ILLINI CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 189
RISK MANAGEMENT PROGRAM FISCAL YEAR 2026

Adopted by Illini Central CUSD 189
Board of Education on November 17, 2026

The Illini Central Community Unit School District 189 shall have in operation a comprehensive Risk Management Program that shall reduce or prevent the District's exposure to liability. It is of the utmost importance for the District: (1) to ensure that statutory and common law, health, and safety rights are extended to all visitors, employees, and students; (2) to make certain that the District's buildings and grounds are maintained in a safe condition; and (3) to provide careful supervision and protection of all the District's real and personal property, including vehicles.

The Tort Immunity Act (745 ILCS 10/9-101 et seq.) provides for a school district to levy a tax which, when collected, will pay the cost of risk management. In addition, this Section provides for funds raised pursuant to this Section to be used to pay for the cost of insurance, including all operating and administrative costs and expenses directly associated therewith, claim services and risk management directly attributable to loss prevention and loss reduction, education, inspection and supervisory services directly relating to loss prevention and loss reduction, to purchase claim services, to pay for judgments or settlements, or otherwise pay the cost of risk management program.

The District's Risk Management Program shall provide for (1) identification of the various components of the Risk Management Program; (2) clearly delineated personnel responsibilities; (3) adequate insurance against liability exposure; and (4) identify any allowable costs for the maintenance of the Risk Management Program.

Risk management is a process that consists of: (1) identifying and analyzing loss exposures; (2) selecting a technique or combination thereof to be used to handle each exposure; (3) implementing the chosen techniques; and (4) monitoring the decisions made and implementing appropriate changes.

The general overall responsibility for the development and maintenance of the District's Risk Management Program rests with the Superintendent of the District. The Superintendent shall be responsible for the development of the program, identifying the various components of the program, and the delegation of responsibilities for these components to the appropriate personnel. It is expected that the Superintendent would continually evaluate the effectiveness of the program and be apprised of needed revisions, additions, or deletions to the components and assigned responsibilities. It is also expected that, because of the delegation of responsibilities, the Superintendent would

spend thirty percent (30%) of his/ her time toward the fulfillment of this portion of the Risk Management Program.

A primary component of the Risk Management Program is the provision of an insurance/compensation program that will provide protection to the District against liability. All (100%) of the insurance cost paid by the District are eligible expenses for the Tort Fund. Portions of this component 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, property damage and fleet insurance, workers' compensation, unemployment compensation, personnel bonds, etc.
3. Payment of judgments or settlements arising against the District.
4. Payment of all legal fees connected with protecting or defending the District against liability.
5. Allowance for the time expended by assigned District personnel concerning the above-delineated assignments. These extra duties are not listed in their job description because they are extraordinary and above and beyond their regular duties.

DISTRICT SUPERINTENDENT

The District's Superintendent is assigned the responsibility for administration of this component to the Risk Management Program. He/she shall serve as the District's liaison to the various consulting services, claim and adjustment services, and insurance companies. In addition, he/she shall be responsible for communications concerning claims against, or on behalf of the District. Because the Superintendent is responsible for the insurance and claim component of the Program and the bidding of supplies and contractual services in such a manner that the District meets all the requirements for freedom from tort situations, which include meeting the requirements for toxic materials, equal opportunity employment, prevailing wage rates, comparable name equipment, responsible bidders, etc., it is again expected that he/she will devote thirty percent (30%) of his/her time toward the fulfillment of these duties.

BUILDING PRINCIPALS, ASSISTANT PRINCIPAL, SPECIAL EDUCATION COORDINATOR, DEAN OF STUDENTS, and ATHLETIC DIRECTOR

The District's Risk Management Program in relation to the health and safety of district students and personnel is the responsibility of the Building Principals, Assistant Principals and Athletic Director and their administrative staffs. The degree of this responsibility (time invested) varies in accordance to the number of students involved and, of course, the age of those students; and to the number of personnel involved. Building Principals and/or their assistants shall provide for the protection of students and personnel and freedom from exposure to tort-producing situations which arise from, but

are not limited to, the following:

- Incidents in lunchroom - protection
- Incidents on playgrounds - protection
- Incidents occurring during school athletics
- Incidents occurring during physical education classes
- Incidents occurring during manual or vocational training or shop work
- Incidents in connection with transportation of students
  a. Before boarding
  b. During
  c. After leaving school bus
  d. Incidents in connection with safety of students from traffic hazards and exposure to risk

It is expected that each Building Principal and Special Education Coordinator will expend approximately twenty percent (20%) of his/her time in meeting the responsibilities associated with the risk care management. It is expected that Assistant principals and Athletic Director will expend approximately forty percent (40%) of his/her time in the meeting of responsibilities associated with the risk care management. He/she handles all tort situations that are inherent in the activities listed above. He/she is also responsible for the management (under the direction of his/her immediate supervisor) of the supervision and protection of students and the discipline of such.

DIRECTOR OF TRANSPORTATION/SECURITY SERVICES/FLEET MANAGER

The Transportation Director shall be responsible for the aspects of the Program in relation to the safe conditions of School District vehicles that transport School District students, whether owned or leased by the School District. The areas of responsibility over which the Transportation Director shall provide oversight shall include the following:

1. Developing, identifying, and implementing the various components and responsibilities of the Program concerning inspection and maintenance of all School District vehicles used for student transportation (generally excluding vehicles not used for student transportation); and
2. Developing, identifying, and implementing the various components and responsibilities of the Program concerning safety of students and School District staff from traffic hazards and exposure to risk while boarding, using, and exiting School District vehicles used for student transportation.

Furthermore:

> In terms of responsibility in line with district security and the Access Control/School Surveillance system, a portion of time will be spent monitoring and coordinating the district's security structure.

It is expected that the Director of Transportation/Security Services will expend forty

percent (40%) of his/her time directly related to fulfilling the responsibilities of his/her position in the district's risk management/tort avoidance program. The FLEET MANAGER will expend twenty percent (20%) of his/her time directly to fulfilling the responsibilities of his/her position in the district's risk management/tort avoidance program.

SCHOOL NURSE

One of the primary responsibilities of the school nursing services is the protection of the health and safety of students and employees. School nurses are directly involved with the District's compliance with state health laws and ensuring that the students have been physically examined in a legal manner and are in a risk-free physical condition, both in relation to other students and District personnel. Nursing services have the additional risk management responsibility of reducing student/employee exposure to communicable diseases and other health and safety problems. Not only are the school nurses and nurse aides responsible for limiting exposure, but also they are also responsible for the assistance and protection of students with specific health problems, health needs, and safety needs. The portion of time devoted by school nurses and nurse aides to limiting and avoiding tort and situations arising from the health, safety, and physical conditions of all students is forty percent (40%) of their time.

CAMPUS MONITOR

The Campus Monitor is responsible for general security of the buildings entry and exits. The Campus Monitor will determine when visitors enter the building, insure that visitors are properly recorded as they enter and exit the facility, provide general supervision of visitors while they are in the building, and serve as the first point of contact for visitors.

In addition, the Campus Monitor will monitor the school's video surveillance system and communicate any events or activities that may cause harm to students, staff, visitors, or property.

Finally, the Campus Monitor will maintain a record of both internal and external requests for facility usage. In this role, the Campus Monitor mitigates potential risks by aligning the proper facility to the request, coordinates that facilities will be set up as requested, and will exercise some control over the use of the facilities. The portion of time devoted by the Campus Monitor to limiting and avoiding tort situations is 100% (100%) of his/her time.

DIRECTOR OF MAINTENANCE

The Director of Maintenance is responsible for inspecting, servicing, and maintaining the district's buildings and physical plant systems. This includes, but is not limited to, overseeing the district's Health Life Safety inspections as well as completion of items listed in the 10-Year Health Life Safety plan. The Director of Maintenance shall maintain a record of completion for all items listed in the 10-Year survey.

In addition to this function, the Director of Maintenance is responsible for ensuring that the district complies with all regulations related to the containment and abatement of asbestos. In this role, the use of a third-party licensed individual is employed.

The Director of Maintenance coordinates and establishes annual inspections by a specialist recognized by the State of Illinois to certify such inspections. Any fire alarm, smoke detection, or fire extinguisher equipment in need of repair will be done so promptly.

It is expected that the Director of Maintenance will expend forty percent (40%) of his/her time directly related to fulfilling the responsibilities of his/her position in the district's risk management/tort avoidance program.

The percent of time working on risk management activities outlined by this plan shall serve as the maximum amount of their respective salaries that can be paid from Tort Funds (see Appendix A). While it is recognized that many other positions include assignments that may create exposure to tort and risk situations, no effort has been made by the District to allocate a portion of their time to the Risk Management Program. It is expected that all teachers, aides, coaches, sponsors, and administrators will closely supervise their students and ensure that all students are protected from undue exposure to risk situations.

ADOPTION:

The Illini Central Community Unit School District 189 Risk Management Program was originally adopted on November 17, 2026 at the regular meeting of the Board of Education.

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Brian Hughes, Board President Amilee Bradshaw, Board Secretary

APPENDIX A:

SUMMARY OF PERSONNEL SALARY ALLOCATIONS MADE PURSUANT TO THE RISK MANAGEMENT PROGRAM FOR ILLINI CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 189

SUPERINTENDENT **(30%)**

- Oversight of the Risk Management Committee
- General oversight and responsibility over developing, implementing, and maintaining the Risk Management Program
- General oversight and responsibility over monitoring and evaluating the effectiveness of the Risk Management Program
- Provide oversight and assistance for all other members of the Risk Management Committee
- Ensure an annual review all aspects of the Risk Management Program
- Primary responsibility for all aspects of insurance coverage for the School District
- Serve as the School District liaison to insurance consulting services and insurance carriers
- Provide oversight over training and educational programs made available to staff members that are related to the Risk Management Program

DIRECTOR OF TRANSPORTATION ` **(40%)**

- Develop and implement Program components dealing with the safe conditions of the vehicles used for student transportation
- Develop and implement Program components dealing with traffic hazards and safe conditions while students and staff board, use, and exit all vehicles used for student transportation

FLEET MANAGER **(20%)**

- Primary responsibility for maintenance and repair of transportation fleet

BUILDING PRINCIPALS, ASSISTANT PRINCIPALS, SPECIAL EDUCATION COORDINATOR, DEAN OF STUDENTS, AND ATHLETIC DIRECTOR
(20%-PRINCIPALS, SPECIAL EDUCATION COORDINATOR AND DIRECTOR OF EDUCATION SERVICES; 40% ATHLETIC DIRECTOR AND ASSISTANT PRINCIPALS, DEAN OF STUDENTS)

- Provide oversight and protection in key areas of buildings and grounds including:
    - Incidents in lunchroom - protection
    - Incidents on playgrounds - protection
    - Incidents occurring during school athletics
    - Incidents occurring during physical education classes
    - Incidents occurring during manual or vocational training or shop work
    - Incidents in connection with transportation of students
      a. Before boarding
      b. During

c. After leaving school bus
d. Incidents in connection with safety of students from traffic hazards and exposure to risk

- Provide supervision and intervention with students including:
  - Incidents due to acts of fellow students
    a. Committed in classroom\
    b. Committed outside classroom
  - Incidents due to lack or insufficiency of supervisors
    a. Before school bus
    b. During or between class periods
    c. During noon hour or recess periods
    d. After school bus

SCHOOL NURSE (40%)

- Ensure compliance with state health laws including student physicals and immunizations.
- Reduce student and employee exposure to communicable diseases.
- Supervise and coordinate efforts to provide services to students with diagnosed and/or identified medical conditions.
- Supervise and coordinate efforts to provide services to students with diagnosed and/or identified safety conditions

CAMPUS MONITOR (100%)

- Responsible for general security of the buildings entry and exits
- Control entry to building for visitors
- Supervise visitors to the building
- Monitor video surveillance cameras
- Communicate any safety concerns observed in person or through use of surveillance systems.

DIRECTOR OF MAINTENANCE (40%)

- Responsible for all annual and semi-annual safety inspections including, but not limited to, fire and heat alarms, health life safety, fire suppression systems, and heating and cooling systems.
- Responsible for maintaining district's building to insure safe entry/exits, bleacher seating, and sanitary conditions.
- Maintain records to document asbestos use and abatement.
- Inspect and repair playground equipment.
- Inspect and repair athletic equipment as needed