



Santa Clara County  
Office of Education

## News Roundup

A snapshot from our recent HELLO! orientation, welcoming new SCCOE employees.

### **Stay informed about the latest SCCOE news - May 16, 2017**

Welcome to the [News Roundup](#), a bimonthly electronic publication for Santa Clara County Office of Education (SCCOE) employees. It highlights SCCOE news, upcoming events, professional development opportunities, and other announcements of interest to staff.

## News and Updates

### **Help minimize the risk of malware attacks at SCCOE**

As many SCCOE staff are aware, on Friday there was a massive [global malware attack](#). This malware caused the computer systems of large companies and hospitals to become infected with "ransomware," a type of malware which locks a user's files before demanding a ransom to have their files unlocked.

Security researchers have determined that the malware was able to get into the affected agencies because staff clicked on spam links embedded in their emails. While the SCCOE has taken measures to minimize our risk, our users are a critical line of defense to these types of attacks.

Please continue to carefully examine the contents of emails, and be extremely cautious when you receive emails with links which take you to websites that ask for any type of credential. For questions, please call the Help Desk at (408) 453-4357, or forward questionable emails to [spam@scoe.org](mailto:spam@scoe.org). Thank you for helping us keep SCCOE malware free.

### **Immigration workshop and resources for SCCOE staff**



The SCCOE has partnered with the Immigrant Legal Resource Center and City of San Jose's Office of Immigrant Affairs to offer a voluntary training regarding the current immigration landscape, "[Immigration Landscape + Know Your Rights](#)." This is especially useful for staff who work directly with students. The training will be held May 18 from 1:30-2:45 p.m. in the San Jose Room.

This training will help school staff understand what is currently happening due to the Executive Order on Enforcement, and how we can help students and families protect themselves. The training will also address Consideration of Deferred Action for Childhood Arrivals, resources and rapid response networks if you think a raid might happen, as well as information for staff and students to "Know Your Rights." It will cover how school staff can

protect immigrant families, the right to a free public education, your rights if ICE agents come to campus, and communication protocols for parents and community.

## Electronic communications and records

As you may be aware, a recent [California Supreme Court ruling](#) determined that "government employees in California cannot keep the public from seeing their work-related emails and texts sent on personal devices and through private accounts." Simply put, this means any work-related messages you send electronically on your own personal devices is public information and would have to be provided to anyone who specifically asks.

This ruling provides a good opportunity to provide the following reminders and recommendations:

- 1) Use only SCCOE accounts for work-related messages, and do not use private accounts.
- 2) As is mentioned in every HELLO! orientation, never put anything in writing that you wouldn't want to see on the front page of the newspaper.
- 3) On the rare occasions that you may need to send work-related information over a private account, cc or forward the email to your SCCOE email address to have a record of it.

If you have any questions about the [Public Records Act](#), please contact the [Department of Media & Communications](#) at (408) 453-6514.

## Thank you, Chandler Tripp!

What's new at your SCCOE site? Ask your principal to schedule an informal [Coffee Chat](#) where you can talk face-to-face with Superintendent Gundry to ask questions, discuss new activities, and highlight recent accolades at your site. The SCCOE will even provide coffee and tasty pastries.

On May 11, County Superintendent of Schools, Jon R. Gundry thanked Chandler Tripp staff for their warm welcome and thoughtful dialogue during a morning [coffee chat](#).

"I also want to thank Principal Michelle Oliver for hosting today's Coffee Chat," said Superintendent Gundry on his [Facebook page](#). "Her leadership and commitment to students, staff, and families is amazing. We're fortunate at SCCOE to have talented and dedicated administrators!"



## Groundbreaking report provides interesting information on school policing

The new SCCOE [report](#) examining the status of school policing in the county in 2016 is now available online. The School Policing Report is the first report of its kind in Santa Clara County, and was created in response to a request made by County Superintendent of Schools Jon R. Gundry and the Santa Clara County Board of Education.



## Upcoming year-end deadlines

It is that time! Time to prepare for the annual year-end closing of the books. Please view the [updated schedule](#) for deadlines through July.

- **Last day for store/purchase orders:** May 25 is the last day for store orders. June 2 is the last day for Purchase Order Change Orders.

- **P-Card deadlines:** June 2, May P-Card Transactions are due. *Please approve transactions and submit receipts within three business days after month-end.*
- **Request for reimbursement deadlines (mileage, travel, etc.)** On May 26, April requests are due. On June 26, May requests will be due. *Please note, these are due monthly.*
- **Accounts Receivable (A/R) billing and invoice deadlines:** June 19 is the last day to enter AR invoices for FY16/17 and A/R cancellation requests.
- **Journal, Cash Transfer, Payroll Transfers, Deposits, Accounts Payable (A/P) Invoice deadlines:** Please begin submitting A/P invoices on June 12 to avoid missing final close deadlines.

Please contact your accountant 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). Please note that any exceptions to the above deadlines will need prior approval by the respective Branch Chief, and final approval by the Chief Business Officer.

## Save the date!

### Don't miss out on these upcoming events!

#### May 23 - Young Artist's Showcase

Every year, the SCCOE invites public and charter school students in grades TK-12 to highlight their talents and participate in the Young Artists Showcase and New Museum Los Gatos High School Art Competition. View the 2017 [winners](#) online.

#### May 23 - Seventh Annual Symposium on the Status of Children's Health

8:30 a.m.-12:30 p.m.

Join the Healthier Kids Foundation Santa Clara County in Mountain View. This year's [symposium](#) emphasizes the importance of engaging in "Healthier Earlier" strategies, with keynote speaker Diana Dooley, Secretary of the California Health and Human Services Agency.

#### June 19-20 Instructional Design Leadership Institute

8 a.m.-3 p.m.

What does the near future hold for California's instructional leaders? Is it "steady as she goes" or are you ready to move on to a greater leadership role? Discover tools for learning during the [Instructional Design Leadership Institute](#) that can help frame your course. Afternoon breakouts give you choice in a session that best fits your needs.

#### June 24 - Step Into Teaching

9 a.m.-1 p.m.

[Step into Teaching](#): Opportunities in Silicon Valley Public Schools will help you learn about and prepare for a teaching career. This event will help you navigate the credentialing process, opportunities with potential employers, compensation, and retirement. You will have the opportunity to interact with classroom educators and experts about the rewards and challenges of a career in the classroom.

## SCCOE career opportunities

### Job Openings

The SCCOE sends the latest openings every Wednesday to all employees via email in the "SCCOE Jobs Bulletin."

**Classified job openings and deadlines:**

[Accounting Specialist I/II](#) - 5/23/17

[Substitute/Relief Office Worker I/II](#) - 5/22/17

[Substitute/Relief Child Care Assistant I/II](#) - 5/25/17

[Substitute/Relief Child Care Assistant I/II](#) - Gilroy/Hollister - 5/25/17

[Substitute/Relief Education Assistant Special Education](#) - 5/25/17

[Substitute/Relief Facility Worker I](#) - 5/25/17

[Substitute/Relief Occupational Therapist](#) - 5/26/17

[Education Interpreter/Tutor - Deaf/Hard of Hearing \(HOH\)](#) - 6/26/17

**Certificated job openings and deadlines:**

[Teacher of Students Deaf and Hard of Hearing](#) - 5/18/17

[Teacher of Students with Orthopedic Impairments](#) - 5/24/17

[Teacher, Early Childhood Special Education](#) - 5/24/17

[Teacher of Students with Visual Impairments](#) - 5/24/17

[Teacher of Students with Emotional Disturbances](#) - 5/24/17

[Substitute Preschool Teacher \(Head Start & State Preschool\)](#) - 5/24/17

[Substitute Teacher, Special Education Department](#) - 5/24/17

**Online Transfer Request Process-Classified Employment**

The [online transfer request](#) process for classified employees launched on December 5, 2016. As we transition to the online format, the Transfer Opportunities Telephone Hotline (408) 453-6618 will remain available until June 30, when it will be phased out.

Should you have any questions about the transfer process, please contact [Veronica Contreras](#), or [Jonathan Munoz](#), within Classified Personnel Services.

## Safety first, last, and always at SCCOE

### June is National Safety Month

June is National Safety Month, but with help from our Department of Risk Management, the SCCOE is working hard to build a culture that keeps employees safe, healthy, and mindful year-round.

Did you know that falls remain a leading cause of unintentional injury mortality nationwide? Falls, particularly falls from ladders, contribute substantially to injuries in the workplace. According to the Centers for Disease Control and Safety, 43 percent of fatal falls in the last decade have involved a ladder.



Check out this short 2-minute video about ladder safety.

# Keeping up with CONCERN

## May CONCERN Newsletters

This month's [Workplace Employee](#) includes:

- \* Will Gratitude Add to Your Life?
- \* How to Handle Criticism Well
- \* Finding Work and Family Balance with Shared Activities

The Workplace [Supervisor](#) answers questions from supervisors and managers about topics which they face every day. Articles in this issue address:

- \* Develop and improve your relationship with employees
- \* Resolving conflict between team members
- \* How to effectively document bullying and subtle abuse in the workplace

In this month's [Healthy & Resilient You](#) newsletter, we observe how, when seeking to improve productivity, taking a pause can be more effective than powering through. The article looks at science emphasizing the importance of breaks and vacations and offers tips on how to strategically and appropriately disconnect from work to replenish resilience reserves.

## SCCOE health and wellness

### Wellness offerings and classes

**It's not too late to join this round of group exercise classes!**

[Comfort Zone](#) (April 24 - May 24): Mon/Wed. noon to 12:40 p.m.

[Evening Yoga](#) (April 24 - June 12): Monday, 5:15 to 6 p.m.

[Noontime Yoga](#) (April 18 - June 6): Tuesday, noon to 12:40 p.m.

**Did you Know that Hundreds of Vitality Points are available?**

Vitality awards hundreds of points when you reach short term goals towards maintaining or improving your health screening/ heart health measurements. Log on [www.powerofvitality](http://www.powerofvitality) and navigate to Points>points planner and tap Vitality Check tile for details on how to focus on wellness activities that are relevant to your wellbeing. Email [Tricia Zamora](mailto:Tricia.Zamora) or call (408) 453-3616 for info on how to capture these points before the FSA deadline.

## Have you heard...?

### Other news from around the SCCOE

- Up until now, the department of Media & Communications has been utilizing a PDF document for project requests. To provide better service and improve organizational effectiveness and efficiency, that process is moving to an easier-to-use [online submission form](#) on the Intranet.
- If you accidentally dial 911, please stay on the line and let the 911 emergency response center know that there is no emergency.
- Remember that as of February please use the revised [AR 3350-3 mileage reimbursement forms](#) as stated in the SCCOE travel policy.
- As part of the commitment to improve student equity and access to high quality education, and to provide support to districts, communities, schools, and students, the SCCOE has launched a new [professional development portal](#) for teachers.
- The [SCCOE Package Tracking System](#) allows you to track your packages using the purchase order number, the stores issue number, or the barcode. For more

- information check out the attached [instruction guide](#) from the Warehouse Team.
- From conferences to training, there's always something exciting happening at the SCCOE. Be sure to check out the resources available to you on our [event calendar](#), and sign up today!
  - Stay informed about the latest SCCOE news, [subscribe](#) to our external newsletter the [Education Bulletin](#), a monthly electronic publication that highlights recent initiatives, accomplishments, and programs involving students, county board members, and staff at the Santa Clara County Office of Education.

## Want to share departmental events or news?

Anyone can submit a piece to News Roundup. Just draft a brief memo (100 words or less), have it approved by your branch chief, and email it to Communication/Staff Liaison [Charlotte Orr](#), or call (408) 453-6514 for questions and News Roundup event tips.

Stay up to date with activities throughout the school year by ['liking' us on Facebook](#) and following us on [LinkedIn](#) or [Twitter](#) @SCCOE.

sccoe.org

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