

NOVEMBER 2025



# SMCSIG NEWSLETTER



**Welcome to the  
November Newsletter!**

Happy November! In this edition, you'll find key updates and useful tips to help you navigate the busy season ahead.

As we move into the holiday months, this can be a challenging time for employee wellness and burnout. We encourage districts to share Optum services widely—these resources are here to support your teams. We appreciate all that you do.

-Tom Ledda, Executive Director

# LOSS CONTROL

## Preventing Problems Before They Happen

At SMCSIG, the focus of Loss Control has one clear mission—finding problems before they happen. We works to identify risks, correct hazards, and support each district in creating a safer environment for students, staff, and the community.



As winter approaches, our focus turns to preventing weather-related hazards such as slips, trips, and falls. To help prepare, districts are encouraged to:

- **Inspect and maintain walkways, ramps, and parking areas for drainage or uneven surfaces.**
- **Place absorbent mats and caution signage at building entrances.**
- **Keep floors clean and dry, especially near doorways and high-traffic areas.**
- **Respond promptly to any reported hazards or incidents.**

By identifying risks early and promoting best practices across our member districts, SMCSIG's Loss Control Division helps ensure that every campus remains a safe and welcoming place—no matter the season.

---

---

# Compassion and Communication:

## Compassion and Communication: The Best Medicine for Preventing Litigation



Litigation remains one of the major cost drivers in workers' compensation, but the best deterrent is often the simplest, **showing compassion and maintaining open communication** with injured employees.

When workers feel cared for and informed, they're far less likely to seek legal representation. Ensuring timely treatment, fair compensation, and regular updates creates trust and improves outcomes.

At **SMCSIG**, we've learned that recovery depends on more than medical care, it depends on **connection**. The interactive process provides a valuable one-on-one opportunity for employers and employees to discuss restrictions, explore temporary duties, and demonstrate genuine concern for recovery.

This dialogue goes beyond compliance; it builds trust and reduces disputes. By emphasizing compassion, communication, and collaboration, **SMCSIG and its member districts** continue to set the standard for care, accountability, and effective claim resolution.



## ESM 2025 Update



[Link: ESM 2025 Update](#)

Linked above is an ESM update prepared by Anthony Poston. The presentation includes the current inspection status, Corrective Action Tracker (CAT) progress, and the top 10 negative findings for both interior and exterior evaluations. It also provides an overview of the district reports that are shared once inspections are completed.

# VEHICLE ACCIDENTS

## WHAT SHOULD I DO?



Accidents can be very scary especially when someone is injured, or a car is totaled. Review the recommended checklist on what to do when District drivers are involved in a vehicle accident.

### **Immediate actions**

- **Prioritize safety:** Ensure all individuals are safe and out of harm's way.
- **Call for help:** If necessary, dial 911 immediately to summon police and medical professionals.
- **Secure the scene:** Move vehicles if safe to do so, turn on hazard lights, and use warning signs



## VEHICLE ACCIDENTS: WHAT SHOULD I DO? CONTINUED ...

### Documentation and follow-up

- **Document details:** Collect information from all drivers, passengers, and witnesses, including names, contact information, driver's license numbers, license plates and insurance information. Take pictures of the accident scene, intersection, vehicles involved in the accident, and insurance cards. When fault is in question check your surroundings for neighborhood cameras that may have captured the incident.
- **Complete vehicle accident report:** Include all the facts and pertinent information. Attached photos and documented details along with the report and forward it to San Mateo County Schools Insurance Group.
- **Police Report:** Secure a copy of the police/fire incident report
- **Internal investigation:** The school district may conduct its own investigation to determine the cause of the accident and if unsafe conditions contributed to it.
- **Contact & Follow-up for parents:** Notify parents when a student is involved in a District vehicle accident. The district may recommend that parents also have their child assessed for injuries that might not be immediately apparent.
- **Insurance Carriers:** Notify San Mateo County Schools Insurance Group immediately if you are contacted by an insurance carrier.



## **OPTUM November Newsletter**

### **Men's Mental Health**

To access this month's EAP newsletter, please go to the Optum Website ([Linked Here](#)), and use access code **SMCSIG**.

Optum is your Employee Assistance Program (EAP) provider.

Each benefit eligible employee and their family members have access to the program. EAP is available to help you help your employees and their families deal with life issues that may affect their ability to be productive in their jobs

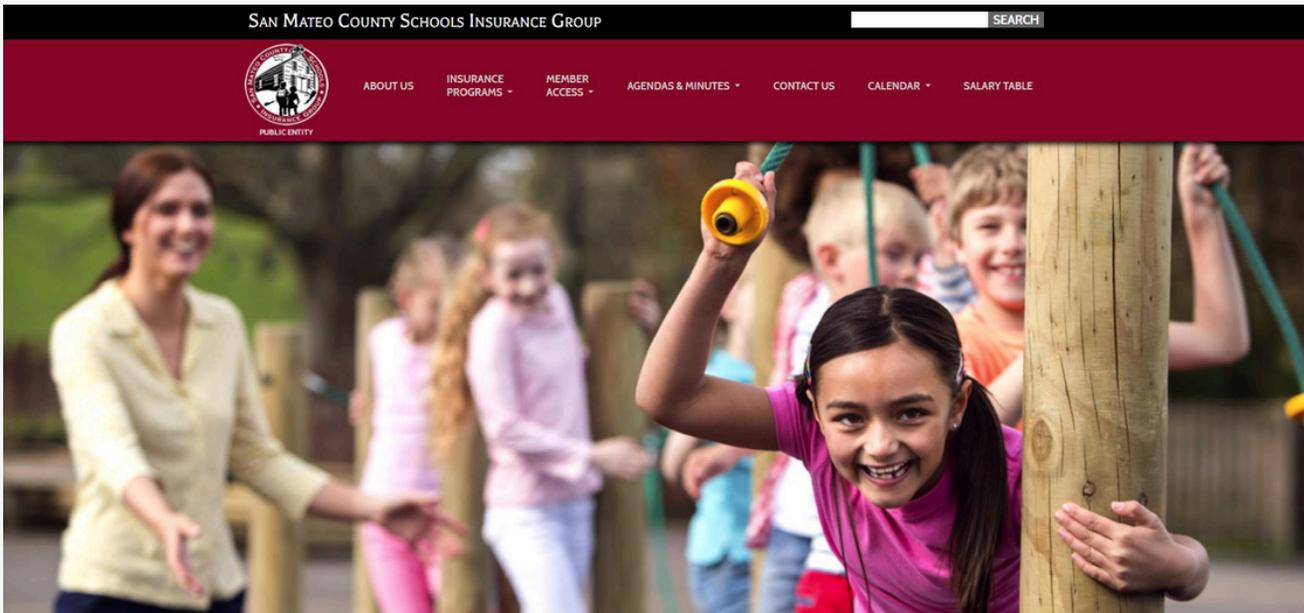
Call toll-free: 1(866) 248-4094  
Or log on to  
[liveandworkwell.com](http://liveandworkwell.com)  
Access code: SMCSIG

## **Fitness Rewards**

Thank you to everyone who participated in the Get Fit Rewards Program! The available funds have now been depleted, but we're excited to share that a new program will be launching in January—stay tuned for details!

### **Eligible Districts**

**Belmont-Redwood Shores SD  
Cabrillo Unified School District  
Jefferson Elementary School District  
Jefferson Union High School District  
Portola Valley School District  
SMCSIG JPA  
Bayshore Elementary School District  
La Honda-Pescadero School District**



**Username:**  
SMCSIGmember

**Password:**  
caughtyousafe

## What to find on our website

- Past meeting agendas, minutes, and summaries
- Insurance Binder Resources
- Property / Liability Resources
  - Major Property Loss Contacts
  - Major Property Loss Procedures
  - Cyber Incident Procedures
- IRIC Manual

## Important Dates

### M&O

- January 22, 2026
- April 23, 2026

10:00-11:30

Location: SMCOE

101 Twin Dolphin Dr. Redwood City 94065

### Executive Committee / JPA Board Meetings

- January 15, 2026
- March 5, 2026
- May 21, 2026
- June 11, 2026

9:00 AM -12:00 PM

Location: ZOOM / SMCSIG

OFFICE

1791 Broadway, Redwood City  
94063