Policy Type: Executive Limitations

Facilities and Asset Protection EL-7

The Superintendent is expected to protect the district's assets and limit exposure to risk and liability. Furthermore, the Superintendent shall not allow district facilities to be in a condition that is inadequate, unsafe, unclean, uninviting or is not conducive to teaching and learning.

Therefore, the Superintendent may not:

1. Fail to maintain a continual five-year plan for managing and developing facilities

2. 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.

3. Name or memorialize school facilities without first referring the matter to the Board for action.

4. Allow assets to be unprotected, inadequately maintained, inappropriately used, or unnecessarily risked by:

    a. Failing to obtain insurance coverage against theft, casualty, and liability losses in accordance with Risk Management Pool directions;

    b. Allowing unbonded personnel access to funds in excess of $100,000;

    c. Failing to take steps to ensure that a program of preventive maintenance is in place for district facilities and equipment;

    d. Failing to conduct energy assessments and to make cost effective modifications which result in energy savings;

    e. Exposing the district, its Board, or staff to legal liability;

    f. Approving any purchase in violation of the district's procurement code;

    g. Failing to implement procedures to protect information, records, and files from loss or damage;

    h. Receiving, processing, or disbursing funds under controls which are insufficient under generally accepted accounting principles for governments;

    i. Acquiring, encumbering, or disposing of real property without approval of Board;

    j. Allowing the district's public image or credibility to be endangered, thereby jeopardizing the district's ability to accomplish its mission.

Adopted: *June 12, 2019*
Monitoring Method: *Internal Report*
Monitoring Frequency: *Annually in March*