Meet the June Employee of the Month - Grace Lacap

Grace Lacap is an Accountant II for the Internal Business Services Department. After joining Team SCCOE as a substitute accountant nine years ago, Grace eventually earned a permanent position as an accountant.

Prior to working at the SCCOE, Grace began her career in the private sector before transitioning to public service through Exeter School District.

As an accountant, Grace helps departments maintain and make good fiscal decisions regarding budget. She enjoys learning about program goals to improve education and support educators, and finds joy in the collaborative aspect of what she does.

“I don’t think anyone can say enough about how important teachers are and how impactful the work that they do is,” said Grace.

More.

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
Congratulations to the newest graduates of the SCCOE Champions for Leadership program! These honorees are among the latest to complete this professional development program that grows leaders from within our organization and helps them realize their full potential.

The graduating class of the 2019 session included:
- Edwina A. Davies
- Abby Almerido
- Jennifer Lambicino
- Alice Serraon
- Sylvia Sanchez
- Dharma Jayabal
- Gena Pacada
- Savitha Sundar

The initiative, spearheaded by the Workforce and Organization Development team, identifies future leaders from each branch, matches them with a mentor, and provides them with professional development opportunities.

If you or someone you know is interested in taking part in the next session of Champions for Leadership, nominations for the 2019/2020 session are being accepted until June 12! Register here.

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**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, 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)
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
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
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 Stephanie Gomez (Internal Business Services) 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.

**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.

"You never really understand a person until you consider things from his point of view - until you climb into his skin and walk around in it."

*Atticus Finch, To Kill a Mockingbird*

**Strengths Spotlight: Empathy (Relationship Building)**

People exceptionally talented in the Empathy theme can sense other people's feelings by imagining themselves in others' lives or situations and sense the emotions of those around them. They can feel what others are feeling as though the emotions were their own. They intuitively see the world through others' eyes and share their perspectives. They perceive people's pain or joy - sometimes before it is even expressed. Their instinctive ability to understand is powerful. They can hear unvoiced questions and anticipate needs.

If Empathy is a dominant theme for you appreciate and hone your gift for understanding the thoughts and feelings of others.

**Empathy in Leadership isn't a Nicety; Its a Necessity!**

Leadership is not about being in charge. Leadership is about taking care of those in your charge.

**Six Crucial Behaviors of Collaborative Leaders**

The new leadership is a blending of personal and interpersonal skills that form the basis of your ability to impact, influence, and inspire others.
Where others grapple for words, they seem to find the right things to say and strike the right tone. As a result, they help people express their feelings - to themselves as well as to others. They help people give voice to their emotional lives. People with strong Empathy talents are able to build and form relationships that have great emotional depth. Others feel understood by them and seek their company. Their innate ability to understand the emotions of those around them provides comfort and stability.

7 Ways to Set Up a New Hire for Success
Research has shown that being systematic in onboarding brings new employees up to speed 50% faster, which means they're more quickly and efficiently able to contribute to achieving desired goals.

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 Five to Thrive offerings include:
- Couch to 5K and 10K training - Register to participate. Ends June 31 (350 Vitality Points)
- June 8: Meet us in Los Gatos for our last organized group walk with co-workers (250 Vitality Points)
- Beats for Breakfast at Ridder Park, June 11 (35 Vitality Points)
- View the recorded EAP benefits presentation and learn how you and your family can benefit from this complimentary service for all staff (35 Vitality Points)
- View the Vitality FYI webinars supporting emotional well-being (50 Vitality Points)
- Use Mindfulness apps that sync with Vitality (200 Vitality Points)
- Follow David Romanelli’s guided inspirations and meditation ($497 value - but free for SCCOE staff)

$200 FSA reminders: Log into Vitality and click on the Employer Incentive link to be sure you have met the requirements for this year.

- Have you earned Gold Vitality status or higher this year? Be sure to complete your VHR and Vitality Check/health screening by July 31.
- Did you complete your VHR questionnaire and Health Screening this year? Be sure you achieve Gold status by July 31.
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. Share a healthy and positive moment with fellow staff while enjoying the outdoors and physical activity. Earn 250 Vitality Points for your participation. [Click here].

Register for the next yoga session at Ridder Park: Class meets Tuesdays at noon.

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

Benefits Corner

Safe in the Sun

Did you know?
- An annual eye exam can detect conditions such as diabetes, hypertension and high cholesterol.
- UVA rays are 30-50 times more prevalent and can produce long-term severe irreversible eye damage.
- Children receive 3 times more UV light exposure than adults.

Protect Your Eyes
- Sunglasses should block out 99-100% UVA/UVB radiation.
- “UV 400” label covers all UVA and UVB rays.
- Ask your healthcare professional about UV blocking contacts.

Remember keeping your eyes healthy and happy is what MESVision does best!

For more information on ultraviolet awareness visit: The SCCOE Benefit Page or mesvision.com

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**

Outdoor School Nurse  
Principal Special Education  
Teacher - Serious Emotional Disturbances  
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**

ASAPconnect Specialist  
Supervisor - Accounting Services  
Supervisor - Workers’ Compensation  
S/R 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 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.