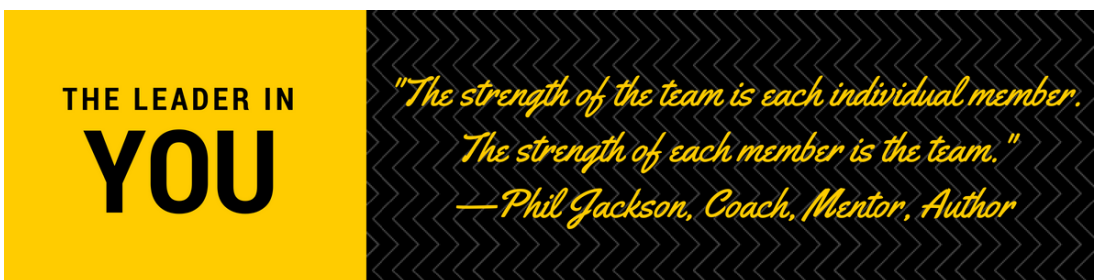




## The Leader in You

Contributing to and maintaining effective teams requires feedback, reflection, and adjustment. This process occurs most naturally in environments where trust and loyalty have fostered safety. When it is safe to ask questions, share ideas, and take risks, members of the team will identify opportunities to “take charge” and feel confident and encouraged doing so.



### [Why Some Teams Are Smarter Than Others](#)

The smartest teams are distinguished by 3 characteristics.

### [Why Good Leaders Make You Feel Safe—A TED Talk](#)

Management theorist Simon Sinek suggests a great leader is someone who makes their employees feel secure and draws them into a circle of trust, which means taking on big responsibility.

### [To Retain New Hires, Make Sure You Meet with Them in Their First Week](#)

It’s critical for a new employee to have a one-on-one meeting with their manager during their first week. Those who did saw early growth in 3 key areas.

## My Champions for Leadership Journey

Each edition we will feature a past participant in [Champions for Leadership](#) (CFL), the SCCOE internal leadership development and mentoring program, to talk about their journey through the program and what they gained from it.



The purpose of the CFL program is to identify future leaders from within the SCCOE, match them with a mentor, and provide opportunities to develop important leadership competencies.



"One of my favorite parts of Champions for Leadership was the opportunity to meet new people and form relationships throughout the organization. I met people I would never have otherwise had the chance to.

In CFL I learned that leaders should try to be authentic and likable. Being a leader isn't all about you, it's about the people you manage

**Giulia Seminatore** and the organization you serve. Always have the big picture in mind!"  
*Media & Communications*  
2018 CFL Cohort

To learn more about the Champions for Leadership program, please contact [Demerris Brooks](#), Ed.D., Director of Workforce and Organization Development, at (408) 453-6698.

---

## Staff Reminders

### Open Enrollment Period

The annual open enrollment period is **July 30 – August 17, 2018**. This is especially important for staff who are off during the summer. In the coming weeks, watch for further communication which will include specific information on the open enrollment meeting schedule and plan renewal updates. If you have any immediate questions, please feel free to contact your Benefits Specialist:

- [Denise Sanders](#) (A-G), (408) 453-6831.
- [Loraine Hobgood](#) (H-O), (408) 453-4355.
- [Patty Tijerina](#) (P-Z), (408) 453-6681.

### 2017-18 Fiscal Year-End Deadlines

Please approve P-Card transactions and submit receipts within three business days after month-end. Submit June P-Card transactions by July 5, and submit reimbursement requests by July 6.

July 5 is the final processing for Journal Entries for all funds; Cash Transfers & Payroll Transfers for Sub-Funds 800-990.

July 13 is the deadline for Accounts Payable invoices for products/services received by June 30.

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](#) or [Jas Sohal](#).

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



---

## Attention Vitality Members: Have you met the FSA Requirements?

According to Vitality records, many members have incomplete FSA requirements. Please confirm your completion status and take action today to meet the **July 31** deadline.

Step 1: Log in to [Vitality](#).

Step 2: Click on the Employer Incentive button in the upper right corner of the homepage. If the button is orange – there may be action to take on your part. If the button is green, you are complete.

2017-18 FSA requirements:

- Vitality Health Review
- Vitality Check (biometric screening)
- Earn a Vitality Status of Silver or above

Questions? Contact Vitality Customer Care at 1-877-224-7117, or email [Tricia Zamora](#).

---

## SUMMER PROFESSIONAL LEARNING

Summer provides an opportunity to recharge by developing skills that will improve effectiveness and efficiency. This [learning opportunity](#) is **online and self-paced** and covers a variety of topics including time management, project management, being a team player, emotional intelligence and more! This opportunity is open to all SCCOE employees. To register contact [Alice Serraon](#) in Workforce and Organization Development at (408) 453-6698.

---

### Job Opportunities

- [Education Interpreter/Tutor - Deaf and Hard of Hearing \(HOH\) Program](#)
- [Environmental Education Specialist](#)
- [Supervisor - Classification & Recruitment](#)
- [Teacher - Head Start/ State Preschool 162 Days](#)
- [Teacher - Head Start/ State Preschool 180 Days](#)
- [Teacher - Head Start/ State Preschool 184 Days](#)
- [Administrative Assistant III](#)
- [School Site Technology Support Specialist](#)
- [School Therapist - Credential Bonus! \(see link\)](#)
- [Speech Language Pathologist - Credential Bonus! \(see link\)](#)
- [Administrator – Superintendent Projects](#)
- [Manager – Strategy and Implementation](#)
- [Substitute/Relief Education Assistant, Alternative Education](#)
- [Substitute/Relief Education Assistant, Special Education](#)
- [Manager - Head Start Program Operations](#)
- [Psychologist - Credential Bonus! \(see link\)](#)
- [Teacher - Deaf and Hard of Hearing - Credential Bonus! \(see link\)](#)
- [Teacher of Students with Severe Disabilities - Special Education - Credential Bonus! \(see link\)](#)
- [Substitute/Relief Facility Worker I](#)
- [Director - SELPA](#)
- [Orientation and Mobility Instructor](#)
- [School Nurse](#)
- [Director-Special Education](#)

---

### Be safe and enjoy fireworks from a safe distance this Fourth of July

Communities all over Santa Clara County have scheduled fireworks to celebrate July Fourth.

#### CUPERTINO

Memorial Park Amphitheatre, 21163 Anton Way. Fireworks show approximately 9:30 p.m. Viewing sites: Creekside Community Church, Creekside Park, Sedgwick Elementary, Miller Avenue.

## GILROY

Gilroy High School, 750 W. 10th Street. Fireworks Show: Approximately 9:30 p.m.

## MILPITAS

Fourth of July Celebration 7-10 p.m. "Red, White & Boom" Fireworks and concert. Milpitas Sports Center, 1325 E. Calaveras Blvd.

## MORGAN HILL

Morgan Hill Outdoor Sports Center, 16500 Condit Road. Music begins at 6 p.m. Fireworks start at dusk.

## MOUNTAIN VIEW

San Francisco Symphony with Fireworks: 8 p.m. Shoreline Amphitheatre, 1 Amphitheatre Parkway. Music will be performed from the classic score of "Star Wars" along with tracks from Pixar.

## SAN JOSE

Rotary Centennial Fireworks: 9:30 p.m. Discovery Meadows, 180 Woz Way in downtown San Jose.

San Jose Giants: Municipal Stadium, 599 E. Alma Ave. Fireworks will follow the conclusion of the game that begins at 6:30 p.m.

## SANTA CLARA

All-City Fireworks Extravaganza: Central Park, 909 Kiely Blvd. Fireworks at 9:30 p.m.

---

## Discounts and deals

The Bay Area appreciates your service. Check out the fantastic [benefits](#) you get as a member of #TeamSCCOE. San Francisco 49ers tickets are now available! 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](#).

---

## Got News?



Anyone can submit a piece to News Roundup.

Draft a brief memo (100 words or less), have it approved by your branch chief, and email it to [communications@sccoe.org](mailto:communications@sccoe.org) or call (408) 453-6513 for questions and News Roundup event tips.

---

1290 Ridder Park Dr., San Jose, CA 95154

To learn why you received this and how to remove yourself from the list, see [Privacy Policy](#)

[Review / edit information about you](#) | [Unsubscribe](#)

Generated by  Learn more