



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

Policy Type: Executive Limitations EL-11

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Policy Title: Property Management

Date: May 9, 2018

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
May 9, 2018

I. Interpretation:

This policy covers financial information and facilities and the Superintendent must not allow assets to be unprotected, inadequately maintained, inappropriately used or exposed to unnecessary risk.

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 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 Work Safe Health and Safety guidelines and all drivers and custodians have the training. Our goal is to ensure all Physical Education teachers have up to date certification. Larger schools have Health & Safety Committees and over the last three years we have held the 3-day training for committee members (spring). We had District staff participate in the Supervisor training.

Data is protected as staff have their own IT 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, 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.

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.

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 since 2010. 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 the fifteen staff are to be out in schools and not in offices; this results in greater travel costs. Short meetings are done via conference call or "Lync" when possible to save travel time and cost.

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 could use 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.

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 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 and Director of Finance and Administration. 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 an issue a reminder goes out to the Principals, or a mention at an administrators meeting – e.g. not having upholstered furniture in classrooms, and never near registers, the amount of paper on walls and on classroom doors. 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.

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. Some schools have a buzz in system.

An examination of school rental processes and fee structure was completed by end of November 2015 and communicated to user groups in December 2015 with changes effective September 2016. We had many groups with keys and codes to our facilities. We have purchased software called “Elyxir” from Ontario 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 Administrative Assistant who leads this and takes questions from schools and user groups. This is the second year of the on-line process. The Administrative Assistant follows up with concerns raised by schools and/or user groups.

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

