



Connections

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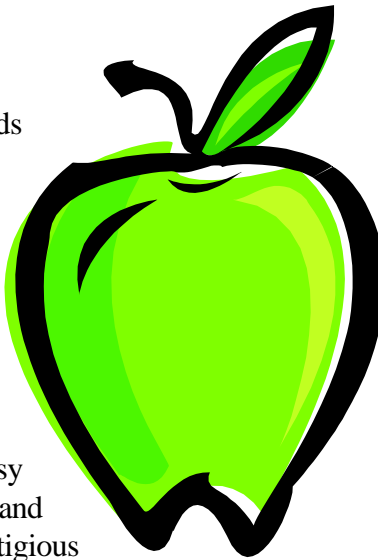
Notes from the Superintendent's Office

by Jorge O. Ayala

Golden Apple Awards

Each year the Yolo County School Boards Association sponsors the Golden Apple awards. In its 18th year, the ceremony was held in the Solon Club at Raley Field in West Sacramento on Tuesday, October 16th.

Karen Fox and Jan Moore in the Superintendent's office are the glue that holds this together, so they have been busy lately with this event. One administrator and one board member receive this very prestigious award. Award recipients were John Huston, Director of Transportation for Woodland JUSD, and Pat Flint, Trustee from Washington USD. Congratulations and many thanks to John and Pat on their outstanding contribution to students and staff.



Site Visits

Ronda Adams and I are visiting the schools in all five districts in Yolo County. The visits started in September, and will continue through December. We are visiting with each principal and spending time visiting classrooms. The visits provide an opportunity to understand the services and needs of our students and to let schools know that we are available to assist them.

Identification Badges

I would like to stress the importance of identification badges for YCOE employees, particularly those of us who visit other sites. If you have not had your picture taken for an ID badge, please make arrangements to do so through the HR department. Please wear the badges daily when on duty. Thank you for your participation and efforts in keeping our classrooms and offices safe.

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“
*None of us suddenly
becomes something
overnight. The
preparations have
been in the making
for a lifetime.*

”
- Gail Godwin
Writer

Keep e-mail Under Control

Here are some time-saving tips:

- Remove your name from distribution lists that swamp you with messages you don't want and don't need.
- Read only the important messages right away. Delete the unimportant ones and organize the rest to read later.
- Limit the size of your "in" box and maintain only a few mail folders so you won't be tempted to save or file messages you'll never need.

Getting Through Tough Days

If you sometimes struggle to motivate yourself, try these techniques:

- **Make "if only" observations.** Complete the sentence: "If only I..., I'd be more motivated." Think in ideal terms of what must happen for you to care about your job.

Once you identify that goal, take steps to achieve it. Example: "I'd be more motivated to finish this if I had that report written."

- **Analyze what motivates others.** Ask the colleagues you admire most what drives them to succeed. Use their answers to reframe your attitude so that you share their motivation.

ROP - Career Preparation Specialist

Brenda Arteche has been selected to serve as the Career Preparation Specialist to the ROP programs of the Yolo County Office of Education beginning October 1.

Brenda will work closely with the Yolo County Department of Employment and Social Services (DESS) in both Woodland and West Sacramento. She will also be working with the Adult Education programs of Woodland Joint Unified School District, Davis Joint Unified School District and Washington Unified School District in assisting adult learners and DESS / CalWorks clients as they consider vocational education choices to enhance career options.

The Grey

As the year ended and the children left, all knew there was something wrong in the Village, something dull and not quite right. The Villagers discussed it and a plea went out: "Oh what shall we do?" A cloud hung over the Village causing The Grey to take over.

The Villagers turned to the Elders for help. As the Elders talked they told of the tale from long ago, of a time when there was a Bog and the Village was laden in sadness. "What did they do?" The Villagers asked.

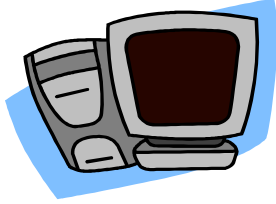
The Elders replied: "It is said that they called upon a band of guys called the Men of Opportunity who brought in the Jack of Hammers and defeated the Bog." So the Villagers agreed, they too would call upon this band of guys known only as the Men of Opportunity.

The call went out and the Villagers waited. Soon they started arriving, from all directions they came and the battle with The Grey was started. Day after day the battle raged on as the Men of Opportunity fought hard with weapons never before seen by the Villagers. Soon it became clear that The Grey was losing as the colors of Victory rose over the Village.

And in the end the band of guys stood proud. The Grey was gone and the Village was bright. The Villagers were happy again as they greeted the children back who smiled and laughed in the colors of their new home.

Thanks guys, Greengate looks GREAT!

YCOE Web Site A Huge Success!



The YCOE web site, initially launched last year, continues to grow and improve. Many of us in the organization have received positive feedback from site visitors and community members about the site.

The web site, www.ycoe.org, is designed to be the organization's public presence on the Internet. On the site, visitors will find detailed descriptions of each department within YCOE, be able to access YCOE newsletters such as The Oak and Connections, and find links to schools and districts within Yolo County.

Visitors will also find information about job postings within YCOE, calendars for each major division within the organization, and resource pages for parents, teachers, and links to other governmental web sites.

The web site is maintained and supported by the Information and Technology Services department (ITS) here at YCOE. Andrew Gutierrez, the YCOE web site specialist (see box below), is responsible for site maintenance and updating.

Currently, Andrew is focusing on keeping the site current and working with YCOE departments to be sure their information is up-to-date. We also are going to be adding real pictures of YCOE programs to replace the more generic photos that currently are on the site. In addition, we are very interested in advertising any YCOE sponsored event on the "What's new" section of the site. If you have an event that you'd like posted on the web site, contact Andrew at gutierrez@ycoe.org or 668-3749.

Future ITS projects related to the web site include development of a YCOE Intranet. The YCOE Intranet will be a web site specifically designed for employees use and information. The Intranet will contain a YCOE "classified" section, as well as a discussion forum where employees will be able to post messages to other employees. In addition, the ITS department is working with Business Services to identify internal business processes that can be put up on the web. The YCOE Intranet will be logon and password protected. Employees will need to input their YCOE network logon and password in order to gain entry to the YCOE Intranet.

Welcome New Employees

Please join us in welcoming the following new employees:

Michele Moore,
ROP Teacher

James Wallace,
Itinerant Substitute Teacher

Andrew Gutierrez,
Web Specialist

Ann Morgan,
Behavior Specialist

Christina Taylor,
Instructional Assistant, Special
Assignment

Debbie Howard,
Business Services Assistant

Welcome Andrew Gutierrez!

Please join us in welcoming Andrew J. Gutierrez as our new YCOE Web Site Specialist in the Information & Technology Services Department.

Andrew is a 10-year veteran of the computer industry. He has specialized in building and maintaining commercial and non-profit web sites since 1996.

His first day of work was Monday September 24th, 2001. Richard Glass has been introducing him to staff over the last couple of weeks.

Please feel free to stop by and welcome him. Andrew can be reached at gutierrez@ycoe.org or 668-3749

Create a Good Verbal Impression

Keep these tips in mind to make a powerful impression when you speak:

1. **Speak decisively.** Commit to specific deadlines and amounts. *Suggestion:* Add a margin of safety and you'll beat your target: "You'll definitely have it by 4 p.m." is better than "I should have it ready by 3 p.m."

2. **Project positive expectations.** Abandon conditional phrases - "Could you...?" in favor of positive commitments - "When will you...?"

3. **Give yourself credit.** Describe your beliefs and achievements proudly. Don't say "I was lucky." *Better:* "I planned well and worked hard."

4. **Learn from experience** - and grow. Focus on choices, not regrets, and view failure as a temporary setback.

5. **Emphasize the benefits** to others when seeking their help. Say "This will help you because..." rather than "I need a favor."

-Adapted from *Influencing Within Organizations*, Andrzej Huczynski, Prentice Hall.

Yolo County Office of Education Conference Center

The Yolo County Office of Education Conference Center is managed through the Administrative Services Division, in a cooperative effort among three of the Division's departments: the Deputy Superintendent's Office, the Maintenance & Operations/Facilities ("M&O") Department, and the Information Technology Services ("ITS") Department. The rooms in our Conference Center host a wide variety of events and activities for employees and outside agencies/organizations, including meetings, trainings, conferences, workshops, luncheons, teleconferences, and other gatherings. YCOE's Conference Center serves as a valuable resource in a geographical area where few facilities exist.

The Conference Center facilities located at 1240 Harter Avenue consist of three main rooms. These are the Washington Room, the Davis Room, and the Woodland Room. An additional room, the Esparto/Technology Lab, is available for training sessions requiring access to computers for hands-on learning.

Employees or outside clients may reserve a room in our Conference Center by contacting Mary Alviso, at our Reception Desk (by phone at 530-668-6700, or by e-mail at alviso@ycoe.org). Mary will work with you to obtain all the necessary information she needs to ensure your room is available when you need it. She maintains a

calendar of all YCOE Conference Center reservations and can tell at a moment's notice whether a room is available for a particular date and time. Mary also posts signs directing guests to various events and works with our County Schools Business Services Department to assess and invoice any applicable use fees.

M&O's Multi-media Technician, Dwayne Keller, is responsible for the appropriate set-up of your room. Dwayne arranges our rooms to accommodate specific meeting or event needs, and also ensures proper operation and positioning of any A/V equipment your event may require. Dwayne maintains an inventory of A/V equipment that is available for use in YCOE's Conference Center. The Center is equipped with a satellite dish and other technical devices, allowing Dwayne to downlink satellite broadcasts for teleconferencing purposes. Multi-media and the ITS Department work together in connecting any computerized equipment needed for your event. M&O's custodial staff cleans the rooms on a nightly basis to ensure they are ready for the next day's events.

Administrative Services works hard to provide clean, comfortable facilities for your meetings and events. We also appreciate your feedback and comments concerning the Conference Center. Please contact our Reception Desk if you have suggestions or if we can assist you with any of your meeting or event needs.