Stay informed about the latest COE news

July 19, 2016

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New tools for employees who use Microsoft Outlook

In the upcoming weeks, the SCCOE Technology Services Branch will be installing a new tool for employees who use Microsoft Outlook for their e-mail. Additional buttons will be added to allow users to control spam messages more easily as well as encrypt messages that contain confidential information.

Because the buttons are being installed automatically when each user's PC is turned on and is connected to the SCCOE network, the installation period will vary.

For more info read the attached flier.

For questions or feedback, email the TSB Help Desk or call (408) 453-4357.

Boost your health, happiness, and Vitality Points this summer

New group Yoga classes at Ridder Park
Stretch your stress away with Tuesday noontime yoga (July 12- August 30) or Wednesday evening yoga (July 13- August 31). It's not too late to join this class. This class is for SCCOE staff only and is open to beginner and

Nominations open for Employee of the Month

Our Employee of the Month recognition started in September 1985. In the 31 years since it is inception, 345 employees have been honored, but only a few have won twice, those employees are Shirley Pribble, Leon Davis, Donna Krein, Theresa Martinez, and Janet Enright!

Do you have a coworker who turns ordinary service into extraordinary service? Who goes above and beyond their job duties to advance the goals of the COE? Of course, you do!

Don't wait another minute to nominate them as Employee of the Month. Log into the Intranet and submit the Employee of the Month nomination form located under "My Input" on the right side of the screen, or pick up a form in the display boxes located outside the cafeteria and in the mail room.

intermediate levels.

Earn 35 Vitality Points for attending each SCCOE group exercise class.

Earn 250 Vitality Points when you join us on the trail.

SCCOE staff, family, friends, and even dogs (on some trails) are invited to participate in voluntary non-competitive group activities suitable for all levels. Attendees meet at local parks or trails after work or on the weekends. You don't need to be a Vitality member to join.

Health FYI Thursday, July 21, from noon to 1 p.m.

Technology can help keep you healthy. This month, we will examine different technology, from apps to devices, that can help us live healthier each day.

Earn 50 Vitality Points for your participation in the webinar or for viewing recorded webcasts on the Vitality webpage.

For more information, log on to Vitality and navigate to the Learning Center > Health Resources > Health FYI Webcasts.

The deadline to earn a wellness Flexible Spending Account is July 30, 2016.

Soar to silver, go for gold, push to platinum!

Participate in the Vitality program and enjoy the benefit of earning a Flexible Spending Account (FSA) with contributions up to $400 from the SCCOE.

1. Complete the Vitality Health Review (VHR) if you have not already done so this program year.
2. Reach a Vitality Silver Status or higher by July 30.

View complete details.

The COE recognizes 10 employees each year for outstanding service to students, parents, coworkers, and customers. Read about our recent EOMs on the Intranet homepage.

The Superintendent's Advisory Council, working for you

The purpose of the Superintendent's Advisory Council (SAC) assists County Superintendent of Schools Jon R. Gundry is to assist the Superintendent in making decisions pertaining to the SCCOE as a whole regarding its philosophy, goals and operations, and promote a shared vision for a healthy work environment.

Their duties include defining goals, assessing organizational needs and objectives, establishing priorities, including those with financial impact, budgeting, and evaluating policies and procedures.

THE SAC also facilitates two-way communication among SCCOE staff and administration and advises the Superintendent of staff interests, concerns, and community needs.

Do you have a suggestion to improve SCCOE? Tell your SAC Representative.

Peruse the latest COE career opportunities

Looking to take the next step in your career with the County Office of Education? Find jobs that match your interests and career goals on the Job Opportunities webpage. Learn more about opportunities such as:

Save the Date

Staff Wellness Event - September 17, 2016

All staff are invited to attend the "Wellness Cafe" event, **Saturday, September 17** from 9 a.m. to 12:30 p.m. at the Ridder Park campus.

Earn Vitality Points and a chance to win a fun prize when you participate in many of the event activities. All activities are complimentary and open to staff. Some activities are open to dependents and friends. We've added activities that are adapted for school-aged children when accompanied by staff. There is something fun for everyone!

View details and registration information.

For questions regarding how to engage in SCCOE wellness and the Vitality program, contact Tricia Zamora at (408) 453-3616.

Keep up with CONCERN

EAP CONCERN'S monthly newsletters, located on the Intranet, provide a wealth of information for living a more balanced life. Find success at work and home with articles on family matters, health and wellness, and workplace issues.

This month's Workplace (Employee - Supervisor) newsletter/monthly issue of Healthy & Resilient Workplace explores the function of moods in our lives including how both good and bad moods serve an important purpose. Inside, you'll find useful tips for making a bad mood productive and lifting your spirits when it's time for the sun to come out.

At the CONCERN website, you will find tools and resources to help you live a happier, healthier life. To gain full access to these features, register using the **Company Name/Code: SCCOE**, then create your personal username.

POSITION	FILING DATE
Physical Therapist	7/19/2016
Environmental Education Specialist	7/27/2016
Information Technology Support Specialist	7/27/2016
Supervisor - Health and Wellness	7/27/2016
Education Interpreter/Tutor, Deaf/Hard of Hearing (HOH) Program	9/2/2016

JOB INTEREST CARDS

A new feature for classified job seekers is on the SCCOE webpage. Employees interested in future job promotional opportunities should go to the SCCOE homepage and scroll to the Job Opportunities option (on the left side of the homepage), click on "Job Interest Cards."

On this page, select all job content areas you are interested in promoting into, then fill out the card and press submit. When filling out your information, please make sure your email is correct as you will receive a notification via email every time a classified job posts within any of the content areas you selected.

Although you will receive an automatic job interest card notification, we recommend job seekers continue to check the classified job openings on a daily basis to ensure that you do not miss out on applying for any positions in which you are interested.

If you have any questions about filling out the job interest card, contact Classified Personnel Services at (408) 453-6845.

TRANSFER OPPORTUNITIES

Classified Personnel Services update the transfer hotline on a daily basis. To learn about current transfer opportunities, please check the hotline daily by calling (408) 453-6618.

Cafeteria now open

Registration open for second annual summer arts institute

Please join us from **July 28-30** at the SCCOE for an exciting three-day institute that will focus on arts learning and California State Standards. Hear from educational leaders, teaching artists, art specialists, and inspirational speakers from across the state as they provide hands-on learning opportunities focused on a suite of new California County Superintendents Educational Services Association professional learning modules developed by County Offices of Education and Arts Partner Organization Leaders.

For information or to register, click here.

14th Annual Library Summer Camp

Registration is now open for the Learning Multimedia Center's one-day conference and professional learning for School Library Staff, grade K-12, on **August 2.** The event will feature keynote speakers **Valerie Lewis** and **Walter the Giant**, along with workshops about diversity, book repair, storytelling, social media, graphic novels, and much more!

*Registration deadline is **July 26.** Register here.*

If you have any questions about our collection or events, please call, e-mail or stop by the LMC! We are here to serve you.

2016 Inclusion Collaborative State Conference registration open

On **October 27-28**, the SCCOE will host the **Inclusion Collaborative State Conference**, sponsored by the **California Department of**

Have you dined at our new cafeteria yet?

Every day there are delicious specials to enjoy, special entrées this week include Teriyaki Chicken on Wednesday, and Chilaquiles on Friday morning! Menus and catering request forms are available on the intranet.

Our new vendor, Fresh & Natural **accepts credit cards** and offers "wellness meals, focused on health, nutrition, and environmental issues."

For those of you who enter requisitions for the new fiscal year, please use Vendor # 23308 for Fresh & Natural Inc.

Please direct questions to Josephine Dy-Liacco at (408) 453-6854.

Discounts and deals

Planning that summer road trip? Make sure your first stop is the SCCOE Intranet! You can download a coupon for a 10 percent discount on an oil change.

Perhaps you are contemplating home or office remodels, don't forget all SCCOE employees qualify for corporate discounts and free delivery of office furniture from OfficeMax. Log in using "sccoeemployee" for the username and "4employee" for the password.

Maybe you are looking to score some additional Vitality Points this summer. SCCOE employees qualify for a 10 percent discount at Sports Basement, too!

And, as always, the SCCOE has discount pricing on tickets to Disneyland, Great America, Gilroy Gardens, Six Flags, Raging Waters, and more!

Log on to the Intranet today for summer savings. You can also stop by the Human Resources front desk at the Ridder Park office for more information.

Education-Special Education Division and First 5 Santa Clara County.

Attendees will meet with other education professionals and learn, create, and enhance inclusive practices for children from birth to 12th grade with and without disabilities.

Participants can obtain two CEUs through the University of the Pacific, and receive a certificate of completion.

*Registration for the conference closes **October 7,** or when filled. Don't delay! Register here.*

Have you heard...?

Other news and goings-on from around the SCCOE:

- **On July 21**, SCCOE hosts the Right Start Town Hall event from 6-8 p.m.
- **On August 1**, electric car charging stations should be ready to go!
- Did you know that young children heat up three to five times faster than adults? Here are some great tips to prevent heat stroke and keep your children healthy and safe this summer.
- If you missed it, be sure you check out our 2016 Staff Recognition video.
- See new faces in the building? Find out who they are and what they do. Log on to our intranet, click "Meet new employees" to see the names, departments, and titles of the newest SCCOE staff members, send them a welcome e-mail - or better yet, why don't you say hello in person?

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