The staff at CAPMC believes that no one can accomplish good things in isolation. It takes involvement and contributions from many people and many sectors of our communities in order to produce positive outcomes in people’s movement towards self-reliance. In the year 2011, we — the CAPMC staff, CAPMC Board members, community partners, and volunteers — have continued to move our Agency to Excellence by:

- Deploying excellent systems within the Agency: CapSuccess (Leadership Development), Agency website, CapNet, Acting With Integrity handbook and training, the Ethics Hotline, and Standards to Live By customer service standards and training;
- Hiring 64 new employees as part of the CAPMC team;
- Receiving accolades after Federal Reviews for Madera Regional Head Start and Fresno Migrant Head Start, as well as the CDE Review for Resource & Referral, Alternative Payment Program, and Fresno center-based programs;
- Congratulating the retirement of long-term members of the CAPMC management team: Mary Long, Lee Ann Wylie, and MJ Nabors;
-Welcoming Mattie Mendez as CAPMC Executive Director;
- Welcoming two new Head Start Directors: Flora Chacon as Fresno Migrant Head Start Director and Maritza Gomez as Madera Head Start Director;
- Honoring the passing of beloved Fresno Migrant Head Start Director, Inez Rodriguez, by renaming the T.L. Reed Head Start site as Inez C. Rodriguez Head Start Center;
- Successfully merging the Community Services Department with Child Care Resource & Referral and Alternative Payment Program into Community/Family Services, with new leadership under Program Manager, Elizabeth Wisener;
- Raising $11,963.37 for Relay for Life, and quickly launching into another year;
- Participating in Kids Day, with 7 staff and 9 volunteers raising money for Children’s Hospital Central California; and
- Supporting Victim Services through the Soup Bowl event, and Walk A Mile in Her Shoes.

As we look at the progress made during this year in our programs and within the lives of the families we serve, please congratulate yourself and your fellow team members on a productive and successful year. We look confidently and optimistically toward the coming year, and invite you to join us to continue the work that propels this Agency to excellence. Happy Holidays!
Here’s the Scoop

DIANE DIAZ, Advocate at Parlier Head Start, is always accommodating parents’ busy schedules by meeting with them in the early morning or evening in order to register children into the program.

KARINA CARDENAS, Advocate II at Firebaugh Head Start, supported Araceli Perez in the file review in at the central office.

LETICIA LUIJAN-ROJAS, Homeless Coordinator, has been helping to train new staff in her department.

LUPE LOPEZ, MONICA MARTINEZ and YOLANDA SHEPARD, CAPMC staff, assisted in the setup of the Employee Store without being asked, and it was hugely appreciated.

MARIA A. SANCHEZ, Master Teacher at Firebaugh Migrant Head Start, implemented Second Step and pictures/visuals in her Pre-K classroom to support a child with challenging behaviors, who progressed tremendously while being in the classroom.

MARIA G. RAMIREZ, Associate Teacher at Huron Head Start, steps into another classroom or role as needed when other staff need help; she has a very caring attitude!

MARTHA BENITEZ, Associate Teacher at Parlier Head Start, enrolled children into the State Program, and stepping out of her role as teacher to increase enrollment.

NAOMI GUERRERO, Master Teacher/Home Visitor for Family Connections, referred families to the Parlier Migrant Head Start Center.

RALPH CARRILLO, Center Director at Parlier Head Start, drove a migrant family to the bay area so their infant could receive emergency surgery.

ZENaida RUIZ, Janitor at Mendota Head Start, goes above and beyond in her job duties by assisting teachers in the classroom and always offering to help her team members.

MARK YOUR CALENDAR...
Monday, December 26: CAPMC Offices Closed. Merry Christmas!
Monday, January 2: CAPMC Offices Closed. Happy New Year!

2012 HOLIDAY SCHEDULE

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
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<tbody>
<tr>
<td>New Years Day</td>
<td>Monday, January 2</td>
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<tr>
<td>Martin Luther King, Jr. Day</td>
<td>Monday, January 16</td>
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<tr>
<td>President’s Day</td>
<td>Monday, February 20</td>
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<tr>
<td>Spring Holiday</td>
<td>Friday, April 6</td>
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<tr>
<td>Memorial Day</td>
<td>Monday, May 28</td>
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<tr>
<td>Independence Day</td>
<td>Wednesday, July 4</td>
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<tr>
<td>Labor Day</td>
<td>Monday, September 3</td>
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<tr>
<td>Columbus Day</td>
<td>Monday, October 8</td>
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<tr>
<td>Veterans Day</td>
<td>Monday, November 12</td>
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<tr>
<td>Thanksgiving Day &amp; Day After</td>
<td>November 22 &amp; 23</td>
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<tr>
<td>Christmas Day</td>
<td>Tuesday, December 25</td>
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<tr>
<td>Winter Holiday (One Day Float)</td>
<td>December 24 - 31</td>
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<tr>
<td>2013 New Years Day</td>
<td>Tuesday, January 1, 2013</td>
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RELAY FOR LIFE

★ The Trees for Charity tree and donations brought in $2,460 for Relay for Life.
★ Any donations to Relay for Life are appreciated. Plan a special event with your work team (benefit lunch, craft sale, etc.) and let CAPMC staff support you!
★ The Relay is on May 5-6, 2012 at Lion’s Town & Country Park. Lots of walkers are still needed to fill the CAPMC team. Each team member is encouraged to raise $100 in donations. Contact Donna Tooley at 675-5755 if you are interested in participating.

GOAL: $17,000

As of December: $6,424.70

Tech Tips

To create Desktop Shortcuts to your favorite web pages:
1. Open the web page you wish to create a shortcut for.
2. Resize your browser window so it’s not maximized.
3. Once in a window mode click the [e] icon to the left of the Internet address in the address bar. Drag it to your desktop and let go to create a shortcut.

Many text editors and programs allow you to highlight all or portions of text using the Shift key and the mouse. For example, place the cursor at the beginning of a paragraph, hold down the Shift key and click at the end of the to highlight the full paragraph.
EMPLOYEE SPOTLIGHT

Name: Yolisma Fernandez  
Job Title: Advocate III
How long have you worked for CAPMC? Almost three months.
Where were you born and raised? I was born and raised in Mexico. I immigrated to the U.S. when I was 13 years old.

What do you do in your spare time? I love spending time with my family and going on road trips.
Family: I am the only girl out of five boys.
Favorite Saying: “Why worry about tomorrow if today is all we have” & “All men die, but not all men live.”
Favorite Vacation Spot: The warm beach
Favorite junk food: Chocolate
Favorite Color: Coral
Favorite Song: Everything by Lifehouse
Favorite Sports Teams: I’m a big fan of my parents.
Favorite Movie: The Pursuit of Happyness
Favorite Holiday: Christmas…I’m happy that it’s just around the corner.
Greatest Achievement: Becoming a mom.
Best advice ever given: “The meaning of life is to live a life with meaning.”
If you were stuck on a desert island and could only have 3 things, what would they be: My cellphone (fully charged), a blanket, and water.
Random Fact: I’m learning how to play the guitar. I would love to get to visit the Seven World Wonders.

Welcome to CAPMC!
New Employees & New Positions

ANA VACA
Instructional Aide II/Janitor—Madera Regional HS

BELINDA JAVIUS
Accountant Program Manager—Gill Ave Office

ERIKA LUGO
Support Services Manager—Madera Head Start

LUCERO DE LA TORRE
Shelter/Resident Support Aide—Victim Services

MARTHA MENDOZA
Instructional Aide II/Janitor—Madera Regional HS

MONA LISA BRAGDON
Substitute Van Driver—Community/Family Services

OPEN POSITIONS

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

- ADMINISTRATIVE AIDE
  Victim Services

- ASSOCIATE TEACHER
  Fresno Migrant Head Start

- CENTER DIRECTOR
  Madera Migrant HS —Alpha & Fresno Migrant HS —Julia Lopez

- COUNSELOR
  Victim Services Center

- DATA ENTRY TECHNICIAN
  Fresno Migrant Head Start

- DISABILITIES/MENTAL HEALTH SERVICES CONTENT SPECIALIST
  Madera Head Start

- FOOD SERVICE WORKER
  Fresno Migrant Head Start

- INSTRUCTIONAL AIDE I
  Victim Services

- INSTRUCTIONAL AIDE II/JANITOR
  Fresno Migrant Head Start

REMINDER: SECTION 125 FORM DUE TO HUMAN RESOURCES TODAY!
Each employee must make an annual election regarding our Section 125 Plan. This program allows deductions pretax. Currently we offer Health Insurance and Child Care deductions pretax. Please fill out the form to either continue benefiting from Section 125, or discontinue, if you would like to decline your participation. If no response is received by December 16, it will be interpreted as a decline. Please contact Renee Lopez @ 675-5767 if you need assistance in completing this form.

HAPPENING IN HR IN EARLY 2012: Human Resources is excited to announce the fingerprinting of applicants for employment and certification purposes! NORMA ALVAREZ, RENEE LOPEZ, ADRIANA POMPA, and FELICIA SALCIDO recently became certified with the State of California Department of Justice Fingerprint Rolling Certification Program.
Key Messages from CAP Success

- A total of 12 employees will be in the leadership program: ELIZABETH WISENER, Community/Family Services Program Manager; FLORA CHACON, Fresno Head Start Program Director; MARITZA GOMEZ, Madera Head Start Program Director; MATTIE MENDEZ, Executive Director; EVA ALVAREZ, Fresno Head Start Executive Administrative Aide; VANESSA CARROLL, Fresno Head Start Associate Teacher; LUCILA MILAN, Shunammite Place Resident Manager; JAMES MUNOZ, Madera Head Start Associate Teacher; LETICIA MURRILLO-CARDIEL, Family Services Associate III; ARACELI PEREZ, Fresno Head Start Advocate III; SANDRA RAMIREZ, Accountant Program Manager; and JOSE VILLEGAS, Madera Head Start Advocate III.

- CAP Success Committee will create the training modules.

- Leadership Program Training Orientation will be in January 2012.

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! If so, please contact: Kim Lopez, Head Start Department at 559.675.5752 or Email:
KNIFE SAFETY

**Keeps knives sharp.**
If your knife is sharp, it will slide easily through what you are cutting, with little force involved. If the knife is blunt, you have to force it and if you slip there is real danger of cuts.

**Point away.**
When you are using a knife, don’t cut toward you or your fingers. Pay a lot of attention to where the edge of your sharp blade is pointing, and make sure it cannot get you if you slip a bit.

**Don’t leave sharp knives loose in a drawer.**
Banging around in a drawer will ruin the good sharp edge on your knives, and can be dangerous if someone reaches into the drawer.

Quick tips:
- Sharpen it or get rid of it!
- Use the right knife for the job.
- Wear cut-resistant gloves when appropriate.
- Always cut away from you, and you’ll never cut yourself.

**Do not try and catch dropped knives.**
If you are working with or handing a knife and you drop it, step back and let it fall; don’t try to catch it. This sounds elementary, but the instinct is to try to catch it, and that can be dangerous.

**Do not put knives in the sink.**
If you have a dirty knife, don’t put it in the dishwasher as it will not be visible and will cause cuts. Wash knives separately.

**Put knives down safely.**
When you are working with a knife, and you lay it down, don’t lay it down with the blade pointing up, and make sure it is away from the surface edge.

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**DAYS without INJURY**
**As of December 9...**

- **CAPMC:** 7 DAYS
- **Gill Avenue:** 114 DAYS
  - Madera Regional HS: 17 DAYS
  - Madera Migrant/Seasonal HS: 107 DAYS
  - Fresno Migrant/Seasonal HS: 42 DAYS

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**Safety Committee Coordinators**

**Administration:**
Melisa DaSilva 673-9173 x 5748

**Community/Family Services:**
Jeannie Stapleton 673-9173 x 5716
Sandra Segobia-Cevasco 661-0779

**Fiscal:**
Amy Howland 673-9173 x 5762

**Head Start - Fresno:**
Lauren DaSilva 246-5837

**Head Start - Madera:**
Victoria Mendoza 673-9173 x 5721

**Human Resources:**
Irene Yang 673-9173 x 5766
Felicia Salcido 673-9173 x 5771

**Victim Services:**
Yvette Gutierrez 661-1000 x 5704
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

BOARD ACTION ITEMS... December 2011

The following is a synopsis of the Action Items from the Board of Director’s Meeting on December 8, 2011. If you are interested in seeing any items in more detail, please contact Melisa DaSilva.

- **RECOMMENDATION F-1**: Approve the submission of the application requesting continued funding from the California Department of Education/Child Development Division for the subcontract agreement with the City of Orange Cove 2012-2013 fund year.

  **SUMMARY**: The agency and the City of Orange Cove are required annually to complete an application requesting the continued funding for the California State preschool contract. Current contract amount 2012-2013 which is subject to change based on state budget outcomes is $1,048,740.00

  **BOARD ACTION**: Approved

- **RECOMMENDATION F-2**: Approve the 2012Holiday Schedule based on the same schedule as approved for 2011.

  **SUMMARY**: The scheduled holidays are as follows: New Years Day: Monday, January 2; Martin Luther King, Jr. Day: Monday, January 16; President’s Day: Monday, February 20; Spring Holiday: Friday, April 6; Memorial Day: Monday, May 28; Independence Day: Wednesday, July 4; Labor Day: Monday, September 3; Columbus Day: Monday, October 8; Veterans Day: Monday, November 12; Thanksgiving Break: Thursday, November 22 & Friday, November 23; Christmas Day: Tuesday, December 25; Floating Winter Holiday: 1 day between December 24 and December 31; New Years Day: Tuesday, January 1.

  **BOARD ACTION**: Approved

- **RECOMMENDATION F-3**: Authorize a discretionary contribution of 4% to be made by Community Action Partnership of Madera County, Inc. for all eligible employees for the period of January 1 - December 31, 2012.

  **SUMMARY**: Based on the plan document, the Board must determine at the beginning of each plan year the discretionary contribution which will be allocated for all eligible employees for the upcoming 2012 calendar year.

  **BOARD ACTION**: Approved

- **RECOMMENDATION F-4**: Authorize the renewal of a line of credit with West America Bank. The line of credit is scheduled to mature on December 31, 2011.

  **SUMMARY**: The line of credit is $150,000. The approximate cost of maintaining the line of credit is $700 per year. The line of credit has been established for emergencies. It was noted in the June 1996 audit that it would be advisable to have a line of credit available, if necessary, if reimbursement from our funding sources is delayed. The agency has not used the line since it was established. West America Bank will review and approve our renewal upon submission of the June 30, 2011 year end financial statements and the agency’s loan application. The following individuals are authorized to sign on the credit line.

  **BOARD ACTION**: Approved

- **RECOMMENDATION F-5**: Accept the 2010-2011 Fresno Migrant Head Start Child Outcomes Presentation during the Board of Directors meeting.

  **SUMMARY**: Child assessments in Head Start provide an important role in improving classroom instruction and services to meet the needs of Head Start children.

  **BOARD ACTION**: Approved

- **RECOMMENDATION F-6**: Staff is requesting the approval for staff to find an alternate location and/or option for the 34 slots that are currently targeted for Casas de la Vina.

  **SUMMARY**: Upon discussion with Head Start management staff, it was determined that it would be to the best interest of the families, children and program to consider other options for those 34 slots. Management staff have come up with three options for the

  **BOARD ACTION**: Approved

- **RECOMMENDATION F-7**: The Community Needs Assessment report is completed every three years. The report describes and reviews 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.

  **SUMMARY**: The process of conducting a community assessment involves identifying key participants, The Policy Council should be involved in the Community Assessment process; planning, consultation and review.

  **BOARD ACTION**: Approved

- **RECOMMENDATION F-8**: Review and approve Madera/Mariposa Regional Head Start Year 1 Goals & Objectives.
SUMMARY: The Policy Council was involved in the Community Assessment update process and approved the final document. In 2011, the Policy Council identified goals and objectives as issues they would like staff to address with the Community during the three year period of 2011-2014.

BOARD ACTION: Approved

• RECOMMENDATION F-9:
  Review and approve the Impasse Procedure between CAPMC and the Madera/Mariposa Regional Head Start Policy Council.

SUMMARY: Head Start Performance Standard 1304.50(h) requires that each grantee and delegate agency and Policy Council or Committee jointly establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group.

BOARD ACTION: Approved

• RECOMMENDATION F-510:
  Approve the submission of the application requesting continued funding from the Stanislaus Office of Education for the Migrant Head Start in collaboration with the California Department of Education Migrant State Based Program for 2012-2013 fund year.

SUMMARY: The agency is required to annually complete an application requesting the continued funding or all contracts currently held to the Stanislaus Office of Education for the Migrant Fully Day Blended Center-Based Child Care contract to serve infants and toddlers at Los Ninos and Sierra Vista. The application will be submitted with no changes to contracts regarding the overall narrative for program operation. At this time we are expecting the same amount of funding for 2012-2013. Basic: $218,793; Specialized Services: $33,311—Total anticipated amount of funding: $252,104.

BOARD ACTION: Approved

• RECOMMENDATION F-11:
  Approve the Contract Amendment #2 for the 2011-2012 Madera Migrant/Seasonal Head Start Program.

SUMMARY: CAPMC has received $85,677 of additional funding from Central California Migrant/Seasonal Head Start to complete special health and safety projects.

BOARD ACTION: Approved