

February 6, 2026

DIRECT RESPONSES TO:

Scott Shirley
Gallagher Bassett
2850 Golf Rd.
Rolling Meadows, IL 60008
Phone: (847) 630-6650

Ms. Maria Treto-French
Assistant Superintendent/CFO/CSBO
Antioch Public School District #34
964 Spafford St.
Antioch, IL 60002

**RE: Suburban Schools Cooperative Insurance Program (SSCIP) Client #000330
Antioch Public School District #34
Loss Control Assessment – Follow-up Exposure Analysis
January 12, 2026**

Dear Ms. Treto-French:

It was a pleasure to provide Risk Control service to Antioch Public School District #34 on the above-mentioned date. The intent of the visit was to complete the follow-up loss control visit to update the findings from our previous assessment for the Suburban Schools Cooperative Insurance Program as well as conduct a Physical Hazard Survey of three buildings. I would like to thank you for your time and assistance during our meeting.

Included with this letter are the updated loss control assessment, updated program/hazard recommendations, and new recommendations.

If there are any Risk Control efforts you may need assistance with in the future or have questions about the assessment process, please do not hesitate to contact me or Mr. Jonathan Wilson, Senior Loss Control Consultant – SSCIP Account Coordinator at (630) 936-3048 (mobile number) or via e-mail: jonathan_wilson@gbtpa.com.

Sincerely,

Scott Shirley

Scott Shirley
Associate Risk Control Consultant
scott@alliancercs.com

SS/nf

Attachments: Updated Assessment, Updated Recommendations, New Recommendations

C: Mr. Aron Borowiak, Antioch Public School District #34
Ms. Amy Mahr, Antioch Public School District #34
Mr. Cuauhtemoc Mendez, Antioch Public School District #34
Mr. Samuel Ding, Risk Program Administrators
Mr. Jonathan Wilson, Gallagher Bassett
Mr. Gary Smith, Gallagher Bassett
Mr. Amos Kaffenbarger, Gallagher Bassett

The information contained in this report was obtained from sources, which to the best of the writer's knowledge are authentic and reliable. Gallagher Bassett makes no guarantee of results, and assumes no liability in connection with either the information herein contained, or the safety suggestions herein made. Moreover, it cannot be assumed that every acceptable safety procedure is contained herein, or that abnormal or unusual circumstances may not warrant or require further or additional procedures.

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SUBURBAN SCHOOLS COOPERATIVE INSURANCE PROGRAM (SSCIP)

LIABILITY, AUTO, PROPERTY, & TECHNOLOGY ASSESSMENT

District: **Antioch Public School District #34**

Date: **February 19, 2025**

SSCIP Board Contact: **Ms. Maria Treto-French**

Follow-up Date: **January 12, 2026**

Designated Contact: **Ms. Maria Treto-French**

GB Consultant: **Scott Shirley**

District Loss Experience

Fiscal Year	Auto		General Liability		Property	
	Claims	Experience	Claims	Experience	Claims	Experience
2025-Present	0	\$0	0	\$0	1	\$7,700
2024-2025	0	\$0	1	\$0	2	\$11,899
2023-2024	0	\$0	3	\$167,000	0	\$0
Totals	0	\$0	4	\$167,000	3	\$19,599

Loss information will be provided by the consultant.

Liability Controls

Rec. # if
Applicable

1. Do supervisors receive training or guidance for employment practice liability? (Hiring, termination, discipline, etc.)

Yes

2. Does the District have handbooks/online policy for the following:

		Date of Last Update:		Reviewed by Attorney:			
Personnel/Faculty	<table border="1"><tr><td>Yes</td></tr></table>	Yes			<table border="1"><tr><td>Yes</td></tr></table>	Yes	
Yes							
Yes							
Student/Athletic	<table border="1"><tr><td>Yes</td></tr></table>	Yes			<table border="1"><tr><td>Yes</td></tr></table>	Yes	
Yes							
Yes							
Volunteer	<table border="1"><tr><td>Yes</td></tr></table>	Yes			<table border="1"><tr><td>Yes</td></tr></table>	Yes	
Yes							
Yes							

3. Are formal job descriptions developed for all employees, signed off at hire and after updates/changes?

Yes

4. Is there a background check policy and are background checks completed for the following:

All employees		<table border="1"><tr><td>Yes</td></tr></table>	Yes	
Yes				
Volunteers		<table border="1"><tr><td>Yes</td></tr></table>	Yes	
Yes				
Contractors/Service Providers - or verify with service contract		<table border="1"><tr><td>Yes</td></tr></table>	Yes	
Yes				

5. Does the District have an Anti-Harassment and Discrimination Policy?

Yes

Does the Policy include the following:

Definition of Sexual Harassment with examples		<table border="1"><tr><td>Yes</td></tr></table>	Yes	
Yes				
How to report allegations. Multiple point of contact.				
How to file with Illinois Department of Human Rights.		<table border="1"><tr><td>Yes</td></tr></table>	Yes	
Yes				
Prohibits Retaliation		<table border="1"><tr><td>Yes</td></tr></table>	Yes	
Yes				
Consequences for Sexual Harassment and making a false claim.				
Other types of Discrimination		<table border="1"><tr><td>Yes</td></tr></table>	Yes	
Yes				

6. Has annual training been provided to staff on harassment and discrimination?

Yes

And the training includes consequence for harassment, retaliatory action and making a false claim.

7. Is training complete for staff that comes in contact with students on child abuse and mandated reporting? (Within 3 months of employment and every three years)

Yes

<https://sunshine.dcf.illinois.gov/Content/Resources/MandatedReporterTraining.aspx>

8.

Is there a policy on appropriate and inappropriate conduct with students, including electronic communications?

Yes

9.

Is there a bullying policy/program that includes training?

Yes

10.

Are all District Faculty members trained in de-escalation which includes parents and students? Has the district policy been updated within the last 3 years?

Yes

11.

Are the following areas/rooms locked when not in use?

Custodial closets/storerooms

Boiler rooms/mechanical rooms/air handler rooms

Staff washrooms/Teachers' Lounges

Classroom/department storage rooms (woodshop, Kiln room)

Science Lab chemical storage rooms

Yes

Yes

Yes

Yes

Yes

12.

Are Premises Use Agreements utilized and a list of rules reviewed with the outside groups using the District property?

Yes

13.

Have these agreements been reviewed by legal counsel?

Yes

14.

Are certificates of insurance obtained from the following listing your District as additionally insured:
Are these files reviewed annually for expired certificates?

Yes

Outside programs/camps

Contractors/service providers

Vendors

Yes

Yes

Yes

15.

Are all contracts reviewed by legal for proper language?

Yes

16.

Is Special Events Coverage obtained for school sponsored events such as carnivals, summer camps for athletics, (outside groups attending) etc., conducted on school property?

Yes

17.

Is there a daycare facility? If so, is this facility licensed following DCFS guidelines?

Yes

rcs/nf/034.Antioch.260112.Shirley.rca

18. Are the guidelines followed for child-to-attendant ratios? (A teacher must always be present)

Yes

<https://dcfs.illinois.gov/content/dam/soi/en/web/dcfs/documents/about-us/policy-rules-and-forms/documents/cfs-1000/cfs-1050-52-summary-for-dcc.pdf>

Group Size and Staff Requirements:

AGE OF CHILDREN	STAFF/CHILD RATIO	MAXIMUM GROUP SIZE
Infants (6 weeks through 14 months)	1 to 4	12
Toddlers (15 through 23 months)	1 to 5	15
Two years	1 to 8	16
Three years	1 to 10	20
Four years	1 to 10	20
Five years (preschool)	1 to 20	20
School-age: Kindergartners present	1 to 20	30

- Exception: One early childhood teacher and an assistant may supervise a group of up to 30 children if all of the children are at least five years of age.
- Whenever children of different ages are combined, the staff/child ratio and maximum group size must be based on the age of the youngest child in the group.

19. Is there a formal field trip policy? Are there rules and conduct guidelines developed for chaperones that include overnight stays, if applicable?

Yes

20. Is there a foreign travel policy?

N/A

21. Are lunchroom and playground supervisors trained?

Yes

22. Are students on property before/after school supervised?

Yes

23. Are there separate people who issue checks and reconciles the checking accounts?

Yes

24. Are there controls for all financial accounts, including clubs/booster accounts/PTO?

Yes

25. Does the district require a form parents and doctors must sign for the distribution of medication including OTC medications?

Yes

26. Is training provided to employees responsible for the distribution of medication?

Yes

27. Are all student/employee medical records secure and meet HIPAA requirements?

Yes

28. Have crossing guards received safety training and also supplied with safety equipment (vests and stop signs)? N/A _____

29. If drones are used in the district, all FAA regulations are followed and there are use guidelines in place? (Example: Pilots are certified, craft is registered, remote identification is operational.) N/A _____

https://www.faa.gov/uas/educational_users

30. Does the school district comply with the "Beyond Charity Law." Suicide prevention hot lines (identifying which has text messaging) are included on student ID cards and printed planners, and student handbook. Yes _____

<https://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=102-0416>

Departments (where applicable)

31. Are safety rules/procedures and inherent dangers addressed with the students in each department (athletics, science, theater, art, shop, etc.)? Yes _____

32. Are flammable chemicals (including aerosols) stored in the proper cabinets and locked when not in use? Yes _____

33. Are chemical inventories completed in each department and the list is updated? Yes _____

34. Chemicals not in use in current curriculum are properly disposed of? Yes _____

35. Are Safety Data Sheets (SDS) maintained for all hazardous chemicals? Yes _____

36. Is there a written classroom policy for Personal Protective Equipment and required to be used where applicable? Yes _____

Other Comments: _____

Athletics

37. Is a signed consent form obtained and kept in file for each student? **Yes** _____

38. Are yearly medical exams required for athletes? Does a physician complete a form indicating the participant is physically fit? **Yes** _____

39. Are all non-faculty coaches trained with an Athletic Program Certificate? (IHSA for High School, IESA for middle school. Both includes Spirit Teams.) **Yes** _____
<https://www.ihsa.org/Resources/Coaches-Education> <https://www.iesa.org>
<https://www.iesa.org/documents/sportsmanship/IESA-CoachingEducation-2017.pdf>

40. Is qualified medical assistance available or a way to communicate emergencies during practices/games? **Yes** _____

41. Are AED's available by the playing fields and gymnasiums during practice/games with trained staff present? The AED's are inspected and serviced following manufactures guidelines? **Yes** _____

42. Are parents advised of the rules, regulations, procedures, and code of conduct? **Yes** _____

43. Are safety inspections completed for practice and games prior to their use:

Playing fields	Yes	
Gymnasiums	Yes	
Weight rooms	N/A	
Locker rooms	Yes	
Equipment	Yes	

44. Is turf testing complete for impact compliance, if applicable? **N/A** _____

45. Is there a procedure for equipment reconditioning and/or replacement of equipment? **Yes** _____

46. Has a Concussion Policy been adopted and training of appropriate staff been completed? **Yes** _____

47. All coaches have had training on concussion awareness and pre-screening is complete for student participants? <https://www.nfhs.org/sports-resource-content/nfhs-concussion-courses/> **Yes** _____

48. Are safety programs/procedures in place and reviewed for ropes courses/climbing walls?
(If high hazards exist, recommend districts remove these types of programs. Example: high vertical wall)

Yes

49. All coaches have formal training on proper training and safety techniques? (Example: football blocks, spotting, cheer progression stunting.)
www.nfhs.org

Yes

Other Comments:

Art, Industrial Technology, and Theater Departments

50. Are emergency shut-off buttons in shop classes, science laboratories, and kitchens labeled?

Yes

51. Are kilns guarded/protected from incidental contact and the ventilation system is properly maintained?

Yes

52. Are dust collectors properly maintained in Shop areas?

N/A

53. Is the collection system protected with a fire sprinkler system? If no sprinkler system, housekeeping is strictly maintained?

Yes

54. Are spark producing areas (grinding and welding) in a separate room from the collection system/dust exposure?

Yes

55. Are documented power/hand tool inspections conducted in all departments?

N/A

Theater:

N/A

Art:

N/A

Industrial Technology

(Woods, Metals, Auto):

N/A

56. Are all table saws equipped with automatic shut-off devices (sawstop)?

N/A

57. Are catwalk systems guarded/enclosed in the theaters?

N/A

58. Are production props inspected and approved prior to use?

N/A

59. Are the weight/pulley systems in the theater inspected? N/A _____
- _____
60. Do parents/volunteers receive documented safety training on equipment use? N/A _____
- _____
61. Are lifts/cherry pickers/forklifts secured and used only by trained/authorized employees (no student or parent use)? Yes _____
- _____
62. Is there proper disposal procedures for oil and oily rags? Yes _____
- _____
63. Are gas cylinders properly secured/stored? Yes _____
- _____
- Other Comments: _____

Science Departments

64. Are eyewash stations inspected/tested on a monthly basis? Yes _____
- _____
65. Can the gas valves be locked out? Yes _____
- _____
66. All chemicals are secured when not conducting experiments? Yes _____
- _____
- Other Comments: _____

Family and Consumer Sciences/Culinary Arts

67. If kitchens utilize a gas stove, are there emergency shut-off buttons/valves in the classrooms? Yes _____
- _____
68. Are kitchen utensils (knives) secure when not in use? Yes _____
- _____
69. Are slicers properly guarded? Yes _____
- _____
- Other Comments: _____

Security

70. Does the district incorporate threat assessments?
<https://www.schoolsafety.gov/threat-assessment-and-reporting>

71. A Crisis Management Plan is in place and updated as necessary (annually updated at minimum)?

72. Is there a policy on gang activity/behavior in/around the schools? (Example: Dress code for "colors," hats, symbols.)

73. Are visitors/contractors required to report to the main office and complete a sign-in/sign-out procedure?

74. Does office staff check identification and use a lanyard with a special color designation for visitors?

75. Are the local fire/police departments involved with the tests/drills for Lockdown?

76. Are security procedures in place for school activities and athletic events?

77. Is roof access controlled?

78. Is training conducted for staff, students and parents on security? (Visitors must sign-in, entrance only by the main office, no tailgating, reporting unauthorized visitors, securing doors, no propping of doors, etc.)

79. Does the District have an after-hours security program? Examples: Camera, motion sensors, security/police patrols.

80. Does the district utilize a mass notification system (Parent and Student cell phones included)?

81. Is NIMS (National Incident Management System) training completed with key crisis management staff? (ICS-100 .2 CEU's)
<https://training.fema.gov/nims>

82.	Are there multiple ways to report suspicious activity? (Examples: Anonymous tip line, online.)	<div>Yes</div>	<hr/>
<hr/>			
83.	Before and after school activities entry is controlled? (Certain designated doors, monitors, etc.)	<div>Yes</div>	<hr/>
<hr/>			
84.	Are fixed and portable gates used to limit access without restricting emergency exits during before and after school activities?	<div>Yes</div>	<hr/>
<hr/>			
85.	Are there multiple ways for communication in buildings? (PA, bullhorns, radios, Cisco System, etc.)	<div>Yes</div>	<hr/>
<hr/>			
86.	Are there designated public information officers? (Staff has been trained all statements are made by public information officers.)	<div>Yes</div>	<hr/>
<hr/>			
87.	School resource officers are used?	<div>Yes</div>	<hr/>
<hr/>			
Other Comments: <hr/>			

Auto/Vehicle Risk Management Controls

1. Is an appropriate/current United States drivers' license required for all drivers who drive the school's vehicles? (Includes volunteers, non-staff coaches, etc.) Yes _____

2. Are Motor Vehicle Records (MVR) obtained and verified before hire and annually thereafter for all drivers who drive the school's vehicles? Yes _____

3. Is there a formal policy used when analyzing MVR's to determine the level of risk exposure for all drivers (includes non-staff coaches)? Yes _____

4. Is there a check-in/check-out procedure for the vehicles and keys are secured when not being used? Yes _____

5. Are formal procedures followed if the school's vehicle should break down or become involved in an accident/or other emergency? Yes _____

6. If a contracted bus service is used, does the district have a copy of the drivers CDL on file or verification is given from the contracted company? (If employed by the district, CDL requirements must be on file). Yes _____

7. Have special needs bus drivers received any additional training (securing wheelchairs, lifting students, behavior, etc.)? Yes _____

8. Have activity bus drivers received training? Yes _____

9. Do drivers require the use of passenger seatbelts when provided in the vehicle? Yes _____

10. Are there formal bus and student drop-off/pickup procedures developed for each school in the district? Yes _____

11. Do the procedures include diagrams/maps of traffic flow patterns for busses and parent drop-off/pickup areas? Yes _____

12. Are these procedures communicated, including state laws (no cell phone usage) to the parents and students through letters, reminder memos, the student/parent handbook, district website, etc.? Yes _____

13. Is there adequate signage posted around the schools (stop/yield signs, speed limit signs, etc.) and are traffic flow patterns clearly marked (arrows, thru lanes, bus lane, etc.)? Yes _____
- _____
14. If employees are permitted to use the school's vehicles for personal use, are IRS guidelines followed? N/A _____
- _____
15. If the district allows business use of personal vehicles, insurance cards are reviewed for individuals who regularly drive their own vehicles for school purposes? N/A _____
- _____
17. Are there formal procedures for transporting students, such as requiring the use of school transportation or a transportation company? (Example: Mid-school day travel to career/technology education program.) Yes _____
- _____
18. Is a sign-out form utilized for students leaving with the parent(s)/guardian after sponsored events? Yes _____
- _____
19. Are coaches made aware of custody/legal orders for student release? Yes _____
- _____
20. If vehicles are rented, are they rented in the school's name? Yes _____
- _____
21. Are there guidelines/policies to control the use of golf carts, gators, etc. by employees, no students, no contractors, etc.? N/A _____
- _____
22. Is driver awareness training completed with employees who drive for the district? Yes _____
- _____

Other Comments: _____

Property Exposures

1. Is there a master key/swipe card program? If so, logs are maintained on the individuals who have keys/swipe cards? Yes _____

2. Is staff/employee access into the buildings limited to certain hours? Yes _____

3. Are building grounds inspected for slip and trip type hazards daily? Yes _____

4. Are the buildings inspected for electrical hazards? (Examples: extension cord use, pigtailed surge protectors, missing ground prongs, etc.) Yes _____

5. Are there inspections of the playground(s)/pool(s) for hazards on a regular basis with documentation? (Informal inspections should be compelled daily before use.) Yes _____

6. Are inspections completed with a means of reporting hazards for park district owned playgrounds? N/A _____

7. Are pool filtration systems guarded? N/A _____

8. Does the district conduct an annual documented internal safety inspection of the bleachers? Yes _____

9. Is a proper engineering company used to inspect bleachers every two years? Yes _____

10. Are procedures in place for checking under and around bleachers for equipment/debris/people before being closed? Yes _____

11. Is the use of roller blades, roller skates, skateboards, etc. prohibited from school grounds? Yes _____

12. Are there signs posted stating the rules for lakes or ponds on school property? N/A _____

13. Is there a formal inspection/preventative maintenance program for the following equipment and areas of the district's facilities:

Water heaters/boilers	Yes
Roof drains/spouts	Yes
Water drains, traps, and sewer line	Yes
Trimming trees/shrubs	Yes
Heating/cooling units	Yes
Sidewalks, driveways, & parking lots	Yes
Laundry machine/dryers (vent system cleaned regularly)	Yes
Fire sprinkler system	Yes
Plumbing system	Yes
Exterior lighting	Yes

Explain Procedures:

Annual Contracted Inspection	
Maintenance Crew Inspection of Building	
Maintenance Crew Inspection of Building	
Maintenance Crew Inspection of Building	
Annual Contracted Inspection	
Maintenance Crew Inspection of Building	
Head Custodian Responsibility	
Annual Contracted Inspection	
Annual Contracted Inspection	
Maintenance Crew Inspection of Building	

14. Are proper control measures in place to protect pipes/plumbing from freezing? Yes _____
15. Are all boiler certificates up-to-date? Yes _____
16. Are the fire, burglar, and weather alarms tested at least annually? Yes _____
17. Does the District limit flammable liquids in the building and use a proper NFPA vented cabinet? Yes _____
18. Is lightning protection installed on the district buildings? Yes _____
19. Are surge protectors installed on the district buildings? Yes _____
20. Does the district have a snow removal/salting program with documentation? (This includes sidewalks.) Yes _____
21. Roof inspections with a roofing contractor are completed on a regular basis for each building in the school district? Yes _____
22. Does the district inspect the roofs after a major storm without putting employees at risk? Yes _____

23.

Does the district have a way to monitor potential water intrusion remotely?

Yes
24.

Does the district have a way to monitor potential frozen pipe areas remotely?

Yes

Life Safety

25.

Are exit doors and hallways clear of obstruction?

Yes
26.

Are electrical outlets within 6 feet of a water source protected by a ground fault circuit interrupter (GFCI)?

Yes
27.

Are fire extinguishers and emergency lights inspected and documented on a monthly basis?

Yes

Other Comments:

Technology Exposures

1. Does the District have a computer acceptable user policy for employees, students and volunteers? Yes _____

2. Is there a District policy on cell phone usage and other electronic devices for employees and students? Yes _____

3. Are the hard drives on computers and other electronic devices such as copy machines, printers, deleted/wiped clean before being disposed of, sold, or sent back to the leasing company? Yes _____

4. Are staff/employees required to change their passwords on a regular basis? Yes _____

5. Are strong passwords required along with multi-factor authentication for remote access? Yes _____

6. Is training provided to all staff on cybersecurity safety such as phishing, password security and device security? Yes _____

7. If a background check is completed for visitor check-in, is there a procedure for proper disposal/shredding of the results once no longer needed? Yes _____

8. Do laptops, cell phones, etc. have security measures installed to make them inaccessible to unauthorized users? Yes _____

9. Is an appropriate extinguishing system and/or fire extinguisher installed in the computer server room? Yes _____

10. Are antivirus/malware software and firewalls installed and routinely updated? Yes _____

11. Do laptops and other electronic devices have the capability of encryption and remote-wipe should the device become lost or stolen? Yes _____

12. If a cyber attack were to occur, is there a cyber response plan in place? (Example: maintain a list of providers to contact in case of an event, off-site system back-ups.) Yes _____

13. A Technology Director or Consulting Firm for cyber security and proper system backup is used for all systems? Yes _____
www.cisa.gov/school-safety-and-security

Other Comments: _____

Suburban Schools Cooperative Insurance Program (SSCIP) Antioch Public School District #34

Program Assessment Recommendations January 12, 2026

<i>Status</i>	<i>Description</i>
New	Brand new recommendation. Target date for integration to be set by client.
Not Yet Completed	Previous recommendation in process, estimated completion date set on-site when repeat deficiency identified.
Completed	Recommendation from previous meeting completed.

Note: Target date is to be set by the member

Rec. #	Recommendation	Target Date	Status
P25-02-01	Consideration should be given to keeping custodial closet, utility room, staff area/teacher's lounge, roof access, and chemical storage room doors closed and locked during times when students are present. This will help prevent potential exposure to harmful chemicals, tools, and equipment present in these restricted areas.		Completed

Suburban Schools Cooperative Insurance Program (SSCIP)

Antioch Public School District #34

Antioch Upper Grade School

Physical Hazard Survey Recommendations

January 12, 2026

Status	Description
New	Brand new recommendation. Target date for integration to be set by client.
Not Yet Completed	Previous recommendation in process, estimated completion date set on-site when repeat deficiency identified.
Completed	Recommendation from the previous meeting completed.

Note: Target date is to be set by the member.

Rec. #	Recommendation	Target Date	Status
25-02-01	It is recommended that a guard be installed on the paper cutter in the Art Room to prevent students from raising/lowering the blade and potentially injuring their hands/fingers.		Completed
25-02-02	During our visit, a fire extinguisher was found to be blocked by items in the Art Room. It is recommended that all emergency response equipment remain clear and unobstructed to provide ease of access during an emergency.		Completed
25-02-03	During our visit, items were found to be blocking the staircase in the gym/wrestling mezzanine, obstructing access to the stairs. It is recommended that all items be removed from the top and bottom of staircases to prevent a trip and fall accident and to allow ease of access.		Completed
25-02-04	The expiration of the Automated External Defibrillator (AED) pads has been noted, rendering them ineffective for potential life-saving interventions. To uphold the safety and preparedness standards within your facility, it is vital to promptly replace the expired pads with new ones. Ensuring that the AED is equipped with up-to-date and functional pads is critical for optimizing its performance during cardiac emergencies.		Completed

Rec. #	Recommendation	Target Date	Status
25-02-04 Continued	Therefore, we kindly request that you take the necessary steps to replace the pads as soon as possible. This proactive measure will help to guarantee that the AED remains a reliable resource in your emergency response toolkit, ready to provide vital assistance when needed.		
25-02-05	Please verify that a carbon monoxide (CO) detector is present in the Cafeteria Kitchen. It is recommended that a carbon monoxide alarm or detector be located within 20 feet of any enclosed gas-powered appliance. Alarms or detectors must be in operating condition and inspected annually.		Completed

**Suburban Schools Cooperative Insurance Program (SSCIP)
Antioch Public School District #34
Mary Kay McNeill Early Learning Center**

Physical Hazard Survey Recommendations
January 12, 2026

Status	Description
New	Brand new recommendation. Target date for integration to be set by client.
Not Yet Completed	Previous recommendation in process, estimated completion date set on-site when repeat deficiency identified.
Completed	Recommendation from the previous meeting completed.

Note: Target date is to be set by the member.


Rec. #	Recommendation	Target Date	Status
25-02-01	It is recommended that the storage materials in the Boiler Room be moved to provide adequate clearance to the electrical panels. Per OSHA 1926.403(i)(1)(i)), a minimum clearance area of 3-feet (36-inches) is required around any electrical equipment to provide access during general maintenance and emergency situations.		Completed
25-02-02	It is recommended that the fire extinguisher found in the Gross Motor Room (Room 5) be mounted to a wall that is easily accessible. Per OSHA 1910.157(c)(1), fire extinguishers must be mounted and properly identified in a designated location to prevent misplacement in the event of a fire.		Completed



Suburban Schools Cooperative Insurance Program (SSCIP) Antioch Public School District #34 Administration Building

Physical Hazard Survey Recommendations January 12, 2026

Status	Description
New	Brand new recommendation. Target date for integration to be set by client.
Not Yet Completed	Previous recommendation in process, estimated completion date set on-site when repeat deficiency identified.
Completed	Recommendation from previous meeting completed.

Note: Target date is to be set by the member

Rec. #	Recommendation	Target Date	Status
26-01-01	<p>During our visit, the eyewash bottle in the Chemical Storage Area was found to be expired. It is recommended that the bottle is replaced with an active eyewash bottle and that staff are inspecting eyewash bottles routinely to ensure their efficacy.</p> 		New
26-01-02	<p>The expiration of the Automated External Defibrillator (AED) pads has been noted, rendering them ineffective for potential life-saving interventions. To uphold the safety and preparedness standards within your facility, it is vital to promptly replace the expired pads with new ones.</p>		New

Rec. #	Recommendation	Target Date	Status
26-01-02 Continued	<p>Ensuring that the AED is equipped with up-to-date and functional pads is critical for optimizing its performance during cardiac emergencies. Therefore, we kindly request that you take the necessary steps to replace the pads as soon as possible. This proactive measure will help to guarantee that the AED remains a reliable resource in your emergency response toolkit, ready to provide vital assistance when needed.</p> 		
26-01-03	<p>The Automated External Defibrillator (AED) currently has a low battery level or is otherwise unready for use (signified by the red "X" status symbol), which compromises its effectiveness for emergency situations. To ensure the device is fully functional and ready to respond effectively in case of cardiac emergencies, it is imperative to promptly replace the battery or cycle the unit until a green "Check" mark is showing. Maintaining the AED in optimal condition is crucial for the safety and well-being of individuals within your facility. Therefore, please take immediate action to replace the battery to guarantee the continued reliability and effectiveness of the AED.</p> 		New
26-01-04	<p>It is recommended that the expired Naloxone kit be replaced immediately to maintain effective emergency response capabilities, ensure regulatory compliance, and minimize liability risks associated with opioid overdose incidents in the facility.</p>		New

Rec. #	Recommendation	Target Date	Status
26-01-04 Continued			

Suburban Schools Cooperative Insurance Program (SSCIP)

Antioch Public School District #34


Hillcrest Elementary School



Physical Hazard Survey Recommendations

January 12, 2026

Status	Description
New	Brand new recommendation. Target date for integration to be set by client.
Not Yet Completed	Previous recommendation in process, estimated completion date set on-site when repeat deficiency identified.
Completed	Recommendation from the previous meeting completed.

Note: Target date is to be set by the member.

Rec. #	Recommendation	Target Date	Status
26-01-01	<p>During our visit, an exit door and walkway in the Gym Storage Room were found to be obstructed by storage items. It is recommended that a clear passageway be established for ease of access to all exit doors.</p> 		New
26-01-02	<p>It is recommended that the storage materials in the Mechanical Room (Room 333) be moved to provide adequate clearance to the electrical panels. Per OSHA 1926.403(i)(1)(i)), a minimum clearance area of 3-feet (36-inches) is required around any electrical equipment to provide access during general maintenance and emergency situations.</p>		New

Rec. #	Recommendation	Target Date	Status
26-01-02 Continued			
26-01-03	<p>All outlets in the Kindergarten, Pre-K, and Special Education rooms should have tamper proof outlets (outlet faces or plastic inserts) installed to reduce the risk of injury if a child were to insert an item into the outlet. Below is a sample link of a product on the market.</p> <p>https://www.maxximastyle.com/electrical/tamper-resistant-duplex-receptacle-wall-outlet-20a-white-wall-plates-included-pack-of-10-mew-r200w-10?qclid=EAlalQobChMlx8Cyjs-X6AIVzsDACH13rwAIEAQYAiABEglixPD_BwE</p> <p>Per the 2020 National Electrical Code, Tamper Resistant Receptacles are now required in the following areas:</p> <ul style="list-style-type: none"> • Homes • Preschools, Elementary Education Facilities, and Child Care Facilities • Business Offices • Hotels and Motels • Clinics, Medical, Dental offices, and Outpatient Facilities • Assembly Occupancies (places awaiting transportation, gyms, skating rinks, auditoriums, and dormitories) 		New

Suburban Schools Cooperative Insurance Program (SSCIP)

Antioch Public School District #34


Oakland Elementary School


Physical Hazard Survey Recommendations

January 12, 2026

Status	Description
New	Brand new recommendation. Target date for integration to be set by client.
Not Yet Completed	Previous recommendation in process, estimated completion date set on-site when repeat deficiency identified.
Completed	Recommendation from the previous meeting completed.

Note: Target date is to be set by the member.

Rec. #	Recommendation	Target Date	Status
26-01-01	<p>During our visit, the eyewash bottle in the Custodial Office was found to be expired. It is recommended that the bottle is replaced with an active eyewash bottle and that staff are inspecting eyewash bottles routinely to ensure their efficacy.</p> 		New
26-01-02	<p>During our visit, the eyewash bottle in the Kitchen was found to be expired. It is recommended that the bottle is replaced with an active eyewash bottle and that staff are inspecting eyewash bottles routinely to ensure their efficacy.</p>		New

Rec. #	Recommendation	Target Date	Status
26-01-02 Continued			

SUBURBAN SCHOOL COOPERATIVE INSURANCE POOL

Claim Number	Status	Benefit State	Accident Date	Reported Date	Closed Date	Coverage	WC Indicator	Unit Number	Reporting Unit	Branch	Resolution Manager	Total Paid	Total Outstanding	Total Incurred	Claim Description
Coverage Group: Auto															
000330-006451-AD-01	Closed	IL	9/15/2023	9/21/2023	11/10/2023	AD		034A-1	ANTIOCH #34 NEW ADMIN	GB-GL RETAIL & RESTAURANT	ANNA MARINELLI	1,813.76	0.00	1,813.76	the iv was attempting a left turn, and noticing this, the ov beganreversing, but the iv still made contact. the ov incurred scratches to the front bumper and trim. no injuries were reported.
Totals for Auto - 1 Claims												1,813.76	0.00	1,813.76	
Coverage Group: General Liability															
000330-006473-EO-01	Closed	IL	10/24/2023	10/25/2023	3/26/2024	EO		034A-1	ANTIOCH #34 NEW ADMIN	GB-GL RETAIL & RESTAURANT	DANIELLE TANGORRA	0.00	0.00	0.00	law office of charles fox requesting student's records.
000330-006631-EO-01	Open	IL	9/30/2024	9/30/2024		EO		034A-1	ANTIOCH #34 NEW ADMIN	GB-PUBLIC SECTOR PRACTICE	SIERRA SPIVEY	4,706.00	20,294.00	25,000.00	please see attached documentation regarding student services for greyson bourne/isbe complaint
000330-006659-EO-01	Closed	IL	11/12/2024	11/13/2024	4/22/2025	EO		034A-1	ANTIOCH #34 NEW ADMIN	GB-GL RETAIL & RESTAURANT	THOMAS GAYO	0.00	0.00	0.00	i am giving notice of a bond claim for reasons which include principal hernandezs misconduct and fraud; please notify the schools carrier. ive made several attempts to resolve this matter with mr. borowiak and ms. hernandez but they have refused, we can now open an official investigation. my claim includes ms. hernandezs attempt to wrongfully/illegally transfer my children byuse of her authority, coercion and deception to non parent personswho were previously convicted of abusi
000330-006665-EP-01	Open	IL	6/16/2023	12/9/2024		EP		034A-1	ANTIOCH #34 NEW ADMIN	GB-PUBLIC SECTOR PRACTICE	SIERRA SPIVEY	37,573.00	34,427.00	72,000.00	unperfected charge of discrimination with the idhr alleging disability discrimination and retaliation, harassment, intimidation and hostile work environment from 06/16/23 to 10/3/2023
000330-006676-EO-01	Closed	IL	12/19/2024	12/20/2024	5/27/2025	EO		034A-1	ANTIOCH #34 NEW ADMIN	GB-PUBLIC SECTOR PRACTICE	DORIS CHESTER	0.00	0.00	0.00	potential claim arising from parent's allegation of their child's civil rights being violated concerning a phone and water bottle being taken.
000330-006509-EP-01	Open	IL	1/30/2024	1/30/2024		EP		034A-5	ANTIOCH #34 OAKLAND ES	GB-PUBLIC SECTOR PRACTICE	SIERRA SPIVEY	80,568.35	61,431.65	142,000.00	lawsuit filed against two board members alleging interference withemployment contract
Totals for General Liability - 6 Claims												122,847.35	116,152.65	239,000.00	
Coverage Group: Property															
000330-006696-RB-01	Closed	IL	1/19/2025	1/27/2025	10/22/2025	RB		034A-4	ANTIOCH #34 UPPER ES	GB-ST. PETERS / PROPERTY	ANTONIO ESQUIVEL	8,045.90	0.00	8,045.90	watermain break at antioch upper grade parking lot. cause a huge crater in the lot and rpz not to restart
000330-006821-RB-01	Closed	IL	9/2/2025	9/3/2025	12/12/2025	RB		034A-1	ANTIOCH #34 NEW ADMIN	GB-ST. PETERS / PROPERTY	ANTONIO ESQUIVEL	3,852.75	0.00	3,852.75	we had the comed transformer by our middle school and transportation center this past month causing the district to needreplace the fire alarm panel at the transportation center and the gate opener was also damaged (looking to see if it can be repairedor if full replacement will be needed) due to the transformer blowup.out costs exceed \$6500. what are our next steps.

Claim Number	Status	Benefit State	Accident Date	Reported Date	Closed Date	Coverage	WC Indicator	Unit Number	Reporting Unit	Branch	Resolution Manager	Total Paid	Total Outstanding	Total Incurred	Claim Description
000330-006881-AP-01	Open	IL	12/7/2025	12/17/2025		AP		034A-1	ANTIOCH #34 NEW ADMIN	GB-PUBLIC SECTOR PRACTICE	CAMERON MARTIN	0.00	7,700.00	7,700.00	it is unfortunate to notify you that one of our former maintenancestaff members had an accident during snow removal. please find attached pictures and the police report. let me know if there is anything else that you need from us. for detailed information please contact our director of maintenance of operationscuauatemocmendez at 224 301 1038.
Totals for Property - 3 Claims												11,898.65	7,700.00	19,598.65	
Grand Totals - 10 Claims												136,559.76	123,852.65	260,412.41	