



News and Views



August 2011

Welcome to NBSIA's Member Services Department

By: Suzanne Dillman, SPHR, Member Services Manager

The Member Services Department was created by combining the Program Services Department and Prevention Services Department. Now all risk management, safety and human resource trainings and services are offered under the more streamlined and better coordinated Member Services Department. I have the fortunate opportunity to work with a highly talented team:



Jeremy Hatch, CPSI is our Loss Control Specialist. Jeremy is always integrating health into all aspects of his life and will be swimming the Alcatraz Invitational in September. Stay posted for more details on his adventure!



Amanda Quiralte, our Member Services Coordinator, a recent graduate of Dominican University with a major in journalism and minor in graphic arts has been designing those creative training flyers you have been receiving recently.



Heather Eichen, our Administrative Assistant who recently earned her Associate in Insurance Services (AIS) keeps us all on track.

We Focus on Members

Our team has worked diligently to create a service based, member focused department. We believe we can best serve you if we develop resources for your future needs-and the best way for us to do this is to build relationships of trust and respect, understand your changing circumstances, and identify proactive programs to address your issues. *The better we know you the better we can support you.*

Listed below are a variety of resources and trainings currently available at no cost.

- California Workplace Required Postings Checklist
- Ergonomics in Special Education – Training and Workplace Assessments
- Supervisors Academy – starting September 27, 2011
- ADA/FEHA Hotline for HR Directors
- Target Safety On-line Safety Training
- Athletic Liability Training – August 9th 8:00-12:00
- Vulnerable Educators Liability Training – August 9th 12:30-4:30
- Campus Monitor Training – August 11th
- Surviving a School Shooting – August 25th
- FEHA Interactive Process Training for HR Directors – October 11th
- FEHA Interactive Process Training for Principals and Directors – October 12th
- Sexual Harassment Training – November 3rd
- EAP Brown Bag Sessions at your site
- www.nbsia.org

If you have questions or want to find out more about the services available please contact me at suzanned@nbsia.org. We look forward to working with you and to assist in integrating employee health and safety into all of our daily decisions.

Employee Assistance Program

Member Matters

Helping Members Balance Their Health, Work and Life



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To visit Member Matters, the monthly gateway to your Employee Assistance Program's Online Member Services, click on the link below:

<https://www.mhn.com/news/aug11/mm.html>

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NBSIA Elects a New Slate of Officers for 2011/12

During its annual election process at the June meeting, the following slate of officers was elected, effective July 1, 2011:

President:	Bruce Colby (Davis Jt. USD)
Vice President:	Kelly Morgan (Fairfield-Suisun USD)
Auditor/Treasurer:	Joshua Schultz (Napa COE)
Member-at-Large:	Tim Rahill (Benicia USD)

Congratulations to our new officers, and a genuine thank you to our Board President John Niederkorn (Vacaville USD), for his leadership and commitment since joining the board in 2004.

The next meeting is scheduled for September 21, 2011 at NBSIA.

*Having a Back to School Event or Health Fair?
NBSIA Member Services Department is available!
Contact Amanda Quiralté for scheduling:
707-428-1830 ext. 127 or AmandaQ@nbsia.org*

School Set Up Safety

By: Jeremy Hatch, CPSI, Loss Control Specialist

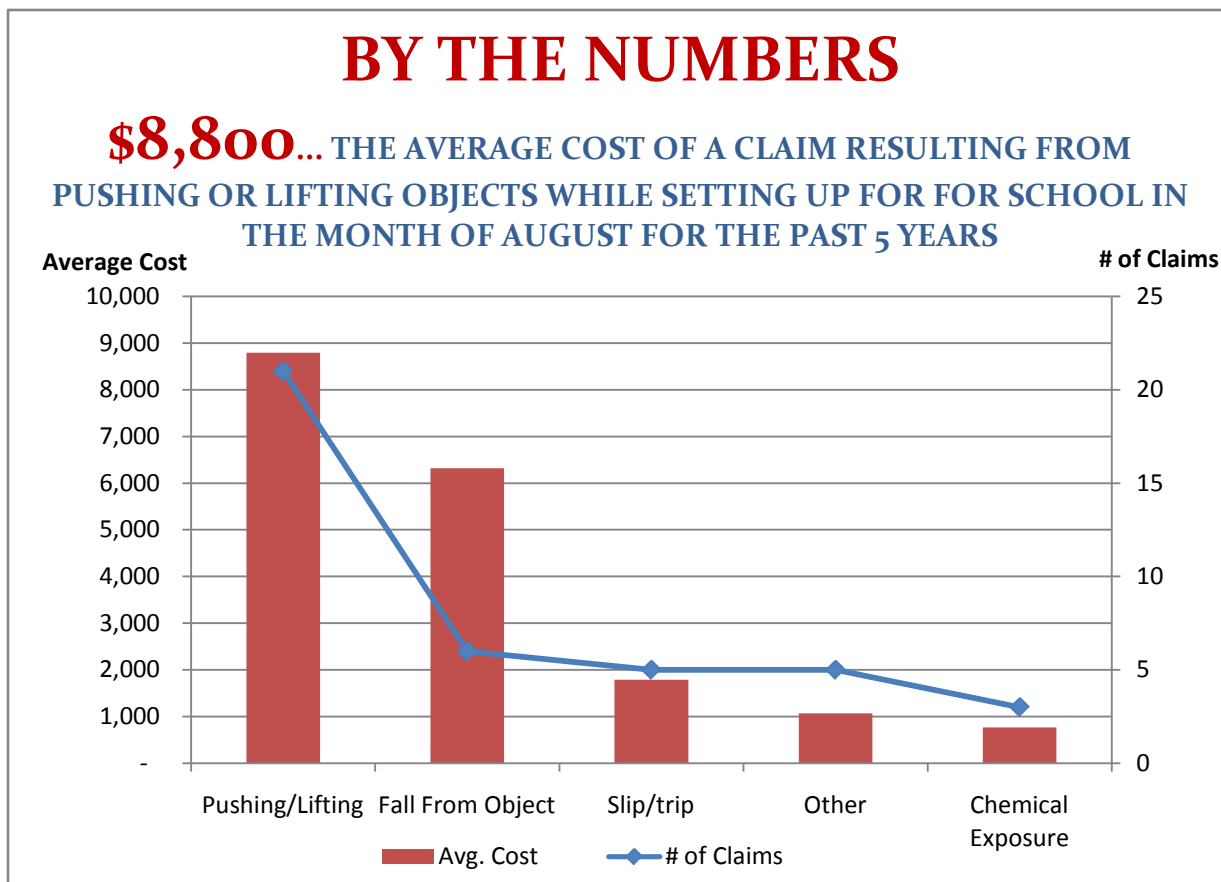
The beginning of the school year is a busy time for all district employees. During the month of August there is an increase in injuries from lifting and carrying tasks as well as slips and falls while setting up classrooms. Here are some guidelines to keep you safe during this time:

- When moving or carrying items make sure that proper body mechanics and lifting techniques are followed. Always bend your knees to pick up items from the floor level. When conducting the lift, lock your back in by tightening your core muscles and pulling in your low back. Keep your head up and stack your ears, shoulders and hips. This will put your body in the proper position to conduct the lift.



- If you need to move multiple boxes or items from your car or across campus find a hand truck or cart to help you move the load. Don't walk carrying large items that will block your vision from trip hazards.
- Always use the proper stepstool or ladder when reaching overhead areas. A ladder should be tall enough for the task being conducted without excessive reaching. Appropriate stepstools should have a rail or handhold for stability.
- Tables, bookcases and chairs (especially with wheels) are not appropriate to stand on. Many injuries in the classroom are a result of standing on furniture to reach.

These simple rules will help to keep you safe on the job. Take the time to think your tasks through and have an injury free start to the school year!



Coverage Exclusion Reminder: Community Service Workers are Not Covered under District Policy

At times throughout the year, the California courts assign community service hours/work to members of the public as part or all of their sentencing or probation. Frequently these persons request to serve their community service hours by volunteering to work on the school campuses.



The Board of Directors of the North Bay Schools Insurance Authority has considered both the workers' compensation and liability risk associated with these volunteers and has determined that the overall risk is too great. As such, the Board has **excluded** these community service volunteers from coverage under the NBSIA Memorandum of Coverage.

NBSIA recommends that districts/schools not accept members of the public offering to work off hours assigned by the courts/probation departments. Should your district/school choose to do so, please be advised that in the event of an accident/loss of any kind involving a community service volunteer, the District will be solely responsible for any costs and/or damages.

If you have any questions, please call Jan DeGracia at 707/428-1830, x105 or Colleen Abney, x103.

CalOSHA Heat Illness Prevention and Treatment Reminder:

California employers are required to take these four steps to prevent heat illness

- 1. Training**
Train all employees and supervisors about heat illness prevention.
- 2. Water**
Provide enough fresh water so that each employee can drink at least 1 quart per hour, *and encourage them to do so.*
- 3. Shade**
Provide access to shade for at least 5 minutes of rest when an employee believes he or she needs a preventative recovery period. *They should not wait until they feel sick to do so.*
- 4. Planning**
Develop and implement written procedures for complying with the Cal/OSHA Heat Illness Prevention Standard.



Posters are available for downloading from the NBSIA website:

[Heat Exhaustion or Heat Stroke? \(Spanish\)](#)

[Heat Illness Tips \(Spanish\)](#)

Property & Liability

VACANT = VULNERABLE BUILDINGS?

Colleen Abney, Property & Liability Claims Manager

With all the changes and financial challenges the School Districts are facing, empty property is increasing. Vacant properties often attract criminal behavior such as vandalism and copper theft. Because of that reputation for trouble, NBSIA members are asked to keep a close watch to ensure no coverage limitations in the event of a loss due to such activity. How should you protect your property and ensure coverage?

Here are some ideas to protect property that will be vacant or mostly vacant.

1. Secure the vacant property with proper fencing.
2. Continue with Fire Protections and Alarms and inspect these frequently to ensure the property is secure and alarms are still functioning.
3. Establish inspection criteria, (drive by or on-site walk through) and document check list of those inspections.
4. Consider posting signs on the property with a number at your District to call if anyone notices damage or unsafe activity.
5. Get to know the neighbors surrounding your properties and enlist their help in reporting unusual activity.



VACANT PROPERTY: This means the property is **TOTALLY** vacant; no one is using any portion of any building. If a portion of the property is being used by you or leased to some other business, it is not considered vacant, however we recommend you follow the same safety tips as mentioned above.

For any questions or further ideas on protecting your property and ensuring continued insurance coverage, please contact [Colleen Abney](#) at NBSIA.

NBSIA Sexual Harassment Training for Supervisors

Training meets the requirements of **SB1825** and is **required** for all supervisors every two years.

NOTICE RE: SCHOOL BOARD MEMBERS:

Based upon the advice received from the Acting Chief Counsel of the Department of Fair Employment and Housing, all school board members are required by law to receive two hours of sexual harassment prevention training every two years. Current board members who do not have evidence of prior training on file should receive the training immediately. New board members must receive their first training within six months of assuming their position.

November 3, 2011

AM session: 10:00-12:00

PM session: 1:00 - 3:00

Presented by: Elizabeth Ison, Ison Law Group

380A Chadbourne Road

Fairfield CA 94534

To attend, contact Suzanne Dillman, Member Services Manager: SuzanneD@nbsia.org or (707) 399-4206



NBSIA SUPERVISORS ACADEMY

Developing Supervisory Excellence is a professional development series brought to you by North Bay Schools Insurance Authority (NBSIA)

Instructor-led courses meet every 3-4 weeks, September through April in Fairfield.
Online coursework is completed at your convenience.

Make a significant difference in the SUCCESS of your staff, your school and your district.

Skills you can use

Developing Supervisory Excellence is a professional development series for aspiring, new, and experienced supervisors built upon the latest theory and research along with hands-on practice of the skills supervisors need. Combining lecture, discussion, self-exploration, and skill-building, class instructors will provide learning opportunities to help explore the rewards and challenges of supervision.

Online courses provide a broad introduction to employment practices, liability, knowledge and prevention. Topics include the Americans with Disabilities Act, Sexual Harassment, Discrimination, and Workers' Compensation.

This professional development opportunity is brought to our members at NO COST by NBSIA.

● **WHEN**

Classes meet every three to four weeks – 9:00am to 4:00pm

Beginning September 27, 2011 and ending April 24, 2012

Courses:

- Developing Supervisory Excellence
- Discover Your Strengths
- Building Strength Based Teams and Managing Conflict
- Positive Coaching
- Positive Leadership Skills for the School Environment
- Tackling Problems and Making Decisions with Confidence
- Communications and Persuasion Skills
- Practical Legal Issues for Supervisors
- Ethics in the Workplace
- Creating a Positive Work Environment
- 10 Things Not to Step In As a Supervisor

● **WHO**

Employees of NBSIA member districts who are interested in becoming supervisors or who are already supervising staff. Our members include school districts in Napa, Solano and Yolo County

● **HOW TO REGISTER**- (Must be approved by H.R. or Department Director)

Contact Suzanne Dillman at (707) 399-4206 or by e-mail at suzanned@nbsia.org

CALENDAR OF EVENTS

<u>Date</u>	<u>Event</u>	<u>Location</u>
Aug		
11-12	Campus Monitor Training	NBSIA Conference Room
25	Surviving a School Shooting Workshop	NBSIA Conference Room
31	NBSIA Executive Committee Meeting	NBSIA Sm. Conf. Room
Sept		
5	Labor Day	NBSIA Office Closed
6-9	CAJPA Conference	Lake Tahoe, CA
21	NBSIA Board of Directors Meeting	NBSIA Conference Room
Oct		
10	Columbus Day	NBSIA Office Closed
11/12	ADA/FEHA Interactive Process Training	NBSIA Conference Room
Nov		
3	Sexual Harassment Training	NBSIA Conference Room
9	NBSIA Executive Committee Meeting	NBSIA Sm. Conf. Room
9	NBSIA Risk Management Comm. Mtg.	NBSIA Conference Room
11	Veterans' Day	NBSIA Office Closed

CONTACT US

Address:	380A Chadbourne Road Fairfield, CA 94534-9636	
Web Site:	www.nbsia.org	
E-mail:	(first name, last initial)@NBSIA.org	
After Hours Emergency Pager:	428-0824, option 5	
Automated Voice Mail:	428-0824 or 428-1830	
WeTip Hotline	1-800-78-CRIME (27463)	
General Administration:	707/428-1830	707/428-1848 (fax)
Jan DeGracia	Executive Director	Ext. 105
Suzanne Dillman	Member Services Manager	Ext. 106
Colleen Abney	P/L Claims Manager	Ext. 103
Jeremy Hatch	Loss Control Specialist	Ext. 129
Amanda Quiralte	Member Services Coord.	Ext. 127
Ken Hearnberger	Accounting Manager	Ext. 113
Lyn Fortaleza	Accounting Technician	Ext. 115
Maria Cantera	Data/Fiscal Analyst	Ext. 116
Heather Eichen	Administrative Assistant	Ext. 104
Michelle Lucas	Office Assistant	Ext. 101
Workers' Compensation:	707/428-0824	707/428-1848 (fax)
Kami Liñan	W/C Claims Manager	Ext. 110
Felecia Lawson	W/C Claims Supervisor	Ext. 124
Doris Manuzon	Claims Examiner	Ext. 111
Anna Socarras	Claims Examiner	Ext. 122
Lily Chin	Claims Examiner	Ext. 109
Mimi Tsang	Claims Assistant	Ext. 108
Jennifer Hearne	Claims Assistant	Ext. 119
Veronica Hudley	Claims Assistant	Ext. 107
Christine Trockey	Return to Work Coordinator	Ext. 121