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Meet the December Employee of the Month, Angelica Galvan

Top Five Strengths: Focus | Achiever | Learner | Self-Assurance | Belief

Angelica Galvan's love for teaching is deeply rooted. Her family always had great respect for the profession, as a child, she played "teacher" with her siblings, and they each made that play a reality. Her sister is currently a school principal. Her brother teaches science, and Angelica has taught preschool for 19 years. Their shared passion for education inspired her father to study English and eventually become a U.S. citizen.

As a child, Angelica benefited from the Head Start program, and she now pays the benefit forward, working with students, helping them understand the importance of education and working with parents to help foster a love for learning in her students.



As a teacher coach, Angelica is very passionate about her work and the opportunities available to students through the Head Start program and tries to encourage teachers to adopt the same enthusiasm.

"I love the ability to work with teachers, students, and parents. It is inspiring and fulfilling to see long-lasting change happen from the classroom to the home. Setting a foundation for students in preschool impacts their ability to succeed academically and in other areas of their lives," she states.

According to the nominator, Martha Morales, Angelica is dedicated and passionate about what she does every day.

[More](#)

Angelica was honored at the Santa Clara County Board of Education meeting on Wednesday, December 11.

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

Seeking early adopters for our Office 365 migration

The Technology & Data Services Division is excited to announce that in early January, we will start migrating our email and calendar systems “to the cloud” with Office 365. To ensure a smooth transition and minimize the impact to daily operations, we need your help.



Why we need your help: For Office 365 to flourish, we need a small group of volunteers to ensure everything is running smoothly and identify issues or odd questions that might pop up. It won't be a daunting task, as you're probably doing some of this stuff already, and we'll be there to support you the entire way. Mac users are also encouraged to participate. [Learn more.](#)

If you are interested in volunteering, please complete the following short form **no later than December 20**: <https://tinyurl.com/vs4nxb1>

Important End-of-Year Information

Budget Wisely!

Just a reminder, all salaried employees will receive their December paycheck on **Friday, December 20, 2019**. Please keep in mind that the next end-of-month paycheck will be issued on Friday, January 31, 2020. Please budget accordingly.

Distribution of 2019 W-2s

SCCOE will be processing the 2019 W-2 Wage and Tax Statement in January. The Form W-2 is an annual form that reports taxable income and other tax related information required by Federal and State agencies. It is also used by the Social Security Administration as a verification document to ensure individuals are properly credited for future Social Security and Medicare benefits.

Your 2019 W-2 will be mailed to your address on file no later than January 31, 2020. For more information visit: [Payroll Details](#)

Internal Payroll Services will be closed on December 24, 25, 31, and January 1.

Employee Satisfaction Survey - 2019

Each year the SCCOE administers the Employee Satisfaction Survey to collect feedback from employees related to their level of job satisfaction and identify areas of organizational strength and growth. The information collected is essential to helping the SCCOE improve as a premier service organization – one where every employee comes to work engaged and knows that they are valued, supported, and able to grow professionally.

For more about how you can participate including submission requirements visit: [SCCOE Employee Satisfaction Survey 2019.pdf](#).

Professional Development Opportunities

The Workforce & Organizational Development team is offering a workshop geared towards giving participants a better understanding of their strengths and how to make sense of their Strengths Insight Report. With Strength 101, participants will also gain a greater appreciation and understanding of their individual talents and will be able to visualize their talents in action. If you have already had an introduction to strengths, then Using Strengths To Improve Communication is a great way to build on that foundation.



These workshops are free and will be offered on [Tuesdays](#) and [Saturdays](#) at Ridder Park.

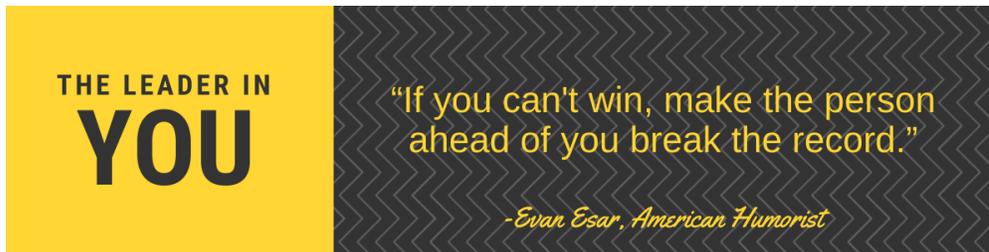
For questions about the workshops, contact [James White](#).

For assistance with registration, contact [Alice Serran](#).

Upcoming Interview Skills Workshop Understand SCCOE interviewing processes and explore strategies for preparing for interviews at SCCOE. Also, practice skills and techniques for your next interview. Attend January 17 from noon to 1:30 p.m. at Ridder Park. The cost is FREE. To register, speak with your supervisor, then sign up at bit.ly/ISW0919.

1-1 Strengths Coaching The Workforce & Organizational Development team also offers 1-1 strengths coaching with a Certified Strengths Coach. If you are looking for more direct support leveraging your strengths at work or help leveraging the talents of your team, create better team cohesion, inspire innovative practices, and much more, please [sign-up](#) for strengths coaching.

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: Competition

Competition is rooted in comparison. When individuals with strong Competition talents look at the world, they are instinctively aware of other people's performance. Their performance is the ultimate yardstick.

People exceptionally talented in the Competition theme like measurement because it facilitates comparisons and they find other competitors invigorating. They like contests because they must produce a winner and they particularly like contests where they know they have the inside track to be the winner. Although they are gracious to their fellow competitors and are stoic in defeat, they don't compete for the fun of competing--they compete to win. Over time they will come to avoid contests where winning seems unlikely.

Its power and edge: People with strong Competition talents have the ability to stimulate themselves and others to a higher standard of performance. They can raise a group's achievement level by creating a culture of winning and an aspiration to be the best.

*If **Competition** is a dominant theme for you:
Aim for first place, and you'll always finish strong.*

[Rethink Competition in the Workforce](#)

Competition happens at the level of small groups, whole departments, whole organizations, industries, and economies. Competition is happening everywhere; it's all around us, and it shapes the decisions we make.

[What's the worst kind of praise you can give?](#)

There's a wise old saying: "Comparison is the thief of joy." If we really want to enhance others, we must stop comparing them.

[What Meditation Can Do for Your Leadership](#)

Our ego wants us to be right, and it perceives failure as a threat. With meditation practice, as our fixation on ego drops away, our tendency to take things personally drops away as well.

'Tis the season for giving

The SCCOE Human Resources department is holding its Annual Toiletry Charity Drive. The department is collecting shampoo, conditioner, soap, toothpaste, toothbrushes, mouthwash, tissues, combs, feminine products, deodorant, and more. The items are assembled into kits and distributed to charities that provide shelter and aid to people of all ages. Please bring or send in any unused, travel-sized toiletries to Ridder Park to assist those in need.

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 Sandro Brenciaglia 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 Ham](#) for more information or to RSVP as a guest for an [upcoming meeting](#).



Join the [GROOVE is in the HEART Campaign](#)



Be part of this hip wellness campaign and DEEE-Lite in SCCOE's Heart-Healthy Vibe. Earn bonus Vitality points and Vitality status, plus a chance to win prizes!

- [Sign-up](#) and get the full game-plan
- Learn how to earn up to 3,300 Vitality Points and a \$25 Amazon code when you get a [complimentary heart health screening with SISC onsite at a SCCOE location](#). Screenings are complimentary to all staff, including substitutes and contractors. The \$25 Amazon gift is offered by SISC for SCCOE staff and dependents who are enrolled in an SCCOE medical plan.

- Save the Date: **January 11, 7:30 to 11:30 am** - [Groove is in the Heart will kick-off](#) with our only Saturday health screening opportunity at Ridder Park. Get a health screening, and learn how Diet ID and Headspace can support your health goals.

New Vitality Affirm and Consent Form

Continue to enjoy the benefits of Vitality! **On January 6**, look for an important email regarding ongoing Vitality membership.

In the Gym

New Group Exercise Sessions begin in January:

[Beats and Barre](#): Fridays, noon to 12:45 p.m. four-week session begins Friday, Jan. 10

[Gentle Yoga](#): Tuesdays, noon to 12:40 p.m., six-week session begins Tuesday, Jan. 21

Attention Ridder Park Fitness Center members:

All locks left on lockers, as well as their contents, will be removed on Thursday, Dec. 19 at 5 a.m. Thanks for removing your gym clothes each day.

Walk-n-Connect meets 8:30 a.m. on Sunday, January 12, at Coyote Creek Trail Silver Creek Entrance in South San Jose: Connect with your well-being, others, and the outdoors. We meet at local parks or trails and earn 250 Vitality Points for each walk. This activity is suitable for all activity levels and staff need not be a Vitality member to join. [Sign-up to get information for this walk or future walks.](#)

Have You Heard?

Christmas Tree Safety:

A small fire that spreads to a Christmas tree can grow large very quickly.

Facts:

- More than one of every four home Christmas tree fires is caused by electrical problems.
- Although Christmas tree fires are not common, when they do occur, they are more likely to be serious.
- A heat source too close to the tree causes one in every four of the fires.

As you deck the halls this holiday season, be fire smart.

Learn more about how to practice [Christmas Tree Safety.](#)

The **Ridder Park Cafeteria** will close at 2 p.m. on **Friday, December 20**. They will re-open on **Thursday, January 2, 2020**.

Print Services will be closed **Monday, December 23** and will reopen **January 2, 2020**.

Compliance Corner

The new **Employee Compliance Handbook** was distributed electronically in September to all permanent and substitute employees. This handbook applies 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, which can be found on your paystub or 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.

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



Enjoy a fun afternoon with friends and family at Levi's Stadium while supporting the San Francisco 49ers!

Saturday, December 21, 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>

Spend an evening at the SAP Center and support the San Jose Sharks. Bring your friends and family for a great night out.



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

Purchase tickets at www.SharksGroups.Com/SantaClara

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

[Director III - Creative Impact](#)
[Teacher - Severe Disabilities](#)
[Positive Behavioral Interventions Specialist](#)
[School Therapist](#)
[Coordinator - District Support Services for Students with Disabilities & Special Populations](#)

Classified Positions

[Director III – Data & Analytics Development](#)
[Data Warehouse Analyst - Senior](#)
[Teacher Assistant - Educare](#)
[Substitute Education Interpreter I/II](#)
[Substitute/Relief Technology Assistant I](#)
[Educational Interpreter I/II](#)
[Director III - Human Resources](#)



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 the issue date or call (408) 453-6824 for questions and News Roundup event tips.



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