

<b>TOPEKA PUBLIC SCHOOLS</b>	<b>REGULATION NUMBER: 2675-1</b>
<b>SUBJECT:</b>  <b>APPOINTMENT OF INSURANCE MANAGER</b>	<b>DATE OF ISSUE: 06/18/80</b> <hr/> <b>REVISIONS: 01/15/87; 06/01/88; 08/01/96</b> <hr/> <b>PREPARING OFFICE: SUPERINTENDENT</b>

**I. PURPOSE:**

**To outline procedures for appointing an insurance manager.**

**II. PROCEDURE:**

- 1. The assistant superintendent for personnel services shall request names and qualifications of interested persons.**
- 2. The superintendent will review the list of names with their qualifications.**
- 3. The superintendent will make a recommendation to the Board of Education.**
- 4. Appointment will be made by the Board of Education.**
- 5. The Board of Education will periodically review this appointment.**