



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

Policy Name	Asset Protection		
Policy Number	ASD-W-EL-5	Number of Reports per year	1
Policy	<p>To the best of his / her ability, the Superintendent shall not fail to ensure that assets are protected and adequately maintained.</p> <p>Accordingly, the Superintendent shall not:</p> <ul style="list-style-type: none">• Allow the district to be without a plan to ensure fiduciary responsibility for all people who have access to the District's assets.• Subject plant and equipment to unreasonable wear and insufficient maintenance.• Unreasonably expose the organization, its Council or staff to claims of liability.• Fail to protect property, information and files from loss or significant damage.		
Date of Report	April 22, 2021		
Report Filed by:	David McTimoney, Superintendent		
Report Supported by:	Shawn Tracey, Director of Finance and Administration Jin Hee Jeong, Facilities Manager Daniel Wishart, Transportation Manager Terri McKellar, Budget and Accounting Manager		
<u>Interpretation:</u>			
<ul style="list-style-type: none">• This policy requires the Superintendent to ensure process and procedures are established to maintain district assets.			

Policy Name	Asset Protection
<ul style="list-style-type: none"> • District Assets are defined as fixed, monetary, or capital assets that the Superintendent has a role in the upkeep, protection, or responsibility for care and control. • Fiduciary responsibility is defined as those employees in positions of trust & responsibility for the safekeeping of District Assets. <p><u>Justification:</u></p> <ul style="list-style-type: none"> • The District Education Council (DEC) has the responsibility under the Education Act 45(2) that the DEC, at all times, have management, care and control of all school property in the school district for which the DEC is established, until such time as the school property is declared surplus by the DEC. • The Superintendent has the responsibility, under the Education Act 48(2)(g), for providing for the effective and efficient management of available financial resources. • The Superintendent ensures compliance with Education and Early Childhood Department policies for the following areas: Policy 406 - Playgrounds and Equipment, Policy 407 - Community Use of Schools, Policy 101 - Financial Responsibilities of School Districts & Policy 127 - Food Services. <p><u>Compliance:</u></p> <ul style="list-style-type: none"> • District staff prepares an Asset Description report, which is shared with the District Education Council as per the annual planning cycle. The Summary of Inspection folder and inspection report examples show compliance of maintaining our facilities. The district fourth quarter report is given as proof of compliance with Policy 101 and that district is in good financial position. The Community Use of Schools Agreement example is provided to show how we safeguard our schools for after-hours usage. 	

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Evidence:

- Education Act: Section 45 (2): School Property
<http://laws.gnb.ca/en/ShowPdf/cs/E-1.12.pdf>
- Education Act: Section 48 (2) (g) Duties of the Superintendent
<http://laws.gnb.ca/en/ShowPdf/cs/E-1.12.pdf>
- [EECD Policy 406: Outdoor School Play Area](#)
- [EECD Policy 407: Community Use of Schools](#)
- [EECD Policy 101: Financial Responsibilities of School Districts](#)
- [EECD Policy 127: Management of Food Services in Schools](#)
- District Asset Description Report
- Facilities Inspection Summary and Inspection Examples
- 4th Quarter Financial Report
- Community Use of School Example of Agreement

Compliance: I report compliance with this policy.

Superintendent's Signature: _____

DEC Chair Signature: _____

Date: _____