Meet the January Employee of the Month, Laura Gall

TopFiveStrengths: Harmony | Adaptability | Includer | Consistency | Responsibility

In three short years, Laura Gall has made a positive impact on everyone with whom she comes in contact. She is the Warehouse Liaison for General Services at the Ridder Park Location.

“You can tell Laura values her customers,” states her nominator Marjorie Paeste. “She keeps a good record of every item that goes through the warehouse and receiving, and by doing so, we (her customers) can pull reliable information when we need it.”

In the warehouse, things are never the same; some days, she has as many as 15 palettes of deliveries to process. Her day includes processing warehouse invoices, delivering in-house packages, photographing and measuring items for the public surplus auction site, processing e-waste. She also gets to drive a forklift.

Laura is helpful and kind, she wanted to ensure that everyone knows that the warehouse has an internal surplus of supplies, “Some people don’t know that we have an internal surplus, we may have the cabinet you need. We can save your department money rather than purchasing something new.”

Her kindness is evident in her approach to work, “I come to work, and do the best that I can, I show respect, and remember to say please and thank you.” She offers this advice to new SCCOE employees, “Be confident in what you are doing, communicate, and ask questions. There are a lot of nice people here who are willing to help you out. Treat people the way you want to be treated. We are all here to do a job.

Laura’s accomplishments will be celebrated during the Santa Clara County Board of Education meeting at 5 p.m. on Wednesday, February 5.

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.

February is Black History Month!

Celebrating Black History makes the Santa Clara County Office of Education a space where diverse cultures are respected and honored. Join us for a celebration and recognition of equality!

Learn more about culture and tradition, and participate in discussions throughout the month. Register for the First Friday Kick Off and look out for the Black History Month postcard to use as a reminder of all the activities and events happening right here at SCCOE!

Professional Development Opportunities

The Workforce & Organization Development team is offering a strength-based collaboration workshop geared towards giving participants a better understanding of how to use strengths effectively when working with others.

**Tuesday, February 11**
Noon - 2 p.m.
Cupertino Room (SCCOE Ridder Park)


The purpose of this workshop is to help participants:
Discover how talents and strengths can contribute to or detract from collaboration
Examine the unique contributions one brings to collaborative opportunities
Find opportunities for intradepartmental and interdepartmental collaboration
Identify the value of Strengths-based partnerships

For questions about the workshops, contact James White.
For assistance with registration, contact Alice Serraon.

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 to leverage 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: Analytical

People with strong Analytical talents challenge others to "Prove it." They take a critical approach to what others might quickly accept as truth. They search for the reasons why things are the way they are. They want to understand how certain patterns affect one another. How do they combine? What is the outcome? Does this outcome fit with the theory offered or the situation at hand? These are their questions. Others see them as logical and rigorous. Some may feel that they are negative or unnecessarily critical when they are simply trying to understand something. They bring an objective and dispassionate examination that enables them to find the root causes and effects, and then develop clear thoughts based on facts.

Its power and edge: Those with Analytical talents have valuable insights because they are able to uncover the essential facts needed for excellence in any endeavor. This type of thinking helps them and others become clearer about what excellence is and how it can be attained.

Using Fair Process to Make Better Decisions

Fair Process is a decision-making approach where you give those who will be most impacted by the decision a chance to help shape it.

How to Manage a Stubborn, Defensive, or Defiant Employee

The first option is to adjust job responsibilities to leverage their strengths.

Stop Thinking About Work at 3 a.m.

Many of us think about work outside of the office — that's where some of our best ideas emerge. However, thinking about work often means stressing about work, which can keep us up at night or have us waking up feeling anxious, hours before the alarm clock sounds.

If Analytical is a dominant theme for you: Direct
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. Tuition reimbursement is offered 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.

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!

Complimentary On-site Health Screenings

All staff is invited to sign up for a complimentary heart health screening at an SCCOE location. Participants earn up to 3,300 Vitality Points, and eligible staff and dependents can earn a $25 Amazon code.

This is in conjunction with the GROOVE is in the HEART Campaign Sign-up to join the campaign aimed to elevate your heart-health in lovely ways! Earn bonus points and a chance for prizes.

New Vitality Affirm and Consent Form

Continue to enjoy the benefits of Vitality! Be sure to read the email on Friday, February 28 with important details about your Vitality membership.

Meet Jeanine Bura, Teacher – Special Education

She has improved her health in magnificent ways. Jeanine began her journey wanting to eat
healthier and feel better through a change of eating habits, including paying more attention to food labels, eating less sugar, and drinking more water, she feels much healthier overall.

Read about her wellness journey!

SCCOE Wellness Presents: De-Stress Fest!
March 14 8:30 -12:30 a.m. @ Ridder Park

Register Today!
Enjoy early morning exercise breakouts, a wellness workshop, resources and more! Learn about yourself, your emotional well-being, and how to break the cycle of stress. Earn 300 Vitality Points.

Walk-n-Connect is about connecting with yourself, connecting with others, and with the outdoors. We meet on weekends for leisure walks and hikes led by SCCOE Wellness Champions.

The next walk is on Saturday, February 8, 8:30 a.m. at Los Alamitos. Earn 250 Vitality Points. Get the details and sign up to be on our mailing list for upcoming activities.

Heart and Soles Run!
Get a $15 discount (when you use promo code SCCOE2020), an SCCOE race shirt to wear at the event, Vitality Points, and other goodies. Help us to win the title for the organization with the most participation. For more information, contact Tricia Zamora.

FREE Inspirational Meditations for Teachers!
David Romanelli, author and meditation facilitator offers a six-month series for FREE to all teachers and education staff. Sign up here to get the free offer today.

Discounts and Deals - Sharks Tickets, and More!

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 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](#).

**Benefits Information: Access to Health Care Information Can Be Easy!**

Want to view your benefits information, get answers to your medical questions, check costs, see your claim summary, and much more all from the palm of your hand?

Both Anthem and Kaiser have easy-to-use, downloadable apps for your smartphone.

Please visit these links for more details:

**Anthem Members:** [Anthem - Sydney Mobile App](#)

**Kaiser Members:** [Kaiser - My Doctor Online Mobile App](#)

**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](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.

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

For a list of all job postings, visit EdJoin.

**Certificated Positions**

- Coordinator - District Support Services for Students with Disabilities & Special Populations
- Director III - Creative Impact
- Teacher - Severe Disabilities
- School Therapist
- Psychologist

**Classified Positions**

- Data Warehouse Analyst
- Outdoor Recreation Specialist (FULL-TIME)
- Outdoor Recreation Specialist (PART-TIME)
Substitute/Relief Fiscal Technician
Substitute/ Relief Technology Support Specialist
Education Interpreter I/II
Substitute Paraeducator, Alternative Education
Substitute Paraeducator, Special Education

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.