



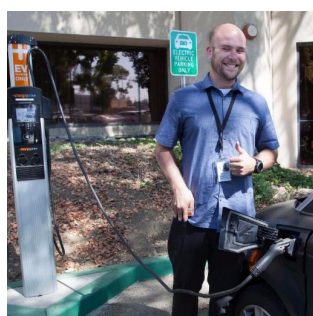
## COE News Roundup

Stay informed about the latest COE news

August 2, 2016



### Electric vehicle charging stations are here



Four vehicle charging stations are ready to use for SCCOE employees only at the Ridder Park office.

They are located in the parking lot facing Brokaw Avenue, near the library book return drop box.

The cost for charging is \$0.25/kWh with a \$.50 service fee per use.

Please refer to the attached [flier](#) for information about how to sign up for a ChargePoint account. Once you get an account, charging is easy:

- Tap the screen with your ChargePoint card
- Pull out the charger
- Plug it in

*If you have difficulty accessing the ChargePoint, your computer may require updating; contact the [TSB Help Desk](#) or call (408) 453-4357. If you have questions regarding the charging stations, contact [Craig Wilde](#) at (408) 453-4310.*



### Open enrollment dates

**August 19** is the deadline to make changes to your health care plan. Benefits will have three enrollment meetings available for you to drop in

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### Human Resources discount event



The Human Resources Department is coordinating a discount event for employees on Wednesday, **August 3** from 10 a.m. to 1:30 p.m. in the cafeteria. The event will feature

more than 100 exclusive discounted activity packages for family fun, resorts, spas, golf, entertainment, and more. Staff can view the [catalog](#) as well as pre-order by following these instructions:

- **STEP 1:** Review catalog attached or online at [shoplegion.com](#)
- **STEP 2:** Type in company name and your email

and discuss your options.

Date	Time	Location
August 11	12:30 - 4 p.m.	Saratoga Room
August 17	12:30 - 5 p.m.	Gilroy Room
August 18	12:30 - 5 p.m.	Saratoga Room

Booklets detailing the information and rates for the coming year are being mailed to your home address.



## Classified Job Fair

On **September 24**, we will host an event designed for qualified candidates to meet with school district hiring administrators.

More than 20 Santa Clara County school districts are expected to be at the fair and have indicated openings in the following areas: paraeducators, food service workers, custodians, drivers (all levels), clerical/administrative assistants, and maintenance workers.

Please apply early as we are limited in the number of applicants we can accommodate at the job fair. Registering/screening by the SCCOE is required of all applicants to be allowed into the fair. For specific district job descriptions and salary information, click [here](#) for the Santa Clara County Public Schools Directory. To learn more about the Santa Clara County School Job Fair and why you should consider working for Santa Clara County schools, click [here](#).



## Back to school discounts and deals

- **STEP 3:** Select your favorite discount packages
- **STEP 4:** When ready to check out, choose "OPTION 2" to \*PRE-ORDER\*
- **STEP 5:** Fill out all information required - *no payment is necessary until the day of the event*
- **STEP 6:** Pick up during the event

If you cannot attend the event, you can also purchase items by viewing the [catalog](#), fill out the Pre-Order Form, and emailing it to [Lindsey@Legion-inc.com](mailto:Lindsey@Legion-inc.com).



## 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:

Position	Date
<a href="#">Education Interpreter/Tutor, Deaf/Hard of Hearing</a>	9/2/2016
<a href="#">Financial Administrator - Charter Schools</a>	8/30/2016

### 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.*



Back to school season is here, so make sure you visit the SCCOE [Intranet](#) before you go shopping for your kids.

Did you know SCCOE employees get discounts on MACs and

other Apple products through the [Apple in Education Program](#)?

Also, SCCOE employees can save 20 percent on materials with [Barnes & Noble's Educator Discount Card](#). There are also discounts available from [Office Depot](#) and [OfficeMax](#).

[Sports Basement](#) offers a 10 percent discount for SCCOE employees, a perfect place to get shoes and clothing for physical education classes.

And, as always, the SCCOE has discount pricing on tickets to Disneyland, Great America, Gilroy Gardens, the Monterey Bay Aquarium, the California Academy of Sciences, 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.



## Celebrate your co-workers, Employee of the Month nominations are open!



Every year, the SCCOE recognizes 10 employees for outstanding service to students, parents, and co-workers.

Their pictures are taken for an EOM hall of fame

display case located near the cafeteria in the Ridder Park building. In addition, an article with a photograph is included in the Roundup that goes out to all 1,700 employees and an all-staff e-mail is sent to our employees.

Each EOM is invited to a board presentation where they are presented with a framed certificate of recognition and an engraved pen. Co-workers,

## TRANSFER OPPORTUNITIES

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



## Website and Intranet reminders



Please take a few minutes to review web pages you manage, and make sure the content is fresh.

The County Office website and the Intranet continue to

grow with content. Sometimes, with content added at such a rapid rate, it's easy to lose track of material that have become outdated.

It's important that our pages do not have out-of-date references or broken links. Customers can make judgments about an entire organization based on what they see on a single page.



## 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 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.



students, and supervisors speak on their behalf at the board meeting.

Do you have a co-worker 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 in to 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.

Read about our recent EOMs on the [Intranet homepage](#).



## Save the Date

### Staff Wellness Event - September 17

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. The SCCOE 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.



## New tools for employees who use Microsoft Outlook

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



## Charitable donation project



Do you have unused, travel-sized toiletries left over from your travels this year? If so, please bring them to Human Resources at

Ridder Park for the annual toiletry charity drive.

Throughout the year, HR collects these items, and Special Education assembles them into kits to donate to charities all of which provide shelter and assistance to people of all ages, including abused women and children during the holiday season.

Items in demand include shampoo, conditioner, soap, toothpaste, mouthwash, toothbrushes, tissues, combs, and deodorant. Purses, socks, and other larger items are also accepted. Resealable bags for packaging the items are also needed.



## Keep up with CONCERN



This month's CONCERN [Workplace Employee](#) newsletter focuses on avoiding conflict and accepting

feedback while the [Workplace Supervisor](#) edition covers compassion fatigue and making successful referrals to CONCERN. This month's [Healthy & Resilient You](#) newsletter spotlights the need and techniques for embracing change.

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.



Kathy Sealana retiring tomorrow



The SCCOE Technology Services Branch installed a new tool for employees who use Microsoft Outlook for their e-mail. Additional buttons were 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 information, read the attached [flier](#).

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



## Building Trust Under Pressure: The Basic Principles™ workshop



Join us on **August 23, from 8:30 a.m. to 12:30 p.m.** at Ridder Park for Building Trust Under Pressure: The Basic Principles™.

The workshop will address how current business issues affect participants' ability to achieve results and introduces a universal set of guidelines that helps transform individuals into genuine leaders.

Using "The Basic Principles" as a catalyst for personal and organizational success, the program drives participants to understand how the principles relate to their daily challenges and illustrates how to effectively integrate them into their own work behaviors.

### Learning Objectives

Participants will leave the workshop with a better understanding and ability to earn credibility and build trust, defuse emotional and highly-charged situations, create and sustain a wide network of effective relationships, and maintain a positive work environment.

Please speak with your supervisor, then click [here](#) to



Director of Talent Management in Human Resources, Kathy Sealana, will retire on **August 3**. Kathy has worked with the SCCOE since July 16, 2001.

She is one of the first friendly faces many SCCOE staff meet through the new employee HELLO orientation. Kathy was a pivotal part in creating the Champions for Leadership program, which received a Golden Bell Award from the California School Boards Association in 2014. County Superintendent of Schools Jon R. Gundry recognized and honored this work last week. We wish her the best of luck on a relaxing retirement.



## Have you heard...?

Other news and goings-on from around the SCCOE:

- Check out the photos from the [Right Start Town Hall Event](#), [EdTech Leadership Institute](#), [Summer Arts Institute](#), and [14th Annual Library Summer Camp](#).
- On July 20, The Santa Clara County Board of Education passed a [resolution](#) reaffirming its focus on equality on anti-discrimination and gun safety reform.
- **August 12** is International Youth Day, an annual celebration of the role of young women and men as essential partners in change, and an opportunity to raise awareness of challenges and problems facing the world's youth.
- 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?
- Every Thursday, the SCCOE is featuring an employee on our Facebook page. Check out our first two posts featuring [Clemente](#) and [Venancio](#).

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

register. For questions about registration, contact [Debbie Boer](#) at (408) 453-6698. For more information about the workshop, contact [Oscar Uribe](#) at (408) 453-6661 or [Michael Vallez](#) at (408) 453-4260.