

Asset Protection

The superintendent shall not allow assets to be unprotected, inadequately maintained, inappropriately used, or unnecessarily risked.

Accordingly, the superintendent shall not:

1. Fail to establish and maintain policies and procedures to ensure reasonable protection of the District’s assets.
2. Fail to maintain the District’s self insurance fund at a level necessary to provide coverage against theft and casualty losses and against liability losses to Board members, staff, and the District itself in an amount that is reasonable for school Districts of like size and in accordance with state law.
3. Fail to maintain excess insurance to cover losses in excess of the District’s self-insured retention.
4. Receive, process, or disburse funds under controls which are insufficient under generally accepted accounting principles for governments.
5. Acquire, encumber, or dispose of land without approval of the Board.
 - a. Routine encumbrances, identified as not significantly affecting the continued use of the real property by the District, and related to easements for utilities and/or easements for right-of-way do not require Board approval and are exempt from this Executive Limitation.
6. Knowingly or recklessly expose the District, its Board, or staff to legal liability.
7. Fail to implement procedures to protect intellectual property, information, and files from loss or significant damage due to negligence.
8. Fail to preserve and dispose of all records related to affairs or business of the District in accordance with state and federal law.
9. Knowingly or recklessly endanger the District’s public image or credibility, thereby jeopardizing the District’s ability to accomplish its mission.

Monitoring Method: Internal Report
Monitoring Frequency: Annually