

## Charter Schools Managing Risk

### Structural Steps of the Risk Management Process:

1. Identify potential risk.
2. Analyze the identified risks.
3. Select the most suitable technique for eliminating or reducing identified risks.
4. Implement the selected techniques.
5. Monitor the effectiveness of the technique and modify them as needed.

### Checklist for Managing Risks

- Does the charter school have a clear mission statement?
- Is there a workplace safety plan in place?
- Do you understand your insurance coverage? What does Risk Management cover?
- Is your treasurer bonded?
- Do you request a certificate of insurance from outside groups who wish to use your buildings?
- Do publications and all electronic media accurately portray the school, especially its admission policies, programs and facilities?
- Are all employees and volunteers properly screened and trained?
- Does the board have written policies in the areas of:
  - Blood borne pathogens.
  - Conflict of interest, with forms signed by trustees and administrators acknowledging the policy and identifying potential conflicts.
  - Personnel – AT WILL, hiring, evaluation, termination.
  - Student code of conduct, and discipline procedures.
  - Athletic safety.
  - Use of school bulletin boards.
  - Off-campus trips (and adult supervision of).
- Does the board have written policies in the areas of:
  - Utilization of school buildings and grounds by the school community.
  - Bids required for contracts for goods and services.
  - Financial management especially checks and balances.
  - Admissions and enrollment.
  - Acceptance of gifts and donations.
- Does the charter school have a system to review policies periodically both internally and with outside legal/professional assistance as needed?
- Are the bylaws up-to-date and do they comply with all applicable laws and regulations?
- Does the charter school have a strategic plan that has measurable action plans?
- Does the charter school have a three to five year financial plan?

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