



**COUNCIL POLICY  
COMPLIANCE MONITORING FORM  
~ EXECUTIVE REPORT ~**

**Policy Type:** Executive Limitations EL-11

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**Policy Title:** Property Management

**Date:** April 7, 2021

I hereby present my monitoring report on your Executive Limitations policy **Property Management** according to the schedule established. I certify that the information contained in this report is true, and represents compliance with all aspects of the policy unless specifically stated otherwise, since the policy was adopted on October 10, 2012.

Superintendent  
April 7, 2021

**I. Interpretation:**

This policy covers financial information and facilities. Several points listed have been reported on under EL 7 Financial Administration. The Superintendent must not allow assets to be unprotected, inadequately maintained, inappropriately used or exposed to unnecessary risk. The policy also states the standards of our schools must improve as funding permits, that capital summer improvement projects make best use of available funds and goals, inspections of facilities and playgrounds take place and the Fire Marshall's orders are acted on. The policy also states there must be facilities use guidelines and buildings are secured against theft and damage.

**II. Evidence:**

**Financial:**

With respect to finances there is a separation of duties when it comes to handling of finances; records are regularly updated to indicate who has signing authority over which budget lines and amounts and this documentation is signed off by the Superintendent. Credit card expenditures are reconciled by the card holder and co-signed by their supervisor. All financial information is tracked by the staff in budget and accounting, and statements are produced using generally accepted accounting principles. Up until the amalgamation, auditors visited each district and a statement was presented at a public meeting of DEC. Financials are not audited.

The District is not unnecessarily exposed to claims of liability, costs or damages – for example the cafeteria providers must have their own liability insurance. Those preparing foods in schools have regulations from the Dept. of Health that must be followed. We have staff trained in first aid in each of our schools as per WorkSafe NB guidelines and all drivers and custodians receive the training - bus drivers will receive training in April 2021 and custodians in May 2021. Our goal is to ensure all Physical Education teachers have up to date certification. In very small schools with no regular physical education specialist, it may be a teacher. Larger schools (over 20 employees) have Health & Safety Committees who previously participated in a 3-day training session for committee members but are now offered 5 on-line modules followed by 1 day in class which will be held over the summer. The on-line portions can be completed anytime. No in person training sessions were held in the spring of 2020 or 2021 due to the pandemic. All three education centre District Offices now have their own Health & Safety Committee to represent the District Office employees and the school bus drivers.

Data is protected as staff have their own computer passwords and these must be changed regularly. Offices are locked when staff leave at the end of the day. Storage rooms of personnel files are locked.

All media questions are responded to in a timely manner by the Director of Communications or myself, so as to protect the credibility of our District. Staff are also asked to get back to callers as soon as possible, and to respond to e-mails in a timely fashion; it may be to acknowledge the call or e-mail and ask for time to look into the issue further. Many staff will continue to respond to e-mails when they are off work or after hours. E-mail is the most common means of communication used by families, staff and partners, and for some members of the management team the volume of emails is extremely high.

As budgets tighten, staff are always looking at ways to save monies and do things in a more cost efficient way. Supplies and equipment are ordered according to the Public Purchasing Act, by “standing offer,” – e.g. IT equipment, tender or purchase card depending on the circumstances. In spring 2021 we will be implementing the new GNB initiative “NB First”, encouraging schools and office staff to purchase locally when possible.

Travel expenses are signed off by the staff person’s supervisor on the program “I-Expense” - out of province is very limited and has been for the last decade. Given the size of ASD-S it is necessary for some staff to travel a considerable distance and where possible rental cars are used. This is not always possible for staff in the St. Stephen Education Centre with one rental company and some days staff in Saint John and the KV are finding no rental cars are available. In the winter some staff do not wish to drive a rental car as they feel more comfortable driving their own vehicle and this has been permitted. The role of the Subject Coordinator is such that they are to be out in schools and not in offices; this results in greater travel costs. Short meetings are done via conference call or SKYPE when possible to save travel time and cost. We have learned since our mid-March 2019 closure how valuable virtual meetings with a purpose can be. Travel has been limited this school year.

Records are kept according to provincial guidelines – they are kept in “dead storage” and dated for disposal. Our offices also have access to shredding of confidential information.

#### **Facilities:**

Minor repairs are on-going and ASD-S needs more funds in this area. School work requisitions are completed through an electronic program called MPC (Maintenance Planning Control) – if something is an emergency and cannot wait the Manager/Assistants are available via e-mail and cell phone. Capital improvement dollars are used for projects approved by the DEC and again we could use more monies. Guidelines from Department of Transportation and Infrastructure are used and health and safety is priority. Advice is sought from the Facilities Manager and the Assistants in each Education Centre to identify projects to present to DEC. This school year some self-sustaining funds have once again been used for repairs.

Listed below are many of our safety inspections and when they are carried out:

- Sprinklers are on a quarterly inspection by Troy Life and Fire company
- Elevators are done bimonthly by KONE Elevator
- Fire panels done yearly by QSA (Quality Sound Alarm)
- Building automation and controls are done AEM (Advanced Energy Management)
- Joint Occupational Health & Safety Committee (JOHSC) meet monthly
- Health inspectors visit cafeterias for licensing
- Custodians have a weekly/monthly checklist, emergency/exit lights, fire extinguishers, salt/sand log books.
- Water tests on wells are submitted monthly
- Lock down procedures - custodians participate in the drills
- Monitor air quality as required
- Filter changes are carried out in the air handling units quarterly
- Roof inspections are done yearly, assistant managers and DTI together

- Asbestos inspections done yearly
- Hoist and lift inspections in high school skills trades facilities done yearly
- Lockdown Procedures for equipment are posted

ASD-S has qualified staff to inspect playgrounds and they are done monthly by CSA certified staff members (we have one trained in each Education Center) and as per Policy 406 Outdoor School Play Areas, an annual inspection is completed. The District is responsible for maintenance and repairs of the playground equipment; however, replacement of equipment is the responsibility of the school community.

The Office of the Fire Marshall makes regular visits to our schools and a follow-up report is sent to Facilities and copied to the Superintendent. ASD-S must notify the Department when the work has been completed. The Superintendent scans some of the reports and if something is seen as a common issue, a reminder goes out to the Principals, or a mention at an administrator meeting – e.g. not having upholstered furniture in classrooms, and never near heaters, the amount of paper on walls and on classroom doors, storage of items, toasters and microwaves in classrooms. There are often many similarities in the reports. If issues are serious, the Fire Marshall will contact the Superintendent directly – this has not happened in the last year and many times the reports are clear.

ASD-S facilities have alarm systems in place, and some schools have video cameras as well – these are often purchased for areas where there has been trouble with vandalism after hours. Most schools now have a buzz in system installed at the front door, including video. For those who do not yet have one installed, the equipment is on order and expected shortly. The cost for each system is approximately \$3,500 and we have used self-sustaining funds to complete this project.

We purchased software called “Elyxir” from Ontario in 2016 for tracking rentals – this process has been used very successfully in other districts and it removes Principals from being so directly involved in the process. We have one District Administrative Assistant who leads this and takes questions from schools and user groups. The Administrative Assistant follows up with concerns raised by schools and/or user groups and involves the Director of Finance and Administration when necessary. Rentals stopped in March 2020 and will open next week to youth oriented groups, pending an approved operational plan. The District’s policy on Community Use of Schools in ASD-S is #425 and is posted on the website.

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There are two components to the Council’s assessment of a monitoring report:

- i. Assessment of whether the Superintendent has made a **reasonable interpretation** of the Council’s policy; and
- ii. Assessment of whether the Superintendent actually has **demonstrated achievement** of a reasonable interpretation of the policy

