

7300 - PROPERTY CUSTODIANSHIP AND INSURANCE**Insurance**

The School Board is self-insured for property losses to its buildings, equipment, and other property as reported on the principal's inventory and fixed assets inventory. The Board maintains a conventional property insurance program for losses to real and business property.

**Custodianship****A. Responsibility of the Superintendent**

The Superintendent shall act for the Board as custodian of Board property and shall recommend to the Board such programs and ~~procedures~~as are necessary to protect adequately against loss or damage to Board property and against loss resulting from any liability for which the Board or its officers, agents, or employees may be responsible under law.

**B. Responsibility of Principal, Director, and Department Head**

The principal, director, department head, or other employee so designated by the Superintendent is responsible for all Board-owned property and equipment assigned to the work site or department over which that employee has responsibility.

**C. Delegation of Responsibility**

The principal, director, department head, or other employee so designated by the Superintendent may delegate the responsibility to employees under their supervision.

**D. Responsibility for Lost or Damaged Property or Equipment**

Employees may be held personally accountable for property or equipment assigned to them for use in the normal course and scope of their employment, or temporarily checked out to them for use as needed in the course and scope of their employment.

A Lost Property and Equipment Review Committee shall be appointed by the Superintendent for the purpose of reviewing instances of loss or damage to Board-owned property or equipment. If the Lost Property and Equipment Review Committee determines that the employee was negligent by not adequately securing or otherwise reasonably safeguarding the property or equipment against loss, damage, or theft then the employee will be required to reimburse the District for the amount of the actual damages incurred.

~~If reimbursement is required, arrangements for payment that are acceptable to the Superintendent must be made within two (2) weeks following the committee's decision. At the employee's option, reimbursement may be made by check or through automatic payroll deduction. An extended repayment plan may be arranged in cases of extenuating circumstances.~~

~~The employee shall have five (5) days from the committee's determination to appeal the determination to the Superintendent who shall afford the employee with a reasonable opportunity to be heard. The decision of the Superintendent shall be final.~~

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2 F. S. 1001.42, 1001.51  
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6 Approved as to form and legality:  
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10 School Board Attorney