

BOARD POLICY EXPECTATION

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

CERTIFICATION

I hereby present my monitoring report on Executive Limitations Policy EL-10 “Asset Protection” in accordance with the monitoring schedule set forth in board policy. I certify that the information contained in this report is true as of September 23rd, 2008.

Mark Mansell, Superintendent

SUPERINTENDENT’S INTERPRETATION OF POLICY

I interpret District assets to include financial assets, real property, facilities, equipment, staff, elected directors, and the District’s local and statewide reputation as a quality school district.

REPORT

There are ten specific areas described in this policy. The following will address each specific area of EL-10 as best as possible. At the time of this report, I believe that the district is either in compliance with the Board’s expectations with all ten expectations.

- 1. *The superintendent shall not fail to obtain insurance coverage against theft, casualty, and liability losses in accordance with Risk Management Pool directions.* IN COMPLIANCE**

The district is part of the Southwest Washington Risk Management Insurance Cooperative, Southwest Washington Workers’ Compensation Trust and Southwest Washington Unemployment Compensation Pool through ESD112. The district has liability coverage of \$20 million per occurrence, property coverage of \$50 million per incident along with money and securities coverage of \$1 million per occurrence.

- 2. *The superintendent shall not allow un-bonded personnel access to funds in excess of \$50,000.* IN COMPLIANCE**

The District’s system of financial control tightly limits direct access to cash and securities by any one person in the District. No one person in the district has access to that amount of money at any given time. All property tax, state funding transactions and federal money transactions are handled directly by the Clark County Treasurer’s Office. Together these sources represent approximately 97% of all receipts.

As extra coverage, the district has a blanket public official bond of \$50,000 to cover Brett Blechschmidt as our fiscal officer and myself as superintendent. Our Insurance Cooperative also provides crime insurance coverage in the amount of \$1 million for money and securities crimes.

3. *The superintendent shall not fail to take steps to ensure that a program of preventive maintenance is in place for district facilities and equipment.*

IN COMPLIANCE

This past year the district has completed several projects that reflect our commitment to maintaining the facilities entrusted to us by the patrons of the district. The following is a list of some of the most significant projects completed:

- Repaired the hot water boiler at the high school.
- Demolished the old grandstands at the middle school and replaced it with a new set of aluminum bleachers.
- Fell and removed dead trees near the soccer fields at the high school.
- Limbed trees within the Challenge Course that were deemed to be a safety risk for participants.
- Worked with the city of La Center to extend the sidewalk into the K-8 parking lot so as to provide a safer walkway for students entering the campus from the street.
- Painted and made repaired as needed to numerous classrooms, offices and hallways throughout the district over the summer.
- Screened and refinished the high school, middle school and elementary school gym floors.
- Replaced various broken sections of curbing in the high school parking lot.
- Performed annual maintenance on equipment such as HVAC systems, emergency generators, etc.
- Trimmed shrubs and trees on both campuses.
- Cleaned parking lots and painted, as needed the striping and/or curbing identifications.

As part of this effort to maintain our facilities, our maintenance supervisor and principals touch base weekly to determine any specific needs that should be met as well as review the progress of any work requested.

4. *The superintendent shall not fail to conduct energy assessments and to make modifications, which result in energy savings.* **IN COMPLIANCE**

Our maintenance department monitors our HVAC equipment through the use of computer tracking system and completes system trend analysis as needed. We also track utility bills to determine if there is any abnormal energy usage.

5. *The superintendent shall not recklessly expose the district, its Board, or staff to legal liability.* **IN COMPLIANCE**

All administrators work hard to follow board and district policies, which are designed to reduce liability exposure. When appropriate, contact was made with legal council to seek additional guidance. For school boundary and capital facility issues we used Marnie Allen, Attorney; Allen Law Office, LLC. For real estate

issues we worked with LeAnne Bremer from Miller Nash, LLP. For student and staff concerns, as well as all other legal matters, we worked with Rockie Hansen, PLLC.

6. *The superintendent shall not approve any purchase in violation of the district's procurement code.* IN COMPLIANCE

All purchases were approved through the district's procurement process established by our fiscal officer, Brett Blechschmidt, and called for in the State of Washington's accounting manual. The district's accounting system and fiscal processes have consistently passed state audits. The procurement protocol developed in the spring of 2007 continues to prove itself as a valuable tool for aligning the actions of staff and ensuring that proper oversight is occurring.

7. *The superintendent shall not fail to implement procedures to protect information, records, and files from loss or damage.*

IN COMPLIANCE

This is an area that has received extra attention in the past few years, and I feel we have made good progress toward improving our ability to meet this expectation. Therefore, I will define that we are in compliance given the circumstances we are limited by. However, as we continue to grow as a district, we need to keep in mind ways to improve the security of our information particularly from fire. The following are actions that have been taken to meet this requirement:

- Created a secure long-term records storage area on the K-8 campus.
- Established a system for safely shredding and disposing of records that are allowed by law to be destroyed.
- Reorganized district office to more easily store essential records and have begun a process to move less essential records to the district's new long-term storage area at the middle school.
- Initiated a process of formulating a list of critically important documents and data (hard copies and digital copies) in order to determine security needs, appropriate handling and data back-up procedures.

Both the middle school and high school have fire-resistant rooms that were upgraded during the remodeling process just completed on both campuses. Physical security from theft for all records is now at an acceptable level. However, the main area of needed improvement at this point is with fire protection of district records as there is no sprinkler system or fireproof records storage within the district office.

8. *The superintendent shall not receive, process, or disburse funds under controls, which are insufficient under generally accepted accounting principles for governments.* IN COMPLIANCE

Our controls and procedures follow the state's accounting manual and auditor recommendations. The district successfully passed its previous audit in the 2006/07 school year. The district will be audited again sometime during the 2008/09 school year.

9. *The superintendent shall not acquire, encumber, or dispose of real property without approval of Board.* IN COMPLIANCE

Each month, the board agenda has included all property and other donated material/funds for board approval. The agenda also shows requests, as per district policy, for board approval when the disposal of district property of significant value was needed. One example of that over the past year has been when the board was asked to approve of the demolition of the old bleachers at the middle school.

10. *The superintendent shall not knowingly or recklessly endanger the district's public image or credibility, thereby jeopardizing the district's ability to accomplish its mission.* IN COMPLIANCE

Keeping the board informed of situations as well as working hard to create connections with district patrons is part of our effort to build upon the good public image and credibility the district enjoys. As a leadership team, school administrators and program directors consistently work to take positive steps to expand the trust and good will between district patrons and staff.