

**Galesburg Community Unit School District #205**

# **Risk Management Plan**

**FY 2019**

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# **Galesburg District #205 Risk Management Plan**

## **Introduction**

Galesburg Community Unit School District #205 is committed to providing a safe working and learning environment for students, teachers, parents, and all persons who use the public facilities operated and managed by the school district. In the interest of improved safety, District #205 has implemented the following Risk Management Plan. This plan contains multiple components, but does not necessarily include all initiatives that the District staff provide in the interest of public safety.

The principal purpose of this plan is devoted to the following safety concerns: insurance, safety assignments, annual inspections, surveys and trainings, law enforcement services, state and federal law and safety compliance, and tort liability issues.

## **Insurance**

Galesburg Community Unit School District #205 will provide a quality insurance program to support and promote safety in the buildings, on the grounds, and in and around vehicles operated by the District. The insurance program will also protect the financial security of the District and its employees. The insurance program will include workers compensation, unemployment compensation, school board legal liability, Treasure's Bond, and appropriate general liability coverage for the buildings and grounds.

### Workers Compensation

The intent of workers compensation insurance coverage is two-fold. The first focus is to prevent accidents from happening. The second is to provide financial resources to cover the expenses related to accidents that may happen. Workers compensation insurance provides accident prevention publications, workshops and recommendations from the insurance carrier and their professional safety representatives.

Workers compensation coverage will provide insurance that meets the legal requirements of the State of Illinois and maintains at least \$2,000,000 liability coverage for bodily injury by disease for each employee. The insurance will be based upon considerations that District #205 has employees who regularly drive vehicles, provide professional and clerical services, provide cafeteria services, and all other employee services provided to District #205. The insurance will be based on an annual assessment of the payroll, the district's safety record, claims experience and other related factors.

### Unemployment Compensation

District #205 provides unemployment compensation through a third party administrator. Equifax, the third party administrator, bills the district for administrative services and claims presented. These procedures adhere to legal guidelines and the laws of the State of Illinois.

### Liability Insurance

Having adequate levels of liability insurance coverage is a fundamental part of the Risk Management Plan. District # 205 carries the following general liability insurance coverage:

flood, crime, general property, mobile equipment, inland marine, auto, blanket liability and excess liability. The policy limits range from \$1,000,000 for employee dishonesty to \$2,000,000 primary and \$4,000,000 aggregate and \$14,000,000 excess per occurrence/aggregate for blanket liability coverage. These policies are maintained and updated annually and on an as-needed basis when there are changes in grounds, buildings, and the contents of the property owned by the District. Claims history and general inventories of assets are considered in these reviews.

#### School Board Legal Liability

District #205 carries a Public School Board Legal Liability Program policy. The policy provides a minimum of \$2,000,000 primary and \$14,000,000 excess aggregate coverage for the School Board. In addition, it provides \$250,000 in non-monetary claims, \$500,000 aggregate, and \$500,000 per occurrence in defense costs. District #205's legal counsel of choice is Miller, Tracy, Braun, Funk and Miller. The firm is also legal counsel for employee contracts and claims associated with School Board Legal Liability.

#### Treasurer's Bond

District #205 provides for a \$7,109,927 Treasurer's Bond in accordance with the laws of Illinois for School District Treasurers. The bond satisfies the requirements for legal limitations of bonding in relation to the amount of the cash and investments handled at any one time during the fiscal year by the District #205 Treasurer.

## **Safety Assignments**

### **Security and Public Address Systems**

District #205 has installed a security system in each student attendance center. The security system provides video monitoring of key points in each building, as well as a controlled access system that monitors who enters each facilities exterior doors in strategic locations by time, date, and location. This system allows office personnel to limit access to the building, as well as record and monitor staff, students, and the public in various areas of the building.

Additionally, all schools have a public address system. These systems allow school administrators to communicate with all the individuals in the building, simultaneously, in the event of an emergency.

### **Administration**

Principals, Assistant Principals, Athletic Director, and Assistant Superintendent are assigned the responsibility of providing for the safety of the students, faculty, and members of the public who access the District facilities they oversee. Their job descriptions make reference to this responsibility in the same general terms that other duties and responsibilities are described. The administration of each building has developed an emergency plan that documents specific responsibilities. Copies of the plan are available in each building and at the District office. Abbreviated versions are available in each classroom. Examples of covered emergencies include, but are not limited to, weather emergencies, fire, and unauthorized personnel on school property or in school facilities.

Building administrators are specifically responsible for the safety of students and staff in the day-to-day operations of their buildings. It is their responsibility to establish the procedures necessary to insure the orderly movement of people through and around all facilities and to provide adequate supervision of students and visitors. Administrators and other key personnel use cellular phones, which include data plans, that allow them to be in contact of essential personnel.

### School Resource Officer

Galesburg Community Unit School District #205 has an intergovernmental agreement with the Galesburg Police Department to jointly employ a School Resource Officer. The SRO is a juvenile officer that works with Galesburg High School and consults with the other District #205 schools to maintain a safe environment for students and staff. In addition, the SRO assists the administration with investigations related to violations of community laws on school district property.

### Custodians and Maintenance Workers

Custodians, maintenance workers, and their supervisors are assigned the responsibility of providing for the safety of the students and faculty with respect to the cleaning and maintenance of the buildings under their assigned control. Their job descriptions make reference to these responsibilities and duties. These responsibilities to maintain a safe and clean environment are documented in work orders for each facility.

In addition, the emergency plans for each building detail the role of custodians and maintenance workers in reacting to a variety of threats to the safety and well-being of

students, staff, and the public. Blue prints of the buildings and *Material Safety Data Sheets* (MSDS) are included in this level of responsibility. MSDS books are maintained at each building and overseen by the Director of Maintenance. These details are critical in the event of a fire, natural disaster, chemical spill, weapons or bomb threat. The custodians and maintenance staff can be dispatched via radio to any emergency area in the District.

#### Lunchroom and Playground Supervisors

Galesburg Community Unit School District #205 provides lunchroom and playground supervision daily. The supervisors ensure that students are able to eat in a safe and secure environment by minimizing student misconduct that may create unsafe conditions. The playground supervisors also engage with students to ensure that the proper behavior is demonstrated on the playground during recess time to avoid injury.

#### Galesburg High School Hall Monitors

Galesburg High School utilizes hall monitors to provide a safe and secure learning environment for students. The monitors ensure that students are able to use the spaces within Galesburg High School in a safe and secure manner by minimizing student misconduct that may create unsafe conditions. Hall monitors have access to radios, have classroom telephones, and cell phones in the event administration needs to be alerted to a situation where the monitors need assistance. Administrators, maintenance staff, and custodial staff have access to radios and cell phones to assist with emergency communication.

### Transportation Coordinator

Galesburg Community Unit School District #205 employs a Transportation Coordinator whose job is to ensure safe transportation of District #205 students. The coordinator is the District's main point of contact with the transportation vendor, First Student. In addition, the coordinator monitors all District drivers and routes, as well as First Student drivers and routes, thus minimizing the potential for lost or injured students.

In addition to coordinating daily routes, the Transportation Coordinator establishes a regular maintenance program for all district owned/leased school and activity busses. The Director of Maintenance is responsible for the general safety inspection and upkeep of all vehicles and equipment used in the maintenance and custodial departments. Repairs are promptly completed as needed.

### Bus Monitors

Galesburg Community Unit School District #205 hires and contracts with First Student Bus Monitors. The monitors ensure that students are transported in a safe and secure environment by minimizing student misconduct, assisting special education students requiring assistance, and assisting Pre-K students as needed.

### Extra-Curricular Supervision

Galesburg Community Unit School District #205 provides numerous opportunities for its students to participate in extra-curricular activities. During large tournaments, matches, and games, these students are supervised by staff members to ensure the safety of students and the public. Supervisors include administration, athletic directors, designated

representatives of administration, and the school resource officer. When necessary, the administration and/or the athletic director work with the local law enforcement agencies for crowd and traffic control when necessary.

### **Annual Inspections, Surveys, and Trainings**

#### **Life Safety Survey**

Galesburg Community Unit School District #205 maintains and updates life safety surveys on an annual basis in conjunction with the Regional Office of Education. Each attendance center is inspected for fire and life safety compliance. Results of the surveys are filed in the Regional Office of Education and the District #205 Central Office. Any deficiencies are addressed to meet all legal requirements.

In addition, Galesburg Community Unit School District #205 contracts a ten-year life safety survey as required by law. A licensed architect conducts the survey according to Illinois laws regulating life safety matters in public spaces. Any findings are included in the survey in a form of an amendment. The ten-year survey, including amendments, are approved by the Galesburg Community Unit School District #205 Board of Education, the Regional Office of Education, and the Illinois State Board of Education. Once the amendments are filed and approved, a tax levy is issued to raise money to address the needed repairs and maintenance. These amendments are filed with the County Clerks in conjunction with the adoption of the levy and the assessment and collection of taxes. All projects are completed in compliance with the legal restrictions and timelines involved. Completion documents are filed with the Regional Office of Education and the Illinois State Board of Education. A

complete copy of the ten-year survey and the supporting documents can be found at the District Office.

### Security System Inspections

The Director of Maintenance and the Director of Technology coordinate and establish annual inspections of the security systems and the building level. The Director of Technology also conducts an annual analysis of cyber-security and makes required upgrades to the system to protect student and employee information and data.

When areas of concern are found in the realm of security, specialists are contacted to complete repairs and upgrades to facilities or equipment.

### Asbestos and Material Safety Data Sheets (MSDS)

Galesburg Community Unit School District #205 contracts out with a third party asbestos management company to maintain all of the required legal documentation involving asbestos management for the District.

In addition, annual training is provided to all custodial and maintenance staff regarding asbestos and *Material Safety Data Sheets* to ensure the safety of all students, staff and the public.

### Bleacher and Stadium Inspections

The Director of Maintenance coordinates annual inspections of bleachers, stadium seating, and related structures with a licensed architect or engineer who is registered with the State of Illinois. Any issues that are discovered are slated for maintenance and repair.

### Elevator Inspections

The Director of Maintenance coordinates and establishes an annual inspection of all elevators and related equipment by a specialist recognized by the State of Illinois to certify the operations of elevators. Any needed repairs are done promptly upon discovery of the problem.

### Boiler Inspections

The Director of Maintenance coordinates and establishes an annual inspection of all boilers and related equipment by a specialist recognized by the State of Illinois to certify such inspections. Any needed repairs are promptly ordered and completed.

In addition, all boilers in the District are cleaned each summer break to ensure that they are in good and efficient working order. This annual cleaning and maintenance is completed by a member of the Maintenance Department.

### Geo-Thermal System Monitoring and Inspections

The Director of Maintenance and the District's HVAC Specialist monitor the geo-thermal systems in three District facilities. Regular inspections and daily monitoring are required to maintain the systems. When problems are identified that require assistance from third party vendors, repairs are ordered in a timely manner to maintain the efficiency of the systems.

### Fire Alarm, Smoke Detection, Fire Extinguisher and AE Defibrillator Inspections

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.

A school nurse will be assigned annually to monitoring the AE Defibrillators in the District. The nurse checks batteries and the units twice monthly to ensure that they are in proper operating order, orders replacement batteries for units, reports malfunctioning units for repair or replacement, and trains required staff to use the devices appropriately.

### CPI Training

To help ensure the care, welfare, safety, and security of students and staff, Galesburg Community Unit School District #205, through Knox-Warren Special Education Cooperative, provides CPI training for District personnel in an effort to minimize/avoid crisis situations between students and staff.

## **Healthcare Management Services & Trainings**

### Annual Medical Trainings and Services

Galesburg Community Unit School District #205 provides annual trainings for staff members and coaches on a variety of healthcare topics required by the State of Illinois. These trainings include, but are not limited to; CPR, AED Training, Blood-Borne Pathogens, Concussion Protocol, Diabetes and Seizure Care Plan Management, and food allergy trainings. School nurses and other qualified individuals assist with conducting these

trainings. When in-district staff members are not available or qualified to conduct trainings, third party vendors are used to provide these services.

In addition to trainings, District #205 LPNs provide daily care to students with significant health related issues including, but not limited to; insulin distribution and monitoring, medication distribution, tube feedings, allergy management, and seizure plan management.

### **Legal and Financial Compliance**

To ensure that the District is in compliance with a variety of federal, state, and local laws that pertain to the running of Galesburg Community Unit School District #205, the District consults with attorneys as needed on a variety of matters including, but not limited to, contract law, collective bargaining, insurance, FMLA, employee compensation, student discipline, employee evaluations, discipline and dismissal procedures.

The District employs a certified public accounting firm to conduct an annual audit of all financial matters of the District for the prior fiscal year. The CPA is responsible for following Illinois State Board of Education (ISBE) auditing guidelines for school districts and preparing the required *Annual Financial Report* that is submitted to the ISBE in November each year.

### **Tort Liability Levy**

Galesburg Community Unit School District #205 annually levies a tax for Tort Liability. This Risk Management Plan is specifically supported through the Tort Levy. Not all aspects of the Risk Management Plan are funded from the Tort Levy. The Risk Management Plan is

funded by the Education, Operations and Maintenance, and Transportation Funds as well. The Tort Levy and Fund is reviewed annually by independent auditors.

### **Supporting Documentation**

There are several references to documentation throughout this plan. In many cases, the documents consist of multi-volume sets of manuals and books. In these cases, a reference guide directing interested parties to the materials is included in this plan. All of the materials are readily available for inspection. Below is a list of such items and where they can be located throughout the District.

- All Life Safety surveys, reports, amendments, and supporting documents are located in the District Office. Please see the Assistant Superintendent.
- All MSDS information is maintained at the building level. Please see the Director of Maintenance with questions.
- All Asbestos Plans and building blue prints are kept on file at Hawthorne Center. Please see the Director of Maintenance.
- Building level crisis plans are located in each building. The District level crisis plan and copies of all building level plans are available at the District Office.
- Liability insurance policies, Treasurer's Bonds, and all related documents are located in the District Office.
- Job descriptions are maintained in the Human Resource Department at the District Office.
- Tort Levy information is maintained at the District Office.

**Addendum 1**  
**FY 19 Risk Management Plan Expense Detail**

Risk Management Item	2018-2019 Expenditures
Property and Casualty Insurance/School Board Liability Insurance (100%)	\$198,359
Worker's Compensation TPA Fee (100%)	\$358,056
Unemployment Insurance Fees (100%)	\$25,000
Treasurer's Bond (100%)	\$9,000
Galesburg Police Department SRO (50%)	\$52,000
Galesburg High School North-Security Officer (100%)	\$24,879
Galesburg Police Department Crossing Guards (50%)	\$40,000
Assistant Superintendent for Finance and Operations (50%)	\$71,697
Director of Buildings and Grounds (100%)	\$92,676
Annual Fire Monitoring Contracts (100%)	\$14,000
Transportation & District Emergency Management Coordinator (75%)	\$67,572
Annual Asbestos Management Fee (100%)	\$1,000
Fire Extinguisher Inspections (100%)	\$3,200
Elevator Inspections (100%)	\$6,500
Auditors Fees (100%)	\$40,000
Attorney Fees (100%)	\$147,850
Safety Supplies and Equipment (100%)	\$150,000
Maintenance and Building Custodians (25%)	\$381,090
Human Resource Consulting Services	\$14,700
School LPN Salaries and Benefits (100%)	\$308,945
<b>Total</b>	<b>\$2,006,524</b>

