



Santa Clara County
Office of Education

News Roundup

A snapshot from our recent HELLO! orientation, welcoming new SCCOE employees.

Stay informed about the latest SCCOE news - July 5, 2017

Welcome to the [News Roundup](#), a bimonthly electronic publication for Santa Clara County Office of Education (SCCOE) employees. It highlights SCCOE news, upcoming events, professional development opportunities, and other announcements of interest to staff.

Have you heard...?

2017 Inclusion Collaborative Conference registration is open



October 25-27, SCCOE will host the 4th Annual Inclusion Collaborative State Conference: "Building Bridges for Equity Engaging ALL Learners." The Inclusion Collaborative State Conference is an interactive and reflective educational opportunity. Attendees will learn evidenced-based practices for the care and education of children from birth to grade 12, with and without disabilities, to create or enhance inclusive practices in

their respective programs and communities. The target audience for this event is general education and special education: administrators, teachers, parents, and support staff. More information is available [online](#). [Registration](#) is open for in-person and virtual participation!

If you dial 911 by accident, stay on the line!

In the past few months, there has been an increasing number of accidental 911 calls from the SCCOE, and SCCOE sites. Should you accidentally dial 911, **please remember to stay on the line and let the 911 emergency response center know that there is no emergency.**

If you hang up, the 911 Emergency Response Center will try to call back, but if they are unable to reach a caller, they have to send out emergency responders. This has already occurred at SCCOE on several occasions, and we thank you for helping us not waste their valuable time.



Employee recognition opportunity

Do you work with someone who has outstanding on-the-job skills? Someone who is great

about initiating or suggesting new ideas? Why not thank that person for going the "extra mile" by [nominating](#) them for employee of the month? Employees of the month get their own parking spot outside the Ridder Park office, a gift from the board, as well as a plaque and recognition during a Santa Clara County Board of Education meeting.

Open enrollment reminder

This is a friendly reminder that our 2017 Open Enrollment is scheduled from July 10-August 16. Please review our [2017 Plan Rates](#), [Medical Plan Comparison](#) and [Dental Plan Comparison](#).

If you have not already done so, you can schedule an appointment to review and change your current benefits for the 2017-18 plan year.

There are three ways to schedule an appointment:

- Visit the American Fidelity page to [schedule an appointment online](#)
- AF Mobile App: Click the "Prepare for your enrollment" and enter employer code 45499F35
- Phone: 1(866) 504-0010 ext. 0

Upcoming year-end deadlines

The year-end closing of the books is fast approaching, and **we need your help** to improve the closing process and meet the deadlines. June P-card activities have a significant impact on the closing process. **Here's how you can help:**

- Note that the due date to attach support (e.g. receipt), and code/approve the P-card transactions has been changed from July 6, to **July 5**.
- If you are unable to finish all receipt/documentation attached for routing by July 5, please at least have the June TXN's pseudo codes entered by **July 5**.
- Please approve and clear any outstanding P-card transactions in the previous months.

Thank you in advance for your efforts to ensure P-card transactions are recorded accurately and on time! For questions, please contact [Ki Lam](#) in accounting or [Jas Sohal](#) in purchasing.

SCCOE Accolades



Opportunity Youth Academy (OYA) Interns of the Year, Itzel Enriquez and Lizbeth Galeana pictured with SCCOE Employee Wellness Specialist, Tricia Zamora.

News and accolades

Opportunity Youth Academy (OYA) Awards

On June 21, the Santa Clara County Board of Education honored two OYA Interns of the Year, Lizbeth Galeana and Itzel Enriquez, who recently completed their internships with SCCOE. Thank you to all of the SCCOE staff who mentored, supervised, and helped provide OYA student interns with these important professional experiences. Having OYA students at the Ridder Park office provides some additional assistance for our departments, but it is also a wonderful reminder that we are here to serve, inspire, and promote student success.

Teachers of the Year Announced/STEM Teachers of the Year

Each year SCCOE is responsible for selecting winners for the Texas Instruments Innovations in STEM Teaching Awards. The Innovations in STEM Teaching Award honors Santa Clara County public school teachers who are sparking their middle- and high-school students to enjoy and excel in science, technology, engineering, and math. This year, three excellent teachers were selected for this honor, including Darren Dressen from Los Altos High School, Dr. Madeline Dasalla-DiSanto from Silicon Valley Career Technical Education Center, and Sridaya Mandyam-Komar. Read the full [news release](#) online.

Step into Teaching

Congratulations and thank you to our Human Resources Branch and all staff involved with the third Step into Teaching event. As part of the office's efforts to address the teacher shortage, the event is an opportunity for potential teacher candidates to learn about and prepare for a teaching career. Approximately 200 individuals attended the event to learn about the credentialing process, opportunities with potential employers, compensation, and retirement. Potential teachers also had the opportunity to interact with classroom educators and experts about the rewards and challenges of a career in the classroom.

Board Resolutions

The Santa Clara County Board of Education passed several resolutions for the month of June. These included LGBTQ Pride Month, World Environment Day, National Safety Month, AB1520, AB60, and AB605. To read the resolutions please visit the County Board Resolution [page](#) on the SCCOE website.

Careers and Professional Development



The Santa Clara S.T.E.A.M.'N County Fair is coming up in August.

Summer Events and Professional Development Opportunities

July 11: Resolving Conflicts with Your Peers

12:30-4:30 p.m.

This training provides participants with a process for resolving conflicts with their peers that encourages shared solutions while building constructive work relationships. Please [sign up](#) before July 11.

July 18: Improving Your Presentation Skills

9:30-11:30 a.m.

Would you like to improve your presentation and staff training skills? During this quick training we will work to sharpen your presentation skills and remind you of the basics. Please [register](#) before July 11.

July 26-28: Creativity at the Core Summer Institute

Join this exciting three-day institute, sponsored by the California County Superintendents Educational Services Association, CREATE CA, the California Department of Education, and SCCOE Artspiration that will focus on arts learning and California State Standards. [Register](#) online, or view the [flier](#).

August 3-6: S.T.E.A.M'N County Fair

This STEAM powered event is fun for the whole family. The [Santa Clara County Fair](#) is a beloved tradition where the deep agricultural roots of the Santa Clara Valley blend seamlessly with technology showcases of what is now the Silicon Valley. This year, TK-8th grade student artworks from the Artspiration 2017 Young Artist Showcase will be on display in the Pavilion Building.

August 8: 15th Annual Library Summer Camp

8:30 a.m.-3 p.m.

Registration is now open for the Learning Multimedia Center's [one-day conference](#) and professional learning for School Library Staff, grade K- 12. The event will feature keynote speakers, workshops, and much more!

Job Openings

The SCCOE sends the latest openings every Wednesday to all employees via email in the "SCCOE Jobs Bulletin."

Classified job openings and deadlines:

[Occupational Therapist I/II](#) - 7/5/17

[Home Visiting Specialist - Early Head Start - Bilingual Vietnamese or Spanish Required](#) - 7/5/17

[Substitute/Relief Education Assistant - Special Education](#) - 7/10/17

[Substitute/Relief Environmental Education Program Assistant I](#) - 7/10/17

[Associate Teacher - Restricted-Bilingual Spanish or Vietnamese Required](#) - 7/13/17

[Education Interpreter/Tutor - Deaf/Hard of Hearing \(HOH\)](#) - 9/25/17

Certificated job openings and deadlines:

[Preschool Teacher/Coach - Head Start](#) - 7/5/17

[Manager - Migrant Education](#) - 7/5/17

[Teacher of Students with Orthopedic Impairments - Credential Bonus!](#) - 7/6/17

[Orientation and Mobility Instructor](#) - 7/7/17

[Teacher, Early Childhood Special Education - Credential Bonus!](#) - 7/12/17

[Director I - Educare Programs](#) - 7/24/17

Online Transfer Request Process-Classified Employment

Be sure to check out our [online transfer request](#) page. Should you have any questions about the transfer process, please contact [Veronica Contreras](#), or [Jonathan Munoz](#), within Classified Personnel Services.

Health and Safety

Avoiding slips, trips, and falls

According to Injury Facts 2016, falls are one of the leading causes of accidental death in the U.S.A. Read [more](#) from the National Safety Council about the dangers of slips, trips, and falls.

Fall prevention tips:

- Clean up all spills immediately
- Wear shoes with good support and slip resistant soles
- Arrange furniture to provide open walking pathways
- Keep drawers and cabinet doors closed at all times
- Use handrails on staircases
- Remove tripping hazards from stairs and walkways
- Ensure adequate lighting both indoors and outdoors
- Never stand on chairs, tables, or surfaces on wheels



1-minute video: slips, trips, and falls



Staff Wellness

Save the Date: The Superhero in YOU!

Saturday, Sept. 16 (9 a.m. to 1 p.m.) at the Ridder Park office.

All staff are invited to "hero up" at the staff wellness event, [The Superhero in YOU!](#) Energize your mind and body and get ready for the new super Vitality season.

Don't Miss out on these Wonderful Wellness Incentives!

- **Flexible Spending Account:** *The Vitality Health Review (VHR) completion and Silver Vitality Status or higher* determine eligibility for this benefit. **Deadline 7/31.**
- **Delta Dental Buy-Up:** *The VHR completion and Gold Vitality Status or higher* determine eligibility for this benefit. You must also enroll for this benefit during the benefits open enrollment period (July 10-Aug. 16). If you earned the Dental

Buy-Up and don't choose to enroll in this dental plan during open enrollment, you automatically forfeit the benefit. **Deadline 7/31.**

- **Gym Rebate:** *Completion of 70 Vitality Standard Workouts* between January 1, 2017-August 31, 2017 and verification of gym membership payments are required. **Deadline 8/31.**

Log on to [Vitality](#) and navigate to the REWARDS tab for details regarding these rewards or visit the [SCCOE staff wellness webpage](#). Please contact [Tricia Zamora](#) with any questions (408) 453-3616.

Additional Resources

Other news from around the SCCOE

- SCCOE has signed an agreement with [National University](#) that allows all our employees to get a 15 percent discount on tuition. This discount is also extended to all districts in Santa Clara County.
- Do you know what to do during a fire, flood, or armed intruder incident? Please take a moment to review this quick [Emergency Preparedness Reference Guide](#) for SCCOE staff.
- The Department of Media & Communications has released the new 2017-18 Master Calendar to our departments and sites, which is also available for [download](#) online. For questions, please contact [Charlotte Orr](#) at (408) 453-6514.
- Media & Communications now offers an [online submission form](#) on the Intranet for project requests related to graphic design, news and publicity, photographs, and other related services.
- As part of the commitment to improve student equity and access to high quality education, and to provide support to districts, communities, schools, and students, the SCCOE has launched a new [professional development portal](#) for teachers.
- The [SCCOE Package Tracking System](#) allows you to track your packages using the purchase order number, the stores issue number, or the barcode. For more information check out the attached [instruction guide](#) from the Warehouse team.
- To stay informed about the latest SCCOE news, [subscribe](#) to our external newsletter, [Education Bulletin](#), a monthly electronic publication that highlights recent initiatives, accomplishments, and programs involving students, county board members, and staff at the SCCOE.

Want to share departmental events or news?

Anyone can submit a piece to News Roundup. Just draft a brief memo (100 words or less), have it approved by your branch chief, and email it to Communication/Staff Liaison [Charlotte Orr](#), or call (408) 453-6514 for questions and News Roundup event tips.

Stay up to date with activities throughout the school year by ['liking' us on Facebook](#) and following us on [LinkedIn](#) or [Twitter](#) @SCCOE.

[scco.org](#)

STAY CONNECTED:

