

Are your campus facilities wet-winter ready?

Weather sources are predicting a wet winter. After four years of drought, we're certainly ready for the rain, but are your buildings and grounds? Take the time now to do some preventative maintenance and get your facilities ready for the rain, wind and snow. Here's a checklist:

• Roofing:

- ◆ Check for evidence of leaks.
- ◆ Look for standing water, bubbles, tears and cracks in roof covers.
- ◆ Check for gaps or broken roof flashing.
- ◆ Clear debris on roofs and in gutters and downspouts.
- ◆ Check gutters and downspouts for leaks and ensure they're secure to the building.
- ◆ Have a plan to respond to roof leaks:
 - ★ Stock any necessary repair materials.
 - ★ Review tasks and responsibilities with staff.
- **Clear gutters and storm drains around campuses to prevent flooding.**



• Electrical:

- ◆ Create a plan (or review an existing one) to respond to an electrical failure.
- ◆ Review the correct way to turn off electrical hazards in flooding areas.
- **Visually inspect window seals and report any that need repairs.**
- **Emergency Equipment:**
 - ◆ Ensure that emergency equipment has been serviced and is properly fueled and lubricated.
 - ◆ Check the availability of emergency equipment such as backup generators, wet vacs and sump pumps.
- **Trim overhanging trees and remove any dead trees or limbs.**
- **Insulate interior/exterior pipes exposed to cold air.**
- **Winterize sprinkler systems according to the manufacturer's recommendations.** Blowing out excess water with a compressor may be the best way to prevent frozen and broken pipes.
If you experience significant property damage, contact SIA immediately. There are resources to help you get your property repaired and back up and running.

Add beautiful new trees to school campuses – for free

Schools are the perfect setting for large shade trees. Trees protect children from the sun's harmful ultraviolet rays, can have a positive effect on children's ability to concentrate, and make school grounds more beautiful and inviting.

The drought has been tough on many trees around our schools, so take the time to properly maintain campus trees for safety and property protection. Regularly inspect trees for dead, broken or diseased branches and prune if necessary. Learn how to properly prune trees at www.sactree.com/prune, or hire a certified arborist. Should some trees need to be removed entirely, replacing them free of charge through



the Sacramento Tree Foundation's Community Shade program may be a good, cost-effective option.

Through a partnership with SMUD, the Tree Foundation can provide free trees to qualifying public

spaces in Sacramento County, including schools.

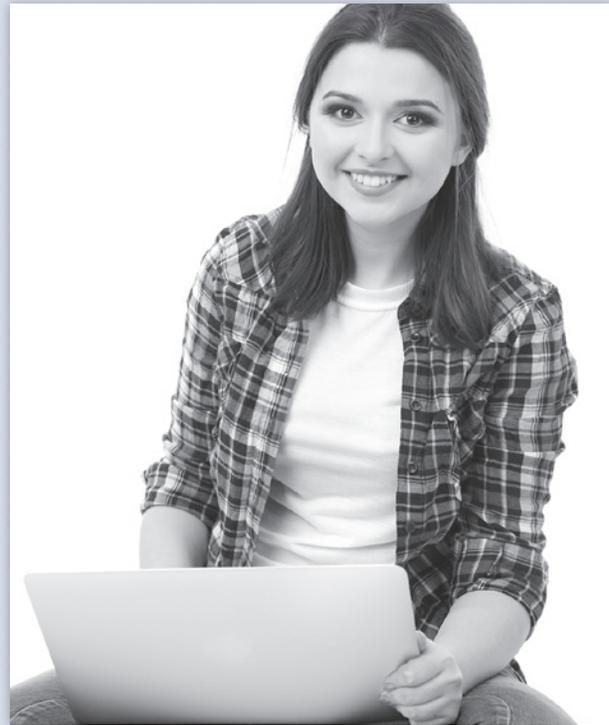
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Make employees who work remotely feel valued and important to the team

As a school district administrator, you may be responsible for employees at different schools and work sites. And because staying connected is key to a cohesive work effort, technology makes it possible to bridge any communication gaps that might crop up among team members. Following are some ways to make the most of tech resources to keep everyone in the loop:

- **Hire employees you trust.** If you feel you must micro-manage someone, a distant relationship is doomed. Be confident that the members of your remote team are working even if you can't keep an eye on them. If you don't trust them, that will create resentment.
- **Encourage camaraderie.** Admit that inside the main office it's hardly all work all day, as people share stories around the coffee pot and joke with each other in ways that build informal bonds. Create avenues for those types of interactions with remote employees as well, such as by telling stories and jokes. For example, one organization set aside an hour on Friday afternoons for all employees to play online video games together.
- **Clarify roles and responsibilities.** Well-defined goals that allow team members to use their best skills will engage them no matter where they're working. Don't leave any doubt about who's responsible for tasks. Doubt can cause confusion and alienation among team members in different locations.
- **Provide feedback and follow-through.** Take the initiative to contact remote team members often. Assure them with your actions that you haven't forgotten them.
- **Engage everybody.** Ask remote team members for their ideas and implement them when possible. Involve them in discussions.
- **Be direct.** The distance adds to the possibility of miscommunication, so you cannot avoid dealing with conflict. Be straightforward and direct when confronting issues.



Source: *Communication Briefings*

Add beautiful new trees *(continued from page 1)*

Recipients can also receive expert consultation on selecting the best planting locations and tree varieties, an educational demonstration on planting and tree care, and the opportunity to host a volunteer tree-planting event.

If you're in a region served by SMUD and are interested in applying for the program, visit the Tree Foundation website at www.sactree.com/communityshade.

QUOTE TO NOTE

"If we had not winter, the spring would not be so pleasant. If we did not sometimes taste of adversity, prosperity would not be so welcome." – Anne Bradstreet



Epinephrine auto-injector pens required at all K-12 schools

With the recent passage of SB 1266, all K-12 school sites are now required to have epinephrine auto-injector pens, to be used for anaphylaxis emergencies. There are additional requirements to be aware of as a result of this legislation, outlined below:

- **All schools must have in stock at all times at least one (1) current epinephrine auto-injector pen and one (1) epinephrine auto-injector pen junior.**
 - ◆ **EXPIRATIONS:** Review the expiration dates and submit a request for replacement at <https://www.epipen4schools.com> or contact Jennifer McCain at jmccain@sia-jpa.org.
 - ◆ **EMERGENCY USE:** Following an emergency-use event, complete and submit the required forms to Jennifer McCain at jmccain@sia-jpa.org. For these forms and additional information, visit <http://www.sia-jpa.org/resources/online-training/epi-pen-training-video>.
- **All schools and/or districts must distribute a notice, at least once per school year, to all staff calling for volunteers to train in administering epinephrine auto-injector pens.** A description of the training is to be included. A sample notice is available on the SIA website at www.sia-jpa.org.
- **All schools are required to conduct annual training for all volunteers in accordance with Section 49414 of the California Education Code.**



Pesticide documentation due at the end of January

Designated school district staff must record all 2015 pesticide applications on the form authorized by the Department of Pesticide Regulation (DPR), then submit the form to the DPR by January 30, 2016. Some pesticides may be exempt from this requirement, so check the DPR's website for direction.

The Healthy Schools Act defines Integrated Pest Management (IPM) as a pest-management strategy that focuses on long-term prevention or suppression of pest problems through a combination of eradication methods. It was signed into California law in 2000.

Other requirements of the regulation include:

- **Identification of an Integrated Pest Management coordinator**
- **Annual written notification to all parents, guardians and staff**
- **An individual notification registry**
- **Warning signs**
- **Record-keeping of all pesticide applications for four years at each school site**
- **Prohibition of pesticides with inactive registrations or that are on the *List of Pesticide Products Prohibited from Use in Schools and Child Care Facilities***
- **An Integrated Pest Management (IPM) plan**
- **IPM training (required after July 1, 2016)**

For questions and additional information, visit <http://apps.edpr.ca.gov/schoolipm/> or email school-ipm@cdpr.ca.gov.





Shaming is bullying and WeTip can help stop it

Shame is usually a painful emotion and can be used as a punishment to make a wrong-doer confront the error of his or her ways through embarrassment or humiliation. Shaming comes in different forms. "Body shaming," for example, is intended to humiliate a person because he or she is perceived to be too fat or too thin. Social media rants often reveal children shamed by their parents for bad grades or bad behavior. While feeling shame for bad behavior is normal, overzealous "shamers" risk crossing a line and becoming bullies. Shaming can result in low self-esteem, or worse, because victims often believe there's no way back from the depths of their embarrassment.

Bullying is never OK, and in some circumstances it can even be considered a crime. Most states have legislation regarding bullying, but speaking out against abusers can be hard, espe-

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cially if the victims have begun to believe the criticism. Students and adults alike need confidential ways to report bullying because people are more inclined to report information if there's no fear of retaliation.



WeTip is just such a reporting option. It's a 24/7 crime-reporting hotline equipped to receive anonymous information 365 days a year. It's staffed with bilingual operators, who also have access to translation services, which means that anyone can report crimes at any time of the day or night. There's no caller ID with WeTip, and if a caller accidentally self-identifies, he or she can call back and speak to another operator.

Report bullying incidents at 1-855-86-BULLY. To request posters, wallet cards and other materials, or for general information about WeTip, contact Teresa Franco at tfranco@sia-jpa.org or 916-364-1281, ext. 1256.

Journaling might be the key to a good night's sleep

Instead of mulling over the day's events when you get in bed, try journaling about the big stuff at least two hours earlier, so your mind's not racing when you turn in. Also, right before bed, try a relaxing imagery exercise: Picture any tranquil scene, like a day at the beach. Over time, the new routine will help your brain settle down.



Source: Health.com



*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.*



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