

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: August 19, 2013

REVISED:

## 812-AR-1. INSURANCE AGENT OF RECORD

The Board will select an Insurance Agent of Record to act as a consultant to the district in all matters of insurance, except those relating to employee benefits.

The Insurance Agent of Record will work with the Superintendent and Business Manager and be available for Board consultation as needed.

The Insurance Agent of Record will have the following responsibilities:

1. Advise the district in all assigned insurance matters, including student accident policies.
2. Specify and procure insurance coverage for the district through the best means available and at the best price.
3. Submit all insurance policies to the Business Manager, who will maintain a complete file of policies.
4. Provide annually to the Board for its information a complete listing of insurance policies and coverages.
5. Forward annually to the Business Manager a certified statement that the agent has sufficient errors and omissions coverage.
6. Keep the Board and administration advised of all recommendations relevant to the assigned insurance areas and proposed changes to coverages.

The Insurance Agent of Record will retain the commissions for all policies. Any broker commissions to other agents will be negotiated between the Agent of Record and the participating agents.