



# News and Views

## ***Safety Grant Winners Announced!***

*by: Emily Kephart, ARM, CPSI, Prevention Services Manager*

NBSIA is pleased to announce the winners of the 2008-2009 Safety Grant Program! The purpose of this program is to encourage and promote the active participation of site personnel and students in ensuring the overall safety of their environment.

This year we received a total of 20 Safety Grant Applications, with 4 districts participating. Three of these districts submitted multiple applications, which were voted upon by the NBSIA Risk Management Committee in order to determine the district-level winners. These first place winners from each district then advanced to the pool level for final evaluation. NBSIA staff selected the pool-level winners.



### **Congratulations to:**



**First Place:** **Vaca Pena Middle School, Vacaville USD**  
Grant \$5,000.00: "Enhancement of Camera Security System"



**Second Place:** **E. Ruth Sheldon Elementary School, Fairfield-Suisun USD**  
Grant \$3,000.00: "Window Coverings for Safer Classrooms"



**Third Place:** **T. C. McDaniel Center, Solano County Office of Education**  
Grant \$900.00: "Safe School Crisis Communication"

NBSIA thanks everyone who participated this year for their hard work and commitment to safety. We hope to continue to see an increase in the quality and quantity of submissions in the years to come.

If you have any questions regarding the Safety Grant Program, please contact Prevention Services Manager Emily Kephart at (707)428-1830, extension 102.

## Focus on Members for 2009

By Jan DeGracia, CPCU, ARM, Executive Director

The NBSIA Board of Directors met recently to review the status of programs and develop a strategic vision and goals. Unlike previous years, NBSIA and its members are entering into a period of incredible challenge as the fiscal fortunes of both California and the United States seem quite desperate. It is times like these when the sound financial practices and Board leadership at NBSIA can provide much needed support and flexibility for members.



Our strategic plan addresses four performance categories: Marketing and Communications, Operational Review and Refinement, Fiscal Relief Strategies, and Training, all with an eye on helping our members weather the storms we expect over the next few years. We recognize that NBSIA is only as strong as its members, and our goals for 2009 reflect that perspective.

Whether it is cost cutting strategies at the pool level, or fiscal relief and flexibility for members, our mission remains the same: providing support and protection for our members in a challenging world.

We thank members for their commitment to risk management and pooling, and will continue to do everything we can to support their goal of providing a safe learning environment.

Please see our Mission and Core Values statement on page 6.

## Workers' Compensation

### NBSIA Partners with Kaiser

by Kami Linan, WCCP, Workers' Compensation Claims Manager

NBSIA prides itself on providing quality, cost effective programs that provide added flexibility and convenience to our Members, while ensuring quality medical care for injured workers.



Effective 2/16/09, NBSIA partnered with Kaiser Permanente by adding them to our Medical Provider Network (MPN). Kaiser will be offered as a secondary option when an injured worker is referred for treatment. Clinics will be available in Napa, Vallejo and Vacaville only.



In addition to Kaiser, NBSIA still offers the same quality of care through Sutter Regional Medical Foundation, North Bay Healthcare, Woodland Healthcare, St. Helena Hospital (Job Care) and Queen of Valley as primary designated clinics.



As a reminder, all injuries need to be reported to a supervisor and Company Nurse.



# Program Services

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## **Employee Layoff Resources**

by Suzanne Dillman, SPHR, Program Services Manager



With the current economic climate and record unemployment rates, NBSIA has prepared an employment resource flyer for job seekers. This simple but highly useful two page document lists resources for resume writing, employment agencies, and job search engines as well as sources for re-training and public assistance. Best of all, every resource listed is FREE!

To view the flyer, please click on the link below:

[http://nbsia.org/pages/hot%20topics/Employee\\_Layoff\\_Resource\\_Information.pdf](http://nbsia.org/pages/hot%20topics/Employee_Layoff_Resource_Information.pdf)

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## **Employee Assistance Program**



## Member Matters

Helping Members Balance Their Health, Work and Life

- » [Focus on a Healthy Heart](#)
- » [Caffeine: How Much Is Too Much?](#)
- » [Relaxation Techniques: Ways to Calm Stress](#)
- » [Love That Lasts](#)
- » [Daily Living Services](#)

Please note: To use Member Matters, you'll need to enter your company access code. When you are prompted for the access code type in: **WISE**

# Prevention Services

## ***Bullying Prevention in Schools The Times they are a-Changing!***

*by: Emily Kephart, ARM, CPSI, Prevention Services Manager*

Bullying, once largely restricted to stolen lunch money or hallway shoving, was often taken somewhat lightly. However, we now live in a mobile world, where video phones are the norm and many students have personal web pages on which to air their grievances. The availability of multi-media technology has changed the face of bullying, making it increasingly serious and widespread.

The term “cyberbullying” has been coined to describe online attacks, and there is new legislation to give schools more authority in controlling bullying via the Internet, text-messages, or other electronic means.

In 2008, California joined 18 other states in enacting legislation to combat cyberbullying. Assembly Bill 86 adds cyberbullying to school disciplinary codes that previously only defined bullying in terms of direct physical or verbal harassment. It gives schools the authority to suspend or expel students for cyberbullying, on or off campus. This serves to address the concern that technology has become a popular tool among students to intimidate and harass one another. Face-to-face bullying can be both physical and psychological. Cyberbullying, however, is purely psychological, and can include the following tactics:

- Sending harassing or hateful email messages
- Creating Web sites meant to humiliate a victim
- Forwarding private emails without permission
- Taking an embarrassing photo with a camera phone and posting it on the Internet

There are certain problems specific to cyberbullying that should be noted. The cyberbully has a much wider audience. Through Web sites and the forwarding of email messages, the damage can be more far-reaching than most imagine or intend. The victim of cyberbullying has less ability to escape the tormentor. Simply avoiding the bully doesn't solve the problem when a cyberbully can continue to email, post and text message abusive comments. The cyberbully can remain anonymous or pretend to be someone else, possibly escaping punishment. The cyberbully, as he or she is generally not physically present to experience the reactions of the victim, may be aloof to the consequences of his actions.

### **What can administrators do to prevent bullying, both traditional and cyber?**

- Start by adopting a school policy to address all aspects of bullying. (A sample policy is available at <http://nbsia.org/pages/preventionservices.htm> )
- Apply school disciplinary rules fairly and consistently.



- Train teachers, staff and students about bullying and its consequences.
- Obtain student buy-in on bullying prevention, through classroom discussions and the formation of an anti-bullying committee.
- Respond timely to all reports of bullying and investigate complaints fully.
- Consider developing specific policies and procedures to address some of the behaviors associated with cyberbullying, such as blocking access to certain Web sites and controlling usage of cell phones on campus, especially in locker rooms, restrooms or by pools.
- **WeTip – 1-800-78-CRIME – is also valuable in allowing students to alert adults when they or their friends are being bullied without fear of retribution. Ensure that posters and flyers are visible on campus, and add the WeTip link to your school’s website to remind students of its value.**

*Your call will remain anonymous*



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**NBSIA Sexual Harassment Training and Education  
for Supervisors  
MAY 20, 2009**

*SESSION TIME(S) TO DETERMINED*

NBSIA Conference Room  
NBSIA is offering a Sexual Harassment Training and Education Session with  
Elizabeth Ison, Ison Law Group

We are able to accommodate 45 supervisors per session.

If you are interested in attending please contact

**Suzanne Dillman, NBSIA Program Services Manager**

[suzanned@nbsia.org](mailto:suzanned@nbsia.org)

**(707) 399-4206**

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## **OUR MISSION**

“To be the leading schools Joint Powers Authority (JPA), providing quality, cost-effective protection, programs, and services through the pooling of interests and resources.”

## **CORE VALUES**

### *Focus on Members*

We exist to meet the risk management needs of our members. Everything we do contributes to and promotes the operational success of our member agencies. We are committed to responsive, efficient, knowledgeable, and caring customer service. We believe in stability and long-term vision in programs, personnel and performance.

### *Accountability*

We are individually and collectively responsible for achieving the highest levels of performance in fulfilling our mission. We continually evaluate ourselves in an effort to improve effectiveness and efficiency. Our decisions, actions, and interactions demonstrate the highest levels of integrity. Our programs are grounded in sound fiscal practices that benefit all members.

### *Quality*

We share a commitment to excellence and continuous improvement and demonstrate strong leadership internally, with members, and throughout the state. We are proactive and forward thinking in our operations. Our programs and staff are of the highest quality. The ability to maintain high quality in programs and services is a central decision making value in examining programs, considering expansion, and other operational decisions.

### *Responsiveness*

We recognize that our members deserve our best efforts. We are committed to understanding and serving their risk management needs in a timely and professional manner.

### *Flexibility*

We encourage and support creativity, collaboration and innovation. We foster and promote flexibility in the design, development, support, delivery and management of all programs and services.

### *Relationships & Teamwork*

We believe in teamwork and demonstrate this belief via mutual support, responsiveness to each other, and commitment to assisting one another. We respect one another and the roles in which we serve. We support efforts to enhance the diversity of our operation. Strong relationships, informed decision making, and high quality service remain the backbone of NBSIA programs.

# North Bay Schools Insurance Authority

## Prevention Services Department

*Presents*

# New Employee Safety Orientation

NBSIA is pleased to offer new district employees the chance to learn what safety is all about, what roles they play in site safety, and how they can incorporate safe work practices into their daily routines in order to achieve their goals.

This program, which will take place in NBSIA's conference room three times throughout the school year, communicates the importance of safe work practices and meets district requirements for Cal/OSHA compliance. Through this training partnership, we can reduce the number of injuries to staff and students, limit lost time from work, and improve employee morale.

This PowerPoint presentation and open discussion will cover many safety topics, including general office safety, fire safety, bloodborne pathogens, and ergonomics. Topics of a more technical nature may be addressed depending upon the registered audience.

Scheduled training dates:

**Thursday March 12, 2009, 9 A.M. – 10:30 A.M.**

Please contact Prevention Services Coordinator Lateisha Plascencia at (707) 428-1830, extension 123 or [lateishap@nbsia.org](mailto:lateishap@nbsia.org) to enroll your new hires in the course. Please specify the date they will be attending.

NBSIA is conveniently located at:  
380A Chadbourne Road  
Fairfield, CA 94534  
(707) 428-1830  
[www.nbsia.org](http://www.nbsia.org)

**North Bay Schools**  
Insurance Authority



1979-2009  
Celebrating 30  
Years of  
Service

# CALENDAR OF EVENTS

| <u>Date</u>  | <u>Event</u>                      | <u>Location</u>            |
|--------------|-----------------------------------|----------------------------|
| <b>March</b> |                                   |                            |
| 11           | NBSIA Executive Committee Meeting | NBSIA Conference Room      |
| 11           | NBSIA Risk Management Comm. Mtg.  | NBSIA Conference Room      |
| 12           | New Employee Safety Orientation   | NBSIA Conference Room      |
| 24           | Supervisors Academy               | NBSIA Conference Room      |
| <b>April</b> |                                   |                            |
| 8            | NBSIA Risk Management Comm. Mtg.  | NBSIA Conference Room      |
| 10           | <b>Spring Holiday</b>             | <b>NBSIA Office Closed</b> |
| 15           | NBSIA Executive Committee Meeting | NBSIA Conference Room      |
| 16           | BASIC Board of Directors Meeting  | NBSIA Conference Room      |
| 21           | Supervisors Academy               | NBSIA Conference Room      |
| <b>May</b>   |                                   |                            |
| 6            | NBSIA Board of Directors Meeting  | NBSIA Conference Room      |
| 20           | Sexual Harassment Training        | NBSIA Conference Room      |
| 27           | NBSIA Executive Committee Meeting | NBSIA Conference Room      |

## CONTACT US

Address: 380A Chadbourne Road  
Fairfield, CA 94534-9636

Web Site: [www.nbsia.org](http://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)

|                     |                            |          |
|---------------------|----------------------------|----------|
| Janet DeGracia      | Executive Director         | Ext. 105 |
| Suzanne Dillman     | Program Services Manager   | Ext. 106 |
| Gordon Templeton    | P/L Claims Manager         | Ext. 103 |
| Emily Kephart       | Prevention Services Mgr.   | Ext. 102 |
| Lateisha Plascencia | Prevention Services Coord. | Ext. 123 |
| Peggy Kech          | Accounting Manager         | Ext. 113 |
| Lyn Fortaleza       | Accounting Technician      | Ext. 115 |
| Maria Cantera       | Data/Fiscal Analyst        | Ext. 116 |
| Heather Eichen      | Administrative Assistant   | Ext. 104 |
| Veronica Hudley     | 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 |
| Christi McMahon   | Claims Examiner            | Ext. 108 |
| Anna Socarras     | Claims Examiner            | Ext. 122 |
| Lily Chin         | Claims Examiner            | Ext. 109 |
| Allison Spirlock  | Claims Assistant           | Ext. 119 |
| Shirley Steck     | Claims Assistant           | Ext. 112 |
| Gwen Samuels      | Claims Assistant           | Ext. 107 |
| Christine Trockey | Return to Work Coordinator | Ext. 121 |