

BUSINESS PROCEDURE

Series 800

**Policy Title: Coordination of Errors and Omission Insurance
 Legal Services With the School District's Legal
 Counsel**

Code Number: AR809.2

When a notice of a legal action against the District is received, the following persons shall be notified:

President of the Board
Superintendent of Schools
Director of Human Resources and Insurance Manager
Chief Financial Officer
District Insurance Agent

The Director of Human Resources and the Insurance Manager should be notified immediately of "potential" legal action against the District. They, in turn, shall notify the insurance agency of any such potential legal action, as well as the District's attorney.

First Adoption: September 26, 2000
Revision Adoption: August 24, 2004/February 23, 2009
Legal Reference: