

Asset Protection

The Superintendent shall assure that all district assets are adequately protected, properly maintained, appropriately used and not placed at undue risk.

The Superintendent shall:

1. Maintain property and casualty insurance coverage on district property with limits equal to 100 percent of replacement value except where limited by the carrier.
2. Maintain both Errors and Omissions and Comprehensive General Liability insurance coverage protecting board members, staff and the district itself in an amount that is reasonable for school districts of comparable size and character.
3. Adequately protect the district against theft or misappropriation of funds by any personnel who have access to material amounts of district and school funds.
4. Protect intellectual property, information, files, records and fixed assets from loss or significant damage.

The Superintendent shall not:

5. Allow facilities and equipment to be subject to improper use or insufficient maintenance.
6. Recklessly expose the district, the Board or staff to legal liability.
7. Invest funds in investments that are not secured or that are not authorized by law.
8. Purchase or sell real estate, including land and buildings.
9. Take any action that damages the district's public image or credibility.

OE-7.1

Superintendent's Interpretation: The board has an expectation that property be insured to the fullest extent possible, so that replacement or repair of lost property does not compromise the district's budget and ability to operate.

Superintendent's Indicators of Compliance

Indicator 1: Property and contents insurance is at 100% replacement value except where limited by the carrier.

Indicator 2: District vehicles are insured for comprehensive and collision coverage with claims paid at actual cash value or the cost of repairs, whichever is less.

OE-7.2

Superintendent's Interpretation: The board expects that liability exposed by mistakes or oversights by district employees are protected to a similar degree that is afforded by other similar school districts.

Superintendent's Indicators of Compliance

Indicator 1: The district will maintain general liability insurance coverage in force with limits that are appropriate for a school district of our size.

Indicator 2: The district will maintain worker's compensation coverage for all employees as required by the State of North Dakota.

OE-7.3

Superintendent's Interpretation: By material amounts, the superintendent believes the board intends that persons who control or have access to any amount of district or school cash should be bonded.

Superintendent's Indicator of Compliance

Indicator 1: The district will bond all employees who have access to material amounts of cash.

OE-7.4

Superintendent's Interpretation: The board expects that financial and confidential personnel files will be maintained in a safe, secure manner; that digital files will be backed up and/or redundantly stored off site; that backup systems protect from loss of data. Digital files and information will be protected from hacking and electronic intrusion or damage. Archival records must be maintained for legally prescribed duration in a safe place, as well as historically important information or archives. Finally, the board expects that physical assets are protected.

Superintendent's Indicators of Compliance

Indicator 1: The School District receives no legal complaints that its employees have violated intellectual property rights.

Indicator 2: The School District protects digital records from damage, loss, or breach.

Indicator 3: The School District has a disaster and recovery plan that is implemented to protect critical data and systems.

Indicator 4: The School District intellectual property ownership is maintained by the School District and no for profit use outside the district is authorized.

Indicator 5: The School District will maintain an inventory of the physical assets of the school district to safeguard against theft or other losses.

OE-7.5

Superintendent's Interpretation: The board expects that facilities and equipment will be maintained on a schedule that maximizes longevity, and that facilities and equipment will not be subjected to use or wear that is excessive or puts these assets at risk of failing before end of life is achieved.

Superintendent's Indicators of Compliance

Indicator 1: The School District shall utilize a building automation (lights, heat, cooling, etc.) system to only schedule buildings and equipment during occupied times.

Indicator 2: The School District shall utilize a maintenance program that incorporates maintenance requests and preventative maintenance for equipment.

OE-7.6

Superintendent's Interpretation: Recklessly means that the superintendent knowingly or purposefully participated in or allowed others with his/her knowledge to abide behaviors of conditions that place the district at risk of liability.

Superintendent's Indicator of Compliance

Indicator 1: Liability complaints are investigated promptly. Those that show reckless use of assets are reported to the Board president as soon as practicable.

OE-7.7

Superintendent's Interpretation: The superintendent will work with the business and operations manager for evaluating all investments. All investments will be secured and/or legal.

Superintendent's Indicator of Compliance

Indicator 1: The School District will not invest funds that are not secured or authorized by law.

OE-7.8

Superintendent's Interpretation: Only the board is authorized to purchase or sell real estate. The superintendent will prepare recommendations for sale or purchase of real property, but may not execute any such transactions without board approval.

Superintendent's Indicator of Compliance

Indicator 1: All purchases of real property will be vetted by administration and the school board with input from committees were applicable. However, all purchases and sales of real property will require board action at a public meeting.

OE-7.9

Superintendent's Interpretation: Action means a decision or behavior. This policy proscribes any decision or behaviors by the superintendent that would embarrass the district or reflect badly on the district. It does not mean that an event or action by an employee will never reflect badly upon or embarrass the district.

Superintendent's Indicator of Compliance

Indicator 1: The board does not identify an action(s), event(s) or decision(s) for which the superintendent is responsible as damaging to the district's public image or credibility.

End of Bismarck Public School District Board Policy OE-7

Adopted: 4/23/2018

Monitoring Method: Internal Report
Monitoring Frequency: Annually in October