Meet the December Employee of the Month: Sheetal Mistry

Sheetal Mistry is an Accountant II for Internal Business Services. She has worked with the SCCOE for two years and a half years, and in that short duration, she has demonstrated her value to her team and across the organization.

"Sheetal always keeps a calm demeanor and handles the pressure of many accounts with grace. She responds to requests quickly and is always willing to help resolve issues. She always makes herself available to meet or answer questions and never makes you feel like you are bothering her. She knows numbers! And she knows how to explain things so others can understand," says Lonni Gause, Educator Resources Center Technical Specialist for Safe & Healthy Schools.

Sheetal was recognized for her extraordinary work at the Santa Clara County Board of Education on Wednesday, December 12.

You can read all about Sheetal and her extraordinary work on the Intranet!

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 just press the button below!

The Leader in You

Practice self-awareness, self-evaluation, and self-improvement. If we are aware that our manners - language, behavior, and actions - are measured against our values and principles, we are able to more easily embody the philosophy, leadership is a matter of how to be, not how to do.

- Frances Hesselbein, Former CEO of the Girl Scouts of the USA
Turning our Talents into Strengths requires self-awareness. How aware are you of your thoughts, feelings, and behavior and the effects they have on other people? Naming our top five is only the beginning. A Talent becomes a Strength when we can consistently apply it a productive way.

**Practicing Leadership Daily Pays Off** Your Leadership Resolution for 2019: Show Leadership More Frequently

**Finding your Leadership Strengths** We all lead in very different ways, based on our talents and our limitations. Without an awareness of your strengths, it's almost impossible for you to lead effectively.

**What Kind of Happiness Do People Value Most?** If we want to find ways to be happy, it may help to understand what type of happiness we truly want.

"Groove is in the Heart" - wellness campaign

**January 7 to February 28**

Register for "Groove is in the Heart" the new SCCOE Heart-Health Campaign. Groove is in the Heart is guaranteed to get you feeling "groovy" about your heart and your health.

Participants will:

• get hip and obtain resources for heart health and healthy living
• groove to a follow-up activity to support personal well-being

Feel "far-out" about well-being and earn:

• 500 to 3,300 Vitality Points after completing a health screening plus bonus points for completing campaign requirements
• a chance to earn gift card prizes

[View the Health Screening Schedule](#) and [make an appointment](#).

For questions or information email [Tricia Zamora](mailto:) or call (408) 493-3616.

**Heart & Soles**

8 a.m., Saturday, March 23 at Santa Clara University
Register for Heart & Soles (6K and 10K) Walk/Run

Help us maintain our title as champions in the corporate challenge for the most participation at the Heart & Soles event. This fun, family-oriented event benefits student wellness initiatives including the SCCOE Safe & Healthy School program.

Register get $10 discount when you are among the first 100 staff to register. Use coupon code: SCCOE19, join the SCCOE team and get an SCCOE shirt. Send your registration confirmation to Tricia Zamora to get the shirt. This is not a competitive race!

Train for the Heart and Soles!

Join the 9-week Couch to 5K (C25K) training program and build your walking or running ability. This program is for anyone who would like to develop a regular walking or running routine with a goal of increasing endurance.

View more details. To register for C25K email wellness@sccoe.org by Friday, January 11.

Butte County Schools Fire Relief Fund

Our hearts are with the entire community of Paradise and surrounding areas affected by the Camp Fire. SCCOE staff asked how we can help those affected by the Camp Fire this holiday season.

Consider sending an encouraging note to those 5000+ students and 500+ educators who lost their home and/or are displaced. All notes will be posted on the Butte Schools wall to share with the community and online. Note cards are available at the Ridder Park front reception desk, Human Resources, and the cafeteria. Contact Lisa Ketchum at (408) 453-6574 if you’d like some ponied to your site.

Please also consider donations to buy gas cards, gift cards, and bus passes. Tax-deductible donations to the Butte County Schools Fire Relief Fund are specifically for educational purposes for schools, students, and staff.

Forward all encouraging cards, gift cards and donations to Lisa Ketchum in Human Resources, MC 264. We’ll send everything directly to Butte County Office of Education for distribution to the schools.

All the support, kindness, and help is truly appreciated.

Your opinion matters

If you have not taken the Employee Satisfaction Survey, please take a moment to share your thoughts. Every employee is valued and supported in this organization, and we want to know how to improve our overall experience and the services we provide.

As a result of last year’s survey examined our budget and organizational alignment, here are some of the changes that were made:

• The Foster Youth Coordinator was converted to a certificated position to respond to district needs.
• Public Affairs merged with the Office of the Superintendent to form an Executive Services Division.
• Homeless & Foster Youth Services moved under the Safe & Healthy Schools.
• Safe & Healthy Schools Department moved under the Student Services Branch.
• The EPIC and LEAP programs moved from the Human Resources Branch to Educational Services.
• Head Start maintenance and custodial moved Student Services to Business Services under General Services.
• A new Emergency / School Safety Administrator position was established.

Please complete the survey no later than Friday, December 21.

Budget wisely

Just a reminder, all salaried employees will receive their December paycheck on Friday, December 21. Please keep in mind that the next end-of-month paycheck will be issued on Thursday, January 31, 2019. Please budget accordingly.

Distribution of 2018 W-2s

SCCOE will process the 2018 W-2 Wage and Tax Statement in January. It will be mailed to your address on file no later than January 31, 2019.

Here are a few steps to ensure you receive an accurate W-2.
• Verify your name on your check stub matches your name on your issued social security card.
• If your legal name has recently changed, SCCOE will use your old name until you have obtained a new social security card. You may contact the Social Security Administration at (800) 772-1213 or www.ssa.gov for Form SS-5, Application for a Social Security Card.
• Once you receive a new social security card, notify Human Resources.
• Have you recently moved or are you moving soon? You can change your address and make sure your paychecks and W-2 are sent to the right location by submitting an address change to Human Resources no later than January 7, 2019.

Internal Payroll Services will be closed on Monday, December 24 and Monday, December 31.

Have you heard?

The Ridder Park Cafeteria will close at 1 p.m. on Friday, December 21. They will re-open on Wednesday, January 2, 2019.

Print Services will be open, to service copiers only, December 26 to 28.

Say "HELLO" to Fernando! Meet Fernando Chavez, a new Migrant Education Community Liaison and winner of our new hire Social Media Contest!

During a recent HELLO meeting, Fernando connected with SCCOE via Facebook and was entered into a drawing for a fabulous prize, a bottle filled with candy!

If you would like to check out some of our other recent "New Hires" be sure to check out the Intranet and be sure to welcome your new colleagues. #WeAreSCCOE
Job Opportunities
For a list of all job postings, visit EdJoin.

Classified Positions
Buyer
Administrative Data Technician
Substitute Accounting Assistant III
Migrant Education Program Advocate - Bilingual Spanish
Research Analyst, Associate
Substitute / Relief Food Service Cook - Environmental Education
Substitute/Relief Food Service Assistant - Environment Education
Substitute/Relief Paraeducator, Alternative Education
Substitute/Relief Paraeducator, Special Education
Substitute Preschool TA / TA-Permit
Substitute Preschool TA / TA-Permit (GILROY/HOLLISTER)
Substitute/Relief Facility Worker I

Certificated Positions
Substitute Teacher - Alternative Education Department
Substitute Teacher - Head Start/State Preschool Department
Substitute Teacher - Special Education Department
Teacher - Early Childhood Special Education
Teacher - Severe Disabilities
Itinerant Audiologist
Adapted Physical Education Specialist
Teacher - Visual Impairments
Speech Language Pathologist

Professional Development opportunities
The Educational Technology Services Team at the SCCOE offers both Micro-Courses and Online Academies, designed for SCCOE staff. Semester units for online coursework are available through the University of the Pacific. For more information, please visit our Professional Learning Pathways site for more details.

Share Your Story
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.

Got News?
Anyone can submit a piece to News Roundup.

Draft a brief memo (100 words or less), have it approved by your division chief, and email it to communications or call (408) 453-6514 for questions and News Roundup event tips.