



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

**Policy Type:** Executive Limitations - EL-1

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**Policy Title:** Global Executive Constraints

**Date: March 21, 2018**

I hereby present my monitoring report on your Executive Limitations policy Global Executive Constraints 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  
March 21, 2018

**I. Interpretation:**

The policy means that we must have policies, practices, internal and external controls in place to avoid unlawful, unsafe, unethical, disrespectful, imprudent, immoral and disreputable behaviors by staff members and volunteers in the performance of their duties. If such a breach happens, there must be a corrective action.

**II. Evidence:**

The District has administrative policies and procedures in place – the process of aligning policies across ASD-S was huge and in the summer of 2016, the project was completed and policies posted on the ASD-S website. District policies and procedures which support this DEC policy include:

- School Raised Funds
- Fundraising
- School supplies and student fees
- Recruitment
- Access to Personnel Records
- Professional Conduct
- Employee Concerns
- Criminal Record Checks
- Allergies
- Email use
- External research requests
- Speakers in Schools
- Storage and disposal of chemicals
- School trip policies
- School bus alternate location request

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.

- Missing student protocols
- School closure, school delay or bus delay
- Visitors in Schools
- Initiations and orientations
- Locker and personal searches
- Positive Learning and Working Environment Plan
- Volunteers in Schools
- Release of students during school hours

These Policies will continue to be updated as required; they need to be current. Our policies and practices are aligned with the Education Act and Regulations.

Many EECD Policies are in place and applicable to this EL Policy:

- Financial Responsibilities of School Districts
- Contribution of Resources by Parents
- Purchasing
- Fundraising Involving Door to Door and Public Solicitation
- Rates of Pay
- Conflict of Interest
- Physical Activity and Safety Standards
- Policy 701
- Provincial Harassment Policy

New administrators meet in August and budget information is reviewed – staff from Accounting ensure they connect with new administrators and training is offered with Budget and Accounting staff offering to go to the school. New Principals have a mentor.

Many requests for the distribution of materials are received, these are reviewed by the Superintendent and/or the Executive Assistant prior to being distributed (EECD Policy 120 on the Distribution of Materials is followed and we have our own internal guidelines). With very few exceptions we do not permit 1:1 distribution of brochures and flyers to students, however, posters can be placed on bulletin boards, brochures left and Principals may advertise opportunities in newsletters or talk mails.

Policy 701 (Protection of Pupils) and Harassment in the Workplace Complaints are dealt with in a timely manner by the Superintendent and Director of Human Resources. Due to the complexity of many of these and the time required for the investigation, we have used outside resources (retired educators with District level experience). We consult with Department on these situations.

First Aid training is offered annually to custodians and drivers and in fall 2017, one day was offered for physical education teachers. The District tracks the physical education teachers to ensure certification is updated. Sessions in Non-Violent Crisis Intervention are offered each year by the ASD-S trained facilitators to teachers and EAs. In 2018, we have two mandatory 3-day training sessions for school based Health and Safety Committee members (April 30 – May 2 and May 14-16). Each training session is for a maximum of 30 participants and they are facilitated by WorkSafe NB. Last year we focused on training high school committee members and now are working through our larger elementary and middle schools. All schools with over 20 staff must have a committee. Monthly reports are submitted to Facilities.

ASD-S works with five Unions – CUPE 2745 (EAs School Intervention Workers, and administrative assistants), CUPE 1253 (drivers and custodians), New Brunswick Union of Public & Private Employees (NBUPPE), Public Service Alliance Canada (PSAC) and NBTA/AEFNB– there are many locals within our larger District. Regular meetings are held and the Superintendent attends all NBTA/AEFNB meetings with

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teachers, and occasionally will stop by the CUPE Union meetings. Members have the right to grieve, and the Superintendent hears all level 2 grievances.

The Superintendent makes the final decision on storm closures, early closures, bus delays and the decision to not allow evening and/or weekend travel if the forecast is not safe. This is done in consultation with the Transportation Manager and his team. It is fair to say I am on call for this during evenings, weekends and Christmas holidays as tournaments and extra-curricular activities continue.

Criminal Record checks for all new staff, and volunteers – along with Policy 701 training. ASD-S has a volunteer policy and brochures for volunteers.

Management meets two-three times each year with Horizon Health to discuss issues such as immunization, health trends, sexual health, Lyme disease, head lice, bed bugs, etc. The District Medical Health Officers and Directors are always quick to respond when ASD-S needs support.

If calls or e-mails are received from parents they are returned by a member of our team; families are asked to work through the school principal initially. Calls received from Human Rights, Privacy Commission or the Office of the Child and Youth Advocate are returned and questions answered. I am the first point of contact for Human Rights and the Child and Youth Advocate.

As part of regular facilities tasks playgrounds are inspected, water tested, Fire Marshall inspection orders are followed, pre-trip checks happen with our yellow buses.

Last year, the Management Team developed a new brochure entitled “Code of Professional Conduct” covering topics such as confidentiality, conflict of interest, social media and more. This brochure was reviewed by Principals and members of the NBTA/AEFNB Liaison Committee and presented to all EAs and Administrative Assistants, drivers, facilities staff and District Office.

ASD-S works in partnership with police (RCMP and municipal police in Saint John and Kennebecasis Valley). In January 2017 a meeting involving representatives from each area was held and we discussed topics such as: evacuations to an alternate location, hold and secure/lockdowns, bomb scares, violent threat risk assessment, out of control students, drugs, DARE, threats by parents, Policy 701, liaison – community police officers and search and seizure. Each school administrative assistant has a checklist by their phone for 911 and bomb threat calls. Schools are encouraged to invite the police to their schools when they are practicing evacuations and lock down drills. We have excellent relations with the police detachments.

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