



# ASD-W

Anglophone School District West

1135 Prospect Street | Fredericton, New Brunswick E3B 3B9 | [www.asdw.nbed.nb.ca](http://www.asdw.nbed.nb.ca)

## District Education Council – Superintendent Monitoring Report

**Policy Name and Number:** ASD-W-EL5 – Asset Protection

**Reports Per Year:** One

**Date of Report:** April 25, 2024

**Previous Report This Year:** N/A

**Future Report This Year:** N/A

**Policy Statement:** To the best of his /her ability, the Superintendent shall not fail to ensure that assets are protected and adequately maintained.

Accordingly, the Superintendent shall not:

- 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 its staff to claims of liability.
- Fail to protect property, information, and files from loss or significant damage.

**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

### Superintendent Interpretation:

- This policy requires the Superintendent to ensure processes and procedures are established to maintain district assets.

- 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.
- Beyond the buildings, vehicles, materials, and budget dollars, assets also include files and information that must be protected.
- Fiduciary responsibility is defined as those employees in positions of trust & responsibility for the safe keeping of district assets. The superintendent needs to protect against any claims of liability that could result.

**Justification:**

- The District Education Council (DEC) has the responsibility under the Education Act, Section 45(2), to 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) to provide for the effective and efficient management of available financial resources.
- The Superintendent ensures compliance with the Department of 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.

**Compliance:**

- District staff prepares an “Asset Description” report, which is shared with the District Education Council as per the planning cycle.
- “Summary of Inspection” reports and inspection report examples are provided within this report to show compliance with maintaining ASD-W facilities.
- The district's fourth-quarter report is shared as proof of compliance with Policy 101 and that district is in a good financial position.
- The “community use of schools” agreement example is provided to show how we safeguard our schools for after-hours usage.

**Evidence of Compliance:**

- 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](#)
- Appendix - District Asset Description Report
- Appendix - Facilities Inspection Summary and Inspection Examples
- Appendix - 4<sup>th</sup> Quarter Financial Report
- Appendix - Community Use of School Example of Agreement

***I report compliance with DEC Policy ASD-W-EL5 Asset Protection.***