

**Burlington School District Policy
E8: RISK MANAGEMENT**

Former Policy EB

The Board recognizes its responsibility for properly managing the resources of the Burlington school system. The responsibility includes concern for the safety of students, employees and the public, as well as concern for protecting the system's property from loss. No new policy or procedure will be adopted or approved by the Board without first giving careful consideration to the school system's risk exposure.

The superintendent or his/her designee shall be responsible for establishing risk management and an insurance program covering the educational and service missions of the system. This risk management and insurance program shall include means for identifying, eliminating, reducing, retaining or transferring risk. Only when a particular risk cannot be eliminated or feasibly borne by the school system shall it be managed by the purchase of insurance.

The Board realizes that the assumption of some predictable risks is the most economically feasible method of treating certain exposures. When it is in the apparent best interest of the system, the Board may budget for and retain limited and predictable risks of financial loss, through the use of contingency funds, deductibles, etc.

The Board shall at least once every five (5) years publicly advertise, or invite [at least] five (5) or more bids from persons deemed capable of providing the insurance to be purchased for all district insurance policies. The bidding of all district insurance policies will provide for the stable administration of the school district insurance programs and enable the district to obtain competitive bid quotations. The contract for insurance may be awarded to one of the three lowest responsible bidders conforming to the specifications, with consideration being given to the service offered by the insurer, the reliability and financial stability of the insurer, and the ability of the insurer to render satisfactory service. The Board shall have the right to reject any and all bids and to invite other bids.

The Board does not recognize any obligation to purchase insurance from a particular agent, broker or insurer representative or from any groups of agents, brokers or insurer representatives other than an obligation based on the above stated considerations.

The Board charges the superintendent with the responsibility for preparing an annual risk management audit report for review by the Board. The report shall include a description of the system's current risk management program and a summary of the existing insurance coverages.

The Board may authorize the superintendent to seek professional risk management advice, if necessary, in order to develop, implement, maintain and audit an effective risk management program for the system.

May 20, 1986	Policy adopted
May 9, 1989	Policy revised
March 25, 1997	Policy reviewed
October 12, 1999	First reading
November 9, 1999	Second reading & adoption