

ASSET PROTECTION

The Superintendent shall not allow assets to be unprotected, inadequately maintained, inappropriately used, or unnecessarily risked. In addition, the Superintendent will not fail to maximize the use of district assets and facilities.

Accordingly, the Superintendent will not:

Risk Management and Insurance

1. Operate without comprehensive attention to risk management which minimizes and mitigates North Thurston Public School (NTPS) risks.
2. Fail to have comprehensive insurance that addresses the loss of NTPS assets and protects against claims of liability.
3. Permit the Board Members, staff, individuals and volunteers engaged in activities on behalf of the organization, or the organization itself to be without adequate liability insurance.
4. Unnecessarily expose the District, the Board, or staff to claims of legal liability.

Cash Management and Procurement

5. Receive, process, or disburse funds under controls which are insufficient under Washington State's School Accounting Manual;
6. Allow unbonded or uninsured personnel access to funds in excess of \$50,000 [Alternative Wording: for material amounts of funds].
7. Fail to ensure adequate protection against conflict of interest in the purchase process (also see Vendor Relationships Policy).

Public Image

8. Endanger the District's public image, reputation, or credibility, thereby jeopardizing the District's ability to accomplish its mission.
 - a. Develop or continue collaborative relationships with organizations whose principles or practices are incompatible with achievement of the Boards' Ends.
9. Modify the essence of the District's name and/or identity.

District Records and Intellectual Property

10. Fail to protect district information, including confidential information, files, from loss, damage, theft, and inappropriate use or access. Operate without adequate safeguards to protect the intellectual property of the District.

Internal and Independent Controls

11. Operate without internal policies and procedures that detect, defer, and prevent fraud and detect and prevent significant operating deficiencies.
12. Fail to ensure that expenses incurred by the Superintendent are approved by the Board.

13. Compromise the independence of the Board's audit or other external monitoring or advice. Engaging parties already chosen by the Board as consultants or advisers to also conduct the financial audit for the Board is unacceptable.

REAL PROPERTY AND FACILITIES PROTECTION

The Superintendent shall not operate without ensuring district facilities are adequate, safe, clean, inviting and conducive to teaching and learning.

Further, the Superintendent will not:

1. Acquire, encumber, or dispose of real property without approval of Board.
 - a. Create or purchase any subsidiary corporation without Board approval.
2. Operate without maintaining a long-range plan for managing and developing facilities.
 - a. Fail to involve key stakeholders in the long-range plan (such as the process of establishing school boundary adjustments and replacement of facilities);
3. Cause or allow actions that violate or materially deviate from voter-approved building and renovation projects, state law, state regulations, procurement code, or building codes.
4. Operate without a plan for public use of buildings and grounds that includes:
 - a. Definition of permitted uses;
 - b. A fair and reasonable fee structure;
 - c. Clear delineation of user expectations;
 - d. Consequences and enforcement procedures for public users who fail to follow the established rules.
5. Subject facilities and equipment to improper wear and tear and fail to ensure appropriate preventative maintenance.
6. Operate without conducting quality third party energy assessments and make appropriate modifications which result in cost effective energy savings using a cost benefit analysis approach.
7. Fail to comply with all state required assessments and improvements related to the Capital Asset Preservation Program.

Adopted:

April 17, 2018

North Thurston Public
Schools Board of Directors