILVA, Assistant to the Executive Director, did a wonderful job in preparation for the recognition. She certainly goes out of her way to make things go over the top.
JOAQUIN HERNANDEZ, Human Resources Assistant for Fresno Migrant Head Start, was caught doing the right thing; he helped a CAPMC intern jump start her car. The REEDLEY HEAD START STAFF does a wonderful job everyday, and children and parents are lucky to have caring teachers. They are a great staff and will be greatly missed by their Center Director.
ERICA GONZALES, Associate Teacher at Los Ninos Head Start, has been very helpful searching for presenters, and found a puppet show for the site.

MARK YOUR CALENDAR...

Tuesday, October 23: Safety Store Grand Opening at Gill Ave Conference room 1/1a from 11:30 am to 1:00 pm
Friday, October 26: Safety Store Virtual grand opening on CAPnet.
Wednesday, October 31: Trick or Treat for children at Gill Ave Office. Staff may dress in costume (within dress code)
Sunday, November 4: Daylight Savings Ends. Set your clock back one hour.
Thursday, November 8: CAPMC Board of Directors Meeting
Monday, November 12: Veteran’s Day Observed. CAPMC Offices CLOSED

NEW POLICY: 603.09.01 VACATION LEAVE ACCRUAL PAYOUT
If an employee has at least 220 hours of vacation time accrued and uses vacation leave as described in 603.01.00, the employee can submit an annual payout request of up to 40 hours to the Fiscal Department during the first pay period in December.
Contact Sandra Ramirez at 673-9173 x5756 by November 28 for more information.

SAFETY STORE GRAND OPENING RIBBON CUTTING
Tuesday, October 23 11:30 am—1:00 pm in CAPMC Gill Ave Conference Room 1/1A— Attend and get a SAFETY BUCK!
Can’t make it? No problem...See the events that took place on CAPnet starting October 26 and answer the question: Who cut the ribbon?
Email your answer to Irene Yang at iyang@maderacap.org and get your SAFETY BUCK.

STOP YELLING AT PEOPLE...

Have you ever written an email to someone and when you look up at the screen you realize you accidentally tapped the Caps Lock key? Now it seems like you’re YELLING AT SOMEONE IN YOUR EMAIL? If you’re nodding right now, chances are you’ve manually deleted everything you wrote in uppercase and wrote it all again in lowercase. That’s a waste of time when you can highlight the text in question, hold down the Shift button on the keyboard and tap F3. Doing so will immediately change the case from lower to upper (or vice-versa). This little-known SHIFT + F3 shortcut will save you time and frustration and works in Outlook, Word and other Microsoft programs.
EMPLOYEE SPOTLIGHT

Name: Conrad Palacios  
Job Title: Maintenance II—Fresno Migrant Head Start  
How long have you worked for CAPMC? One year  
Where were you born and raised? Madera  
What do you do in your spare time? Go to jazz concerts and listen to talk radio.  
Family: Single, no children.  
Travels: Canada, Hawaii, New Mexico and around the Globe  
Favorite Junk Food: Pizza  
Favorite Holiday: Christmas  
Favorite Color: Blue  
Favorite Song: Vein Melter by Herbie Hancock  
Favorite Movie: Any with the Duke, Arnold, Bruce Willis and Liam  
Relay for Life Update
To date, the agency has raised $1,200.27 towards the goal of $16,000 for the 2012-2013 Relay for Life Campaign. Much thanks to the Gill Ave/Jacqueline Ave staff for $195 raised during its 50/50 raffle during staff recognition on October 5. We ask each department to participate since this is one of the agency’s signature programs. We’d welcome the involvement of all the Head Start centers too. The Madera Relay is scheduled for May 4, 2013. If you’d like to walk on the team, please contact Tina Gomez at 675-5761 or tgomez@maderacap.org. Contact Donna Tooley, Relay Chair, at 675-5755 or at dtooley@maderacap.org with questions.

Welcome to CAPMC!
New Employees & New Positions

EVA CHAGOLLA  
Health Services Content Specialist – Fresno Migrant Head Start  
FELICIANA GASPAR  
Instructional Aide II/Janitor — Madera/Merced Migrant Head Start  
REYNA HUERTA  
Instructional Aide II/Janitor (Extra Help) — Fresno Migrant Head Start  
MARIA RAMIREZ  
Advocate III – Madera/Mariposa Regional Head Start  
LETICIA REYES  
Associate Teacher — Madera/Merced Migrant Head Start  
JESSICA RIGGINS  
Associate Teacher — Madera/Merced Migrant Head Start  
OLGA SILVA  
Center Director/Teacher — Madera/Merced Migrant Head Start  
ROSANNA ZABEL  
Advocate III — 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:

■ ASSOCIATE TEACHER  
Madera Regional Head Start / Fresno Migrant Head Start / Madera/Merced Migrant Head Start  
■ EXECUTIVE ADMINISTRATIVE ASSISTANT  
Fresno Migrant Head Start  
■ FAMILY SERVICES ASSOCIATE  
Community & Family Services—Alternative Payment Program  
■ FOOD SERVICE WORKER I (SUB)  
Fresno Migrant Head Start  
■ INSTRUCTIONAL AIDE II/ JANITOR (FULL TIME AND PART TIME)  
Madera Regional Head Start / Fresno Migrant Head Start / Madera/Merced Migrant Head Start  
■ JANITOR  
Fresno Migrant Head Start  
■ MAINTENANCE WORKER (SUB)  
Madera Head Start  
■ MASTER TEACHER  
Madera Head Start  
■ PROGRAM TECHNICIAN  
Madera Head Start  
■ VAN DRIVER (SUB)  
Community & Family Services

CAPMC EMPLOYEE STORE
Friday, November 16
If you have any questions, please call Jeannie at 675-5716.
FMHS PARENTS COMPLETE ESL CLASSES

Submitted by Dina Galvan, Center Director

In August many FMHS parents graduated from ESL classes. Mr. Joe Ponce conducted class for over 30 parents for three centers, but out of all participants only nine parents and one employee completed the 8 week/16 session class from July to August. Congratulations to all of them for their drive and excellent job. Great Job!

ANOTHER DAY’S WORK

By Rosie Gonzales, Area Manager

Madera Head Start Facility Maintenance Workers Geno Buenrosto and Luis Joaquin replaced the building siding that had rotted at an Eastin Arcola Head Start playground. Geno told staff it would be done by Saturday, so he and Luis spent weekend hours keeping his word and ensuring the children would have a safe play area.

PARLIER FAMILY CONNECTIONS SHINES THROUGH REVIEW

By Veronica Vasquez, Family Connections

On September 18 the Parlier Family Connections Program underwent a county-wide audit and program review. After careful review of all program processes the final outcome was a resounding "Commendable Practice." Staff Naomi Guerrero, Marta Pereira and Area Manager Veronica Vasquez were recognized for their contributing spirit, creativity and dedication to children and families they serve. A special thank you to Flora Chacon, Fresno Migrant Program Director for her continued support and to Jesse Perez for his contribution to the program’s success.
The Gill Ave and Jacqueline Ave teams are truly full value-driven individuals, evidenced by the 200+ nominations that were received for this year’s Value Recognition. Once submitted, the CAPMC Recognition Committee read through each nomination and selected winners from each department. From those winners, one was chosen to hold CAPMC’s designation as the Overall Winner for that value. Congratulations to all winners, and thanks to staff for recognizing your peers! Recognition Committee members BARBARA MURPHY-SMITH, BERYL RAVISCIONI, DIANN BOSTICK, DINA GALVAN, EVA ALVAREZ, JEANNIE STAPLETON, MELISA DASILVA, TAMMY MCDougald, YESICA VESASQUEZ, AND YOLANDA SHEPARD worked very hard and are appreciated for their efforts.

<table>
<thead>
<tr>
<th>Department</th>
<th>Trustworthiness</th>
<th>Respect</th>
<th>Responsibility</th>
<th>Fairness</th>
<th>Caring</th>
<th>Citizenship</th>
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</thead>
<tbody>
<tr>
<td>Admin/ Fiscal HR</td>
<td>Melisa DaSilva</td>
<td>Belinda Javius</td>
<td>Xai Vang</td>
<td>Irene Yang</td>
<td>Renee Lopez</td>
<td>Donna Tooley</td>
</tr>
<tr>
<td>Family &amp; Community Services</td>
<td>Yolanda Contreras</td>
<td>Sonia Trujillo</td>
<td>Yolanda Contreras</td>
<td>Elizabeth Wisener</td>
<td>Donald Sowden</td>
<td>Joaquin Hernandez</td>
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<td>Victim Services</td>
<td>Mary Ariz</td>
<td>Norma Alvarez</td>
<td>Tina Figueroa</td>
<td>Luvi Maqueda</td>
<td>Angelina Hernandez</td>
<td>Evelyn Cortez</td>
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<td>Madera Head Start Office</td>
<td>Barbara Murphy-Smith</td>
<td>Erica Perez</td>
<td>Amelia Ortiz</td>
<td>Tammy McDougald</td>
<td>Rosie Gonzales</td>
<td>Yesica Velasquez</td>
</tr>
<tr>
<td>Fresno Head Start Office</td>
<td>Inez Zuniga</td>
<td>Alma Lopez-Guerra</td>
<td>Stephanie Davila-Gomez</td>
<td>Summer Gonzales</td>
<td>Yolanda Shepard</td>
<td>Eva Alvarez</td>
</tr>
<tr>
<td>Overall Winner</td>
<td>Melisa DaSilva</td>
<td>Belinda Javius</td>
<td>Xai Vang</td>
<td>Luvi Maqueda</td>
<td>Renee Lopez</td>
<td>Eva Alvarez</td>
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</tbody>
</table>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
VALUE RECOGNITION...Gill Ave & Jacqueline Ave Offices
It is important to be continually alert for safety dangers in the classroom environment. A national study conducted by the US Consumer Product Safety Commission found that two-thirds of the childcare settings they examined had at least one safety hazard. Here are some tips to protect you and children in the classroom:

**Keep Yourself Safe:** This rule encompasses a number of things that you should be doing to keep yourself from getting hurt, which include walking inside instead of running, asking children to follow rules, providing clear instructions to children, and holding onto handrails and bars when engaging with children.

**Keep Others Safe:** Most of the classroom safety rules in a preschool will likely fall into this category. These rules govern interactions between children and you to help prevent from hurting, whether physically or psychologically. Examples of rules include keeping paths free from toys or debris, reminding children and staff to dry their hands after washing, picking up or wiping off food droppings to keep floor clear and dry, using nice words to remind children and staff on safety practices.

**Take Care of the Classroom:** In order to maintain safety in the classroom, it needs to stay tidy, orderly and germ-free throughout the day. Some rules are to wash hands with soap after using a tissue, clean up before moving on to a new activity, use inside voices and handle sharp objects (scissors or knives) carefully.

**Check and Correct Environment:** Listed below are some of the most important environmental concerns in keeping everyone safe:

- Electrical outlets with specially designed outlets or safety caps.
- Electrical cords should not be tangled or extended openly in the classroom.
- Emergency phone numbers posted near each telephone.
- Continually examine the environment for slipping, tripping and fall hazards.
- All cleaning supplies and medications are in locked cupboards. MSDS for the cleaning supplies are kept at IIPP binder.
- Toys need to be stored and placed properly to avoid tripping.
- Buckets and tubs containing water need to be closely supervised and emptied when not in use to avoid drowning or slipping hazard.
- All equipment needs to be examined for possible fall risk.
- Window blind cords and drawstrings can create strangulation issues.
- A daily safety check and maintenance.
- Staff maintains visual contact with children as they play. Low classroom dividers can help children to feel a sense of privacy, while still allowing adults to adequately supervise children.