

RISK MANAGEMENT

The assistant superintendent of business and operations duties include, but are not limited to:

- A. Record the identification and location of the board appointed tort claims agent form with the county auditor;
- B. Report to the superintendent/designee situations where they feel the district faces the greatest potential liability, the changes they feel should be made to reduce the risk and the estimated cost of such changes;
- C. Examine the feasibility of and arrange for in-service education classes for staff in areas where they feel risk is great or can be lessened;
- D. Assume responsibility for the district's insurance program;
- E. Review annually the insurable value of the district's buildings and equipment and report to the superintendent/designee;
- F. Supervise an annual inventory of all real property and equipment; and
- G. Process and make recommendations regarding all claims against the district as directed by the superintendent/designee.

Claims for Damages

- A. The district will provide each claimant with instructions for completing the district's tort claim form;
- B. Claimants must submit Washington State Tort Claim Form #SF 20; and
- C. The claimant must complete all sections of the form, sign the form and submit it to Monica Hunsaker, Assistant Superintendent for Business and Operations, at 2689 Hoover Ave SE, Port Orchard, WA 98366. The business hours are from 7:30 a.m. to 4:30 p.m. Monday through Friday, except for authorized holidays.

Revised: May 5, 2010; October 15, 2024