

MONITORING REPORT
SUPERINTENDENT LIMITATIONS POLICY 4.5 ASSET PROTECTION
September 20, 2016

I hereby present the monitoring report on your Superintendent Limitations Policy 4.5 "Asset Protection" according to the schedule set out. I certify that the information contained in this report is true.

Signed _____, Superintendent

Date Sept. 12/16

POLICY STATEMENT:

"The Superintendent shall not allow assets to be unprotected, inadequately maintained or unnecessarily risked."

Accordingly, the superintendent shall not:

BOARD POLICY PROVISION:

1.0 "Subject plant and equipment to improper wear and tear or insufficient maintenance."

SUPERINTENDENT'S INTERPRETATION:

The School District has policies and procedure in place to ensure that our equipment and plants are properly cared for and maintained, using what resources are available to the district.

There are numerous District and Provincial policies that deal directly with "assets" entrusted to the School District. Each Policy requires active monitoring and action at various levels within the organization.

Policy 406: Playgrounds and Equipment – procurement, installation, inspection and maintenance procedures – **The Facility Department ensures compliance by having certified maintenance repair personnel inspect grounds and equipment monthly and yearly. Playgrounds are monitored daily by teacher supervisors and all maintenance items are requisitioned through MPC system. Items deemed unsafe are removed asap.**

Policy 407: Community Use of Schools – usage guidelines, rental agreements, rate schedules and **monitoring are managed by education center staff on behalf of schools in the district.**

Policy 450: Maintenance and Cleanliness Standards; Custodial Cleaning and Maintenance Handbook. **Each of the 130+ custodians are reviewed throughout the year for cleaning standards by the Custodial Foreman and the reports are filed at the school and Office of the Superintendent.**

Policy 452: Building Security – emergency contacts and reporting requirements. **The District maintains an emergency call out spreadsheet for each school. There is an MR II assigned each weekend to respond to all**

emergency calls. During winter plant and boilers are checked each weekend by our Power Engineers.

Policy 453: Theft and Vandalism to School Property – reporting, action and recording requirements. **All incidents are to be reported by schools on the Theft and Vandalism form and submitted to the Director of Finance for review and action as required.**

Policy 311: Computer and Network Access – procurement and repair procedures, Access, Release and Authorization Agreement, guidelines. **The IT department ensures all staff and students sign off on the policy and follow up on all complaints of non compliance.**

DATA:

The schools are inspected by numerous outside independent agencies on a regular basis. Reports are submitted for action at the school, district and provincial levels. A new provincial policy is being worked on to delineate these requirements involving the assets and agencies below:

- Fire Marshal,
- Roof, Elevator,
- Sprinkler,
- Controls,
- Ventilation,
- Pressure Vessel,
- Commercial and Domestic Equipment,
- Oil Tank,
- Asbestos,
- Backflow Prevention,
- Health Inspection

The Facilities Department utilizes “MPC” – Maintenance, Prevention and Control System – a complex provincial software system to identify, schedule and log daily, weekly, monthly, quarterly, semi-annual and annual inspections and preventative maintenance on all building components and equipment. The district maintains and submits annually to the Department of Education Capital Improvement Projects and Major Capital priority lists.

There are many staff that are responsible for the proper use, maintenance and repair of district assets and are made aware of policy and procedure requirements regarding plant and equipment through:

- School Administrators’ meetings
- Memos
- Easy website access
- New Administrator Orientation
- Leadership Development
- Principals’ Certification
- In-Service for staff as necessary
- On-site assistance

I report compliance.

BOARD POLICY PROVISION:

2.0 “Unnecessarily expose the organization, its council or staff, to claims of liability.”

SUPERINTENDENT’S INTERPRETATION:

The Superintendent will ensure that policies, programs, and procedures are adhered to, to minimize risk.

DATA:

A number of district administrative policies and procedures address liability concerns:

- Policy 101:** Financial Responsibilities of School Districts - **Each year the district is subject to spot audits by the accountability branch of the Department of Education, Office of the Comptroller and the Auditor Generals Office.**
- Policy 127:** Food Services – requirements, limitations, liability protection – guidelines **Public Health Inspections occur frequently in our food service operations with results posted online.**
- Policy 154:** Accident Reporting – **all accidents (students, staff and visitors to schools) are reported to the Director of Finance and Administration on appropriate forms, necessary action taken and retained on record.**
- Policy 156:** School Evacuation procedures – Fire Safety Plan Manual and Emergency planning. **School are required to maintain the dates and times that fire drills are conducted and are reviewed by the Fire Marshal and District staff.**
- Policy 512:** Extra-curricular Activity Vehicles. **Schools are required to maintain records of licensed drivers who have taken the mandatory provincial driving course. Courses are arranged by the transportation department.**
- Policy 550:** School Bus Evacuation and General Safety – plans, drills and instruction requirements. **Schools are required to conduct these drills as arranged by the transportation department on the Portal.**
- Policy 551:** Safe and Orderly Conduct on School Buses – **expectations, misconduct and consequences are shared with all riders and enforced by our drivers and schools.**
- Policy 552:** Student Conveyance – Alternate Location – **authorization and recording requirements are tracked by the Office of the Superintendent and transportation department.**

Safety and security of our students, staff and public are key criteria in all decision making within Anglophone East School District. It is the number one step in our decision making protocol. Every effort is made to minimize the risk of all patrons within the school system. School and district administrators are made aware of the many policy and procedures that deal with the potential for liability risks through:

- School Administrators’ meetings
- Memos
- Easy website access
- Leadership Development
- Principals’ Certification
- On-site assistance

I report compliance.

INSPECTION PROGRAM

SCHOOL FACILITIES

SCHOOL DISTRICT 2

Update report as of : April 29, 2016

EXAMPLE	SCHOOL	SCHOOL YEAR:		ELEVATOR/ CHAIR-LIFT	SPRINKLER	CONTROL	VENTILATION	PRESSURE VESSEL	COMMERCIAL AND DOMESTIC EQUIPMENT	ASBESTOS	OIL TANK	BACKFLOW PREVENTION	
		2015-2016	2016-2017										
		1	2	3	4	5	6	7	8	9	10	11	12
		FIRE MARSHALL	PLAYGROUND	ROOF									
		(Yearly Inspection)	(As of CSA standards)	(Inspection every 5 yrs)	(Inspection every two months)	(Quarterly Inspection)	(Yearly Inspection)	(Yearly Inspection)	(Yearly Inspection)	(Yearly Inspection)	(Yearly Inspection)	(Yearly Inspection)	(Yearly Inspection)
		FREQUENCY											
		SCHOOL											
		Saint Bernard											
1572	Arnold H. McLeod School	Jun-2010	Aug-15	Jun-15	N/A	JU,OC,JA	Mar-16	Sep-15	Jul-2015	Aug-2015	N/A	N/A	12
1503	Beaverbrook School	Jun-2010	Aug-15	May-13	N/A	N/A	Mar-16	Sep-15	Jul-2015	N/A	N/A	N/A	Jan-16
1569	Bernice MacNaughton High School	Jun-2010	Aug-15	Jun-14	SE,NO,JA,MR	JL,NO,FE	Mar-16	Sep-15	Aug-2015	Aug-2015	Apr-2016	N/A	Jan-16
1504	Bessborough School	Jun-2010	Aug-15	Jun-12	OC,DE,FE	N/A	Feb-16	Sep-15	Jul-2015	Aug-2015	Apr-2016	N/A	Sep-15
1505	Birchmount School	Oct-2010	Aug-15	Jun-14	SE,NO,JA,MR	N/A	Feb-16	Sep-15	Jul-2015	N/A	Apr-2016	N/A	Apr-16
1702	Caledonia Regional High School	Oct-2015	Aug-15	Jun-13	SE,NO,JA,MR	N/A	Jan-16	Sep-15	Aug-2015	Aug-2015	Apr-2016	N/A	Oct-15
1567	Claude D. Taylor School	Jun-2015	Aug-15	Jul-15	OC,DE,FE	N/A	Jan-16	Sep-15	Jul-2015	N/A	Apr-2016	N/A	Jun-15
1401	Dorchester Consolidated School	Oct-2015	Aug-15	Jul-13	OC,DE,FE	N/A	Feb-16	Sep-15	Jul-2015	N/A	Apr-2016	N/A	Mar-16
1573	Edith Cavell School	Jun-2010	Aug-15	Jun-15	SE,NO,JA,MR	JU,NO,FE	Feb-16	Sep-15	Aug-2015	Aug-2015	Apr-2016	N/A	Sep-15
1576	Evergreen Park School	Leased	Aug-15	Leased	Leased	Leased	Leased	Leased	Leased	Leased	N/A	N/A	Leased
1514	Forest Glen School	Jun-2010	Aug-15	Jun-14	N/A	N/A	Mar-16	Sep-15	Aug-2015	Aug-2015	Apr-2016	N/A	Jan-16
1550	Frank L. Bower School	Jun-2015	Aug-15	Jun-14	N/A	N/A	Jan-16	Sep-15	Aug-2015	N/A	Apr-2016	N/A	Jan-16
1517	Harrison Trimble High School	Jun-2010	Aug-15	Jun-13	SE,NO,JA,MR	JU,AU,FE	Feb-16	Sep-15	Aug-2015	Aug-2015	Apr-2016	N/A	Mar-16
1602	Havelock School	Sep-2015	Aug-15	Jun-14	SE,NO,JA,MR	N/A	Mar-16	Sep-15	Jul-2015	Aug-2015	N/A	Aug-2015	Jun-15
1519	Hillcrest School	Jun-2013	Aug-15	Jun-14	OC,DE,FE	N/A	Jan-16	Sep-15	Aug-2015	N/A	Apr-2016	N/A	Feb-16
1703	Hillsborough Elementary School	Oct-2015	Aug-15	Jun-13	N/A	N/A	Jan-16	Sep-15	N/A	N/A	Apr-2016	N/A	N/A
1610	J.M.A. Armstrong/Salisbury Middle School	Sep-2015	Aug-15	Jun-14	OC,DE,FE	JU,OC,JA	Jan-16	Sep-15	Jul-2015	Aug-2015	Apr-2016	N/A	Mar-16
1571	Lewisville Middle School	Jun-2010	Aug-15	May-13	N/A	JL,OC,JA	Feb-16	Sep-15	Aug-2015	Aug-2015	N/A	N/A	Aug-15
1574	Lou MacNarin School	Oct-2015	Aug-15	Aug-15	SE,NO,JA,MR	JU,OC,JA	Feb-16	Sep-15	N/A	Aug-2015	N/A	N/A	Apr-16
1528	Magnetic Hill School	Oct-2015	Aug-15	Jul-12	OC,DE,FE	N/A	Feb-16	Sep-15	Aug-2015	Aug-2015	N/A	N/A	Jun-15
1402	Marshview Middle School	Sep-2015	Aug-15	Jun-13	SE,NO,JA,MR	JU,OC,FE	Mar-16	Sep-15	Aug-2015	Aug-2015	Apr-2016	N/A	Apr-16
1539	Moncton High School	Jan-2015	Aug-15	Dec-14	FE	JL,NO,FE	Feb-16	Sep-15	Aug-2015	Aug-2015	Apr-2016	N/A	Oct-15
1541	Mountain View School	Sep-2015	Aug-15	Jun-14	N/A	N/A	Feb-16	Sep-15	N/A	N/A	Apr-2016	N/A	Apr-16
	Northrop Frye School	Leased	Aug-15	Leased	Leased	Leased	Leased	Leased	Leased	Leased	N/A	N/A	Leased
1604	Petitcodiac Regional School	Sep-2015	Aug-15	May-13	OC,DE,FE	JL,NO,JA	Jan-16	Sep-15	Jul-2015	Aug-2015	Apr-2016	N/A	Apr-16
1416	Port Elgin Regional School	Oct-2015	Aug-15	Jun-13	N/A	JU,OC,FE	Mar-16	Sep-15	N/A	Aug-2015	N/A	N/A	Apr-16
1547	Queen Elizabeth School	Jun-2010	Aug-15	May-13	OC,DE,FE	JU,AU,DE	Feb-16	Sep-15	Jul-2015	Aug-2015	Apr-2016	N/A	Jan-16
1704	Riverside Consolidated School	Nov-2015	Aug-15	Jun-12	N/A	N/A	Jan-16	Sep-15	Jul-2015	N/A	Apr-2016	N/A	Apr-16
	Riverview East	Jun-2015	Aug-15	Aug-15	OC,DE,FE	JU,OC,DE	Jan-16	Sep-15	Jul-2015	Aug-2015	Apr-2016	Aug-2015	Apr-16
1570	Riverview High School	Jun-2015	Aug-15	Jul-15	OC,DE,FE	JU,OC,FE	Jan-16	Sep-15	Aug-2015	Aug-2015	N/A	N/A	Nov-15
1549	Riverview Middle School	Jun-2015	Aug-15	Jun-12	OC,DE,FE	JU,OC,FE	Jan-16	Sep-15	Aug-2015	Aug-2015	N/A	N/A	Feb-16
1417	Salem Elementary School	Sep-2015	Aug-15	Jun-13	SE,NO,JA,MR	JU,OC,FE	Jan-16	Sep-15	Aug-2015	Aug-2015	Apr-2016	N/A	Aug-15
1607	Salisbury Elementary School	Oct-2015	Aug-15	Jun-15	N/A	JL,OC,JA	Mar-16	Sep-15	N/A	Aug-2015	N/A	N/A	Jul-15
1553	Shediac Cape School	Sep-2015	Aug-15	Aug-14	OC,DE,FE	N/A	Mar-16	Sep-15	N/A	Aug-2015	N/A	N/A	Apr-16
1559	Sunny Brae Middle School	Jun-2010	Aug-15	Jun-12	OC,DE,FE	N/A	Jan-16	Sep-15	Jul-2015	Aug-2015	Apr-2016	N/A	Jun-15
1411	Tantramar Regional High School	Sep-2015	Aug-15	Aug-12	OC,DE,FE	N/A	Mar-16	Sep-15	Aug-2015	Aug-2015	Apr-2016	N/A	Oct-15
1551	West Riverview School	Jun-2015	Aug-15	Jul-15	N/A	N/A	Feb-16	Sep-15	Aug-2015	N/A	Apr-2016	N/A	Apr-16