Meet the April Employee of the Month - Denise Elliott

Top Five Strengths: Relator | Harmony | Empathy | Adaptability | Responsibility

Denise Elliott is an Administrative Assistant IV for the General Services Department. She has worked with the SCCOE for more than five years, and her remarkable attitude and work ethic make her an exemplary team member.

After working for the City of San Jose, Denise took a year-long hiatus before eventually joining the County Office of Education. She began as an administrative assistant for the STEAM team in what is now Innovation & Instructional Support before joining the General Services Department. The fun and positive environment, coupled with her amazing colleagues, makes her job enjoyable. However, it is the multitasking nature of Denise’s duties that satisfies her the most. Read more here.

Denise will be recognized for her exemplary work at the Santa Clara County Board of Education meeting at 5 p.m., on Wednesday, April 3.

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

National Bilingual/Multilingual Learner Advocacy Month
April is National Bilingual/Multilingual Learner Advocacy Month! SCCOE is recognizing bilingual and multilingual learners as well as school and/or district programs with the goals of ensuring equity and access for this demographic.

On April 25, from 4-7 p.m., educators, parents, students, and community members are invited to a special celebration that includes Spotlight Learning Walks, a student artwork contest, and a showcase recognizing those who have championed advocacy for bilingual and multilingual learners.

For more information, click here.

Mark Your Calendar - Here are the 2018-19 Fiscal Year-End Deadlines

Are you ready for the year-end closing of the books on June 30? This closing process requires the coordinated efforts of all SCCOE sites and departments to ensure that all financial activity is accurately and promptly recorded.

**Purchase Requisitions & Purchase Order Change Order (POCO)**
- April 30: Requisitions over $3,000
- May 15: Requisitions $3,000 and under
- June 7: Purchase Order Change Orders

*Note: These dates indicate cutoff for requisitions to be in Purchasing's final queue*

**P-Card - Please approve transactions and submit receipts within three business days after month-end**
- May 3: April P-Card Transactions
- June 5: May P-Card Transactions
- July 5: June P-Card Transactions

**Request for Reimbursement (mileage, travel, etc.). Due Monthly; any requests prior to April are due by April 30**
- May 31: April Reimbursements Requests
- June 26: May Reimbursement Requests
- July 12: June Reimbursement Requests

*Please note that any exceptions to the above deadlines will need prior approval by the respective Division Chief/Assistant Superintendent, and final approval by the Chief Business Officer.*

**Accounts Receivable (A/R) Billing and Invoice**
- June 18: Last day to enter A/R invoices for FY18/19 and A/R cancellation requests (review prior fiscal year AR outstanding)

**Accounts Payable (A/P) Invoices, Journal Entries, Cash Transfers, Payroll Transfers & Deposits**
- June 10: Begin submitting A/P invoices, Journal Entries, Cash Transfers & Payroll Transfers to avoid missing final deadlines
- June 27: Cash Deposits
- June 27: Cash Transfers & Payroll Transfers involving Sub-Funds 12x, 130, 350, 67x
- July 11: Final processing for Journal Entries for all funds; Cash Transfers & Payroll Transfers for Sub-Funds 800-990
Please contact your accounting 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).

Thank you for your cooperation in helping us meet the above deadlines!

ACS A COEAA Every Student Succeeding Breakfast/Chili Cook-Off Winner

County Office of Education Administrators Association (COEAA) and Metropolitan Education District (MetroEd) hosted the Every Student Succeeding Breakfast Thursday morning, celebrating students who have succeeded in SCCOE and MetroEd programs.

Students from various walks of life were recognized for their perseverance and commitment to completing their education. Each demonstrates exemplary drive and dedication to their success, often times in the face of adversity.

And the Best Chili Goes To...

Congratulations to Brian Freund, Senior Network Analyst, who is again the champion of the Fourth Annual ACSA COEAA Chili Cook-Off!

Thank you to everyone who helped support the Every Student Succeeding Scholarship program by participating. All proceeds will go toward honoring students in SCCOE and MetroEd programs who have overcome tremendous obstacles during their academic career. Their success is our success; their powerful stories are our inspiration.

Great job to all of our winners!
Brian Freund - Judge's choice and Best Overall
Karen Larson - Most Unique
Michelle Johnson - Most Heat

Toastmasters International - Classy Toasters
Discover your voice!

Would you like to feel more comfortable in meetings or improve the quality and efficacy of your presentations? Are you preparing for more leadership and responsibility? Ready to develop better facilitation skills? Classy Toasters can help you communicate more effectively! Open to all levels, Classy Toasters welcomes active COE members as well as non-COE members. Explore your potential and build your speaking skills with the Toastmasters pathways program. Learn about the congenial club environment here as well as tuition reimbursement for permanent SCCOE staff.

Please contact Nan Harn for more information or to RSVP to our next meeting as our guest and get to know what Toastmasters is all about.

Substitute of the Year Recognition

The SCCOE is recognizing the 2019 Substitute of the Year! Throughout the school year, substitutes serve as teachers, classroom aides, office workers, and custodians. SCCOE substitutes provide continuity of service in the absence of staff and help enhance student potential and achievement.

Substitute of the year recipients are selected based on their knowledge, skill, and significant contributions to SCCOE student programs and office support. The winner will be recognized at an SCCOE Board meeting. All nominations are due April 30 to Veronica Contreras.

2019 Sub of the Year Nomination Form

The Leader in You

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: Woo (Influencing)  How Employees’ Strengths Make Your Company Stronger
Woo stands for winning others over. People with strong Woo talents enjoy the challenge of encountering new people and gaining their approval. They are drawn to meeting new people. They want to learn others’ names, ask them questions, and find common interests upon which to build rapport. People with Woo, among their top themes, can enter a crowd and easily know what to do and say. Some people shy away from starting up conversations because they worry about running out of things to say. People with a lot of Woo do not.

People with strong Woo talents bring energy to social situations. They can connect with others and help people connect with one another. They have an exceptional ability to draw others out of their shell.

The best way for employers to maximize employees' strengths is through their managers.

**Frustrated at Work? That Might Just Lead to Your Next Breakthrough**
By understanding the behaviors that underlie trust, leaders are better able to elevate the level of trust that others feel toward them.

**A Counterintuitive Change to Your Daily Schedule Can Make You Feel Happier and Less Busy**
The choices we make during the first hour or so of our morning often determine what the rest of the day will look like. Will your morning routine grant you a day full of productivity and peace of mind?

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**Five to Thrive (April - June)** offers you five ways to feel your best and earn more Vitality Points. Take advantage of resources and activities that support:
- Quality sleep
- Physical activity
- Mindfulness
- Connection
- Personal growth

Upcoming offerings include:
- **Beats for Breakfast** at Ridder Park - April 10
- Vitality online webinar: **Financial Stress and Your Health** - April 18
- Group nature hike - April 27
- SCCOE Workout Challenge - May 1-31 [Registration now open on the Vitality Site!](http://www.sccoe.org/staffwellness)

Read the [overview](http://www.sccoe.org/staffwellness) and get campaign details at [www.sccoe.org/staffwellness](http://www.sccoe.org/staffwellness).

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**Meet us on the Trail - Group Hike, Saturday April 27**
SCCOE staff, friends, and family are invited to the next hike at Mt. Umunhum on Saturday, April 27. Enjoy the outdoors, the guided walk, and 250 Vitality Points. [Click here to RSVP and for location details.](http://www.sccoe.org/staffwellness)

**Staff Health Screening Information**
Did you complete a screening? Send your screening results to Vitality to earn up to 3,300 points. Get your Amazon rewards at [www.sischealth.com](http://www.sischealth.com).
Are you working to improve your health numbers?
Vitality awards 1,000 points for short term improvements in BMI and 600 Vitality points when you track efforts to improve blood pressure, cholesterol, and glucose. Learn more.

Take advantage of a free health screening on Saturday, May 5, 7:00 am to 11:00 am at Ridder Park.
Make an Appointment to have your BMI, blood pressure, cholesterol, and glucose measured in 15 minutes. This is available to all staff and eligible dependents. Staff who have completed the screening may get re-screened to see progress. For those who have not yet screened, earn Vitality Points and an Amazon gift card.

*Amazon gift offered by Self-Insured Schools of California (SISC) for all staff and dependents who are enrolled in SCCOE health benefits.

Six-week yoga session at the Ridder Park
Classes begin Tuesday, April 9, 12-12:40 p.m. suitable for all levels. Register here!

For questions or information regarding SCCOE wellness program initiatives email Tricia Zamora or call (408) 453-3616.

Benefits Corner

Employee Assistance Program (EAP)
Need help dealing with problems and concerns that affect the quality of your family or work life? The SCCOE provides EAP services for employees and their household members to help manage problems at home and work such as:
- Emotional and mental health well-being
- Relationship issues
- Workplace challenges
- Child care or Adult care
- Legal/Financial concerns

EAP offers you and your household members:
- A safe, neutral setting to discuss any issues confidentially
- Six brief counseling sessions per issue

Available Services:
- Telephone Consultations: EAP provides 24 hours, 7 days a week telephone support. Their toll free number is (800) 999-7222
- Online Help: Visit www.anthemeap.com and enter Company Code: SISC

Please view the EAP Program Flyer or contact your Employee Benefits Specialist for more details.

Local Solutions Grant

The SCCOE Educator Preparation Programs, Santa Clara County Office of Education and San José State University are partnering together with the California Commission on Teacher Credentialing (CTC) on a grant for Local Solutions to the Shortage of Special Education teachers. The grant offers an opportunity for partial tuition reimbursement for the following:

- A General Education single or multiple subject teacher interested in adding a Special Education credential. (12-month accelerated program.)
- A Paraeducator with a B.A. interested in obtaining a Special Education credential. (15-month to two-year program.)
- A Para-educator without a B.A. interested in obtaining their B.A. and a Special Education credential.
If you are interested in participating in this program, please click [here](https://custapp.marketvolt.com/cv.aspx?cm=1310834994&x=58023465) and fill out the short survey. An Educator Preparation Program staff member will get in touch with you.

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**Silicon Valley Reads 2019**

Join Santa Clara County Library, San José Public Library, SCCOE, and your community; read, think, discuss, and share perspectives on this year's theme "Finding Identity in Family History" for the Silicon Valley Reads program.

This month's special event is 'The Science and Technology Behind DNA Testing' with Barry Starr, Ph.D. Dr. Starr will lead a panel discussion about the scientific and technological aspects of DNA testing and how that relates to ancestry and identity at the Tech Museum of Innovation on Tuesday, April 9 at 6:30 p.m.

Check out the full [calendar of events](#). Admission is free with open seating available on a first come, first served basis.

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**Save big on MONSTER JAM**

MONSTER JAM, presented by Feld Motor Sports, will be at Levi Stadium in Santa Clara, CA, April 13! Save up to $5 per ticket when you order by Tuesday, April 9 at 11 a.m.

To purchase tickets, please call 855-248-8740, Option 1. For questions, email: [FeldDirectGroups@feldinc.com](mailto:FeldDirectGroups@feldinc.com)

Click [here](#) for more information.

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

For a list of all job postings, visit [EdJoin](#).

**Certificated Positions**

- Director - Communications and Governmental Affairs
- Itinerant Audiologist
- Psychologist
- Speech Language Pathologist
- Substitute Teacher - Alternative Education
- Substitute Teacher - Head Start/State Preschool
- Teacher - Deaf and Hard of Hearing
- Teacher - Severe Disabilities
- Teacher - Visual Impairments

**Classified Positions**
Payroll Services Specialist I/II
S/R Environment Education Specialist - Walden West Science Camp
Assistant Director - District Business Services

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 email it to Riki Clark or call (408) 453-6513 for questions and News Roundup event tips.