Monitoring Report - Executive Limitations Policy
EL-10, Asset Protection

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 27th, 2011.

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 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:

- Painted and made repairs as needed to numerous classrooms, offices and hallways throughout the district over the summer.
- Screened and refinished the high school, middle school (both upper and main gyms) and elementary school gym floors.
- Performed annual maintenance on equipment such as HVAC systems, emergency generators, etc.
- Trimmed shrubs and trees on both campuses.
- Power washed bleachers on the main athletic field on the K-8 campus.
- Repaired bleachers on the visitor's side of the main athletic field on the K-8 campus.

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 a computer tracking system and completes system trend analysis as needed. We are also in the process of initiating a preliminary energy audit as part of an effort to potentially apply for a State energy grant. If the results of this preliminary energy audit show promise, we may engage a firm to complete what is called an "Investment Grade" energy audit. This type of detailed review of energy usage and potential savings over time is required by the State to apply for the grant.

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

Our district leadership team works hard to follow state statutes, board and district policies, student and staff handbooks and good professional practices to reduce our likelihood of exposure to risk. To assist us with some of the legal matters that go beyond normal issues, the district has access to attorneys with various specialties. For capital facility planning and growth management issues we use Marnie Allen from ESD 112. For real estate issues we utilize the expertise of LeAnne Bremer from Miller Nash, LLP. For student and staff matters, as well as all other legal issues, we utilize the services of Rockie Hansen, PLLC. Additionally due to a lawsuit resulting from actions by a district employee from nearly 30 years ago, the

district is using the services of Patterson, Buchanan, Fobes, Leitch & Kalzer Law Firm to provide legal council on this matter.

6. ***The superintendent shall not approve any purchase in violation of the district's procurement code.*** **IN COMPLIANCE**
All purchases are 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 originally developed in the spring of 2007 with several updates since that time 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
The high school has a fire-resistant room. The middle school has a storage room, but it is not fire rated and would require significant expense to upgrade. Physical security from theft for all records is at an acceptable level due to upgrading security of the record area in the MS loft area. The main area of concern continues to be that the district office has no fire protection due to not having any sprinkler system or fireproof records storage. The cost of these upgrades would be significant. Therefore, given our continued efforts to have more and more of our records digitally stored offsite (i.e. Skyward, AESOP, etc.) and considering the limitations of our current facilities and fire systems, I believe I am in compliance with these expectations as best possible.

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. As evidence of meeting this expectation, the district has a long record of successfully passing its bi-annual state audit. This past year was no different as we successfully passed another state audit as well as received many commendations for good fiscal practices.

9. ***The superintendent shall not acquire, encumber, or dispose of real property without approval of the Board.*** **IN COMPLIANCE**
Each month, the board agenda includes any and 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 is needed.

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**

Part of this responsibility is to keep the board and the district leadership informed of issues and possible issues so proactive steps can be taken. There are many examples of this type of action that could demonstrate meeting this expectation. The continued work on the legal issue facing the district from the 1982/83 school year immediately come to mind due to the sensitivity of the matter and the public attempts by the plaintiffs' attorneys to leverage the media to their advantage. Another example would be our current work with our certificated employees and our collective work to address the State's reduction in teacher salaries. I believe we have a strong track record of achieving this expectation.