

Washougal School District 112-6
Executive Responsibilities 10 – Asset Protection
Board Review Date: Sept 13, 2022

The Superintendent shall ensure district assets are protected, maintained, and used appropriately and shall ensure district policy limits the district’s exposure to risk.

Superintendent Will:	Evidence Requested	Board Notes	In Compliance
<p>Develop and maintain an inventory of district property that:</p> <p>a. protects the property, facilities, theft sensitive assets, and capital assets of the district</p> <p>b. establishes a preventive maintenance schedule for facilities and equipment</p> <p>c. conducts energy assessments and modifications for energy savings</p> <p>d. requires board approval prior to acquisition, encumbrance, or disposal of real property</p>	<ul style="list-style-type: none"> • inventory overview with surplus list and missing item list • overview of preventive maintenance schedule, highlighting major expenditures like roofing or turf replacement (presented as part of ER 9) • energy comparison year-to-year, overview of any energy saving projects • list of property transactions 		X
<p>Establish fiscal procedures to protect the district’s financial assets that:</p> <p>a. provides insurance coverage against theft, casualty, and liability losses</p> <p>b. ensures only bonded personnel have access to funds in excess of \$5,000</p> <p>c. ensures purchases are in accordance with state and board policy on procurement</p> <p>d. follows generally accepted accounting principles for government in receiving, processing and dispersing funds</p>	<ul style="list-style-type: none"> • name of insurer (ESD112) and coverage in place • public official bonds in place • list of policies that ensure generally accepted accounting principles are followed 		X
<p>Minimize risk and liability for the district, Board, and staff by:</p> <p>a. training staff on legal issues and seeking legal counsel when warranted</p> <p>b. protecting intellectual property, information, records, and files from loss or damage</p>	<ul style="list-style-type: none"> • list of trainings provided to staff on common legal pitfalls • overview of safeguards for records and intellectual property 		X