

Putnam County CUSD 535

Finance Committee Meeting

Monday, December 19, 2011

5:00 PM

PUTNAM COUNTY PRIMARY SCHOOL - MEDIA CENTER

AGENDA

- I. Call To Order
- II. Tax Levy
- III. Multi-Year Budget
- IV. Risk Management Plan
- V. Adjourn

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Risk Management Plan

*Sample
Plan
for
Review*

**Dimmick Grade School
District #175
LaSalle, Illinois**

Revised: 11/21/11

Dimmick Grade School District #175 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 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 of the Risk Management Plan and related procedures.

The District Secretaries are assigned the responsibility for the administration of various components of the Risk Management Plan. They will serve as the District liaisons to the various consulting services, claim and adjustment services, and insurance companies. In addition, these employees 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 Secretaries to devote 20% of their 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 administration in collaboration with building custodians. Thus, a portion of the District's administration team members' 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 custodian shall be responsible for the daily inspection of buildings and grounds, appraising the building administration 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 administration shall review said deficiencies and then determine the most efficient and cost effective method of correcting any validated deficiency. It is expected that the Custodian 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 administration 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 building Administration, Athletic Director, Playground Supervisors, Cafeteria Monitors and Servers, Bus Monitors 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 their time devoted to risk care management related activities.

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

It is expected that the Athletic Director will spend 20% of his/her 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 his/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 Secretary 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, Repairs and Fall Surfacing
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
24. Install anti-slip flooring in appropriate areas of the building

DIMMICK GRADE SCHOOL DISTRICT #175

State of Illinois
County of LaSalle
297 North 33rd Road

CERTIFICATE

I, _____, DO HEREBY CERTIFY that I am the Secretary of the Board of Education, for Dimmick Consolidated School District #175, and that the forgoing is a true and correct copy of the Risk Management Program duly adopted by the Board of Education of Dimmick Community Consolidated School District #175 at a regular board meeting held the 21st of November, 2011, said adoption being part of the official records of said Board of Education.

DATED: November 21, 2011

SIGNED:

School Board Secretary

School Board President

RESOLUTION TO ADOPT
SAFETY AND RISK MANAGEMENT PLAN

WHEREAS, the Board of Education of Putnam County Community Unit School District No. 535, Putnam County, Illinois is and has been concerned with the safety and welfare of its students, faculty, employees, volunteers, agents, contractors, visitors and other invitees, and

WHEREAS, the Board of Education recognizes that unsafe conditions and practices jeopardize the well being of its students, faculty, employees, volunteers, agents, contractors, visitors and other invitees, and

WHEREAS, the Board of Education recognizes that unsafe conditions and practices in the operation of the District may result in financial losses which may interfere with the proper and continued presentation of school programs and services, and

WHEREAS, the Board of Education recognizes that the implementation of a safety and risk management program is an effective process for addressing potential injury and financial loss,

NOW THEREFORE BE IT RESOLVED by the Board of Education of Putnam County Community Unit School District No. 535 (hereinafter the "School District") that it is in the best interest of the School District to develop, implement and administer a comprehensive safety and risk management program. The objectives of this program will be as follows:

1. To identify and increase awareness of the administration, staff, faculty, volunteers, students and parents of unsafe conditions and procedures, and to develop the decision-making and behavior process to minimize injury and financial losses.
2. To identify and control risk factors from mechanical, human and non-human sources.
3. The School District will utilize its resources to identify safety risks, to implement safety and loss control methods, and to implement risk management procedures to minimize injury in the District to its administration, staff, faculty, volunteers, agents, contractors, visitors and other invitees to minimize financial loss and to provide the establishment and review of adequate safety programs.

BE IT FURTHER RESOLVED that District administrators, supervisory personnel, faculty and support personnel are directed to make safety and loss control a matter of continuing concern. The administration is directed to include in the job description of each category of personnel the following requirements as an integral part of their duties and responsibilities.

1. Aides, Custodians, Teachers, Cafeteria Workers, Monitors and other Support Personnel including Volunteers

- A) To inspect and observe activities on District property and during school activities, as possible, for correct safety and procedures and to correct any unsafe practices and conditions immediately if injury may be imminent and to report all other potential safety hazards to their supervisors.
- B) To work with supervisors to develop and maintain a program of safe conditions and practices to provide for the welfare of the students, faculty and support personnel, including volunteers and to avoid costly litigation which may result from unsafe conditions and practices.

2. Principals and Administrators

- A) To inspect and observe activities on District property and during school activities, as possible, for correct safety procedures and to correct any unsafe practices and conditions immediately if injury may be imminent and to report all other potential safety hazards to their supervisors.
- B) To require Teacher Aides, Custodians, Cafeteria Workers, Monitors and other support personnel to observe District property and school activities for correct safety procedures and to require correction of any unsafe conditions and practices immediately if injury is imminent and to report all other potential hazards to supervisors.
- C) To work with Teacher Aides, Custodians, Cafeteria Workers, Monitors and other support personnel to develop and maintain a program of safe conditions

and procedures to provide for the welfare of the students, faculty, and support personnel and to avoid costly litigation which may result from unsafe conditions and practices.

This Resolution supersedes any other District policies which may address this issue and renders them void.

Adopted by the Board of Education, Putnam County Community Unit School District No. 535, Putnam County, Illinois, this 19th day of June, 2000.

Ayes: _____

Nays: _____

Absent: _____

President

Attest:

Secretary

ALLOCABLE TORT IMMUNITY TAX LEVY EXPENDITURES

1. Cost of asbestos inspections.
2. Cost of Risk Care Management Program.
3. Costs of protecting the entity and its employees against liability, property damage or loss, and all costs and reserves of being a member of an insurance pool. This includes any obligation created by membership in a self-insurance pool or group to pay a proportional share of any debt instrument issued by a public entity for the benefit of the self-insurance pool or group.
4. Principal and interest of tort judgment bonds.
5. Obligations under the Workers' Compensation Act, Unemployment Insurance Act, Occupational Diseases Act.
6. Operating and administrative costs, including legal expenses and wages of employees, in connection with defending or protecting itself against liability under Federal or State law, Workers' Compensation Act, Workers' Occupational Diseases Act, and the Unemployment Insurance Act.
7. Tort Judgments, Compromises or Settlements as a result of:
 - a. Incidents due to condition of buildings or equipment therein.
 1. Entrances to buildings, vestibules
 2. Hallways and corridors
 3. Inside stairways, steps, or landings
 4. Stadium or bleachers
 5. Classrooms
 6. Lavatories
 - b. Incidents due to condition of grounds or walls.
 1. Surface of, or miscellaneous objects on grounds
 2. Openings or excavations
 3. School sidewalks, passageways, ramps or the like
 4. Lack of, or defects in, fences, walks, or gates

- c. Incidents due to lack or insufficiency of supervision.
 - 1. Before school hours
 - 2. During or between class periods
 - 3. During noon hour or recess periods
 - 4. After school hours
 - 5. Miscellaneous; undetermined time
- d. Incidents due to acts of fellow students.
 - 1. Acts committed in classrooms
 - 2. Acts committed in outside classrooms
- e. Incidents occurring off school premises; on public street or sidewalk.
- f. Incidents involving playground equipment or apparatus.
- g. Incidents involving trees or plants.
- h. Incidents caused by chemistry experiments.
- i. Incidents occurring during manual or vocational training or shopwork.
 - 1. Machinery or other equipment
 - 2. Automobiles and automobile parts
 - 3. Adult training
 - 4. Flying particles of metal; other miscellaneous incidents
- j. Incidents occurring during driver education classes.
- k. Incidents occurring during physical education classes.
 - 1. Games and sports
 - 2. Gymnastics
- l. Incidents occurring during school athletics.
 - 1. Injury to players
 - 2. Injury to spectators
- m. Incidents involving swimming pools.

- n. Incidents occurring in cafeterias or lunchrooms.
- o. Incidents in connection with transportation of pupils.
 - 1. Before boarding school bus
 - 2. During transportation
 - 3. After leaving school bus
 - 4. Failure to furnish transportation
- p. Incidents in connection with constructing, maintaining and dismantling school facilities.
- q. Incidents occurring during use of school premises for other than strictly school purposes.
 - 1. Educational or recreational activities of non-pupils in school building
 - 2. Sports activities of non-pupils
 - 3. Recreational activities on school playground or yard
 - 4. Lease of school premises
- r. Incidents occurring during performance of errands or tasks by pupils.
- s. Incidents occurring during performance of tasks by teachers outside school premises.
- t. Incidents involving physical examinations or fitness tests.
- u. Taking or damaging private property owned by school authority.
- v. Personal injury endorsement - liability for libel, slander, false imprisonment, and similar acts.

TORT IMMUNITY BOND PROCEEDS

1. Cost of tort judgments or settlements, including those of a self-insurance group or pool.
2. Used to create a reserve for payment of tort judgments and settlements.

TORT IMMUNITY INTEREST EARNINGS

1. To be used for Tort Immunity purposes.