

EL 12 Asset Protection

The Superintendent shall not cause or allow District assets including tangible, intangible, and data assets, to be unprotected, inadequately maintained, inappropriately and/or inequitably used, or unnecessarily risked.

Accordingly, the Superintendent shall not:

1. Permit the organization to insure its property with inadequate valuation and limits and for damage due to an insufficient scope of perils.
 - 1.1. Neglect to obtain insurance coverage against theft, casualty losses, institutional liability, and Directors and Officers liability to at least 80% of replacement value and against liability losses to Board members, staff, or the District itself in an amount that is reasonable for school Districts of similar size and in accordance with law
 - 1.2. Permit the Board members, staff, and individuals engaged in activities on behalf of the organization, or the organization itself, to have inadequate liability insurance.
2. Neglect to take reasonable steps to ensure that the facilities and equipment are not subject to improper wear and tear or insufficient maintenance.
3. Knowingly or recklessly expose the District, its Board, or staff to a substantial risk of legal liability.
4. Make purchases inconsistent with the requirements of Board Governance Policy DJ, including failing to request Board approval for purchases or expenditures over \$500,000.
5. Neglect to use a competitive bidding procedure for all contracted services and for all purchases of supplies, materials, and equipment in the amount of \$50,000 or more.
6. Neglect to administer measures to assure the protection of intellectual property, information, and files from loss or significant damage.
7. Neglect to preserve and dispose of all records related to the affairs or business of the District in accordance with state and federal law.
8. Receive, process, or disburse funds under controls which are insufficient under generally accepted accounting procedures.
9. Invest in securities that breach legal guidelines.
10. Acquire, encumber, or dispose of real property in a manner inconsistent with Board Governance Policies DN, DN-R, and DJ.
11. Knowingly or recklessly endanger the District's public image or credibility, thereby jeopardizing the District's ability to accomplish its mission.

12. Permit the District to enter into a contract in which a Board member has an interest unless one of the statutory exceptions applies.

Monitoring Method: Staff Monitoring Report

Monitoring Frequency: Annually (See *Agenda Planning Calendar*, GP-1.5)

LEGAL REFS.:

C.R.S. 22-32-109 (1)(b) (Board must have policy on competitive bidding)

C.R.S. 22-32-109 (1)(h) (employees with access to funds in excess of \$50 must be bonded)

C.R.S. 22-32-109 (m) (Board policy must ensure preservation of District records)

C.R.S. 24-18-201 and 202 (local government officials/employees may not have interest in contract made in their official capacity)

C.R.S. 24-75-601 et seq. (legal investments by public entities)

POLICY REFS.:

DJ, District Purchasing

DJ-R, Purchasing Procedures

DJA, Purchasing Authority

DJE, Bidding Procedures

DJG-DJGA, Vendor Relations, Sales Calls and Demonstrations

EI, Insurance Management

FEG, Construction Contracts Bidding and Awards – General Contractor

Adopted Date/Revision Dates: August 24, 2021 / TBD, 2024