

ANACORTES SCHOOL DISTRICT #103

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Procedure No. 6500
Management Support

RISK MANAGEMENT

The risk manager shall:

1. 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;
2. 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;
3. Assume responsibility for the district's insurance program;
4. Review annually the insurable value of the district's buildings and equipment and report to the superintendent; and
5. 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 6570 - Data and Record Management.)

