

**DISTRICT EDUCATION COUNCIL
Superintendent's Monitoring Report**

POLICY NAME	Asset Protection		
POLICY NUMBER	ASD-W-EL5	Number of Reports per year	1
Date of Report	April 28, 2016		
Date of Previous Report (s) This School Year	N/A		
Date of Future Report (s) This School Year	N/A		
Report Filed by:	David McTimoney, Superintendent		
Report Supported by:	Shawn Tracey, Director of Finance and Administration Karen Morton, Director of Human Resources		

Current Situation

- **Policy calls for the Superintendent to ensure that assets are protected and adequately maintained. As such, the Superintendent shall not ignore the need for fiduciary responsibility for all people who have access to the District's assets and provide for reasonable protection against wear on facilities and equipment.**
- **Policy calls for the Superintendent to not unreasonably expose the District, the Council or staff to claims of liability nor fail to protect property, information and files from significant damage or loss**
- **The Superintendent works with a team of competent human resources personnel, strong financial team and committed facilities & transportation staff. These individuals are led by the Director of Human Resources and the Director of Finance and Administration**
- **Anglophone West School District observes a district operational policy titled ASD-W-250-16 "Professional Conduct" that includes the statement "Individuals shall show proper care and regard for the property of the Crown, utilizing resources for the purpose of carrying out ASD-W business" (2(f)). Various other expectations are outlined in this policy on Professional Conduct (Appendix A).**
- **Appendix B outlines details surrounding asset protection in these four categories – Facilities, Human Resources, Budget & Accounting and Transportation.**

POLICY NAME**Asset Protection****Looking Ahead**

- **Compliance will continue to ensure safety, efficiency, and quality service all guided by the ASD-W mission, vision and core values.**
- **Work will continue with EECD as efforts are made to make required training and expectations for building and staff safety more relevant and suitable for the school setting.**

Challenges

- **With the size of ASD-W, there are many assets (buildings, buses and more), employees, and a large budget to manage. While this is positive in many ways, it also requires much work to ensure assets, employees and finances are protected. Our plan of establishment that was designed for amalgamation in 2012 requires adjustment to ensure the district is properly staffed to care for these important responsibilities.**
- **There are examples of workplace policy and legislation that is designed for a more business-like, factory/warehouse setting. Often times the requirements associated with these don't translate easily into a school setting, yet the same expectations are present.**

Addressing the Challenges

- **Cooperation with EECD and commitment of a dedicated staff is allowing for continued conversations on how to address the challenges faced by the district. Investment of self-sustaining dollars and support from EECD has helped the district on a temporary basis.**

Appendices

- **Appendix A – District Operational Policy ASD-W-250-16 Professional Conduct**
- **Appendix B - Anglophone West School District Monitoring Report for Asset Protection**

Superintendent's Signature: _____**DEC Chair Signature:** _____**Date:** _____

 <p>Anglophone West School District</p>	<p>POLICY NO. ASD-W-250-16</p>
<p>PROFESSIONAL CONDUCT</p>	
<p>Category: Human Resources</p>	<p>Draft: October 8, 2014</p>

Policy Statement

Anglophone West School District promotes a positive learning and working environment in which individuals are committed to performing their responsibilities according to the highest standards of professional and personal conduct. These individuals are responsible for promoting an environment in which respect for human rights exists and where working relationships can develop in an atmosphere of trust, mutual respect, and dignity.

This policy applies to all individuals who fulfill a job or role in ASD-W. This includes, but is not limited to all employees, contract workers and volunteers, project workers, contracted employees, teacher interns, tutors, and Co-Operative Education students. The policy applies at all times, when an individual represents ASD-W in an official or unofficial capacity.

This policy is to be reviewed annually by school administration during opening activities. The Acknowledgement Form must be signed off by new staff members.

Standards of Professional Behaviour

1. Accountability
Individuals shall:
 - a. Demonstrate honesty and integrity in the fulfillment of their professional responsibilities.
 - b. Acknowledge and respect the responsibility of ASD-W in their management role.
 - c. Acknowledge that all work produced related to their responsibilities in ASD-W, is the sole property of ASD-W.
 - d. Acknowledge that everyone is responsible for the learning of and/or learning conditions for students within ASD-W.
 - e. Ensure communication in electronic and social media environments is appropriate and models professional and personal conduct at any time reflective of the position of trust held within the public education system.

2. Standards of Work
Individuals shall:
 - a. Endeavour to improve their professional competency.
 - b. Conduct work in an objective, conscientious, effective and efficient manner.
 - c. Perform duties in accordance with the highest standards of their profession and exercise due care.
 - d. Comply with copyright laws and acknowledge the origin of material and concepts incorporated into their work.
 - e. Become knowledgeable of, respect, and adhere to all applicable laws, acts/regulations, policies, and guidelines.
 - f. Show proper care and regard for the property of the Crown, utilizing resources for the purpose of carrying out ASD-W business.



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3. Interpersonal Relationships

Individuals shall:

- a. Treat others with respect, dignity, and fairness at all times.
- b. Resolve conflict using respectful and appropriate means.
- c. Ensure the workplace is free from discrimination and harassment, and that due process and individual human rights are respected.

4. Confidentiality

Individuals shall:

- a. Ensure confidentiality of information acquired in the course of business by exercising due care while collecting, using, disclosing, storing, and disposing of personal data.
- b. Ensure that personal information is collected and used in compliance with RTIPPA (Right to Information and Protection of Privacy Act) and PHIPPA (Personal Health Information Privacy and Access).
- c. Ensure that information obtained during the administration of school-raised funds is treated in a secure and confidential manner.
- d. Be aware that the obligation to comply with the above, continues indefinitely, i.e. even after the relationship between the individual and the School District has been severed.

5. Conflict of Interest

Individuals shall:

- a. Avoid and/or disclose any conflict of interest or potential conflict of interest, which would influence or appear to influence personal actions or judgments. (See Appendix A – Conflict of Interest Notification Form)
- b. Not use a position of trust to receive special benefits.

6. Dress Code

Anglophone West School District recognizes the importance of the educational environment in promoting excellence in teaching and learning. The District is responsible for promoting an environment that is safe, nurturing, and supportive of the school system's academic goals and educational responsibilities. Employees of ASD-W serve as role models for the students with whom they work and as leaders in the community. Consistent with these roles, all individuals working in the District shall:

- a. Dress in a manner and have an appearance that is appropriate and professional in light of the environment in which they work and the duties of their position.

Breach of Policy

Appropriate measures will be taken to address any breach of this policy.



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Reference

- NB Administration Manual [2913: Workplace Harassment](#)
- NB Administration Manual [2915: Conflict of Interest](#)
- Department of Education and Early Childhood Development [Policy 701: Policy for the Protection of Pupils](#)
- Department of Education and Early Childhood Development [Policy 703: Positive Learning Environment](#)
- [N.B. Human Rights Act](#)
- [NBTF Code of Ethics](#)
- [NBTF Code of Conduct](#)
- [Right to Information and Protection of Privacy Act](#)
- [Personal Health Information Privacy and Access](#)
- [New Brunswick Education Act & Regulations](#)
- [ASD-W-101-3 - Guidelines and Procedures for School-Raised Funds](#)

Policy Development Sources

- Province of New Brunswick – Code of Conduct – Part I Personnel
- Ontario Ministry of Education – Code of Conduct
- International School Business Management Professionals Standards and Code of Ethics
- CCHRA Code of Ethics

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Monitoring Report ASD-W EL5
Asset Protection
April 28, 2016**

In Compliance with the Education Act, Section 36.9(5) (a) (b) (g) (h) and Provincial Policy 101, Section 6.1.

Facilities

Capital Improvement Plan

The Facilities department is reviewing the existing Capital Improvement Project list and prioritized same in preparation for input from the DEC before it is finalized in May, 2016, to be sent to EECD.

Maintenance Management

Anglophone West uses a "Maintenance, Planning and Control" (MPC) computerized maintenance management system. The system was implemented to manage the day-to-day operations in our facilities.

Elevators

ASD-W has access to the Provincial contract and implement Elevator Maintenance services as per specifications. The district adheres to the latest revision of the National Building Code of Canada, the New Brunswick Occupational Health and Safety Act, and Department of Labour requirements.

Fire Protection

ASD-W has access to the Provincial contract and implements maintenance programs for Fire Protection Systems in schools as per specifications. The district adheres to the latest revision of the National Building Code of Canada, applicable National Fire Protection Association Codes, Provincial Building By-Laws, and the New Brunswick Occupational Health and Safety Act. All schools have four preventative maintenance inspections per year. All fire alarm panels are monitored 24 hours per day by an alarm monitoring company.

Fire extinguishers are inspected monthly by District Staff and are serviced/inspected annually by qualified Fire Equipment professionals, as necessary.

The Fire Marshal's Office conducts annual inspections of the schools and generates a report for items requiring attention.

Control Systems

ASD-W contracts and implements preventative maintenance programs to school control systems. Systems include, but are not limited to: humidifiers and controls, domestic water heating, pump controls, heating boilers, humidification boilers, chillers, heat pumps, building automation systems, air dryers, compressors, dehumidifiers, and heat recovery ventilation equipment. Relay pressure switches and contacts on all systems are also included.

The District has qualified trades people on staff who monitors automated systems and carry out preventative maintenance as required.

Play Spaces

Anglophone West has several tradesmen and a Manager trained to inspect children's play spaces and equipment per CAN/CSA Z614-14.

Security Systems

Schools and district office have security systems installed in them with the system monitored by an alarm monitoring company.

Some of the ASD-W schools also have video surveillance systems for use during the day.

Health and Safety

School Health and Safety Committees carry out monthly building safety inspections and forward their minutes to WorkSafeNB. Necessary actions are taken with schools submitting work orders.

Availability of First Aid kits, eye wash stations, fire extinguishers, etc. is ensured.

The district complies with environmental regulations.

Water

The Facilities Department carried out monthly water sampling and testing programs, as approved by the Department of Health on all schools with wells. Remedial actions were taken as necessary to protect the health and safety of school occupants.

Backflow systems are tested by qualified trade's people on an annual basis.

Indoor Air Quality Investigations

The Facilities Department cooperated with School Principals and the District Superintendent to investigate occupant complaints about indoor environment conditions. Investigations were carried out in accordance with the District's IAQ protocols and request form.

Cathodic Protection Testing

The District engaged qualified professionals to inspect and, where necessary, upgrade underground steel petroleum storage tanks and associated piping to meet the Department of Environment and Local Government standards.

Asbestos Management Program

As stipulated in New Brunswick regulation 92-106, asbestos containing materials will be inspected by the District on a yearly basis. Any deteriorated material will be reported to the Department of Education and Early Childhood Development so they can schedule its removal the following summer.

Roof Inspections

Roofs are inspected by the Department of Transportation and Infrastructure on a five year rotation. Roofs requiring attention are prioritized on the Capital Improvement Plan.

Pressure Vessels

Boiler, pressure vessel and pressure piping systems shall be inspected yearly by the Department of Public Safety.

Commercial and Domestic Equipment

The Department of Health and Wellness conducts a yearly inspection of kitchen and cafeteria equipment.

Oil Tanks

Where applicable, oil tanks and piping are inspected on a yearly basis.

Human Resources

Employment Requirements

The following acts, regulations, provincial and district policies are in place and enforced to ensure protection of assets:

- Criminal Record Checks Policy (ASD-W-250-10)
 - Criminal Record Checks are required for all new permanent and casual employees and volunteers who may have unsupervised access to students. Employee Criminal Record Checks are verified by Human Resources staff while school principals verify those for individuals volunteering at their schools.
- Professional Conduct Policy (ASD-W-250-16)
 - The Acknowledge Form (Appendix A of the policy) must be signed off by new staff members to confirm that have reviewed and fully understand the information provided in the policy.
- Information and Communication Technologies Use Policy (EECD 311,ASD-W-311-1)
 - The E-Mail User Agreement (Appendix A of Policy ASD-W-311-1) must be signed off by staff members requesting an account to confirm they have read and understand the policy and understand that if they violate the rules they may face legal or disciplinary action according to applicable laws or district policy.
- Policy for the Protection of Pupils (EECD 701)
 - On-line training for Policy 701 – Pupil Protection Policy, is provided for all permanent and casual employees of Anglophone West School District, as well as all volunteers. They must complete the online validation questionnaire and provide it to their supervisor or human resources. Link to provincial training site: <http://701.nbed.nb.ca/default.asp>
- Conflict of Interest (EECD Policy 213, AD-2915)
 - This is monitored annually with a requirement of employees to complete an ASD-W Conflict of Interest - Notification of Outside Employment Form to request approval and ensure they are abiding by the policy.
- Occupational Health & Safety Act
 - Online orientation training is being developed for implementation in the 2016-2017 school-year.

Other acts or policies identified below are in place and enforced.

- Harassment in the Workplace (AD-2913)
- Employment Standards Act
- Public Service Labour Relations Act
- Public Interest Disclosure Act
- Right to Information and Protection of Privacy Act
- Policies regarding staffing, as well as various collective agreements for Part II, are followed.

Training

Job-specific training is provided to employees, when deemed necessary by the employer, to ensure their safety as well as the safety of others. Examples of such training include: WHMIS, First Aid, Non-Violent Crisis Intervention, Professional Driver Training, Evacuation and Emergency Procedures, and the safe operation of various types of equipment and power tools. The removal of seasonal hazards such as snow, ice, and icicles is also conducted.

Payroll

The district is in compliance with the School District Payroll Manual. Payroll is processed in "Gestion", the province's payroll system for Part II.

Financial

The district operates in accordance with Department of Education and Early Childhood Development Policy #101 with respect to Financial Responsibilities of School Districts. Policy #101 provides regulations for safeguarding public funds through the performance of internal controls being in place and by following the accounting practices as set out in the Policy. An example of internal controls is the separation of duties when receipting, depositing, journalizing and accounting for cash receipts.

The district is in compliance with Provincial Policy #107 with respect to Purchasing. All aspects of the purchasing function are in accordance with the Public Purchasing Act and the Crown Construction Act. An example of compliance is the tendering process, whereby the public has equal opportunity for providing goods and services to the School District at the best price and quality within the specifications of all tenders.

The district is in compliance with Provincial Policy #407 – Community Use of Schools. A rental contract is signed between the school and the renter.

The district is in compliance with Provincial Policy#127 – Food Services. As part of the tendering process, a liability clause is added that the service provider must have a minimum of \$5 000 000 in liability insurance. Smaller operations must have between \$1 000 000 and \$5 000 000 depending on their enrollment.

Annual reports are received from schools on their school-raised funds. Periodic audits are done to ensure that schools are working towards a level of accountability these spot audits are conducted by Admin Services.

The district is in compliance with the School District Accounting Manual. All financial transactions are properly recorded in Oracle, the province's financial management system.

Transportation

Buses are kept in safe, operable condition.

The Department of Transportation and Infrastructure (DTI) school bus repair facilities monitor the condition of school buses in the ASD-W fleet, optimally every six weeks. Motor Vehicle Inspections are required to be done on school buses every six months. Any necessary repairs needed between these times are done immediately. Every school bus has a provincial Log Book which drivers are required to complete.

A daily inspection of school buses is required as per Regulation and in a format determined by the Department of Education and Early Childhood Development (EECD). It is the responsibility of the school bus driver to ensure the daily inspection is completed and recorded. Drivers are also expected to maintain the cleanliness of the vehicle by sweeping out daily and washing the exterior of the bus as necessary, at least weekly. Commercial Vehicle Enforcement officers, as well as school district transportation staff, conduct random unannounced inspections of school buses in our fleet.

The district also monitors the monthly vehicle reports generated by Vehicle Management Agency.

Drivers keep their qualifications up-to-date.

Drivers are required to be re-licensed every two years - this involves three written tests and a road test conducted by a provincial driver examiner. A bi-annual medical fitness report is also required until age 60. After age 60, driver testing and medical reports are required annually. Drivers must also renew their First Aid certification every two years and attend an Annual Driver Refresher Course, the content of which must be approved by EECD. At the beginning of each school year, and from time-to-time, drivers attend sessions pertaining to provincial and district policies and procedures. Drivers are also reminded of these responsibilities in the monthly Drivers' Update newsletter.

Rules of conduct

The school district has a process in place for making and enforcing rules for the proper conduct of students while travelling in or getting on and off the school bus and also for the safe loading and unloading of vehicles at the schools.

Communication on School Buses

Two-way radios are installed on all school buses. Additionally, the drivers of special needs vehicles have cell phones.