

**BUSINESS PROCEDURES — Series 800**

**806 Insurance**

**806.1 Insurance Program**

The board will maintain a comprehensive insurance program to provide adequate coverage against major types of risk, loss, or damage, as well as legal liability. The board will purchase insurance for the replacement values, when possible, after reviewing the costs and availability of such insurance. The comprehensive insurance program may be reviewed annually, but must be reviewed once every three years.

The school district will assume the risk of property damage, legal liability, and dishonesty in cases in which the exposure is so small or dispersed that a loss would not significantly affect the operation of the education program or financial condition of the school district,

The secretary and treasurer of the Board of Directors shall each give bond to the school district. All other employees shall be covered by a blanket bond.

Insurance of buildings, structures, or property in the open will not generally be purchased to cover loss exposures below an amount determined by the board unless such insurance is required by statute or contract,

The board may retain a private appraisal agency for inventory and appraisal value services. An itemized statement of the appraised value of school district facilities shall be kept. The approval shall be updated at least once every five years. Insurance will only be purchased through legally licensed Iowa insurance agents.

Administration of the insurance program, placing the insurance coverage and loss prevention activities shall be the responsibility of the superintendent. The board secretary shall be responsible for maintaining property appraisals and inventories, processing claims and maintaining loss records.

It shall be the responsibility of the superintendent to recommend, when necessary, the use of a private appraisal agency and make recommendations to the board for the purchase of additional insurance coverage.

Adoption Date: January 24, 1983

Review Date: December 21, 2009

Revision Date: June 11, 2001

Legal Reference: Iowa Code §§ 20.9; 85.2; 279.12, .28; 285.5(6), .10(6); 296.7; 517A.1; 670.7 (1995). 1974 Op. Att'y Gen. 171. 1972 Op. Att'y Gen. 676. Iowa Code Sections 291.2; 291.3

Cross Reference: 204 Board Member Liability

