



Santa Clara County  
Office of Education



# COE News Roundup

Stay informed about the latest COE news

October 7, 2014



## Get ready for the Great ShakeOut Earthquake Drill

Next Thursday, October 16, our Ridder Park office will join millions of people across California and the world for the [Great ShakeOut Earthquake Drill](#).

At 10:16 a.m. staff should expect an announcement initiating the drill via our phone network, which will be your cue to "drop, cover and hold on" for about one minute. When you hear the fire alarm, immediately evacuate to [your emergency site](#), where your designee will take attendance before we get the "all-clear" to head back into the building.

The purpose of the drill is to test different components of our system to evaluate their reliability if an actual emergency were to occur, so your patience and feedback is appreciated in advance. Keep your eyes peeled in the weeks following the drill for an opportunity to share your thoughts about what is working well and what processes we can improve.

If you're hosting a meeting or event here at Ridder Park on that day, you can expect more information in the near future about how to plan for the drill. Participation at standalone and school district sites is optional (but encouraged!); please check with your district partners in advance and explore the resources at the Great Shakeout [website](#) for tools and more information.

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## Lace up for the Special Education department's Walkathon

Get ready to burn some calories and help out an amazing cause next Friday, October 17! It's time for the Special Education department's annual Walkathon to support its post-senior classes, which serve students between the ages of 18-22.

Students and staff will be walking around the Ridder Park parking lot from 10 a.m. to noon raising money for the physical education program, year-end graduation ceremony and dance as well as leisure activities like theater, woodworking and choir that students might not otherwise be able to access. With funding for such horizon-broadening opportunities in short supply, it remains crucial that we come together as a community to ensure our students don't miss out, so be sure to stop by for a brisk stroll during your break.

As a little extra incentive, staff can earn 50 Vitality points for participating, so don't miss the sign-in sheet to get credit.

To sponsor these awesome students, turn in your donation in any amount to Mike Ramer in Student



## Know your numbers and earn up to 3,300 Vitality points!

Knowing your health numbers is critical to maintaining health and preventing illness. Understand what your numbers say about your health, and what you can do about it.

Check the location and schedule for a [complimentary health screening](#) (Vitality Check) and learn about your most significant health indicators: total cholesterol, HDL cholesterol, glucose, blood pressure and body mass index. This is a quick, confidential screening administered by BaySport Inc. and provided by the SCCOE. You don't even need to fast beforehand!

Staff will earn between 500 and 3,300 [Vitality Points](#) for completing a screening. Email [wellness@sccoe.org](mailto:wellness@sccoe.org) for an appointment or contact [Tricia Zamora](#), Employee Wellness Specialist, at ext. 3616 for more information.



## Nominate the next Employee of the Month!

Do you have a coworker who turns ordinary service into extraordinary service? Who goes above and beyond their job duties to advance the goals of the SCCOE? Then don't wait another minute to nominate them as an Employee of the Month (EOM) today.

Log into the [Intranet](#) and submit the EOM nomination form located under My Input on the right side of the screen. The COE recognizes 10 employees each year for outstanding service to students, parents coworkers and customers. Read about recent EOMS on the Intranet homepage.



## Learn the science of sleep at the next Healthy FYI Webinar

Services (checks can be made out to "SCCOE Service Fund") or drop it off on the day of the event at the registration station. Contact [Randy Klein](#) at (408)-887-9543 with any logistical questions.



## Check out the *Afternoon Tidbits* workshop series

During this month's *Effective Assertive Communication Skills* workshop on Tuesday October 28, participants will learn various modes of communication and ways to develop or enhance open interpersonal styles of communication for the betterment of personal and professional relationships. Strong speaking and listening skills can also reduce misunderstandings, facilitate creativity and enhance problem solving.

Please speak with your supervisor, then [register](#) for the *Effective Assertive Communication Skills* workshop or contact [Debbie Boer](#) at ext. 6698.

Save the date for additional workshops in the series! Click on title for registration information:

- [Emotional Intelligence](#) - Jan. 27, 2015
- [Dealing with Difficult Behavior](#) - Feb. 24, 2015
- [Conflict Resolution Skills in the Workplace](#) - March 24, 2015
- [Prospering Through Changes at Work](#) - April 28, 2015

For workshop descriptions, please see the [Talent Management Professional Development Workshop Catalog](#).



## Reminders about other upcoming events

It's a busy time at the SCCOE. Make sure you don't forget about these upcoming dates:

- Friday, October 10 is the final deadline for open enrollment. [More information](#) can be found on the Intranet.

On Thursday, October 16, you can earn 50 [Vitality points](#) for attending a live webinar or watching a previously recorded webcast. Learn the importance of sleep quality and quantity in this month's Health FYI: Sleep.

For more information or questions, contact [Tricia Zamora](#), Employee Wellness Specialist at ext. 3616.

- The SCCOE will host [The Leader in Me](#) with Author Sean Covey on Oct. 15 from 2:30 to 4:30 p.m. as part of his 30-city North American book tour. [Register here](#) and learn all about how to help students become their best selves.

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