

***Policy Type: Executive Expectations***

**Asset Protection**

The Director shall not allow assets to be unprotected, inadequately maintained, inappropriately used or unnecessarily risked.

Accordingly, the Director may not:

1. Fail to maintain insurance coverage against theft and casualty losses to \_\_\_% of replacement value.
2. Fail to maintain insurance coverage against liability losses to Board members, staff and the district itself in an amount that is reasonable for school districts of like size.
3. Allow un-bonded personnel access to funds in excess of \$\_\_\_\_\_.
4. Fail to ensure that facilities and equipment are not subject to improper wear and tear or insufficient maintenance.
5. Expose the district, the Board or staff to legal liability.
6. Fail to protect intellectual property, information and files from loss or significant damage.
7. Fail to properly preserve and dispose of all records related to affairs or business of the district.
8. Acquire, encumber or dispose of real property.
9. Endanger the district's public trust, thereby jeopardizing its ability to accomplish its mission.

Adopted: 4/22/03

Amended: 8/12/03

Changed to Executive Expectations 10/12/04

***Monitoring Method: Internal report***  
***Monitoring Frequency: Annually in June***

Metropolitan Nashville Board of Education