Meet the May Employee of the Month - Steve Pinkoski

Top Five Strengths: Learner | Achiever | Responsibility | Intellection | Individualization

Steve Pinkoski is an I.T. Support Specialist for the Technology and Data Services Division. He joined Team SCCOE over two years ago after promising himself that he’d spend the last portion of his career in a job that serves the community.

Steve is committed to helping others. He shows up to work early in order to complete tasks that require full concentration before spending the rest of the day answer calls and emails at the Help Desk. It is this willingness to go the extra mile that has earned him this honor.

“The most satisfying part of my job is that I’m helping people every day and I can see that my effort makes a difference. Also, every day brings different challenges so I’m constantly learning new things.”

Steve was honored at the Santa Clara County Board of Education meeting on May 1.

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!

More.

Professional Development Opportunities
Upcoming workshop: Strengths 101

Would you like to dive deeper into your own strengths? SCCOE employees are encouraged to attend the next strengths workshop ‘Strengths 101’.

In this workshop you will:

- Understand your strengths and make sense of your Strengths Insight Report
- Gain a greater understanding and appreciation of your individual talents
- Visualize your talents in action

Participants must take the StrengthsFinder Assessment prior to attending this workshop. Email Alice Serraon for instructions.

Strengths Ambassador Program

The SCCOE is excited to announce the new Strengths Ambassador Program! This program will activate a learning community of dedicated staff from different departments across the organization to:

- Deepen your strengths profile understanding and tell your unique strengths story
- Help staff discover their greatest talents
- Promote the use of a shared language to build a culture of collaboration and trust
- Engage in activities promoting the SCCOE's value as a strengths based organization

To get more information on this program and how you can become an ambassador, attend the information meeting on May 30 from 3-4 p.m. in the Educator Resource Center located on the 1st floor at Ridder Park. Register here.

Save the Date! - Teacher Housing Town Hall

The SCCOE is hosting the Santa Clara County Educator and School Employee Housing Town Hall this fall! Educators, administrators, parents, students, and concerned community members are encouraged to join us as we explore avenues to affordable teacher housing.

District employees within the SCCOE have priority registration beginning this week, so register today.

Date: Tuesday, September 17
Time: 4:30-6:30 p.m.
Where: Santa Clara County Office of Education, San Jose Room

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
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!

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 paraeducator 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 refers 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.

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.

Discount Corner - Columbia Sportswear

Columbia Sportswear Company wants to thank Santa Clara County Office of Education employees for all you do by offering this **special invitation** to the Columbia Sportswear employee store in honor of teacher appreciation! In addition to this invitation, employees will also receive **10-percent off their entire purchase** May 3 - May 27!

Please bring this [flyer](#) and proof of employment to the store to redeem your discount.
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: Deliberative (Executing)

People with strong Deliberative talents are careful and vigilant. Everything may seem in order, but beneath the surface they sense many risks. Rather than avoiding these hazards, they draw each one out into the open. Then each risk can be identified, assessed, and ultimately reduced. Thus, those with strong Deliberative talents bring a thorough and conscientious approach to making decisions. They take care to consider options, thinking through the pros and cons of each alternative. To them, making the correct choice is more important than the time it takes to do so. They see life as something of a minefield. Others can run through it recklessly if they so choose, but they take a different approach. They identify the dangers, weigh their relative effect, and then place their feet deliberately. They walk with care.

People with strong Deliberative talents bring a thorough and conscientious approach to their endeavors. They have the ability to reduce risk and prevent problems through natural anticipation and careful thought. As a result, they tend to make outstanding decisions.

If Deliberative is a dominant theme for you: To go fast and far, first stop, listen, and assess; then, take action.

Great Leaders are Thoughtful and Deliberate, Not Impulsive and Reactive

Most of us believe we have one self. In reality, we have two different selves, run by two separate operating systems, in different parts of our brain.

Here’s How Google Knows in Less Than 5 Minutes if Someone Is a Great Leader

After years of study, Google uses a few simple questions to identify the company’s best leaders.

Happiness CAN Be Learned, a Free Class from Yale Can Help

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.

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:
- Employee Assistance Program presentation - May 8 (35 Vitality Points)
- Beats for Breakfast at Ridder Park - May 15 (35 Vitality Points)
View the full list of tools and events here.

Meet us on the Trail - Group Hike, Saturday June 8
SCCOE staff, friends, and family are invited! The next hike meets in downtown Los Gatos and hikes the LG creek trail towards Lexington reservoir. Enjoy the outdoors, the guided walk, and 250 Vitality Points. Click here.

Staff Health Screening Information: Did you complete your screening?
You are encouraged to submit your screening results to Vitality by July 15 to earn up to 3,300 points and satisfy the FSA reward deadline.

Are you working to improve your health numbers?
Vitality awards 1,000 points for achieving 5-percent body weight loss to improve your BMI and 600 Vitality points when you track efforts to improve blood pressure, cholesterol, and glucose. Learn more.

Still need a screening?
Most plans offered through SCCOE include a preventative screening at no cost through your medical provider. Contact your medical provider by email or phone and request a screening.

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

Benefits Corner
Earn 35 Vitality points by attending our Lunch & Learn event hosted by Anthem's Employee Assistance Program (EAP). A representative will provide an overview of their services and highlight the myStrength program which focuses on emotional well-being and peace of mind.

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
Time:  Noon-12:30 p.m.
Location:  Santa Clara County Office of Education
Saratoga Room: 1st Floor – South Building

Register Here

For employees located offsite or that are unable to attend on this date, you may view the session via live stream here: https://youtu.be/YJEcwrGljus.
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](https://custapp.marketvolt.com/cv.aspx?cm=1330030679&x=58023465) and fill out the short survey. An Educator Preparation Program staff member will get in touch with you.

Student Jewelry Sale

On Friday, May 10 from 9 a.m. to 1 p.m students from the Post Secondary Program at the Campbell Community Center site will be hosting a jewelry sale in the Ridder Park cafeteria. This is an excellent opportunity to support our students, find gifts for loved ones, or treat yourself to something special. All proceeds help fund class activities such as cooking lessons or community outings. Stop by this Friday!

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

For a list of all job postings, visit [EdJoin](https://custapp.marketvolt.com/cv.aspx?cm=1330030679&x=58023465).

Certificated Positions

- Assistant Principal - Opportunity Youth Academy
- Assistant Principal - Alternative Education Department
- Coordinator - Early Start
- Itinerant Audiologist
- Psychologist
- Speech Language Pathologist
- Substitute Teacher - Alternative Education Department
- Substitute Teacher - Head Start/State Preschool
- Teacher - Deaf and Hard of Hearing
- Teacher - Severe Disabilities
- Teacher - Visual Impairments

Classified Positions

- Manager - Assessment & Accountability Information Technology Support Specialist
- S/R Environment Education Specialist - Walden West Science Camp
- S/R Facility Worker I - Walden West Science Camp

Online Transfer Request

The transfer request process for classified employees is available [online](https://custapp.marketvolt.com/cv.aspx?cm=1330030679&x=58023465). 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 no later than the Thursday before issue date or call (408) 453-6513 for questions and News Roundup event tips.