

EL-6
ASSET PROTECTION

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

Further, without limiting the scope of the foregoing by this enumeration, he or she shall not:

1. Fail to insure to an adequate level against theft and casualty losses and liability losses to Board members, staff and the organization itself. These protections shall be at least the average for comparable school districts.
2. Allow unbonded personnel access to material amounts of funds.
3. Unnecessarily expose the organization, its Board or staff to claims of liability.
4. Receive, process, or disburse funds under controls that are insufficient to meet the state auditor's standards.
5. Compromise the independence of the Board's audit or other external monitoring or advice. Except as authorized by the Board, engaging parties already chosen by the Board as consultants or advisers is unacceptable.
6. Endanger the organization's public image, credibility, or its ability to accomplish Ends.
7. Fail to plan for continuity of leadership.
8. Name or rename schools or mascots.
10. Fail to protect intellectual property, information, files and fixed assets from loss or significant damage.
11. Acquire, encumber or dispose of real property.
12. Fail to properly preserve and dispose of all records related to affairs or business of the district.

December 14, 2005 – Adoption

Monitoring Method: ***Internal report***
Monitoring Frequency: ***Annually in August***