Nominate Your Choice for Employee of the Month!

Do you know someone who helps make your day a little easier? Nominate them for Employee of the Month!

If you see your colleague going above and beyond their assigned duties to assist others or better honor SCCOE values, get them recognized! Anyone can submit a nomination, just click the 'Nominate' button below and fill out the form.

Winners are honored at the first Board meeting of the month and receive gifts from the Board, including a VIP parking spot and a pen engraved with their name.

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 art 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.
April 30: Requisitions over $3,000  
May 15: Requisitions $3,000 and under  
May 31: Last Day for Palace (Just-In-Time) Orders  
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!

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**New! - Employee Referral Program**

The SCCOE is offering an Employee Referral Program that will award $200 to permanent Classified bargaining unit members that refer a new employee for a paraprofessional position in the Special Education Program. This is a one-time award. The new employee must have no prior work history with SCCOE and must pass probation. Only one incentive award will be granted per referral. If more than one person refer the new employee, the award will be granted to the first person listed as a referrer. However, a current permanent employee may qualify for multiple referrals. Classified Leadership team members are not eligible for this program.

For more information, contact [Mary Olival](mailto:Mary.Olival@sccoe.org).

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**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.

New Learning Opportunity! - Flyer Design

Would you like to learn how to make a simple flyer for your departmental use? This crash course is for you!

This hands-on session will introduce you to the new SCCOE Professional Learning flyer templates and empower you in creating your own flyers! All SCCOE staff are welcome.

Title: Intro to Using the new SCCOE Professional Learning Flyers
Date: May 15, 2019
Time: 10:00-11:00 a.m.
Location: Ridder Park Office

Register by the May 10 deadline here. If you have any questions, please contact Keysha Doutherd.

Annual Toiletry Charity Drive
A huge thank you to all that donated to the Annual Toiletry Charity Drive this past year! We were able to deliver 206 toiletry kits to Next Door Solutions that will be distributed to charities that provide shelter and assistance to people in need of all ages.

If you have unused, travel-sized toiletries, please bring them to Human Resources at Ridder Park. Acceptable items include shampoo, conditioner, soap, toothpaste, toothbrushes, mouthwash, tissues, combs, and deodorant. We collect all year long to donate in the spring.

**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.

The Leader in You

"You don't need a certain number of friends, just a number of friends you can be certain of."

Anonymous

Strengths Spotlight: Relator (Relationship Building)

Relator talents describe a person's attitude toward their relationships. In simple terms, people with strong Relator

Why Inclusive Leaders Are Good for Organizations, and How to Become One

Organizations increasingly rely on diverse, multidisciplinary teams that combine the collective capabilities of women and men, people of different cultural heritage, and younger and older workers. But
talents are drawn to others they already know. They do not necessarily shy away from meeting new people - in fact, they may have other themes that cause them to enjoy the thrill of turning strangers into friends - but they do get a great deal of pleasure and strength from being around their close friends.

A person with strong Relator talents forms solid, genuine, and mutually rewarding relationships with people. They may know many people, and they can relate to all kinds of people, but they also have a very small group of friends with whom they have incredibly deep relationships that are close, caring, and trusting.

simply throwing a mix of people together doesn’t guarantee high performance.

**5 People You Must Have in Your Life to Become a Great Leader**

There are five types of people everyone must have in their network to become a great leader.

**The Key to High-Performing Teams: Psychological Safety**

The essence of high-performing teams is based largely on the relationships between the people in them. Who is responsible for this? Everyone, but it starts with leaders like you.

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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:

- **Group Hike** - April 27
- Vitality online webinar: **Financial Stress and Your Health** - April 18
- **Two Tickets to Paradise Challenge** - Register today. For complete details, click [here](#).
- **Beats for Breakfast** at Ridder Park - May 15

View the full list of tools and events [here](#).

Read the [overview](#) 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! The next hike meets 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](#).

**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 about this offer.

**Take advantage of a free health screening on Saturday, May 4, 7 to 11 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.

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

### Benefits Corner

An Anthem representative will be onsite to discuss the Employee Assistance Program (EAP) services. The discussion will highlight the myStrength program that supports emotional health and wellness.

**How does myStrength help?**
- **Proven Tools for Your Mind, Body, and Spirit**
  - Helps you learn to reduce stress, anxiety, depression or substance abuse.
- **Free and Convenient**
  - With web and mobile apps, you’ll have support at home and on-the-go.
- **Personal and Private**
  - Your homepage is made for you; myStrength is secure and private.
- **Engaging and Inspirational**
  - Activities help you learn new ideas while keeping you motivated!

**Date:** May 8, 2019  
**Time:** 12:00pm-12:30pm  
**Location:** Santa Clara County Office of Education  
Saratoga Room: 1st Floor – South Building

[Register Here](#)

### Local Solutions Grant

The SCCOE Educator Preparation Programs, SCCOE, 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](#) and fill out the short survey. An Educator Preparation Program staff member will get in touch with you.

Tell your friends, now is the time to join #TeamSCCOE
For a list of all job postings, visit EdJoin.

**Certificated Positions**

- Director III - Charter Schools
- Principal - Special Education
- 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**

- Human Resources Specialist - Lead
- S/R Environment Education Specialist - Walden West Science Camp
- Custodian - Lead
- 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.