

Request for Extended Travel

(THIS REQUEST FORM REQUIRED FOR TRAVEL OUTSIDE OF THE 200-MILE RADIUS)

NAME: Becky Nino

DATE: 3-12-09

DEPT/BUILDING: District Office

PURPOSE: Recipient of \$1,000 Small Entity Scholarship from Public Entity Risk Institute (PERI). The scholarship is for attendance at the Public Insurance Risk Management Association's (PRIMA) National Conference in Dallas, Texas. 20 scholarships were given nation wide. This is an opportunity to attend a premier national conference on risk management and safety.

DISTRICT BENEFIT: Continuing education and professional development of district business office staff. Safety for public entities is continually changing and is an important topic for K-12 schools. The district will gain information about school safety and risk management to remain informed and timely information will be shared with district staff.

TRAVEL DETAILS: 1. **DESTINATION:** Dallas, Texas
2. **TRAVEL DATES:** May 31 – June 3, 2009

<u>ESTIMATED EXPENSES:</u>	<u>DESCRIPTION</u>	<u>COST</u>
• TRAVEL		\$259.20
• MEALS		\$39.00
• LODGING	3 nights @ \$172 + tax	\$593.40
• REGIS/FEES		\$550.00
• SUBSTITUTE		
• OTHER		

TOTAL: \$1441.60

BUDGET SOURCE(S):

Source	Budget Code	Amount
• GENERAL FUND:	Risk Management Fund	\$441.60
• WORKSHOP FUNDS:		
• CONTRACT REQUIREMENT:		
• OTHER:	Scholarship	\$1,000

TOTAL: \$1441.60

mcl 3/31/09

SUPERVISORS RECOMMENDATION AND COMMENTS:

This is a wonderful professional development opportunity and Partridge will read the reasons. The scholarship will cover top of the conference cost. The rest will be from the Risk Management Fund.

SUPERVISOR SIGNATURE: Mary Adam

SEND FORM TO SUPERINTENDENT/DESIGNEE:

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

This is a one time only event (accepting a late travel request). K. Gray

BOARD ACTION:

NOT-REQUIRED ☐ REQUIRED ☒ APPROVED ☐ DISAPPROVED ☐ DATE: _____

I AGREE THAT ALL OF THE INFORMATION ON THIS FORM IS ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE.

EMPLOYEE SIGNATURE: Lucky New

DATE: 3-12-09



Parkrose
School District
Portland, Oregon

Becky Nino <becky@parkrose.k12.or.us>

Small Entity Scholarship

1 message

Audre Hoffman <ahoffman@riskinstitute.org>
To: Becky Nino <becky_nino@parkrose.k12.or.us>

Thu, Mar 12, 2009 at 11:44 AM

Ms. Nino,

Congratulations! You are one of our Small Entity Scholarship winners! You will be receiving a letter and a check in the next few days from us. PLEASE WAIT UNTIL you get the letter to register for the PRIMA Annual Conference. There will be a special registration form with the letter. We normally make the check out to the person, but if you wish the check to be issued to your entity please advise me. You can go ahead with travel plans if you wish. The hotel information can be found on the PRIMA website at www.primacentral.org. However, please DO NOT register for the conference as yet until I send you the instructions on how to do so. The letter, instructions on how to register and other information will be sent to you via Fedex in the next couple of days.

Again – congratulations!

Audre Hoffman

Business Office Manager

Public Entity Risk Institute

(703)352-1846



PRIMA'S 30TH ANNUAL CONFERENCE

Hilton Anatole

~

May 31-June 3, 2009
Dallas, Texas

PRELIMINARY AGENDA

(Program and times subject to change)

SUNDAY, MAY 31

3:30 p.m. – 4:30 p.m.	First Timers Orientation
1:00 p.m. – 5:00 p.m.	Registration
2:00 p.m. – 4:00 p.m.	ARM/RMPE Exams
6:30 p.m. – 8:30 p.m.	Welcome Reception

MONDAY, JUNE 1

7:30 a.m. – 5:00 p.m.	Registration
7:30 a.m. – 8:15 a.m.	Morning Coffee
8:00 a.m. – 9:30 a.m.	Opening Session

9:30 a.m. – 6:00 p.m.	Ribbon Cutting and Exhibit Hall Open
10:45 a.m. – 12:00 p.m.	Concurrent Educational Sessions
12:15 p.m. – 1:30 p.m.	Awards Luncheon
1:30 p.m. – 2:15 p.m.	Dessert Reception in the Exhibit Hall
2:15 p.m. – 5:00 p.m.	Concurrent Educational Sessions
5:00 p.m. – 6:00 p.m.	Reception in the Exhibit Hall

TUESDAY, JUNE 2

7:30 a.m. – 5:00 p.m.	Registration
7:30 a.m. – 8:15 a.m.	Morning Coffee
8:00 a.m. – 9:30 a.m.	General Session
9:30 a.m. – 2:00 p.m.	Exhibit Hall Open
10:45 a.m. – 12:00 p.m.	Concurrent Educational Sessions
12:00 p.m. – 2:00 p.m.	Boxed Lunch and Raffle Drawing in Exhibit Hall
2:15 p.m. – 5:00 p.m.	Concurrent Educational Sessions
7:00 p.m. – 11:00 p.m.	Tuesday Night Special Event: Risk Management and Rodeos at the Circle R Ranch

WEDNESDAY, JUNE 3

8:00 a.m. – 5:00 p.m.	Registration
8:00 a.m. – 9:00 a.m.	Morning Coffee
9:00 a.m. – 10:30 a.m.	General Session
10:45 a.m. – 12:00 p.m.	Concurrent Educational Sessions
12:15 p.m. – 1:30 p.m.	Membership Luncheon
2:15 p.m. – 5:00 p.m.	Concurrent Educational Sessions



GRABBING RISK BY THE HORNS

PRIMA'S 2009 ANNUAL CONFERENCE

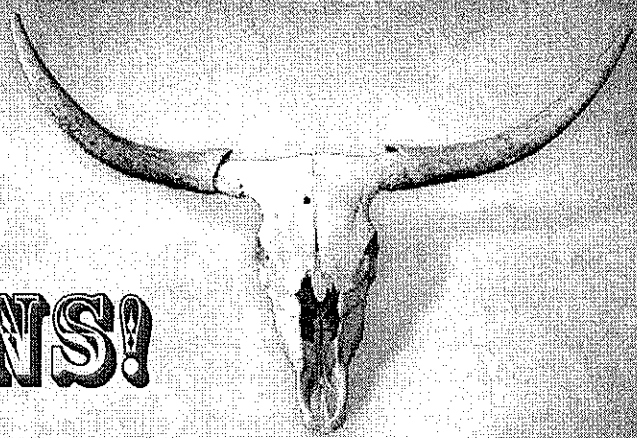


MAY 31 - JUNE 3, 2009
DALLAS, TEXAS

Who Should Attend?

- All levels of public sector risk managers
- Human resource practitioners
- Employee benefits administrators
- Health and safety managers
- Risk financing and claims management overseers
- Pooling executives

GRABBING RISK BY THE HORNS!



On behalf of the PRIMA Board of Directors and the Conference Planning Committee, please accept this special invitation to join us at the Hilton Anatole in Dallas, TX, for PRIMA's 2009 Annual Conference.

2009 marks PRIMA's 30th Annual Conference, the industry's only educational program dedicated solely to risk management in the public sector. We invite you to celebrate this exciting milestone with your risk management peers!

This year's conference theme, "Grabbing Risk by the Horns," acknowledges all that risk managers are asked to do today, with even fewer resources than ever before. We all have to be creative and forward-thinking to come up with solutions to the new and ever-changing challenges we face. We truly have to grab risk by the horns!

At the 2009 Annual Conference, you can attend your choice of more than 65 diverse educational sessions. Once again this year, PRIMA's conference will feature several popular educational tracks—enterprise risk management, school risk management and employee benefits. We've all heard that these topics are going to effect us sooner or later. Find out how your peers are addressing these new responsibilities.

After a long day of learning and sharing, attendees are invited to relax and unwind at PRIMA's popular networking events—Sunday's Welcome Reception and Tuesday night's "Risk Management & Rodeos" at the Circle R Ranch. Use these events as an opportunity to meet old risk management friends and make new ones. One of the greatest benefits of PRIMA's Annual Conference is the chance to share what you know with your fellow practitioners!

As always, PRIMA's Annual Conference will feature an extensive trade show with exhibitors who recognize the power and influence of public sector risk managers, as well as the budgetary constraints we all face today. They are ready to talk with you and learn what you need to make your jobs easier, more streamlined and more cost-effective.

What better way to kick off your summer than attending PRIMA's 2009 Annual Conference in Dallas! We are certain you will find the conference and its central Texas location to be the ideal environment for learning, networking and sharing.

We look forward to seeing you in Dallas!



Sarah Perry, ARM-P
2008-2009 PRIMA President
City of Columbia, MO



Mary Sue Linville, ALCM, ARM-P
Chair, 2009 Conference Planning Committee
Washington Schools Risk Management Pool



EDUCATIONAL SESSIONS*

Check the PRIMA Web site for the detailed educational session agenda, available March 1, 2009.



PRIMA is Going Green! For the first time, Conference attendees will have access to ALL educational session handouts, regardless of which sessions they choose to attend. Presentation handouts will be available on our Web site on May 1, 2009. Conference registrants may log in to print handouts or review presentations before deciding which sessions to attend. Visit our Web site for more information on this enhanced offering for attendees.

★ Employee Benefits/Human Resources

- Avoiding the Employment Law Suit: Considerations for Employees, HR Personnel and Risk Managers
- From Hire to Fire: Managing Your Human Resources Practices
- GASB 45: Shining the Light on Benefit Programs
- Health Benefit Cost Containment: Controlling the Uncontrollable
- Let's Formulate Policy and Write a Protocol Your Employees Can Actually Manage and Use to Succeed
- Reducing Health Care Costs through On-Site Medical Clinics: Is a Clinic Right for You?
- Well Now! Have You Recently Implemented or Enhanced Your Wellness Program?
- Will You Still Need Me When I'm 64? Managing the Risks of an Aging Workforce

★ Enterprise Risk Management

- Eenie – Meenie – Minee – Moe: Catch a Standard by the Toe!
- ERM Boot Camp
- ERM Roundtable
- How to Implement ERM: Practical Approaches and Making It Real
- Public Entity Risk Solutions (PERS): When ERM Doesn't Quite Fit Your Entity Structure and You Need Something New That Works

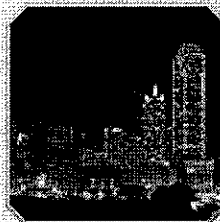
★ Legal & Regulatory

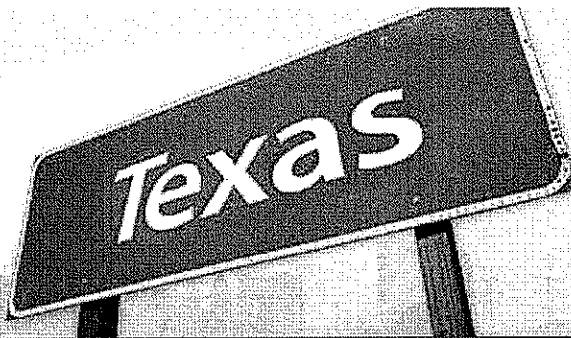
- I'll See You in Court! Anatomy of a Lawsuit *(This session sponsored by the International Municipal Lawyers Association)*
- Know When to Hold 'Em, Know When to Fold 'Em: Avoiding Big Verdicts in Employment Law Cases
- Management of Sexual Abuse of Minors Claims
- National Trends & Emerging Claims Issues in the Public Sector
- Utilization of OCIPs on Public Projects

★ Management & Administration Track







- Changes in Attitudes, Changes in Latitudes: Update Your Workers' Compensation Map
- Creating Your Risk Management Plan
- Dealing with the Media: How to Protect Your Organization
- Developing a Successful Loss Control Incentive Program With Measurable Results
- Green, Greener, Greenest: The Risk and Rewards of Going Green
- Heathrow Airport Terminal 5 Project Success or Failure? A Tale of Three Halves *(This session sponsored by ALARM)*
- How to Embed Risk Management Ideas in Your Culture
- Leadership, Pay Attention, Improve and Guide
- Meet the Press: Build Media Relationships Before Disaster Strikes
- Monitoring, Reporting and Improving Your Risk Management Program Using Annual Reports and Performance Measures
- Shifting Through the Pricing Pitfalls: Know What You're Really Paying Your Service Providers
- Somebody's Gotta Pay! Cost Allocation Strategies that Make Sense

* Subject to change





* Pooling

-  Don't be Gored by Your Financial Statements
-  Gather at the Chuckwagon for the Pool Information Exchange
-  Keeping the Herd Headed in the Right Direction
-  Lassoing in Unruly Litigation Costs
-  Managing Longhorns with Long Tails
-  Rounding-up Pool Member Drug-Free Workplace Programs

* Risk Management

- Am I Covered?
- Building a Risk Data Strategy
- Crisis Management: Before, During and After
- Insurance Market Cycles: Why Does it Have to be so Crazy?
- It's All About Change: New Ways to Measure, New Thoughts About Monitoring and New Angles on Mitigating Risk
- Just Beginning Risk Management? Make a Difference Tomorrow
- Marketing Your Insurance Program
- Reporting Risk Management to Decision Makers
- RFP's Do's & Don'ts
- Tips for Writing Effective Insurance Requirements
- To Retain or Not Retain, That's the Question
- What Do Those Actuaries Do With Your Claim Data?

* Risk Control

- Absence Management: Where Are You?
- E-Discovery: Discovery of Electronically Stored Information *(This session sponsored by the University Risk Management and Insurance Association)*
- PRIMA's External Affairs Committee Presents: Active Campus & Workplace Violence Mitigation Strategies
- Privacy and Network Security Liability: New Exposures, New Opportunities
- Resiliency in the Workplace for First Responders and Other Disaster Personnel
- Risk Control: Getting Bang for Your Buck
- Who Said Free Means Cheap?

* Safety and Loss Control

- Data Loss, Identity Theft: Protecting Your Organization and Your Employees
- Law Enforcement Liability: Predicting and Prevention Liability for the Next Decade
- Why Things Go Right - Why Things Go Wrong in Public Safety Operations

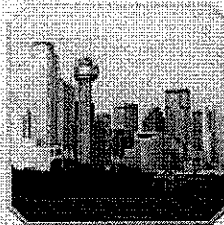
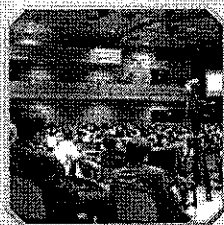
* School Risk Management

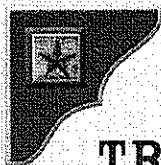
- Disaster 101: Been There, Done That!
- Education Professionals Roundtable
- It's All Fun & Games Until Somebody Loses an Eye
- School Violence and Security Controls: What School Officials and Law Enforcement Agencies Need to Coordinate and Implement Before an Incident Occurs
- Security and Emergency Management Grants for Schools: Finding Your Pot of Gold at the End of the Rainbow
- Three Models Risk Managers Can Use to Reduce Aggression in Schools

2009 Annual Conference Sponsors

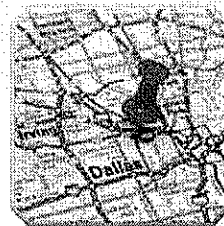
(Confirmed as of December 1, 2008)

ACE USA
Gallagher Public Entity and
Scholastic Division
CCMSI
Marsh USA Inc.
Porns and Associates
Safety National Casualty Corp
States Self-Insurers Risk
Retention Group, Inc
Travelers





TRAVEL INFORMATION



Hilton Anatole Dallas

2201 Stemmons Freeway
Dallas, Texas, USA, 75207

Phone: 214.748.1200

Fax: 214.761.7520

Web site: www.hilton.com

Check-in time is 4:00 p.m.
and check-out time is 12:00 p.m.

All conference sessions and the
trade shows will be held at the
Hilton Anatole Dallas

Hotel

Attendees will receive a special rate of \$172 single/\$192 double. All rooms are subject to an occupancy tax that is currently 15% per room per night occupied. The conference rate is available three days prior and three days post the conference dates, subject to availability.

To guarantee these rates, reservations must be made by Friday, May 8, 2009. To reserve your room, call the Hilton's reservations department at 800.445.8667 and inform them that you will be attending the PRIMA conference to receive the group rate. Reservations must be accompanied by a deposit equal to one night's stay via either credit card, personal check or money order to guarantee the reservation. **Please see the new PRIMA Housing Policy for cancellation and refund information.**

For questions regarding hotel reservations contact Catherine Pawlowicz, PRIMA manager of meetings and conferences, at 703.253.1263 or e-mail cpawlowicz@primacentral.org.

PRIMA Housing Policy

PRIMA reserves a limited number of guest rooms for attendees of the PRIMA Annual Conference. When attendees book outside the PRIMA room block, or book rooms in advance on the chance that they will attend, only to cancel later, PRIMA is placed at high risk of paying a financial penalty on the cancelled rooms. Due to the economic climate as well as this above mentioned risk, the following housing policy has been instituted. Thank you in advance for adhering to these policies.

Reservations at the Hilton Anatole must be accompanied by a deposit equal to one-night's room and tax to guarantee the reservation. **All cancellations must be made at least 30 days prior to arrival to receive a refund of the deposit. Any and all cancellations made within 30 days of arrival will forfeit the entire deposit. Anyone booking more than eight room nights will be required to sign a room block contract with the Hotel, and will be held to the Hotel's attrition and cancellation policies as per their contract.**

Ground Transportation

There are two convenient forms of transportation between DFW International Airport and the Hilton Anatole. SuperShuttle is the most economical form of transportation, and charges approximately \$19 one way and takes approximately 40 minutes. To make your reservations on SuperShuttle, visit their Web site at www.supershuttle.com or call them at [800] 258-3826. Alternatively, a taxi ride will be approximately \$40 and will take approximately 20 minutes.

Special Accommodation Request

If you require special accommodations due to disability, health concerns or physical challenges, please contact Catherine Pawlowicz, PRIMA manager of meetings and conferences, at 703.253.1263 or e-mail cpawlowicz@primacentral.org.

For more information on Dallas and what travelers should know, please visit the Dallas Convention & Visitors Bureau Web site at <http://www.dallascvb.com>.

REGISTRATION INFORMATION

Fees

Conference registration fees include admittance to all educational and general sessions, conference materials, coffee breaks, Sunday Night's Welcome Reception, Monday's Reception on the Exhibit Hall Floor, Tuesday's Special Event, lunch on Monday, Tuesday and Wednesday, and admittance to PRIMA's Exhibit Hall.

	On or Before March 13 th	After March 13 th	Onsite
Member	\$550	\$650	\$675
Member, Corporate	\$610	\$710	\$750
Nonmember, Government	\$740	\$800	\$820
Nonmember, Corporate	\$990	\$1,025	\$1,050

Guests

Guest tickets will be available, while space is available, for individual purchase for lunches, special events and the trade show. Tickets, if available, may be purchased in advance or on-site during registration hours.

Cancellation and Refund Policy

All registration cancellations and requests for refunds must be received in writing and are subject to a \$75 administrative fee. **Cancellations received after Monday, May 11, 2009, are nonrefundable, but substitutions will be accepted.** Please allow 30 days following the conference for refund processing.

Notices

- If PRIMA must cancel this conference for any reason, liability is limited to the registration fees paid only. PRIMA is not responsible for other expenses incurred, including travel and accommodation fees.
- Payments to PRIMA are not deductible as charitable contributions for federal income tax purposes.

How to Register

Register online for the PRIMA 2009 Annual Conference in mid-January on the PRIMA Web site at www.primacentral.org. If you are unable to register online or need further registration information, contact Catherine Pawlowicz, PRIMA manager of meetings and conferences, at 203.253.1263 or e-mail cpawlowicz@primacentral.org.

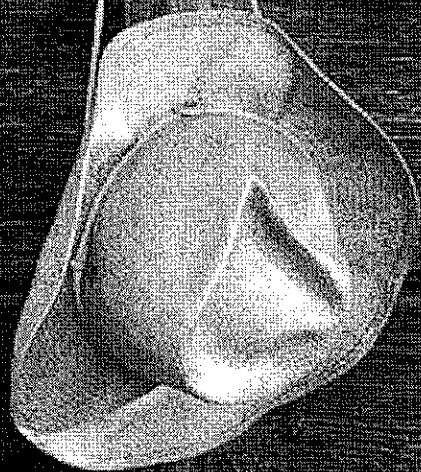


BACK AGAIN FOR 2009 – Become a member at the same time that you register for the conference!

Not a member of PRIMA yet? Members of PRIMA save an average of \$200 on their registration fee for PRIMA's Annual Conference. You can become a member at the same time you register for PRIMA's 30th Annual Conference. Simply check the appropriate box on the online registration form and the cost of your membership will be added and billed at the time of your registration. The discounted registration fee will be reflected in your final charge. Visit PRIMA's Web site at www.primacentral.org for additional information on membership.

ARM/RMPE TESTING

Wouldn't it be great to leave Dallas knowing you're one step closer to earning your ARM or ARM-P designation? PRIMA will offer testing for the ARM54, ARM55, ARM56 and RMPE – all under one roof! Testing will be held on Sunday, May 31 at the Hilton Anatole. Check the PRIMA Web site for further details.



Public Risk Management Association
500 Montgomery Street, #750
Alexandria, VA 22314

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www.primacentral.org