
Charter School Coverage Policy Property/Casualty

Charter Schools are not automatically covered within School Risk and Insurance Management Group (SRIMG)'s self-insured retention (SIR) levels. SRIMG has established the following policy regarding endorsement of Charter Schools to the Memorandum of Coverage (MOC) subject to the following operational procedures and conditions.

- 1. Charter Schools who meet all of the following requirements (a. – e.) will be eligible for coverage through SRIMG:**
 - a. Decision Making Authority:
 - i. The Sponsoring School District Board or elected County Superintendent has final decision-making authority for the Charter School
 - b. Fiscal Accountability:
 - i. The Sponsoring School District or elected County Superintendent administers all fiscal accounting services for the Charter School's operations
 - ii. An annual audit of the Charter School's financials are performed.
 - c. Employer Relationship:
 - i. The Sponsoring District or elected County Superintendent oversees all hiring, payroll, terminations and discipline issues related to all Charter School employees.
 - ii. All negotiated agreements or contracts are ratified by the Sponsoring District or elected County Superintendent.
 - d. Memorandums of Understanding (MOUs):
 - i. All MOUs must be presented to SRIMG upon request.
 - e. Compliance with SRIMG Requirements:
 - i. The Charter School must submit a completed application to SRIMG for approval no later than two months prior to the beginning of the fiscal year.
 - ii. The Charter School shall utilize the SRIMG safety/risk control practices offered to SRIMG members.
 - iii. The Charter School must comply with all Federal, State and local ordinances related to the operation of a Charter School.
 - iv. The Charter School must comply with policies and procedures implemented by SRIMG.
 - f. Continued Eligibility:
 - i. The Charter School must agree to notify SRIMG immediately of any changes to

their ability to meet above requirements (a through e). Upon failing to meet the above requirements, the Charter School agrees that coverage through SRIMG has ceased at the point a change occurred and they must agree to indemnify and hold SRIMG and the Sponsoring District or elected County Superintendent harmless from any and all losses that occur following their loss of coverage with SRIMG.

2. Application Process:

- a. The Charter School must complete the application packet requesting endorsement to the MOC. The Sponsoring District or elected County Superintendent shall complete the Sponsoring School District Questionnaire verifying compliance with the dependent Charter School requirements under Section 1 (a. – e.). The application packet will include the following items, which will need Charter School/Sponsoring District Board approval:
 - i. Minimum Underwriting Requirements
 - ii. Hold Harmless Indemnification Agreement
 - iii. Risk Management Guidelines
 - iv. Charter School Resolution
 - v. The Sponsoring District or elected County Superintendent Questionnaire
 - vi. Copy of the State approved Charter
- b. The SRIMG Executive Committee will review the Charter School application for compliance with SRIMG Charter School Policy and excess insuring entity requirements. Coverage will be granted based on the basis of compliance with policy. Coverage will not be granted unless the Executive Committee is assured that the practices, policies, locations, facilities, personnel and curriculum presents no increased exposure to the insurance pool than the other existing member Districts and Charters.
- c. Upon approval for endorsement to the SRIMG MOC, the Executive Director will work with SRIMG excess insuring entities to obtain coverage.

3. Renewal Process:

- a. Each February, the SRIMG office will disseminate an annual Sponsoring School District Questionnaire to the Sponsoring School of each approved Charter School or County Office of Education to verify their continued qualification for indemnification under SRIMG.
- b. SRIMG reserves the right to review the individual Charter on an annual basis and perform a thorough audit of its risk management practices. As a result of this audit, SRIMG reserves the right to deny coverage for the succeeding fiscal year. The Charter School will pay the costs associated with the audit.
- c. The Executive Committee reserves the right to establish, if deemed necessary, high deductibles to these Charter Schools. In addition, the Executive Committee can charge a fee to the Charter School to cover the cost of risk management services.