

JUNE 2025



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S M C S I G

NEWSLETTER



Welcome to the June Newsletter!

Message from the Executive Director

We've made it to the end of another school year! I want to give a big congratulations to everyone for making it through with dedication, teamwork, and heart.

To all our graduates: way to go!

Thank you to our amazing school teams and staff for your hard work and support all year long. I hope you all get a chance to relax and recharge this summer. You've earned it!

-Tom Ledda

Upcoming Trainings / Training Info

Forklift Training: July 30

Forklift certification is good for 3 years. We recommend staff with certificates expiring in 2026 sign up for this training. It will be an all day training with a classroom portion and driving portion.

To register, please email restares@smcsig.org

Warehouse Safety Training

SMCSIG is coordinating an onsite Warehouse Safety Training this summer. The training will be hosted at a local member district to avoid interfering with school schedules and minimize travel.

The session will be conducted by Safety Compliance Management, a professional safety training company. The total cost will be shared among participating districts, and we will provide a firm price once we confirm the number of attendees.

If you or a member of your team is interested in participating,
please email dfreeman@smcsig.org

Safety Training

Slips, trips, and falls, Lifting, Ladder Safety, Blood Borne Pathogens, and AHERA training in person with M&O.

Please reach out to restares@smcsig.org to schedule

Reminder: New SAM requirement course title

**Child Abuse: Mandated Reporter Training
for California (EDU)**

[PRISM 2025 Training Matrix](#)

[SMCSIG Trainings List](#)



School's Out: Time for a Summer Clean-Up!

With the school year wrapped up, now is the perfect time to tackle those deep-cleaning tasks that are hard to get to during the hustle and bustle. Here are a few summer cleaning tips to help start the next school year fresh:



1. Declutter Classrooms:

Clear out old supplies, broken items, and leftover student materials. Less clutter means easier cleaning and a smoother start in the fall.

2. Deep Clean High-Touch Areas:

Wipe down desks, chairs, door handles, light switches, and shared equipment. Even with reduced activity, germs can linger.

3. Refresh Soft Surfaces:

Clean carpets, rugs, and upholstered furniture. These often hold dust and allergens that build up over time.

4. Sanitize Technology:

Don't forget keyboards, screens, and shared devices! Use approved electronics-safe cleaning products.

5. Inventory & Organize:

Take stock of cleaning supplies and classroom materials. Restock and reorganize now to avoid the back-to-school rush.

A clean and organized environment helps set the tone for a productive and healthy new school year. Happy cleaning!



Safe Lifting & Moving Tips:

Lift with Your Legs, Not Your Back: Bend at your knees, keep your back straight, and lift slowly.

Don't Twist While Lifting: Turn your whole body instead of twisting your torso.

Use Tools When Possible: Carts, dollies, and lifting straps can help prevent strain or injury.

Clear the Path: Make sure your path is free of tripping hazards before moving anything heavy or bulky.

Ask for Help: Don't try to move large furniture or equipment alone—teamwork keeps everyone safe.

Thank you for all the work you do behind the scenes—your efforts keep our schools clean, safe, and ready for learning!

Important Dates

Training

- **June 1:** Removal of old SAM Praesidium courses from Vector Solutions
- **July 1:** New SAM training requirement
- **July 30:** Forklift Training
- **TBD:** Warehouse Safety Training

M&O

- **September 18, 2025**
- **January 22, 2026**
- **April 23, 2026**

10:00-11:30

Location: SMCOE

101 Twin Dolphin Dr. Redwood City 94065

Executive Committee / JPA Board Meetings

- **September 11, 2025**
- **November 6, 2025**
- **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**

New Administrators?

SMCSIG wants to ensure that your district's new staff feel welcomed and have the opportunity to get to know our team and the services we provide. To make this happen, we need your help!

If your district has recently welcomed new staff members, please share their details with us so we can coordinate a meet and greet to introduce ourselves and explore how we can best support them.



OPTUM June Newsletter

Celebrating and Understanding Differences

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

Fitness Rewards

SMCSIG is pleased to announce their Wellness Get Fit Rewards Program for the Medical Consortium Member participants. If you are a member of one of the following Districts and currently enrolled in your district's medical plan and want to learn more on how you can get rewarded while getting fit, please read the attached.

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

Log your workouts!

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

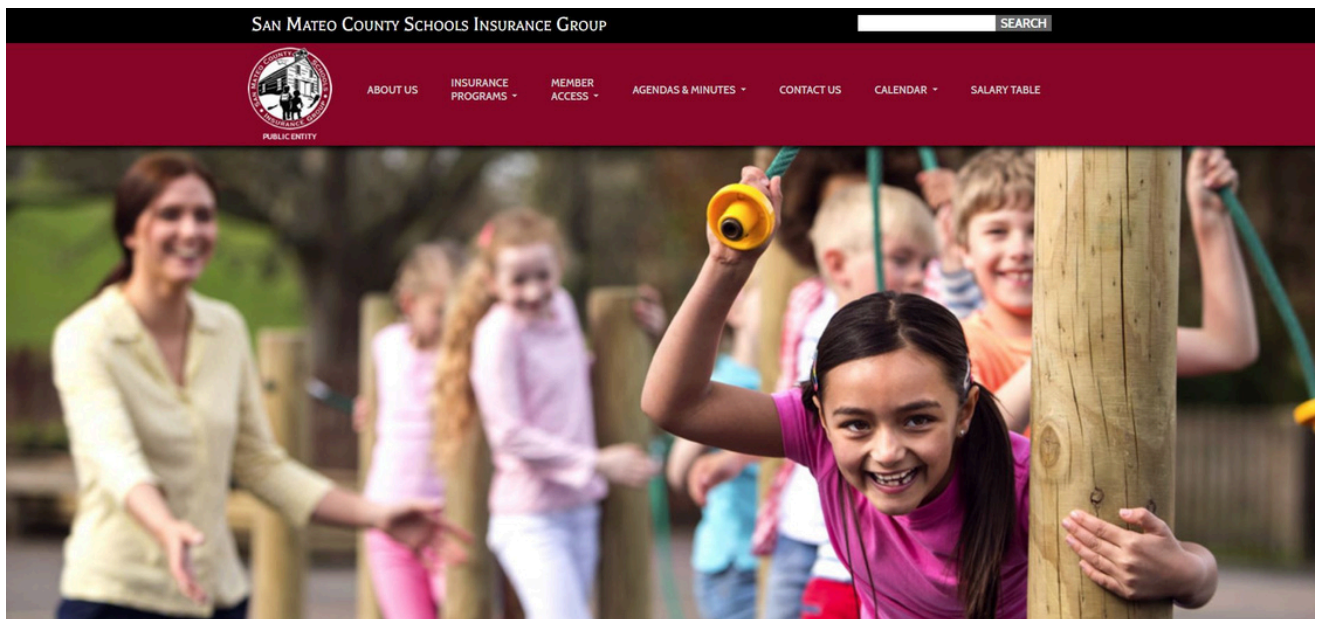
Call toll-free: 1(866) 248-4094

Or log on to

liveandworkwell.com

Access code: SMCSIG

SMCSIG Website



**How to access
the member
services portal
on our website.
smcsig.org**

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