



SCHOOL DISTRICT 5

S O U T H E A S T K O O T E N A Y

September 14, 2021

Mr. John Davison
President and CEO
Public Sector Employers' Council Secretariat
Suite 201, 880 Douglas Street
Victoria, BC V8W 2B7

Dear Mr. Davison:

This will confirm that the Board of Education of School District No. 05 (Southeast Kootenay) is aware of the total compensation paid to executive staff during the 2020-2021 fiscal year and further, that we verify the amount of compensation paid was within the compensation plan as approved by the Board and reported to the Public Sector Employers' Council Secretariat.

Yours truly,

Frank Lento
Board Chair

Public Sector Executive Compensation Disclosure Report 2020-2021 School District No. 05 (Southeast Kootenay)

The Board of Education encourages and adopts practices that enable the district to attract, retain and reward qualified, loyal, high-performing employees, who are dedicated to the delivery of quality public education programs, services, relationships, and communications that benefit the students in School District No. 05 Southeast Kootenay.

The Board's compensation philosophy aligns with the statutory system of exempt staff compensation administration in the K-12 public education sector and the British Columbia Public School Employers' Association (BCPSEA) exempt staff compensation management plan (BCPSEA Policy 95-06, Compensation and Employment Standards for School District Employees Not Subject to a Collective Agreement), which is an approved compensation plan under the Public Sector Employers Act.

Compensation mandates/direction adopted by the Public Sector Employers' Council (PSEC) from time to time are the official policy of BCPSEA and any adjustments to exempt staff compensation levels must align with the parameters of the prevailing compensation mandate/direction.

The Board's compensation philosophy is based upon a set of principles and guidelines that guide development maintenance and decision-making. At its core is an integrated view of compensation and rewards- not only traditional, quantifiable elements such as salary and benefits (total compensation) but also more intangible and intrinsic elements such as career opportunities, learning and career development, work challenges, and a supportive disciplined culture. The model further integrates with plans that establish the Board's overall objectives, education, business and human resources purposes.

Objectives

To attract and retain qualified, experienced, motivated and loyal employees who are committed to the Board's ultimate goal of delivering distinctive services and opportunities to our students better than any other school district.

To promote an understanding among exempt staff about the purpose of their assignments and how essential each member is to the achievement of the Board's strategic directions.

To promote an understanding of how essential it is for the Board to support employees in their achievement of their personal and professional goals.

Educational Purpose

The Board will nurture the talents and aspirations of all students so that upon graduation every student feels they have a place to belong and a gift to bring to our society.

Business Purpose

The Board will preserve its core values, its strategic directions and purposes, allowing the business strategies and operating practices while respecting the democratic governance of elected trustees.

Human Resources Purpose

The Board will treat ALL employees fairly and respectfully based on the principles of performance, accountability, transparency, and differentiation within a climate of trust where employees feel proud, connected and committed.

Guidelines

The Board believes that total compensation packages including benefits and allowances must be sufficient to attract and retain great people.

The Board believes the maintaining of executive and exempt compensation will include consideration of the compensation granted to public school teachers.

The Board acknowledges the idea that structures, models and frameworks of executive and exempt staff compensation as a key driver in performance is not supported by data and the review of the literature, however, a compensation structure provides an efficient and effective administrative mechanism.

The Board believes total compensation acknowledges and reflects the values of trust, loyalty, accountability, respect, fairness, collaboration integrity and teamwork.

The Board believes increases to compensation levels must reflect the School District's budget and ability to fund increases.

The Board believes compensation should be considered as a total rewards structure, which includes all the elements of the total compensation package in personal services contracts.

The Board recognizes that time is considered an important factor in order for executive and exempt staff to carry out their performance of responsibilities and duties in the District's modified school calendar.

The Board believes that compensation decisions must be objective and based upon clear, well documented, and relevant business rationale that demonstrates the appropriate expenditure of public funds.

The Board acknowledges BCPSEA's labour market definition (the recruitment pool and destination Sector) for exempt staff and the articulation of a relevant labour market for the district.

Core Principles:

Performance

Executive and exempt staff compensation packages must support and promote a performance based organizational culture.

Executive and exempt staff compensation increases must be based on performance reviews with formal feedback sources that include not only supervisors and peers but also other stakeholders including students, parents, Trustees and community leaders.

The Board values annual discussions regarding total compensation packages, terms of personal services contracts and changes to job descriptions.

Differentiation

The Board believes differentiation of salary is supported where there are differences in the scope and in the complexity of the position and or due to extraordinary individual contributions that benefit students and the district.

The Board believes executive and exempt staff compensation decisions must be based on relevant data that reflects the District's functions and its transformation to a culture of discipline.

The Board recognizes an appropriate compensation relationship exists among exempt positions in the District.

Accountability

The Board recognizes compensation decisions must reflect the sensitive, complex, and personal nature of individuals while addressing the individuals' overall role in their respective unique settings and environment.

The Board believes compensation decisions must take into account the needs and functions of the district and the unique demographics and dynamics of its urban and rural schools and communities.

The Board understands that compensation must demonstrate the appropriate expenditure of public funds.

The Board understands the Public Sector Employers Act, which establishes the legislative policy framework for executive and exempt staff compensation administrators and managers in the public sector.

The Board understands the BCPSEA exempt staff compensation management plan which is an approved compensation plan under the legislation.

Transparency

The Board recognizes that compensation must be designed, managed and communicated in a manner that ensures compensation decisions are clearly understood by employees and the public while protecting individual personal information.

The Board believes that effective, objective, and fair total executive and exempt staff compensation packages that respect the expenditures of public funds will not have to be defended.

The Board believes that total exempt staff compensation with annual base salaries exceeding \$100,000 should be disclosed to the public in a similar manner that is required for executive disclosures with salaries exceeding \$125,000.

Relevant Labour Market

- School District No. 5 Southeast Kootenay is an Urban and Rural district
- 10 schools considered urban in one community by the province
- 7 schools considered rural in four communities by the province
- School District No. 5 consists of:
 - 5700 FTE students

- 690 FTE employees
- 59 FTE exempt staff
- School Districts annual operating budget is \$65.5 million
- Exempt Staff compensation accounts for approximately \$6.3 million
- School District No. 5 has a modified calendar with 173 days of instruction and 180 days in session

Recruitment Pool

1. Primary labour market- current employees
(School District's development model provides various district committees teacher in charge opportunities, department head opportunities, school leadership opportunities and mentorship experiences).
2. Secondary labour market- adjacent School Districts, particularly School District 6 (Communities in SD6 are closer to SD5's urban center than the rural communities of SD5, with recent exempt hiring from SD6.)
3. Tertiary labour market - other 59 School Districts
4. Fourth labour market - other Canadian school Districts

Destination Sector

Employees have the opportunity:

1. To remain and pursue maximum compensation levels
2. To remain and pursue promotions
3. To pursue other opportunities outside the district
4. To remain and continue to contribute

The Board's total compensation package for executive and exempt staff is comprised of the following elements.

Cash Compensation

Total cash compensation includes annual base salary and monthly vehicle allowance.

Annual Base Salary

Annual base salary is considered in the context of the total compensation package.

Vehicle Provisions

Due to the diverse geography of the district and the need to visit schools and other district worksites, the Board provides a monthly vehicle allowance to certain senior management positions. The monthly vehicle allowance is set at a level competitive with the vehicle allowance provided to other senior managers in districts of similar size and geography.

Non-cash Compensation

The non-cash elements of total compensation include:

Health and welfare benefits, such as basic medical, extended medical, dental, group life, short-term and long-term disability, employee and family assistance program, etc. consistent with such benefits as offered in the K-12 sector generally.

Pension Benefits, executive/senior management employees are enrolled in either the Teacher's Pension Plan or the Municipal Pension Plan.

Long Service Recognition, in addition, upon retirement executive/senior management employees are eligible to receive a long-service recognition award based on the following criteria: Payment of one month of salary upon retirement, after five years of continuous service.

Paid time off, including annual vacation entitlement for employees under new contracts is set at 6 weeks. There are employees who receive 5 or 6 weeks plus the winter and spring break as laid out in the recently modified school calendar under their respective contracts. Pursuant to the *Public Sector Employers Act*, carry forward of unused accumulated vacation is not permitted. If, however, the individual employment contract does allow for carry forward of unused accumulated vacation, then such vacation may be carried forward.

Compensation Administration

The Board engages in consistent and ongoing administration of the compensation structure to ensure that reality matches philosophy and that equity is maintained. An ongoing system of compensation review conducted and managed through BCPSEA and the PSEC Secretariat ensures that total compensation levels are benchmarked externally against the appropriate labour market and internally against appropriate job criteria.

The Board works with BCPSEA to obtain information and advice relating to the executive and exempt compensation structures and to ensure alignment with the compensation mandates/directions established by PSEC.

▪ **Annual base salary administration**

The salary structure for executive and exempt positions is based on placement at the appropriate salary range in the structure reflective of labour market competitiveness and internal equity. Placement and progression through the salary range is dependent upon competency growth and performance. The maximum of the salary range typically represents the job rate for the position, defined as the salary that should be paid to an incumbent who has established him/herself as meeting all the goals and expectations of the position in a fully satisfactory manner. New hires are generally not placed at the job rate on commencement of employment, although due to the key leadership roles and responsibilities, such individuals are generally recruited at a highly competent level and are often placed at the mid- to maximum point in the salary range reflective of the required competence, qualifications, and experience.

The decision whether to grant a salary increase to the position of Superintendent only is at the sole discretion of the Board of Education and is the only executive/exempt position for which BCPSEA approval of an increase to any element of the compensation package is not required. In determining whether a salary increase is warranted, the Board considers such factors as performance, competence, external competitiveness, and internal equity including the maintenance of appropriate salary differentials through the organization. The Board typically utilizes market compensation data and salary/compensation structures developed by BCPSEA for this position as well as all other positions in the exempt staff structure. Potential increases are considered within the Board's overall compensation budget.

- **BC Public Sector Executive Compensation Freeze Policy: 2020-2021 Performance Year**

Further to BCPSEA Exempt Staff Issues bulletin No. 2020-04 dated August 31, 2020, as directed by the Minister of Finance in her letter dated August 31, BCPSEA amended the exempt staff compensation management plan for the K-12 public education sector (BCPSEA Policy 95-06, Compensation and Employment Standards for School District Employees Not Subject to a Collective Agreement), which is an approved compensation plan under the Public Sector Employers Act, "...to indicate there will be no increases or adjustments paid to executive-level employees for the 2020/21 performance year."

The following positions in the K-12 public education sector are affected by the BC Public Sector Executive Compensation Freeze Policy for the performance year 2020-2021 (July 1, 2020 – June 30, 2021):

- Superintendent of Schools
- Secretary Treasurer
- Second-level education-side position regardless of position title —Deputy/Assistant/Associate Superintendent.

In acknowledging that boards of education in the K-12 public education sector have sole purview to determine compensation decisions for the position of Superintendent of Schools, in her August 31, 2020 letter, the Minister stated as follows:

"I am confident that Boards will see the value in ensuring this policy direction is applied equitably across all executive positions in the school system and that Superintendent compensation will, like other executives in the public sector, not be increased during this time."

Accountability

Underlying the Board's compensation philosophy and approach is the understanding that legal and regulatory mandates are considered a baseline for implementing any compensation plan or practice. Compensation administration in the K-12 public education sector currently operates within the following context:

- the Public Sector Employers Act, which establishes the legislative policy framework for exempt staff compensation administration in the public sector
- the BCPSEA exempt staff compensation management plan (Policy 95-06, Compensation and Employment Standards for School District Employees Not Subject to a Collective Agreement), which is an approved compensation plan under the Public Sector Employers Act.
- compensation mandates/direction adopted by the Public Sector Employers' Council from time to time. Any adjustments to exempt staff compensation levels must align with the parameters of the prevailing PSEC compensation mandate/direction.

Under the current compensation administration system in the K-12 sector:

- the Board of Education is solely responsible for the establishment and maintenance of compensation levels for the position of Superintendent of Schools. As elected school trustees, the Board is accountable to its public and therefore ensures that it adheres to proper human resources practices including statutory requirements with respect to executive and exempt staff compensation.
- proposed salary range placement and compensation adjustments for all other executive and exempt positions in the district must be reviewed and approved by BCPSEA prior to implementation.

Employee Name	Base Salary	Ann Sal	Retro	Vac Payout	1st Aid	Vehicle	Other	CPP	EI	WCB	Dental	EHB	Life ADD	Benefits	Pension	Total
Excluded - FISCAL JUNE 30, 2021 (compensation in excess of \$100,000)																
YARDLEY, SILKE	172,666	172,666	1,431	-				3,166	1,124	816	1,344	4,256	696	11,402	19,673	205,172
RICE, ALAN	158,827	158,827	1,273					3,166	1,124	825	2,417	4,256	696	12,484	15,530	188,114
TICHAUER, JASON	153,310	146,800		5,552		5,100		3,166	1,124	787	2,417	4,256	696	12,446	16,588	186,486
REIMER, BRENT	155,097	144,815	3,337	3,980		5,100		3,166	1,124	792	2,417	4,256	696	12,451	16,741	186,424
CASAULT, DIANE	153,310	146,800				5,100		3,166	1,124	787	2,417	4,256	696	12,446	16,588	180,934
ROBERTS, JENNIFER	128,517	128,517						3,166	1,124	759	2,417	4,256	671	12,393	14,522	155,432
VERBEURGT, DARCY	129,469	129,469						3,166	1,124	759	1,344	4,256	677	11,326	14,630	155,425
HILL, DAVID MICHAEL	127,911	126,751		-	655			3,166	1,124	818	2,149	4,256	699	12,212	14,397	154,015
HOLT, SCOTT	123,139	123,139		-			75	3,166	1,124	756	2,417	4,256	679	12,398	13,915	149,527
GRAHAM, ANDREA	123,115	122,178						3,597	1,223	837	2,417	4,256	669	12,999	13,806	148,983
THORN, AARON	123,115	122,568		-				3,166	1,124	782	2,417	4,256	676	12,421	13,850	148,839
SARTOREL, MICHELLE	122,278	122,278		-				3,166	1,124	755	2,417	4,256	674	12,392	13,817	148,487
TYSON, BRENDA	123,115	122,820		-				3,166	1,124	770	751	4,256	677	10,744	13,879	147,443
KELLY, MICHAEL	122,200	122,200		-				3,166	1,124	748	1,344	4,256	674	11,312	13,809	147,321
HAY, ERIN	120,324	120,324		-				3,166	1,124	754	2,417	4,256	662	12,379	13,597	146,300
BOEHM, ERIN	119,537	119,537		-				3,166	1,124	754	2,417	4,256	659	12,376	13,508	145,421
PHILLIPS, LAURA-LEE	119,817	119,501		-				3,166	1,124	769	2,417	4,256	659	12,391	13,504	145,396
POOLE, JUDI	120,621	120,186		-				3,166	1,124	775	1,344	4,256	662	11,327	13,581	145,094
ADAMS, JENNIFER	119,817	118,529		-				3,399	1,166	815	2,417	4,256	654	12,707	13,394	144,630
EHMAN, LOIS	120,319	120,148		-				3,166	1,124	762	751	4,256	662	10,721	13,577	144,446
ATWAL, JASLENE	126,199	116,905		-				3,240	1,151	785	2,417	4,256	640	12,489	13,210	142,604
MARTIN, DAVID	116,546	116,546		-				3,103	1,124	752	2,417	4,256	643	12,295	13,170	142,011
STANDING, DAVID	116,519	116,466		-				3,102	1,124	755	2,417	4,256	642	12,296	13,161	141,923
JOHNSON, WILLIAM	115,884	115,884		-				3,085	1,124	752	2,417	4,256	639	12,273	13,095	141,252
WASYLOWICH, KALEY	113,163	113,163		-				3,010	1,124	750	2,417	4,256	624	12,181	12,787	138,131
CARLEY, JILL	113,782	112,758		-				3,335	1,196	799	1,344	4,256	616	11,546	12,742	137,046
CATHERALL, CHRIS	110,908	110,908		-				3,008	1,107	749	2,417	4,256	611	12,148	12,533	135,589
TANK, JOSEPH***	114,221	108,499		-			984	3,118	1,128	764	2,149	4,256	556	11,971	10,524	131,978
DOLL, DAVID	107,262	107,262		-	327			3,022	1,089	750	2,417	4,256	592	12,126	12,158	131,873
SOPKO, FRANK	121,380	108,284		-				3,101	1,118	763	1,344	4,256	615	11,197	12,236	131,717
ROMERO, RACHEL	103,425	103,425		-				5,164	1,957	874	2,417	4,256	571	15,239	11,687	130,351
LINDSAY-TADEY, MAGGIE	106,863	106,863		-				2,987	1,076	744	1,612	4,256	590	11,265	12,075	130,203
JARRELL, IAN	105,712	105,712		-				2,982	1,075	743	1,344	4,256	584	10,984	11,946	128,642
HART, CARISSA	104,360	104,360		-	65			2,997	1,082	745	2,417	4,256	577	12,074	11,800	128,299
KUIJT, JANET	103,799	103,799		-				3,001	1,084	745	2,417	4,256	572	12,075	11,729	127,603
LOCHRIE, CARLENE	104,526	104,526		-				3,001	1,083	746	751	4,256	577	10,414	11,811	126,751
DRYDALE, PAMELA	101,232	101,232		-				2,998	1,085	744	2,417	4,256	558	12,058	11,439	124,729
SKELTON, THOMAS	101,232	101,232		-				2,998	1,085	744	2,417	4,256	558	12,058	11,439	124,729
SOPER, DARLENE	102,679	98,237		-				3,112	1,135	759	1,344	4,256	502	11,108	9,529	118,874
JOHNSON, CHRISTIE	95,173	95,173		-				2,980	1,083	739	2,417	4,256	525	12,000	10,755	117,928
KAUSHAL, VINTEE	89,864	86,000		-				2,961	1,083	727	1,344	4,256	451	10,822	8,342	105,164