

OPERATIONAL EXPECTATIONS**OE-6E: Asset Protection
Reasonable Interpretation and Indicators****Monitoring Method: Board Self-assessment****Monitoring Frequency: Annually**

The Board of Trustees believes that the protection of all organizational assets contributes to student learning.

Interpretation |

The success of our students is enhanced when materials, both tangible and intangible, belonging to CBE are safeguarded and not placed at undue risk.

The Chief Superintendent interprets:

- *protection* to mean controls are in place to ensure assets are safeguarded to decrease risk to a medium or low level; and
- *organizational assets* to mean all tangible property and equipment and all intangible property (data and operational systems) owned by CBE that are vital to its operation. These include all asset categories recorded on the CBE balance sheet.

The Chief Superintendent shall:

6.1 Properly maintain, adequately protect and appropriately use all organizational assets.

Interpretation |

Ensuring that the resources, material goods and other properties and possessions of CBE are safe and guarded from theft and liabilities is critical to the operation and functioning of the organization.

The Chief Superintendent interprets:

- *properly maintain* to mean kept in safe working order;
- *adequately protect* to mean controls are in place to ensure assets are safeguarded to decrease risk to a medium or low level;



- *appropriately use* to mean assets are utilized by CBE staff according to the purpose for which they were acquired; and
- *organizational assets* to mean all tangible property and equipment and all intangible property (data and operational systems) owned by CBE that are vital to its operation. These include all asset categories recorded on the CBE balance sheet.

Indicators |

1. 95% of the corporate information created, received, maintained, disposed or preserved by the CBE is in accordance with GARP (Generally Accepted Record Keeping Principles).
2. 99% of all attempted intrusions into the CBE Information Systems will be successfully blocked.
3. No more than 5% of CBE schools audited by Alberta Infrastructure will have facility condition index of "marginal".
4. CBE will secure insurance coverage against theft, property losses and liability losses to the organization.
5. No legal complaints related to violation of intellectual property rights are received.
6. No losses are incurred by CBE on deposits and investments.

Approved: October 10, 2017