

**South Coast Education  
Service District**

Code: **BCH-AR**  
Adopted: 6/11/96  
Reviewed: 8/1/17  
Orig. Code(s): BCH-AR

**Consultants to the Board**

**Guidelines for the Selection of an Attorney**

1. The attorney shall possess the appropriate license to practice law in the state of Oregon.
2. The attorney shall have proven experience in municipal and ESD operations.
3. The attorney shall possess the highest degree of professionalism.
4. The attorney shall possess and demonstrate knowledge and understanding of the ESD's philosophy, policies and procedures.
5. The attorney shall possess and demonstrate knowledge and understanding of federal and state laws and administrative rules relating to the operations of schools and ESD's.
6. The attorney shall be prepared to advise the Board and administration when requested.
7. The attorney shall be present at regular and special Board meetings when requested.

**Guidelines for the Selection of an Auditor**

8. The auditor shall be a certified public accountant licensed to practice in the state of Oregon and possess a current Oregon Municipal Audit License.
9. The auditor shall have proven experience in municipal and education service district operations and shall possess the appropriate municipal license.
10. The auditor shall possess the highest degree of professionalism.
11. The auditor shall comply with the timelines and requirements established by the Board for submitting an end-of-year audit.
12. The auditor shall possess and demonstrate knowledge and understanding of the ESD's fiscal philosophy, policies and procedures and be prepared to advise on fiscal matters when requested.

**Guidelines for the Selection of an Insurance Agent of Record**

Qualifications:

1. Must be agent within boundaries of the ESD;

2. Must be able to perform insurance services in connection with all property, casualty and workers' compensation insurance contracts.

**Agent Functions:**

1. Provide for the procurement of all property, casualty and workers' compensation insurance contracts based on the needs of the ESD, as determined by the ESD Board;
2. Seek out and receive insurance proposals from every insurance agency within the ESD boundaries and also other agencies as determined by the needs of the ESD;
3. Provide for the best coverage, taking into account premium cost as well as service rendered;
4. Act as agent, on behalf of the ESD, on all services, questions, claims, etc;
5. Develop and distribute insurance specifications to ensure the best quality, lowest premium, insurance quotes available;
6. Provide annual update of insurance needs, costs, etc., to the ESD Board.

**Term:**

As determined by the ESD Board and as provided in Oregon Administrative Rules (not to exceed three years per appointment).

Corrected 9/22/06