



Title: **EL 2.5 -- Asset Protection Policy Language**

Code: 2.05

Section: 2. ELs -- Executive Limitations

The Superintendent shall not allow assets, excluding those not under his or her direct control because of charter school law prohibitions, to be unprotected, inadequately maintained, inappropriately used or unnecessarily risked.

Accordingly, the Superintendent may not:

1. Fail to maintain insurance coverage on district property against theft and casualty losses to 100% of replacement value.
2. Fail to maintain adequate insurance coverage against liability losses to Board of Education members, staff and the district itself in an amount that is reasonable for school districts of comparable size and character.
3. Allow unbonded personnel access to material amounts of district and school funds.
4. Operate without employing risk management practices to minimize exposure of the district, its Board or staff to claims of liability.
5. Fail to protect intellectual property, information, files, personal property owned by the district, and fixed assets from loss or significant damage.
6. Fail to maintain and dispose of records in a manner consistent with a Records Retention Schedule established in accordance with legal requirements and/or recommendations from legal counsel.
7. Invest or hold operating capital in insecure instruments or in non interest-bearing accounts except where necessary to facilitate ease in operational transactions.
8. Acquire, encumber or dispose of real estate.
 1. Dispose of capital assets with an original purchase price of \$10,000 or more, except for surplus or fully-depreciated property.
9. Endanger the district's public image, credibility, or ability to accomplish its mission.
10. Subject facilities and equipment to improper wear and tear or insufficient maintenance.
11. Operate without a long-range facilities plan for construction, renovation, and maintenance of district facilities. S/he may not:
 1. Authorize construction schedules and change orders that significantly increase cost or reduce quality;
 2. Authorize change orders exceeding \$100,000.
12. Allow facilities to be unclean, unsafe, or unsanitary.

13. Build buildings or undertake major building renovations without Board of Education authorization.
14. Operate without a facilities use plan applicable to district and public use of district facilities.
15. Fail to ensure full implementation of the approved D20 sustainability long range plan.
16. Compromise the independence of the Board's auditor or other external monitors or advisors.
17. Engage parties already chosen by the Board as consultants or advisors.
18. The Superintendent may not change the district's name or substantially alter its identity, including changing the basic organization of schools used in the district without the knowledge and consent of the Board.

Date Adopted/Last Revised: October 1, 2009, June 20, 2013, June 18, 2015, October 9, 2025

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