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# News Roundup

stay up-to-date on the latest happenings at SCCOE

## Nominate Your Selection for Employee of the Month!

Do you know someone who helps make your day a little easier? Nominate them for Employee of the Month!

If you see your colleague going above and beyond their assigned duties to assist others or better honor SCCOE values, get them recognized! Anyone can submit a nomination, just click the "Nominate" button below and fill out the form.

Winners are honored at a Board meeting on the first of the month and receive various gifts from the Board, including a VIP parking spot and a pen engraved with their name.

**NOMINATE**

## Professional Development Opportunities



## Strengths Ambassador Program

The SCCOE is excited to announce the new [Strengths Ambassador Program!](#) This program will activate a learning community of dedicated staff from different departments across the organization to:

- Deepen your strengths profile understanding and tell your unique strengths story
- Help staff discover their greatest talents
- Promote the use of a shared language to build a culture of collaboration and trust
- Engage in activities promoting the SCCOE's value as a strengths based organization

To get more information on this program and how you can become an ambassador, attend the information meeting on May 30 from 3-4 p.m. in the Educator Resource Center located on the first floor at Ridder Park. [Register here.](#)

## Save the Date! - Teacher Housing Town Hall

The SCCOE is hosting the Santa Clara County Educator and School Employee Housing Town Hall this fall! Educators, administrators, parents, students, and concerned community members are encouraged to join us as we explore avenues to affordable teacher housing.

District employees within the SCCOE have priority registration, so [register](#) today.

Date: Tuesday, September 17

Time: 4:30-6:30 p.m.

Where: Santa Clara County Office of Education, San Jose Room

## Mark Your Calendar - Here are the 2018-19 Fiscal Year-End Deadlines

Are you ready for the year-end closing of the books on June 30? This closing process requires the coordinated efforts of all SCCOE sites and departments to ensure that all financial activity is accurately and promptly recorded.

### Purchase Requisitions & Purchase Order Change Order (POCO)

May 31: Last Day for Palace (Just-In-Time) Orders

June 7: Purchase Order Change Orders

*Note: These dates indicate cutoff for requisitions to be in Purchasing's final queue*

### P-Card - Please approve transactions and submit receipts within three business days after month-end

June 5: May P-Card Transactions

July 5: June P-Card Transactions



### Request for Reimbursement (mileage, travel, etc.). Due Monthly; any requests prior to April are due by April 30

May 31: April Reimbursements Requests

June 26: May Reimbursement Requests

July 12: June Reimbursement Requests

*Please note that any exceptions to the above deadlines will need prior approval by the respective Division Chief/Assistant Superintendent, and final approval by the Chief Business Officer.*

### Accounts Receivable (A/R) Billing and Invoice

June 18: Last day to enter A/R invoices for FY18/19 and A/R cancellation requests (review prior fiscal year AR outstanding)

### Accounts Payable (A/P) Invoices, Journal Entries, Cash Transfers, Payroll Transfers & Deposits

June 10: Begin submitting A/P invoices, Journal Entries, Cash Transfers & Payroll Transfers to avoid missing final deadlines

June 27: Cash Deposits

June 27: Cash Transfers & Payroll Transfers involving Sub-Funds 12x, 130, 350, 67x

July 11: Final processing for Journal Entries for all funds; Cash Transfers & Payroll Transfers for Sub-Funds 800-990

*Please contact your accounting or purchasing representative if you have any specific technical questions. If you anticipate difficulty in meeting any of these deadlines, please contact [Ki Lam](#) (Accounting) or [Jas Sohal](#) (Purchasing).*

Thank you for your cooperation in helping us meet the above deadlines!

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## New! - Employee Referral Program

The SCCOE is offering an Employee Referral Program that will award \$200 to permanent classified bargaining unit members that refer a new employee for a paraeducator position in the Special Education Program. This is a one-time award. The new employee must have no prior work history with SCCOE and must pass probation. Only one incentive award will be granted per referral. If more than one person refers the new employee, the award will be granted to the first person listed as a referrer. However, a current permanent employee may qualify for multiple referrals. Classified Leadership Team members are not eligible for this program.

For more information, contact [Mary Olival](#).

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## Toastmasters International - Classy Toasters



### Discover your voice!

Would you like to feel more comfortable in meetings or improve the quality and efficacy of your presentations? Are you preparing for more leadership and responsibility? Ready to develop better facilitation skills? Classy Toasters can help you communicate more effectively! Open to all levels, Classy Toasters welcomes active COE members as well as non-COE members. Explore your potential and build your speaking skills with the Toastmasters pathways program. Learn about the congenial club environment here as well as tuition reimbursement for permanent SCCOE staff.

Please contact [Nan Harn](#) for more information or to RSVP to our next meeting as our guest and get to know what Toastmasters is all about.

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## Discount Corner - Columbia Sportswear



Columbia Sportswear Company wants to thank Santa Clara County Office of Education employees for all you do by offering this **special invitation** to the Columbia Sportswear employee store in honor of teacher appreciation! In addition to this invitation, employees will also receive **10-percent off their entire purchase** now through May 27!

Please bring this [flyer](#) and proof of employment to the store to redeem your discount.

## The Leader in You

This year, each *Leader In You* will feature a talent theme or theme combination. Increasing awareness of each talent's unique power and edge helps us appreciate our own contributions and the power of strengths-based partnerships and teams.



### Strengths Spotlight: Futuristic (Strategic Thinking)

People with strong Futuristic talents love to peer over the horizon. They are fascinated by the future. They anticipate and imagine, in detail, what tomorrow could or should be. They usually see the picture will depend on their other strengths and interests - a better product, a better team, a better life, or a better world - it will always be inspirational to them. They can paint a picture of the future that raises the sights and spirits of others.

Those individuals exceptionally talented in the Futuristic theme are visionaries. Their emotional anticipation and visualization of a better future can inspire them and others to make that dream a reality. Their vision of tomorrow can push them and others to new heights.

If Futuristic is a dominant theme for you, take time to envision the future. Anticipate and imagine what could and should be.

### [Can Our Strengths Change? Answering the Big Question](#)

After completing the StrengthsFinder assessment, people often wonder to what degree their strengths can change over time. How much, in fact, do our strengths change throughout our lives? The answer is in your brain's neuroplasticity.

### [The Importance of Encouraging Employees to Speak Up](#)

The absence of psychological safety — the assurance that one can speak up, offer ideas, point out problems, or deliver bad news without fear of retribution — can lead to disastrous results.

### [5 Ways to Cultivate Gratitude](#)

Americans are very grateful and they think gratitude is important—they're just not very good at expressing it.



[Five to Thrive \(April - June\)](#) offers you five ways to feel your best and earn more Vitality Points. Take advantage of resources and activities that support:

- o Quality sleep
- o Physical activity
- o Mindfulness

- o Connection
- o Personal growth



Upcoming Five to Thrive offerings include:

- o June 3: [Register](#) to participate in the individual app-guided Couch to 5K/10K training. Starts June 3-July 31 (350 Vitality Points)
- o June 8: [Meet us in Los Gatos](#) for our last organized group walk with co-workers (250 Vitality Points)
- o [Beats for Breakfast](#) at Ridder Park, June 11 (35 Vitality Points)
- o View the recorded [EAP benefits presentation](#) and learn how you and your family can benefit from this complimentary service for all staff (35 Vitality Points)
- o View the [Vitality FYI webinars](#) supporting emotional well-being (50 Vitality Points)
- o Use [Mindfulness apps](#) that sync with Vitality (200 Vitality Points)
- o Follow David Romanelli's [guided inspirations and meditation](#) (\$497 value - but free for SCCOE staff)



### Meet us on the Trail - Group Hike, Saturday June 8

SCCOE staff, friends, and family are invited! The next hike meets in downtown Los Gatos and hikes the LG Creek trail towards Lexington reservoir. Share a healthy and positive moment with fellow staff while enjoying the outdoors and physical activity. Earn 250 Vitality Points for your participation. [Click here.](#)

### Staff Health Screening Information: Did you complete a health screening this school year with your physician or with SCCOE wellness?

- o Earn up to 3,300 Vitality Points and satisfy the FSA reward requirement when you submit your screening results to Vitality by July 15.
- o Earn bonus points when you [show an effort to maintain or improve your health numbers](#). Vitality rewards you for achieving milestones in these areas. Earn:
  - 1,000 Vitality Points for achieving 5-percent body weight loss; or reduce your waist measurement to under 35 for women and under 40 for men to improve your BMI score and;
  - 600 Vitality Points when you track efforts to improve blood pressure, cholesterol, and glucose.

### Still need a screening?

Most plans offered through SCCOE include a preventative screening at no cost through your medical provider. Contact your medical provider by email or phone and request a screening.



For questions or information regarding SCCOE wellness program initiatives email [Tricia Zamora](#) or call (408) 453-3616.

### Benefits Corner

The Employee Benefits Department would like to announce an enhancement to our website. **“This Month’s Featured Benefit”** is a new section that will provide our employees with valuable information on available plans and services.

In support of Mental Awareness Month, May’s featured benefit is Anthem’s **myStrength Program** available through our Employee Assistance Program. For details visit, [SCCOE Benefits Page](#).

Please be sure to check back monthly to view future featured benefits!



### Local Solutions Grant

The SCCOE Educator Preparation Programs, SCCOE, and San José State University are partnering together with the California Commission on Teacher Credentialing (CTC) on a grant for

Local Solutions to the Shortage of Special Education teachers. The grant offers an opportunity for partial tuition reimbursement for the following:

- A General Education single or multiple subject teacher interested in adding a Special Education credential (12-month accelerated program).
- A Paraeducator with a B.A. interested in obtaining a Special Education credential (15-month to two-year program).
- A Para-educator without a B.A. interested in obtaining their B.A. and a Special Education credential.



If you are interested in participating in this program, please click [here](#) and fill out the short survey. An Educator Preparation Program staff member will get in touch with you.

## Tell your friends, now is the time to join #TeamSCCOE

For a list of all job postings, visit [EdJoin](#).

### Certificated Positions

[Manager - Early Learning Facilities Regional Support](#)  
[Behavioral Support - School](#)  
[Psychologist/Therapist](#)  
[Itinerant Audiologist](#)  
[Psychologist](#)  
[Speech Language Pathologist](#)  
[Substitute Teacher - Alternative Education](#)  
[Substitute Teacher - Head Start/State](#)  
[Preschool](#)  
[Teacher - Deaf and Hard of Hearing](#)  
[Teacher - Severe Disabilities](#)  
[Teacher - Visual Impairments](#)



### Classified Positions

[S/R Environment Education Specialist - Walden West Science Camp](#)  
[S/R Facility Worker I - Walden West Science Camp](#)  
[S/R Paraeducator, Alternative Education](#)  
[S/R Paraeducator, Special Education](#)

### Online Transfer Request

The transfer request process for classified employees is available [online](#). Should you have any questions about the transfer process, please contact [Marisa Perry](#) within Classified Personnel Services.

### Want to share departmental events or news?

Is your team or department working on an interesting project or offering a service that you want to share? Submit a [project request](#) to Media & Communications for a social media post or campaign! We want to share the story of SCCOE with our audience, and that includes sharing what we all do every day.

Draft a brief memo (100 words or less), have it approved by your division chief, and email it to [Riki Clark](#) no later than the Thursday before issue date or call (408) 453-6513 for questions and News Roundup event tips.



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