

Policy

INSURANCE MANAGEMENT

The business administrator/board secretary shall manage the insurance program of the school district to provide complete property and liability coverage, secured at an economical cost consistent with sound insurance principles. Quotations shall be received annually for the desired coverage's. The board shall take advantage of cost-effective means and shall select agent(s) capable of rendering the desired quality of service who are readily available to do so. The program shall include, but not be limited to, loss or damage due to fire, vandalism or theft.

The board shall maintain sufficient liability insurance for all board and staff members while they are conducting official school business. The board shall insure against any civil action that might be brought against any staff or board member for any act or omission arising out of, and in the course of, the performance of the duties of his/her office or position or employment.

Employees responsible for the safekeeping of district moneys shall be bonded. The district shall indemnify against loss of money by bonding of the treasurer of school monies and business administrator/board secretary in at least the amounts required by law. Other appropriate employees and officers shall be covered under a blanket bond. The board shall bear the cost of bonding each employee required to be bonded by this policy or statute.

The board may become a member of a school board insurance group in order to participate in any joint self-insurance fund in accordance with applicable statute, code and case law.

The management and safekeeping of all insurance policies for the district shall be a function of the business administrator/board secretary who shall review the board's insurance program.

Adopted: August 27, 2008
NJSBA Review/Update: January 2019
Readopted: December 11, 2019

Key Words

Insurance, Liability, Property Insurance, School Board Insurance Group

Legal References:	<u>N.J.S.A. 18A:12-20</u>	Indemnity of board members against cost of defense
	<u>N.J.S.A. 18A:16-6</u> through -6.1	Indemnity of officers and employees against action, proceeding; exceptions
	<u>N.J.S.A. 18A:18A-42</u>	Duration of certain contracts
	<u>N.J.S.A. 18A:18A-43</u>	Supervision of school building repairs
	<u>N.J.S.A. 18A:18B-1 et seq.</u>	Self-insurance
	<u>N.J.S.A. 18A:20-25</u>	Insurance of property
	<u>N.J.S.A. 50:10-4</u>	Local public entities; authority to indemnify

Possible

Cross References:	*1330	Use of school facilities
	*3510	Operation and maintenance of plant
	*4147/4247	Employee safety
	*5141.1	Accidents
	*5142	Student safety
	*6114	Emergencies and disaster preparedness
	*9270	Conflict of interest
	*9271	Code of ethics

INSURANCE MANAGEMENT (continued)

*Indicates policy is included in the Critical Policy Reference Manual