

NONINSTRUCTIONAL OPERATIONSRisk Management

The risk manager shall:

- A. Report to the superintendent situations where he/she feels the district faces the greatest potential liability, the changes he/she feels should be made to reduce the risk and the estimated cost of such changes;
- B. Examine the feasibility of and conduct in-service education classes for staff in areas where he/she feels risk is great or can be lessened;
- C. Assume responsibility for the district's insurance program;
- D. Review annually the insurable value of the district's buildings and equipment and report to the superintendent; and
- E. Supervise an annual inventory of all real property and equipment, preparing the inventories in duplicate, with one copy maintained in the school and one in the district office. (See policy 8360 - Property Records.)

Risk Management

The WSSDA has developed a monograph on the topic of Risk Management. The breadth of exposures combined with the variety of coverages that are available makes this a difficult area to manage. A school district should:

- A. identify the exposures and/or risks associated with the operation and capital investment of the district;
- B. eliminate, reduce or transfer risks where possible; and
- C. analyze the remaining exposures in terms of frequency and severity of loss.

When the exposure is likely to result in a nominal loss, the district may wish to self-insure through the use of a "deductible" type of coverage.

When comprehensive specifications can be developed, the district will likely find it advantageous, cost-wise, to invite bids from brokers who specialize in school insurance.

RCW 28A.330.100 (10) allows every board of directors of a first class school district to provide surety bonds for district employees or officers to assure honest performance of their duties, including a deductible proviso not to exceed two percent of the officer's or employee's annual salary.