

Risk Management Plan

**Lostant Elementary School
C.U.S.D. #425
Lostant, Illinois**

November 2011

Lostant Community Unit School District 425 shall have in operation a comprehensive Risk Management Plan (hereinafter, the “plan”), which shall endeavor to further reduce or prevent the district’s exposure to liability.

The plan shall endeavor to ensure that statutory and common law, health and safety requirements are met with regard to visitors, employees, and students. The plan shall promote and enhance efforts to ensure that the district’s buildings and grounds are maintained in a safe condition. Finally, the plan shall provide additional careful supervision and protection of all the district’s real and personal property.

The Illinois Local Government and Government Employees Tort Immunity Act (745 ILCS 10/9-107) provides for a school district to levy a tax which when collected will pay the cost of risk-care management. In addition, this section (9-107) provides for funds raised pursuant to this section to be used:

“...to: (i) pay the cost of insurance, ..., including all operating and administrative costs and expenses directly associated therewith, claim services and risk management directly attributable to the insurance, self-insurance, or joint-insurance program, and educational, inspectional, and supervisory services directly relating to loss prevention and loss reduction...”

A primary component of the plan is the provision of insurance arrangements that will provide protection to the district against liability. This component that shall include, but not be limited to:

1. Purchase of insurance consultant services if needed.
2. Premiums for the various necessary insurance, including all liability insurance, building insurance, and workers compensation.
3. Premium for unemployment insurance.
4. Payments for all judgments or settlements arising against the district.
5. Payments for all legal fees connected with protecting or defending the district against tort liability and potential litigation, including unfair labor practice charges.
6. Allowance for the time expended by assigned district personnel concerning the above-delineated assignments.
7. Payments made for security systems.
8. Costs associated with criminal background checks.

The general, overall responsibility for the development and maintenance of this plan rests with the Superintendent of the district. The Superintendent shall be responsible for the development of the plan, identifying various components of the plan, delegating responsibilities for these components to the various personnel, overseeing the implementation of this plan, and complying with district Risk Management Procedures. It is expected that the Superintendent will continually evaluate the effectiveness of the plan and be apprised of needed revisions, additions, or deletions to the components and assigned responsibilities. It is also expected that because of these responsibilities, which are above and beyond what would otherwise be expected of the Superintendent, the Superintendent will spend at least 20% of his/her time toward the fulfillment of this portion or the Risk Management Plan and related procedures.

The District Administrative Assistant is assigned the responsibility for the administration of various components of the Risk Management Plan. She will serve as the District liaison to the various consulting services, claim and adjustment services, and insurance companies. In addition, this employee will be responsible for all communications concerning claims against, or on behalf of, the

District, and for complying with District Risk Management procedures. It is expected that this role will cause the District Administrative Assistant to devote 20% of her time toward the fulfillment of these additional safety and risk management duties.

The safe condition of the building and grounds, as well as the protection of the District's real and personal property, and efforts to correct any possible tort producing deficiencies, shall be primarily the responsibilities of the District Superintendent in collaboration with District Custodians. Thus, a portion of the Superintendent's and Custodian's responsibilities shall include but are not limited to:

1. Development and identification of the various components and responsibilities concerning the inspection of building grounds and equipment to provide an added degree of protection to the District, its employees, students, and public. The Custodians shall be responsible for the daily inspection of buildings and grounds, apprising the superintendent of any deficiencies noted which may create a heightened risk of tort liability, and shall otherwise comply with District Risk Management procedures. In turn, the Superintendent shall review said deficiencies and then determine the most efficient and cost effective method of correcting any validated deficiency. It is expected that the Custodians will devote 30% of his/her time to the maintenance, inspections and corrections of risk/tort situations so as to maintain a safe, risk free environment for staff, students, and the public.
2. The maintenance of safe buildings and grounds; the District Superintendent shall be responsible for the District's compliance with state and federal laws and regulations regarding employee and public safety and health. The Superintendent shall be responsible for the delegation of training of the custodial personnel to perform work related to safety and health matters.

The Superintendent, Athletic Director, Playground Supervisors, Cafeteria Monitors and Servers, Administrative Assistant, and Special Education Staff have numerous risk management responsibilities. The degree of heightened responsibility (time invested complying with the plan) varies in accordance to each person's assigned supervisory activities. In compliance with Risk Management procedures, they shall provide the protective supervision of students, personnel, and the general public, and for the freedom from exposure to tort-producing situations which arise from a variety of contexts, including but not limited to, the following:

1. Incidents in parking lots and on campus including playground areas.
2. Incidents in the lunchroom.
3. Incidents occurring during school athletic activities.
4. Incidents occurring during physical education class.
5. Incidents occurring in connection with transportation of students before boarding and after leaving the school bus.
6. Incidents occurring in connection with safety of students from traffic hazards and exposure related risks.
7. Incidents due to acts of fellow students committed both in the classroom and outside the classroom.
8. Incidents relating to activities before school, during or between class periods, during lunch hours, after school before reaching home, and miscellaneous other times.

It is expected that the School Principal will spend 20% of her time devoted to risk care management related activities.

It is expected that the transportation director will devote 20% of her time to risk management related activities associated with student transportation.

It is expected that the Athletic Director will spend 20% of his time devoted to these tasks.

The Playground Supervisors, Cafeteria Monitors and Servers, Lunch Supervisors and Bus Monitors primary responsibility is to ensure the safety of the students during meal times and recess. It is expected that 20% his/her time be spent devoted to this task.

Special Education Teachers, Special Education Services, and Special Education Aides will devote 30% of their time on heightened risk management activities in accordance with this plan and the district risk management procedures.

The district receives special education services through L.E.A.S.E., (LaSalle Educational Alliance for Special Education). The certified special education staff assist in monitoring student behavior, protecting student health and safety and facilitating the administration of special education services to students in the district. As a result of these responsibilities, 20% of the costs are deemed to be related to risk management activities in accordance with this plan and the district risk management procedures.

The Social Worker and Homeless Liaison devote 20% of her time on heightened risk management activities in accordance with this plan and the district risk management procedures.

Allocation of Salaries & Benefits to TORT-Related Activities

SPECIAL EDUCATION	
Special Education Salaries	30%
Special Education Assistant	30%
Special Education Aide	30%
LEASE Levy-Special Education Coop.	20%
INSURANCE	
Unemployment Insurance	100%
Criminal Background Checks	100%
Worker's Compensation Insurance	100%
Building Liability/Casualty Insurance	100%
Liability Insurance	100%
Insurance Consultant	100%
ADMINISTRATIVE	
Superintendent Salary/Benefits	20%
Superintendent Administrative Assistant Salary	20%
Principal Salary/Benefits	20%
Transportation Director Salary/Benefits	20%
MAINTENANCE STAFF	
Custodial Salary	30%
DISTRICT SERVICES	
Building Security System	100%
School District Legal Fees	30%
Consultants and/or Training of Employees on Bloodborne Pathogens/Health Risks	100%
Any and All Judgments or Settlements	100%
OTHER STAFF	
Athletic Director	20%
Social Worker/Homeless Liaison	20%
Play Ground/Cafeteria Supervisors	20%

Other Noted Specific Tort Fund Expenditures

1. Risk Management Related Expenses
2. Loss Prevention Program Expenses
3. Treasurer's Bond
4. Comprehensive School Casualty Policy
5. Unemployment Insurance
6. Worker's Compensation Insurance
7. School Board Legal Liability
8. Umbrella Policies
9. Vandalism Expenses
10. Insurance Deductible Costs
11. Facility Surveys
12. Life Safety Studies and Associated Costs
13. ADA Compliance
14. Playground Equipment Replacement and Repairs
15. Testing and Service for Radon/Bacteria/Lead/Contaminants
16. Asphalt repairs, sealing and parking maintenance
17. Building Security and Monitoring
18. Playground Supervisors
19. Purchase of Universal Precaution kits
20. Costs related to personal protective equipment and Disposal of Bodily Fluids
21. Athletic Facilities Equipment Maintenance, Inspection, Repairs and Purchased Associated with Safety
22. Fees Associated with Attendance at Risk Management Workshops
23. Disease Prevention Costs

LOSTANT COMMUNITY UNIT SCHOOL DISTRICT #425

State of Illinois
County of LaSalle
315 West 3rd Street
Lostant, IL 61334

CERTIFICATE

I, _____, DO HEREBY CERTIFY that I am the Secretary of the Board of Education, for Lostant Community Unit School District #425, and that the forgoing is a true and correct copy of the Risk Management Program duly adopted by the Board of Education of Lostant Community Unit School District #425 at a regular board meeting held the 22nd of November, 2011, said adoption being part of the official records of said Board of Education.

DATED: November 22, 2011

SIGNED:

School Board Secretary

School Board President