Workers' Compensation Group Self-Insurance Fund and Group Insurance Pool

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safetynews

CLEANING UP FOR SUMMER

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As spring draws to a close and students as well as teachers gear up for yet another long and relaxing summer; smiles are abound. But, before the last day of school arrives and summer vacations begin, there is a lot of work that still needs to be done in regards to cleaning up the classroom for the next school year in the fall. Here are some tips and ideas that can save you time both now and in the fall, before the last bell rings and another successful school year draw quietly to a close.

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ORGANIZATION IS KEY:

With so much to do in regards to grading and cleaning up, it may seem overwhelming to say goodbye to this year's class while mentally preparing for next year's plans in advance and still having to pack up the room before the last day of school. There is still a lot to do to get the current classroom ready for next year's students. Most of all, getting this year's supplies and resources packed away and ready for the next year can seem a bit challenging since space can sometimes be an issue depending on the classroom size. Along these same lines, you may also be reviewing new materials and not know exactly what resources your next class may require until the fall. So, you will have to judge what you can and cannot store over the summer, especially, if you anticipate your classroom moving to a different location or building.

But, before the first day of school you should be saving or setting aside packing materials to help store resources for the summer months. Having cardboard boxes on-hand for these resources can save both time and energy when looking for them next school year. Collecting extra cardboard boxes and wrapping materials also help preserve books and utensils for the school years ahead. You can also ask the custodian to save large boxes so that you can keep them for storing materials at the end of the year. Also have plenty of packing tape should you need to seal the boxes.

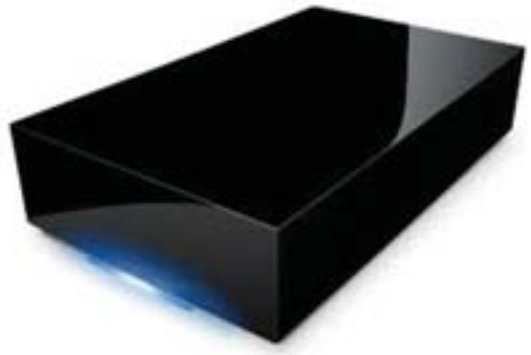
LABELLING

Labeling materials is an absolute must! Keeping accurate descriptions on boxes you store to help you to organize your room more efficiently is paramount to helping you find things quicker. Keeping heavier items stored lower to the ground also helps to avoid injury from picking up heavy objects.

- Make sure that all boxes are clearly labeled with your name, grade and classroom number
- Organize each box with like items so they are easier to find. You can even write on the outside of the box what the contents of each box are to save you both time and energy looking for them in August
- Try not to dump or spill contents into a single box. Save yourself the time and headache of having to separate and re-organize materials that should be neatly kept together

PREPARE FOR NEXT YEAR

You may consider planning for next year's class in advance and pre-plan the first week of school so that you will not feel as overwhelmed the first week back. You may wish to outline the first week's agenda on paper and have the resources readily available so when the first week begins you are ready (and less stressed). You may wish to review printed materials and new books over the summer to familiarize yourself with the materials before presenting them to the class. Being prepared will ultimately give you more time to coordinate and unpack your room for the next school year. You may wish to create a simple checklist of things to do before class begins so that you can get your materials together quickly.



COMPUTER STORAGE

In today's world, the Personal Computer offers a great place to store materials for classrooms. Many printouts and teaching plans can be

stored on your hard drive or you might want to consider using an external hard drive that can hold up to 2 Terra Bytes of data for your classroom materials. Most copier machines have scanning capabilities and these scans can be saved to a hard drive at no expense. An external hard drive like this will cost around one hundred dollars and its usefulness will far surpass the next school year. Also, having a device with such large storage capacity makes it easier for materials to be saved and stored electronically for future reference. These drives are small and require little shelf space. Should you just need to change the date or modify a question on an exam that you have saved electronically, just find the file on the hard drive and make the change immediately; with little effort or fumbling through a lesson planner or manila folder.

Lesson plans and grading sheets can also be stored on these drives making it easier to keep a soft copy of this data available should you ever need it in a pinch and are unable to locate it.

Make sure that if your classroom uses computer equipment that the data stored throughout the year on each computer is erased. The same remains true for micro-drives and other devices that personal information may be stored on. If your class will be using a different computer program next year, make sure you familiarize yourself with it over the summer.

DISCARD WHAT YOU DO NOT NEED

You should always look to discard books or materials that will be outdated by the end of the school year. Puzzles, workbooks and other materials that are missing pieces or pages should be discarded as well. You can find inexpensive books and utensils at Target and Wal-mart to supplement these materials for a dollar or less each.

CLEANING UP AFTER THE MASCOT

Make sure that the class mascot is cleaned up after. Remember to remove any food or refuse the animal uses to avoid bugs and insects. Make sure all fish tanks or aquariums are drained so that no mold or mildew builds up.

SHREDDING AND RECYCLING

Any information pertaining to student's confidentiality or tests scores should be shredded. Any other paper that is unnecessary or outdated should be recycled.

MAKING PACKING UP FUN!

Getting your student's involved in the preparation process reaps many great rewards. Your students can help collect, stack and organize materials and resources. This classroom has been their home for an entire school year and moving on may be difficult for some children. Letting them help pack up the class and prepare the classroom for the next class helps them to quell fears about next year's class and look forward to moving ahead in their education.

A FRIENDLY REMINDER

The more preparation that you do at the end of the school year, the less stress you will have at the beginning of the next school year.

8 Questions With John Magoon

1. What is your job title? Describe what you do.

Risk Management Officer - I serve on the behalf of the members of the Group Insurance Pool and the Workers Compensation Fund, to help protect the assets of both programs and ultimately to reduce their cost of risk.

2. What do you like most about your job?

I appreciate the variety of the position. I enjoy meeting members on their own turf and helping them solve common, as well as unusual problems. I love to be able to help, and feel like I'm uncovering solutions.

3. What do you consider your greatest accomplishment?

Finding and marrying my wife and raising our daughter together -

4. What is your favorite movie?

On Golden Pond - but I rarely watch a movie twice.

5. What is the last great book you read?

Too many - Currently reading the Omnivore's Dilemma, and 2/3rds of the way through the Stieg Larsson's "The Girl..." series. I enjoyed Prodigal Summer and Animal Vegetable Miracle this Spring.

6. What is your favorite song?

Don't know - maybe Dan Fogelberg's "Same Old Lang Syne"?

7. What was the best vacation you ever had?

In total, my summer's in NH - same place, mostly the same family.

8. When you were 12 years old, what did you want to be when you grew up?

A Forester - I really enjoyed being in the woods

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NEWS BRIEFS

MABE Members and Staff Attend PRIMA Conference in Portland, Oregon

MABE's Insurance Programs were well represented at this year's Public Risk Management Association's (PRIMA) Annual Conference. In attendance were Trustees John Perry, Colette Baker and Ron Miller, MABE Risk Management Scholarship winners Paula Lawton, Michael Howie and Cathy McLin and MABE Risk Management Officers John Magoon and Lisa Spencer. Held at the Oregon Convention Center from June 5 through June 8, topics addressed all aspects of public sector risk management. Sessions specific to schools included sessions on cyberbullying, risk management best practices for schools and crisis management.

Pool Retreat Held at National Harbor

Pool Trustees met at the Westin National Harbor Hotel for the annual Group Insurance Pool Retreat. Topics covered included Federal laws regarding retention of electronic documents, a financial update, numerous liability issues and a legislative update. Mr. Rob Wedge, Human Resources Specialist for Carroll County Public Schools, discussed what was done by Carroll County Public Schools that resulted in a large number of employees completing SafeSchools classes.

MABE and CNA Launch a New Partnership

Nearly all of our MABE Self-Insurance Pool members were able to send at least one school boiler inspections representative to a special Kick Off Meeting and Luncheon on May 5th. The meeting and luncheon was hosted by CNA and held in the MABE conference room. CNA, the seventh largest commercial insurance company in the U.S., was recently awarded the inspection services contract for boilers and related equipment for our Self-Insurance Pool. The meeting gave our member representatives an opportunity to meet the CNA staff, learn about the services they offer and ask questions.

Spring ASBO Conference

Cybersecurity and cybersafety, Maryland Legislative Update, Maryland's Public Schools Bus Driver Instructional Training, Understanding GASB statement No. 54 and the Benefits of Solar Energy Projects for Schools are just a few of the interesting sessions offered during this year's annual spring conference. John Woolums, Esq,. MABE's Director of Government Relations, presented the Legislative Update. MABE's Debby Lomax, Fiscal Officer and Lisa Spencer, Risk Management Officer also attended the conference.