

## It's a new era for leaders with skill, innovation and vision

**A**fter many years of living with budget cuts and making do with bare minimums, administrators and leaders can finally move beyond survival mode and on to long-term goals and strategies.

In this post-recession, new-leadership era, the most skillful managers have refined their abilities to communicate on many levels, and have come to recognize the value of self-knowledge and collaboration. The days of authoritative and organizational chart-style leadership are over.

"Managing complexity is the new norm and requires leaders to become adept at guiding change and juggling competing priorities – all within the context of an increasingly diverse workforce," says Carol J. Cooley,



vice president of human resources for Total Community Options, an educational leadership think tank. She says that over the last several years the most effective leaders have learned to adapt to a constant state of change while meeting expectations and maintaining needed services. The end result, she says, are leaders who are now more able to tap into their personal resilience and creativity and effectively apply their skills to the kind of innovation and problem-solving needed to move education forward.

Leading in today's world also requires the ability to access what Cooley describes as "emotional intelligence." It's a quality that enables the best leaders to recognize

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### Hold on to those permission forms

**A**lthough the school year is coming to a close, don't throw away all those permission forms you collected during the school year. Timelines for filing a claim against the district may extend beyond the end of an activity schedule or the school year. All permission and activity forms should be kept for at least one year after the conclusion of the current school year. Don't get caught without the right documentation.



*(continued on page 4)*

## Stress relief from laughter is no joke – it really works

**W**hen it comes to relieving stress, the more giggles and guffaws you can muster, the better. Laughter is a great form of stress relief and that's no joke. A good sense of humor can't cure all ailments, but the verdict is in about all the positive things that laughter can do for well-being. Evidence about the short- and long-term benefits of laughter is continually mounting, so chuckle and guffaw away. It will do you good.

### Short-term benefits

A good laugh has great short-term effects. Laughing doesn't just lighten your load mentally, it actually induces physical changes in your body by:

- **Stimulating many organs at once.** Laughter enhances the intake of oxygen-rich air, stimulates the heart, lungs and muscles, and increases the endorphins that are released by the brain.
- **Activating and relieving stress responses.** A rollicking good laugh fires up and then cools down stress responses and increases heart rate and blood pressure. The result is a good, relaxed feeling.
- **Soothing tension.** Laughter can also stimulate circulation and aid muscle relaxation, both of which help reduce some of the physical symptoms of stress.

### Long-term effects

Laughter isn't just a quick pick-me-up, it's also good for the long haul and may:

- **Improve your immune system.** Negative thoughts manifest into chemical reactions that can affect your body by bringing more stress into your system and decreasing your immunity. Conversely, positive thoughts actually release neuropeptides that help fight stress and potentially more-serious illnesses.
- **Relieve pain.** Laughter may ease pain by causing the body to produce its own natural painkillers. Laughter may also break the pain-spasm cycle common to some muscle disorders.

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- **Increase personal satisfaction.** Laughter can make it easier to cope with difficult situations and fosters connections with others.
- **Improve your mood.** Many people experience depression, sometimes because of chronic illnesses. Laughter can help lessen depression and anxiety and promote happiness.

### Develop your funny bone

Are you afraid you have an underdeveloped — or nonexistent — funny bone? No problem. Humor can be learned. In fact, developing or refining your sense of humor may be easier than you think. Here are some strategies:

- **Put humor on your horizon.** Find a few simple items, such as photos or comic strips, that make you chuckle, then hang them up at home or in your office. Keep funny movies or comedy albums on hand for when you need an added humor boost.
- **Laugh and the world laughs with you.** Find a way to laugh about your own situations and watch your stress begin to fade away. Even if it feels forced at first, practice laughing. It does your body good.
- **Share a laugh.** Make it a habit to spend time with friends who make you laugh. And then return the favor by sharing funny stories or jokes with those around you.
- **Knock-knock.** Browse through your local bookstore's or library's selection of joke books and get a few rib ticklers in your repertoire that you can share with friends.
- **Know what isn't funny.** Don't laugh at the expense of others. Some forms of humor aren't appropriate. Use your best judgment to discern a good joke from a bad, or hurtful, one.

### Find reasons to chuckle

Go ahead and give it a try. Turn the corners of your mouth up into a smile and then laugh, even if it feels a little forced. Once you've had your chuckle, take stock of how you're feeling. Are your muscles a little less tense? Do you feel more relaxed or buoyant? That's the natural wonder of laughing at work.

Source: *Managed Health Network*



## Schools are summertime magnets for idle kids

### Secure your sites for the summer with a simple checklist

**B**ecause the warm spring and summer months are ideal for late outdoor activities, neighborhood kids may be attracted to your campus after hours looking for things to do. Therefore, as the school year comes to a close, take the time now to secure your campus for the summer. Begin by removing all personal valuables from campus buildings and checking to see that all door locks are in good repair and secure. In addition:

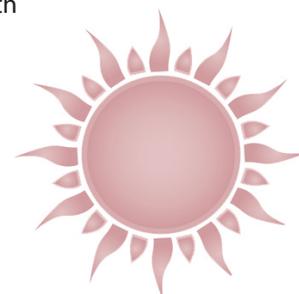


- **Check all windows and other points of entry** for damage and to ensure they close securely.
- **Check fire and intrusion alarms** to ensure they work properly and are connected to monitoring services.
- **Keep window coverings closed** to hide room contents.
- **Check fences and gates for damage.**
- **Report any damaged pipes, faucets or leaks** to the custodian or maintenance department.
- **Ask your school families and neighbors to keep an eye on your campus during the summer and report anything suspicious.** Use all current forms of communication – automatic message calls, school email lists, websites, flyers and, of course, all of the free WeTip materials available, such as posters and magnets – to enlist assistance.
- **Check lighting on campus.** Replace all burned-out bulbs. Install lighting in currently dark areas. Consider installing motion sensor lights.
- **Add or increase nightly campus patrols,** especially around the Fourth of July when fireworks are everywhere.
- **Cut back weeds and other vegetation** around the campus to reduce fire risk and eliminate hiding places.
- **Shut down the gas supply** to science rooms when school is out of session.
- **Set sprinklers on alternating schedules** or install motion sensors to activate sprinklers.
- **Store high-value equipment (computers, TVs, etc.)** in secure rooms, preferably without windows.

### Prevent heat illness on the job with training and information

**A**s temperatures rise, it's time to review your heat illness prevention plan with your staff. All California employers requiring outdoor job duties must comply with the Heat Illness Prevention Standard, Title 8, California Code of Regulations 3395.

The elements of a heat illness prevention plan include access to water, access to shade, written procedures and training. Employee training should be conducted each year prior to anyone working outdoors in the heat. Supervisors should be trained in the steps to take when an employee exhibits symptoms of possible heat illness. Supervisors should also be familiar with ways to track the weather at the job site and the options for modifying job duties/breaks when temperatures rise. All staff are to be instructed as to the district's written prevention procedures, plus the process for determining when and how to contact emergency medical services.



A minimum of two quarts of water per outside employee needs to be available at the start of each shift. Water is to be kept sanitary and replenished throughout the day. Employees working outside are to receive frequent reminders to drink water.

Employees working outside also need to have access to shade. The shade should be open to the air or with cooling ventilation provided. A minimum five-minute cooling period as needed is required. Employees, especially new workers, also should be given a period of time to get used to the heat.

Visit the SIA website at [www.sia-jpa.org](http://www.sia-jpa.org) for more heat illness prevention information and tools.





## WeTip is there for districts that need help

**P**ost WeTip posters around campus as a reminder to staff, students and visitors



to report any suspicious activity or information. WeTip magnets and wallet cards also can be given to school neighbors to enlist their help.

WeTip materials are free of charge to member districts and can be ordered by contacting [tfranco@sia-jpa.org](mailto:tfranco@sia-jpa.org). More information on WeTip is available on the SIA website at [www.sia-jpa.org](http://www.sia-jpa.org) under the Loss Prevention tab.



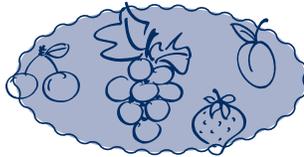
## Leadership in a new era *(continued from page 1)*

their own emotions in particular situations and to process divergent viewpoints (what she calls “generational diversity”) and motivations to the best team advantage.

With a foundation of integrity and honesty, strong emotional intelligence, the ability to communicate with different generations, and some vision for what’s possible, the post-recession leader has emerged with an ability to utilize the critical skills and resources needed to move people and projects forward successfully.

*Source: Leadership in Today’s Post-Recession Era, www.shrm.org*

## Buy local, eat local



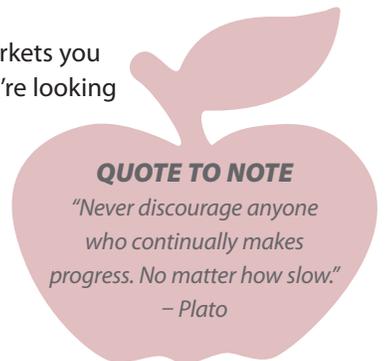
**S**ummer is the time to feast on fresh produce from nearby farms. Whether you shop at your local grocery store or a roadside farmers market, summer is the best time to enjoy

fruits and vegetables grown close to home. Because it doesn’t need to travel so far, locally grown produce is usually fresher and has been handled less.

Large grocery chains often post “locally grown” signs. The produce manager will be able to tell you where the fruits and vegetables come from, and the tiny labels put on some produce also show where it was grown.

At roadside stands and farmers markets you can usually talk to the growers. If you’re looking for a farmers market near you, visit [www.localharvest.org](http://www.localharvest.org).

*Source: Hope Health*



### QUOTE TO NOTE

*“Never discourage anyone who continually makes progress. No matter how slow.”*

*– Plato*

*The material in this newsletter should be part of your Injury and Illness Prevention Plan (IIPP).*

*Keep a copy of this newsletter in your IIPP binder.*



[www.sia-jpa.org](http://www.sia-jpa.org)

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RISK REVIEW is published by the Schools Insurance Authority, P.O. Box 276710, Sacramento, CA 95827-6710, (916) 364-1281, 1-877-SIA-KIDS. The SIA is a joint powers authority, composed of 34 members, that collectively provides workers’ compensation, liability, property, and health benefit insurance coverage on behalf of its member districts. The SIA school districts are: Arcohe, Atwater, Buckeye, Camino, Center, Central Sierra ROP, El Dorado Co. Off. Ed., El Dorado High, Elk Grove, Elverta, Folsom-Cordova, Galt Elem., Galt High, Gold Oak, Gold Trail, Hayward, Indian Diggings, Latrobe, Merced City, Mother Lode, Natomas, North Bay SIA, Pioneer, Placerville, Pollock Pines, Rescue, River Delta, Robla, Sac. City, Sac. Co. Off. Ed., San Juan, Silver Fork, Twin Rivers, and Woodland. SIA Officers: Executive Director — Martin Brady; President — Tamara Sanchez, Sacramento COE; Vice President — Baldev Johal, El Dorado Union HSD; Secretary — Jean Pinotti, Latrobe SD; Prevention Services Manager/ Communications — Lisa Tremewan-Konarski; Newsletter: Vitali-Gage Communications, Inc.