

[View in browser](#)

## Meet the October Employee of the Month, Alice Serraon!

**Top Five Strengths: Learner | Analytical | Relator | Harmony | Intellection**

Alice is one of the first people every new hire meets at the Santa Clara County Office of Education, and she puts much effort to ensure that every employee has a great first impression. Whether she is assisting with the HELLO new hire orientation or helping strengthen employees in professional learning workshops, Alice works to ensure that every employee has the necessary supports to develop, grow, and become the most effective versions of themselves.

Alice was inspired to work in education by her mother, an educator, and “while I am not an educator, per se, being able to contribute to education as a whole is something that I like to do.”

Alice has worked for the SCCOE for four years; she is currently an Administrative Assistant IV for the Workforce and Organization Development Department in Human Resources.



An avid learner, Alice has a sunny disposition that shines in everything she does.

“I love the SCCOE,” she states, I love the people. Every single person I have worked with has helped me become who I am, a better person.”

As a younger person, she had received wonderful advice, and it is this very advice that drives her to excellence.

“Keep upgrading yourself. Learning is a journey, not a destination.”

Alice lives by these words and is continually improving her skills.

[More](#)

Alice was honored at the Santa Clara County Board of Education meeting on October 2.

*Do you know someone who helps make your day a little easier?  
Thank them in a big way and [nominate](#) that person for Employee of the Month.  
It's easy - press the button below!*

## NOMINATE



Santa Clara County  Office of Education

# OCTOBER IS

## SCHOOL SAFETY MONTH

### Are You Ready to ShakeOut?

# Shake Out

October 17 represents the 30th anniversary of the Loma Prieta earthquake that struck the Bay Area.

At **10:17 a.m. on October 17**, the SCCOE will join millions of people in practicing [Drop, Cover, and Hold On](#) through the Great ShakeOut.

Are you prepared? Here are some helpful preparation tips to remember, whether at work or home:

- Sign up to receive emergency alerts and notifications at [AlertSCC](#)
- [Make a family emergency plan](#)
- [Gather emergency supplies](#)
- [Create an emergency kit](#)
- [Create a go-kit](#)
- [Download a copy of Staying Safe Where the Earth Shakes - Bay Area Edition](#)

### Ensure personal safety, whenever possible

- Watch surroundings while parking (especially when dark) and wear your SCCOE badge.
- Never leave valuables in your car or plain sight.
- Avoid carrying a lot of items in your hands when walking to and from your vehicle.
- Avoid talking on the phone and texting while walking to and from your vehicle.
- Do not prop building exterior doors open.
- When at your workstation, secure your personal belongings and valuables.
- When walking firmly grip your purse or secure your wallet in your front pocket to avoid theft.
- Observe and report any potential work hazards – spills, electrical cords, broken furniture, etc.
- Listen to your sixth sense. If you feel uneasy, call for help or report the situation to the police.

### Anti-Bullying

Parents, school staff, and other caring adults have a role to play in preventing bullying.

They can:

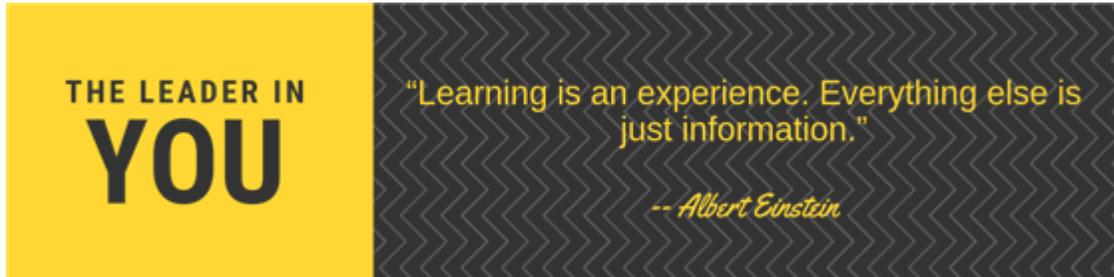
- Help kids [understand bullying](#). Talk about what bullying is and how to stand up to it safely. Tell kids bullying is unacceptable. Make sure kids know how to get help.
- Keep the [lines of communication open](#). Check in with kids often. Listen to them. Know their friends, ask about school, and understand their concerns.
- [Encourage](#) kids to do what they love. Special activities, interests, and hobbies can boost confidence, help kids make friends, and protect them from bullying behavior.
- Model [how to treat others](#) with kindness and respect.



## Stop Bullying on the Spot

When adults respond quickly and consistently to bullying behavior, they send the message that it is not acceptable. Research shows this can stop bullying behavior over time. Additional bullying prevention and education resources can be found on SCCOE [Safe & Healthy Schools](#) web page.

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: Learner (Strategic Thinking)

People with strong learner talents constantly strive to learn and improve. The process of learning is as important to them as the knowledge they gain.

Learners are energized by the steady and deliberate journey from ignorance to competence. They are excited by the thrill of learning new facts, beginning a new subject and mastering an important skill. Learning builds their confidence.

People with strong learner talents not only love to learn, but they also intuitively know how they learn best. They can learn quickly, and when focused, they can keep a group, team, and organization on the cutting edge.

If **Learner** is a dominant theme for you, continue to grow through learning.

### [This important mindset will make you more successful](#)

Think, for a moment, about all the thoughts that play in your head as you move through your day-to-day life. Narratives like “I’m not a numbers person”, “I’m not good with technology”, “I don’t cope well with change”. These are thoughts that are subconsciously stuck on replay in our minds, whose voices never seem to quieten, gradually chipping away at our sense of self-belief.

### [To Coach Employees, Start with 4 Conversations](#)

Your role is not to provide solutions but to help employees clarify the questions they’re trying to answer, push them to gather perspectives from diverse sources, and reflect on what they’ve learned in order to come up with a new and better strategy.

### [Madam C.E.O., Get Me a Coffee](#)

Professional women are still expected to bring cupcakes, answer phones and take notes. These activities don’t just use valuable time; they also cause women to miss opportunities. The person taking diligent notes in the meeting almost never makes the killer point.

## Toastmasters International - Classy Toasters

### Discover your voice!

Active SCCOE members, as well as non-SCCOE members are invited to explore your potential and build your speaking skills, as Gena Pacada has in this [#MyWhy](#) video. Learn about the

congenial club environment as well as tuition reimbursement for permanent SCCOE staff.

Open to all levels, Classy Toasters can help you communicate more effectively and develop better facilitation skills through their Toastmasters pathways program!

Ready to learn what Toastmasters is all about? Contact [Nan Harn](#) for more information or to RSVP as a guest for an [upcoming meeting](#).



TOASTMASTERS  
Where Leaders Are Made



### Compliance Corner

The new **Employee Compliance Handbook** was distributed electronically in September to all permanent and substitute employees. This handbook is applicable to all employees of the SCCOE and serves as a reference tool, highlighting our continuous improvement efforts and outlines important employee benefits, programs, and services. Thank you to those that have completed the form.



If you have not completed the form, please review and complete the user agreement form as soon as possible. The link is below. You will need your employee ID number to complete this form. You can find it on your paystub or on the SCCOE intranet Employee Self Service (ESS) page.

<https://forms.sccoe.org/Forms/EmployeeComplianceHandbook>

If you have any questions, please contact the Human Resources Department at (408) 453-6820 or send an email to [hr\\_recep@sccoe.org](mailto:hr_recep@sccoe.org).



### Embrace the Season of Change! Fall Into Fitness Challenge begins Friday, November 1.

Team up with co-workers and Vitality to:

- Build a physical activity routine based on your preferred workout level
- Enjoy extra motivation to stay consistent
- Feel energized, improve sleep, and reduce negative effects of stress
- Earn bonus Vitality Points based on your team and individual efforts



Register by October 31, 9:00 p.m. Log into [Vitality](#) and navigate to COMMUNITY>My Challenges> and choose to participate in either the LIGHT, STANDARD, or ADVANCED level challenge. Create or join a team. All staff are welcome and encouraged to join.

### Coming Oct. 28!

[Eat, Nourish, and Thrive](#) with Diet ID and SCCOE Wellness. Use this new app to quickly assess your current food choices and your health goals, and enjoy the step-by step guidance on how to get there.

Earn up to 685 Vitality Points for participating and progressing with your individual eating goals. Email [Tricia Zamora](mailto:Tricia.Zamora@sccoe.org) for more details.

### Positive Pulse



Meet Maria Corchado, Family Advocate for Early Learning Services.

"I have been working for the Head Start program for close to 13 years and every year at our all-staff pre-service training, Tricia Zamora would talk about the wonderful benefits of living a healthy lifestyle."

[Learn about Maria's amazing wellness journey!](#)

### A few minutes can change your whole day!

Headspace now offers [free access to all K-12 teachers, school administrators and supporting staff](#). Earn Vitality Points when you link Headspace to your Vitality Today app.

### Mark your calendars! Silicon Valley Turkey Trot is on November 28

Join #TeamSCCOE at the [Silicon Valley Turkey Trot](#) and help us to get the most participation in the Fittest Firm competition! SCCOE has partnered with other community



sponsors on this fun and meaningful event. Your [registration](#) fee for the 5K or 10K run/walk will feed, house, and care for members of our community who are in desperate need of assistance this holiday season.

Get:

- \$10 discount when you are one of the first 100 staff to [register for #TeamSCCOE](#)
- an SCCOE team shirt to wear to the event when you register. Email verification of the registration to [Tricia Zamora](mailto:Tricia.Zamora@sccoe.org).

### New Wellness Reward Option

Starting 2020, in addition to earning Vitality bucks, SCCOE will offer a \$200 Wellness incentive towards a flexible spending account (FSA) or a \$200 gift card on the Vitality Mall. All members are encouraged to [choose their preferred \\$200 reward by January 31, 2020](#).

### Have you heard?

[College Day 2019](#) don't forget to wear your college or trade school shirt on **Friday, October 18**.

The goal of College Day is to promote a college-going culture where students, especially first generation students, are inspired and supported in their pursuit of a college education.

Stand up to bullying on **October 23**, by wearing orange and celebrating [Unity Day](#).

On **October 23-24** the SCCOE will host the 6th Annual Inclusion Collaborative State Conference! The Inclusion Collaborative Conference is an interactive and reflective educational opportunity to understand and learn evidenced based practices for individuals involved in the care and education of children from birth to 12th grade with and without disabilities to create or enhance equity and inclusive practices in their respective programs and communities in which they live. Visit the [conference website](#) to learn more

On Wednesday, **October 30** from 11:30 a.m. - 1:30 p.m., staff from the Ridder Park office will host a **Diwali** celebration in the cafeteria. This is an opportunity to learn about the **Hindu Festival of Lights**. Staff has organized traditional games, art, music, and dancing! For more information, please contact [Dharma Jayabal](#), [Alice Serrao](#) or [Amrita Bhatti](#).



On **Thursday, October 31**, share your BOO-tiful pictures on our Facebook page, for the **3rd**



**annual Halloween Staff Photo Contest!** Photo competition categories are as follows: Halloween themed student artwork, Best themed lesson plan, or classroom activity, Best classroom, or school spirit, Most creative individual costume, Best team costume, and Best pumpkin!

Winners will be selected by the reactions we receive on our Facebook page, including likes, loves, and comments. All photos must be posted to the event page before 10:30 a.m. on Thursday, October 31. The winners will be announced on Facebook at 2:30 p.m., receive an official certificate, and have a full 364 days of bragging rights.

*Please keep in mind that any photos submitted will be shared with our social media pages with #SCCOESpirit and all student photos will need Talent Release forms signed by parents or guardians.*

**Trick or Treat for the Troops** and bring your children's excess Halloween candy to Human Resources from **November 1 to 8**. All candy collected will be donated to Operation Gratitude, what a sweet way to thank our troops serving overseas! For more information, contact [Demerris Brooks](#).

## Discounts and Deals - 49ers, Sharks Tickets and More!



Come out and enjoy an afternoon at Levi's Stadium while supporting the San Francisco 49ers, bring your friends and family and have a great day!

**Saturday, December 21, 2019 at 1:05 p.m.**  
San Francisco 49ers vs. Los Angeles Rams

Purchase tickets at <http://offer.fevo.com/santa-clara-county-office-of-education-6918c05>



Come out and enjoy an evening at the SAP Center while supporting the San Jose Sharks, bring your friends and family and have a great evening!

**Sunday, March 8, 2020 at 7:00 p.m.**  
San Jose Sharks vs. Colorado Avalanche

Purchase tickets at [www.SharksGroups.Com/SantaClara](http://www.SharksGroups.Com/SantaClara)

The Bay Area appreciates your service. Check out the fantastic [benefits](#) you get as a member of #TeamSCCOE. Please stop by Human Resources or contact them at (408) 453-6820 for more information on how to receive discount offers from the Santa Cruz Beach Boardwalk, California Academy of Sciences, Golfland, Golden State Warriors Games, Legoland, Universal Studios, Hollywood, and much more! Current year tickets are now available for local amusement parks. For even more employee discounts, visit [Tickets at Work](#).

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

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

### Certificated Positions

[Assistant Superintendent - Early Learning Services Division](#)  
[Behavioral Support - School](#)  
[Psychologist/Therapist](#)  
[Itinerant Audiologist](#)  
[Psychologist](#)  
[Speech Language Pathologist](#)

### Classified Positions

[Director III - Applications, Business, & Web Systems Development](#)  
[Manager - Data Systems](#)  
[S/R Child Development Specialist](#)



[Substitute/Relief Family and Provider Specialist](#)  
[Substitute/ Relief Home Visiting Specialist](#)

### 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 complete a project request no later than the Thursday before issue date or call (408) 453-6824 for questions and News Roundup event tips.



---

1290 Ridder Park Dr., San Jose, CA 95131

To learn why you received this and how to remove yourself from the list, see [Privacy Policy](#)  
[Review / edit information about you](#) | [Unsubscribe](#)

Generated by



[Learn more](#)