



Public Sector Executive Compensation Report

The Board of Education encourages and adopts practices that enable the district to attract, retain, incent, and reward qualified, high-performing employees, who are critical to the delivery of quality public education programs to students in School District No. 41 (Burnaby).

A key component of this approach is the development and maintenance of a framework for executive and exempt staff compensation that is rational, defensible, competitive and able to be effectively administered.

Compensation Philosophy

The Board's compensation philosophy is based upon a set of principles 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 (compensation), but also more intangible elements such as career opportunities, learning and career development, work challenge, and supportive culture (rewards). This total rewards model further integrates with plans that establish the Board's overall education, business, and human resources strategies and objectives.

Inherent in the Board's compensation philosophy are the following objectives:

- To attract and retain qualified, experienced, motivated, and high-potential employees who are committed to the Board's overarching goal of delivering a high-quality public education experience to our students.
- To support employees through the provision of meaningful career growth and development opportunities, and a performance-based organizational culture.

Labour Market Comparators

Key to the compensation philosophy is the need to maintain a meaningful level of competitiveness with the external labour market. Consistent with industry standards, "labour market" is defined in the British Columbia Public School Employers' Association (BCPSEA) sectoral exempt compensation management plan (Policy 95-06, *Compensation and Employment Standards for School District Employees Not Subject to a Collective Agreement*) as:

- The recruitment pool for these employees
- The destination sector for these employees.

The following considerations guide articulation of the relevant labour market:

- Degree of recruitment from these jurisdictions
- Transferability of skills
- Comparability of qualifications and experience
- Comparability of authority and consequence of error.

For executive and exempt staff positions in the BC K-12 public education sector, the relevant labour market is:

1. Other BC school districts (primary labour market)
2. Other Canadian school districts (To the extent that BC school boards recruit from and lose employees to these jurisdictions, this segment of the labour market is weighted to Alberta and Ontario (and to a lesser extent, Saskatchewan) consistent with the industry-standard definition of labour market.)
3. Other public sector organizations
4. Selected private sector organizations.

The Board's approach includes:

- Consideration of all components of the total rewards model.
- Consideration of the relevant labour market for compensation comparison purposes.
- Linking pay ranges to neutral, relevant factors (e.g. required skill level, required competencies, job content, required qualifications).
- Ensuring appropriate relationships exist between positions in the district's compensation hierarchy.
- Considering the ways in which appropriate organizational and individual performance measures may be linked to the administration of the compensation system.

In balancing external competitiveness with internal equity, the Board typically has determined that the reference point for executive and exempt total compensation is the median of the relevant comparator labour market.

The Board's total compensation package for executive 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. Base salary is targeted generally at the median of the comparator labour market. The base salary

structure is a three step pay band with a range spread of 9% from the minimum to the maximum of the range and 4.5% between steps in the structure.

- **Vehicle allowance**

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

Non-Cash Compensation

The non-cash elements of the total compensation package 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 staff are enrolled in either the Teachers Pension Plan or the Municipal Pension Plan.

In addition, upon retirement executive staff are eligible to receive a long-service recognition award (or retirement allowance) based on the following criteria:

An executive staff member leaving the employ of the Board will receive an annual vacation adjustment of one-half of the current vacation entitlement plus an additional one twelfth for each month worked during the calendar year retirement occurs if the employee:

- (a) has ten or more years of service with the Board and leaves the work force at age 65, or;
 - (b) has ten or more years of service with the Board and retires pursuant to the Municipal Superannuation Act (including medical disability as defined under the Act).
- In addition, gratuity time is accumulated on the basis of one day for every two months in which an employee does not use sick leave. Time is banked and may be taken as time off once the employee has been with the district for four years. After four years of service, upon resignation or retirement, unused gratuity will be taken as paid time or paid out in cash to the employee.

Paid time off, including an annual vacation entitlement of 35 days. Pursuant to the *Public Sector Employers Act*, unused accumulated vacation may be carried forward for one year only and at the end of that year, the unused accumulated vacation must be used in full, paid out, or a combination of the two.

In addition, executive staff receive 10 days of paid time off annually, in addition to annual vacation entitlement, in recognition of attendance at meetings during evenings and weekends.

The Board also offers a supplementary vacation entitlement based on years of service as follows: On January 1 of the staff member's eleventh, sixteenth, twenty-first, twenty-sixth, thirty-first, thirty-sixth or any subsequent fifth year of service, the staff member shall be entitled to one extra calendar week of vacation on a one-time basis.

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 ensures that total compensation levels are benchmarked externally against the appropriate labour market and internally against appropriate job evaluation criteria.

The Board works with BCPSEA to obtain information and advice relating to the executive and exempt compensation structures. In addition, the Board utilizes the BCPSEA *Report on Total Compensation Paid to Exempt Employees* — the results of BCPSEA's triennial survey of total compensation paid to exempt benchmark positions in BC public school districts as well as school districts in Alberta, Saskatchewan, and Ontario, and other relevant public sector employers.

▪ Annual base salary administration

The salary structure for the position of Superintendent of Schools (and other management positions) is based on placement at the appropriate pay band in the structure reflective of labour market competitiveness and internal equity. Placement and progression through the steps on the pay band is dependent upon competency growth and performance. The maximum point on the pay band 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 pay band reflective of the required competence, qualifications, and experience.

The decision whether to grant a salary increase is at the sole discretion of the Board. 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. Increases are considered within the Board's overall compensation budget.

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 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 legislation, and
- the *Public Education Negotiating Framework Compensation Plan – Exempt Staff (2006-2010)*.

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.
- the Board must submit proposed compensation adjustments for all other executive and exempt positions in the district to BCPSEA for review and approval prior to implementation.



September 14, 2010

Mr. Paul Straszak
President and Chief Executive Officer
Public Sector Employers' Council
PO Box 9400 Stn Prov Govt
Victoria, BC V8V 9V1

Dear Mr. Straszak:

Public Sector Executive Compensation Report

This will confirm that the Board of Education of School District No. 41 (Burnaby) is aware of the total compensation paid to executive staff during the 2009/2010 fiscal year and further, that we verify the amount of compensation paid was within the compensation plan as approved by the Board and as reported in the Summary Compensation Table.

Yours very truly,

A handwritten signature in black ink, appearing to read "D Mumford". The signature is fluid and cursive, with the first letter "D" being particularly large and stylized.

Diana Mumford,
Chair, Burnaby Board of Education

10-09-14.1/Trustees/SB

**Public Disclosure for Superintendent/Senior Employees
2009-10**

ITEM 3 - SUMMARY COMPENSATION TABLE

Name (a)	Principal Position (a)	Salary(\$) (b)	Pension (\$) (e)	All other Comp. (\$) (f)	Total (\$) (g)	Previous Years Tot. (h)
Claudio Morelli	Superintendent	158,304	21,234	17,514	\$ 197,052	2007/08=\$157,865 2008/09=\$180,891
Gregory Frank	Secretary Treasurer	141,515	11,452	18,494	\$ 171,461	2007/08=\$159,565 2008/09=\$161,997
Elliott Grieve	Associate Superintendent	137,321	18,344	17,989	\$ 173,654	2007/08=\$160,032 2008/09=\$168,111
Gina Niccoli-Moen	Assistant Superintendent	134,647	17,973	21,171	\$ 173,790	2007/08=\$145,051 2008/09=\$163,355
Kevin Kaardal	Assistant Superintendent	134,647	17,973	18,862	\$ 171,481	2007/08=\$155,709 2008/09=\$165,898

Notes:

1. All executives are under the Teachers pension plan with the exception of Gregory Frank who is under the Municipal Pension Plan

**BRITISH
COLUMBIA****SENIOR EMPLOYEE COMPENSATION REPORT FORM****EMPLOYER INFORMATION**

NAME OF ORGANIZATION/EMPLOYER

Board of Education – Burnaby School District 41

EMPLOYERS' ASSOCIATION

BC Public School Employer's Association

MAILING ADDRESS (for all correspondence)

CITY

POSTAL CODE

5325 Kincaid Street

Burnaby

V5G 1W2

INFORMATION FILED BY:

LAST NAME

POSITION

FIRST NAME

Shind

Chand

Budget & Reporting Officer

PHONE

FAX

EMAIL ADDRESS

(604-664-8437)

(604-664-8382)

Shind.Chand@sd41.bc.ca

CONTRACT INFORMATION

PLEASE PROVIDE DETAILS OF THE TERMS AND CONDITIONS OF THE EMPLOYEE'S EMPLOYMENT. THESE INCLUDE ANY EXPRESS OR IMPLIED TERM OR CONDITION, WHETHER CONTAINED IN A WRITTEN CONTRACT OR NOT. IN PARTICULAR, PLEASE PROVIDE DETAILS REGARDING ANY SPECIAL OR UNIQUE COMPONENTS OF THE EMPLOYEE'S TERMS AND CONDITIONS OF EMPLOYMENT.

1. Name of Employee**Claudio Morelli****2. Position****Superintendent****3. Length of Service (both with employer and in position)****Hire Date: August 22, 2005 Current Position Start Date: July 8, 2008****4. Term of Contract (definite/indefinite, start date, termination date if applicable, etc.)****July 1, 2009 – June 30, 2013****5. Compensation (salary, bonuses, incentive payments, allowances, etc.)****Base Salary: \$158,304 Vehicle Allowance: \$6,751****6. Benefits****\$31,997**

7. Severance

N/A

Please append:

1. Copies of any written contract of employment (please note the broad definition of "contract of employment" in the *Public Sector Employers Act*)
2. Copies of any decision amending, changing, or otherwise altering the contract.

Declaration:

I certify the statements made by me in this report are true and complete to the best of my knowledge. I also certify that the documents appended are true copies of all the documents which are relevant to the terms and conditions of employment of the above-noted employee.

Date:

Sept. 2/2010

Date:

Sept. 2/2010

Signed on behalf of
Employer:

[Signature]

Signed by
Employee:

Marcel

**BRITISH
COLUMBIA****SENIOR EMPLOYEE COMPENSATION REPORT FORM****EMPLOYER INFORMATION**

NAME OF ORGANIZATION/EMPLOYER

Board of Education – Burnaby School District 41

EMPLOYERS' ASSOCIATION

BC Public School Employer's Association

MAILING ADDRESS (for all correspondence)

CITY

POSTAL CODE

5325 Kincaid Street

Burnaby

V5G 1W2

INFORMATION FILED BY:

LAST NAME

POSITION

FIRST NAME

Shind

Chand

Budget & Reporting Officer

PHONE

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(604-664-8437)

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1. Name of Employee

Gregory Frank

2. Position

Secretary Treasurer

3. Length of Service (both with employer and in position)

Hire Date: February 1, 2000 Current Position Start Date: February 1, 2000

4. Term of Contract (definite/indefinite, start date, termination date if applicable, etc.)

Defined Contract

July 1, 2009 – June 30, 2013

5. Compensation (salary, bonuses, incentive payments, allowances, etc.)

Base Salary: \$141,515 Vehicle Allowance: \$6,453

6. Benefits

\$23,493

7. Severance

N/A

Please append:

1. Copies of any written contract of employment (please note the broad definition of "contract of employment" in the *Public Sector Employers Act*)
2. Copies of any decision amending, changing, or otherwise altering the contract.

Declaration:

I certify the statements made by me in this report are true and complete to the best of my knowledge. I also certify that the documents appended are true copies of all the documents which are relevant to the terms and conditions of employment of the above-noted employee.

Date: Sept. 2/2010

Date: 01/09/10

Signed on behalf of
Employer: [Signature]

Signed by
Employee: [Signature]

**BRITISH
COLUMBIA****SENIOR EMPLOYEE COMPENSATION REPORT FORM****EMPLOYER INFORMATION**

NAME OF ORGANIZATION/EMPLOYER		EMPLOYERS' ASSOCIATION
Board of Education – Burnaby School District 41		BC Public School Employer's Association
MAILING ADDRESS (for all correspondence)	CITY	POSTAL CODE
5325 Kincaid Street	Burnaby	V5G 1W2
INFORMATION FILED BY:	LAST NAME	POSITION
FIRST NAME		
Shind	Chand	Budget & Reporting Officer
PHONE	FAX	EMAIL ADDRESS
(604-664-8437)	(604-664-8382)	Shind.Chand@sd41.bc.ca

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1. Name of Employee**Elliott Grieve****2. Position****Associate Superintendent****3. Length of Service (both with employer and in position)****Hire Date: September 1, 1976 Current Position Start Date: July 1, 2002****4. Term of Contract (definite/indefinite, start date, termination date if applicable, etc.)****Defined Contract****July 1, 2009 – June 30, 2013****5. Compensation (salary, bonuses, incentive payments, allowances, etc.)****Base Salary: \$137,321 Vehicle Allowance: \$6,751****6. Benefits****\$29,582**

7. Severance

N/A

Please append:

1. Copies of any written contract of employment (please note the broad definition of "contract of employment" in the *Public Sector Employers Act*)
2. Copies of any decision amending, changing, or otherwise altering the contract.

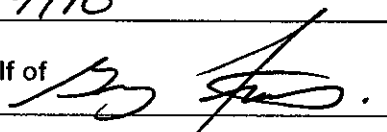
Declaration:

I certify the statements made by me in this report are true and complete to the best of my knowledge. I also certify that the documents appended are true copies of all the documents which are relevant to the terms and conditions of employment of the above-noted employee.

Date:

8/9/10

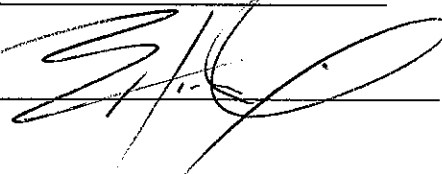
Signed on behalf of
Employer:



Date:

2010-09-08

Signed by
Employee:



**BRITISH
COLUMBIA****SENIOR EMPLOYEE COMPENSATION REPORT FORM****EMPLOYER INFORMATION**

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Board of Education – Burnaby School District 41		BC Public School Employer's Association
MAILING ADDRESS (for all correspondence)	CITY	POSTAL CODE
5325 Kincaid Street	Burnaby	V5G 1W2
INFORMATION FILED BY: FIRST NAME	LAST NAME	POSITION
Shind	Chand	Budget & Reporting Officer
PHONE	FAX	EMAIL ADDRESS
(604-664-8437)	(604-664-8382)	Shind.Chand@sd41.bc.ca

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1. Name of Employee**Kevin Kaardal****2. Position****Assistant Superintendent****3. Length of Service (both with employer and in position)****Hire Date: February 1, 2007 Current Position Start Date: February 1, 2007****4. Term of Contract (definite/indefinite, start date, termination date if applicable, etc.)****Defined Contract****July 1, 2009 – June 30, 2013****5. Compensation (salary, bonuses, incentive payments, allowances, etc.)****Base Salary: \$134,647 Vehicle Allowance: \$6,751****6. Benefits****\$30,083**

7. Severance

N/A

Please append:


1. Copies of any written contract of employment (please note the broad definition of "contract of employment" in the *Public Sector Employers Act*)
2. Copies of any decision amending, changing, or otherwise altering the contract.

Declaration:

I certify the statements made by me in this report are true and complete to the best of my knowledge. I also certify that the documents appended are true copies of all the documents which are relevant to the terms and conditions of employment of the above-noted employee.

Date: 8/9/10

Date: Sept. 2, 2010

Signed on behalf of
Employer: 

Signed by
Employee: 

**BRITISH
COLUMBIA****SENIOR EMPLOYEE COMPENSATION REPORT FORM****EMPLOYER INFORMATION**

NAME OF ORGANIZATION/EMPLOYER

Board of Education – Burnaby School District 41

EMPLOYERS' ASSOCIATION

BC Public School Employer's Association

MAILING ADDRESS (for all correspondence)

CITY

POSTAL CODE

5325 Kincaid Street

Burnaby

V5G 1W2

INFORMATION FILED BY:

LAST NAME

POSITION

FIRST NAME

Shind

Chand

Budget & Reporting Officer

PHONE

FAX

EMAIL ADDRESS

(604-664-8437)

(604-664-8382)

Shind.Chand@sd41.bc.ca

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1. Name of Employee**Gina Niccoli-Moen****2. Position****Assistant Superintendent****3. Length of Service (both with employer and in position)****Hire Date: September 1, 1990 Current Position Start Date: July 1, 2008****4. Term of Contract (definite/indefinite, start date, termination date if applicable, etc.)****Defined Contract****July 1, 2009 – June 30, 2013****5. Compensation (salary, bonuses, incentive payments, allowances, etc.)****Base Salary: \$134,647 Vehicle Allowance: \$6,751****6. Benefits****\$32,392**

7. Severance

N/A

Please append:

1. Copies of any written contract of employment (please note the broad definition of "contract of employment" in the *Public Sector Employers Act*)
2. Copies of any decision amending, changing, or otherwise altering the contract.

Declaration:

I certify the statements made by me in this report are true and complete to the best of my knowledge. I also certify that the documents appended are true copies of all the documents which are relevant to the terms and conditions of employment of the above-noted employee.

Date: September 13, 2010.

Signed on behalf of
Employer: [Signature]

Date: Sept. 13, 2010

Signed by
Employee: [Signature]

THIS AGREEMENT made in triplicate on February 26, 2008

BETWEEN:

THE BOARD OF EDUCATION OF SCHOOL DISTRICT No. 41 (BURNABY) a body corporate under the laws of the Province of British Columbia, having its principal offices at 5325 Kincaid Street, in the City of Burnaby, Province aforesaid, (hereinafter called the "Board")

OF THE FIRST PART

AND:

CLAUDIO D. MORELLI, Educator of 8861 Larkfield Drive, Burnaby, Province of British Columbia, (hereinafter called the "Superintendent")

OF THE SECOND PART

IN CONSIDERATION of the mutual covenants hereinafter expressed the parties hereto mutually agree as follows:

1. The Board hereby appoints the Superintendent to be the full-time Superintendent of Schools for the Board as and from the first day of July, 2008, for a term of three (3) years thence ensuing.
2. On each anniversary date of this Agreement, the Board shall review with the Superintendent the record of his performance as Superintendent. On each such review the Board may elect to terminate this Agreement at the expiration thereof. If the Board makes no such election, this Agreement shall automatically be extended for a period of one (1) year, the intent being that unless so terminated this Agreement shall, as and from each anniversary date, have three (3) years to run.
3. Contemporaneously with the review by the Board provided for by Clause 2 hereof, but at the sole option of the Superintendent, the Board shall review the Superintendent's salary with him with a view to the possibility of its upward revision.
4. The Board agrees to pay the Superintendent an annual salary on a bi-weekly basis in an amount determined from time to time according to the fourth step of pay grade no. 46 of the exempt personnel in the employment of the Board. The Superintendent will have the advantage of the increments provided for by such pay grade and the benefit of any increase in the amount of the salary provided for by such pay grade on the date such increase takes effect for the said exempt personnel of the Board.
5. The Superintendent shall, in addition to the salary hereinbefore provided for, receive the following benefits:

- (1) full medical coverage, including extended health benefits
 - (2) group life insurance
 - (3) sick leave benefits
 - (4) a car allowance as established under existing district practice
 - (5) pension plan
 - (6) such other benefits as are extended to and enjoyed by other groupings of personnel in the employment of the Board, whichever is of most benefit to the Superintendent in his opinion.
6. The Superintendent shall have a minimum of seven weeks' annual vacation in each year during the term of this Agreement and such additional leave of absence as may be approved by the Board.
7. In the event the Superintendent is unable to fulfil his duties in cases such as long-term illness, the Board will cease any and all car allowance benefits after one hundred and twenty (120) consecutive calendar days of absence.
8. The Superintendent may terminate this Agreement at any time during the continuance thereof by giving five (5) months' notice in writing of his intention so to do to the Board.
9. The Board agrees to provide a budget allocation in an amount equal to but not less than 5% of the gross annual salary of the Superintendent. Such amount shall, with the approval of the Board from time to time, be available as an expenditure in whole or in part for the professional development of the Superintendent. For the purpose of this clause the expression "professional development" shall be deemed to be a professional, educational activity not being part of the ordinary duties, obligations and responsibilities of the Superintendent.
10. The Board agrees that the Superintendent may, with the knowledge of the Board and provided that the responsibilities of the Superintendent are attended to, devote up to two weeks annually to professional endeavour, study or training in educational administration and supervision. Such activity shall be deemed part of the Superintendent's duties, and remuneration received for such endeavours, if any, shall be paid to the Board - this provision of time shall be cumulative from year to year but not to exceed a total of six weeks.
11. The Board by this Agreement does hereby assign and delegate to the Superintendent the functions and responsibilities as described in the attached job description entitled "Superintendent of Schools and CEO - Role Description" and the same powers and duties as are assigned or delegated to a Superintendent of Schools pursuant to and by virtue of the School Act of the Province of British Columbia and the Regulations published thereunder from time to time.

12. The Superintendent will faithfully according to the best of his knowledge, skill and ability, devote the whole of his time and attention to his duties as Superintendent and will not, during the term of this Agreement or the same as extended, engage in or be concerned with any other occupation whatsoever which may interfere with his due performance of his duties as Superintendent.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals this 26th day of February, 2008.

THE CORPORATE SEAL OF THE BOARD
OF EDUCATION OF SCHOOL DISTRICT
NO. 41 (BURNABY) was hereunto affixed in the
presence of:

Kathleen Elmer
Chair

Dan Jones
Secretary-Treasurer

SIGNED, SEALED and DELIVERED by the
within-named Claudio D. Morelli in the presence
of:

Lauren Bruntjorn
Name

4703 Funglen Court
Address

Burnaby B.C.

Executive Assistant
Occupation

CMorelli
Claudio D. Morelli

Board of Education of School District No. 41 (Burnaby)

Superintendent of Schools and CEO

Role Description

Main function

Reports to, works jointly with and advises the Board of Education of School District No. 41 (Burnaby) (the "Board") on all important matters concerning the district, and implements the Board's decisions. Leads, directs, plans and ensures the implementation of effective programs relative to instruction, communications and public relations, facilities, fiscal management and personnel management.

Key areas of responsibility

- Advises and works jointly with the Board on matters concerning the administration and education programs of the district. Ensures the development of policies, regulations and procedures; recommends same to the Board and implements the Board's decisions. Ensures the Board is fully informed on the operations of the district and provides such additional information as the Board may require.
- Works with the Secretary-Treasurer and the Board to produce capital and operating budgets. In conjunction with the Secretary-Treasurer, ensures budgets are effectively implemented and controlled and ensures the district functions in a fiscally efficient and economical manner.
- Provides and ensures educational leadership and encouragement of innovation in administration, instructional programming and educational practice throughout the district.
- Provides leadership to the district. Coordinates all aspects of the operation of the district. Practices a style of consultation, collaboration, shared decision-making and management-by-walking around. Is visible in the district.
- Leads with the Board an inclusive process that will result in a current vision and long and short-range plans for the district. The vision and long and short-range plans will respect the foundation and core values of the district.
- Ensures the implementation of the long and short-range plans, including setting goals, evaluating operating results and evaluating progress being made towards the

THIS AGREEMENT made in triplicate in November, 1999

BETWEEN:

THE BOARD OF SCHOOL TRUSTEES OF SCHOOL DISTRICT No. 41 (BURNABY) a body corporate under the laws of the Province of British Columbia, having its principal offices at 5325 Kincaid Street, in the City of Burnaby, Province of British Columbia (hereinafter called the "Board")

OF THE FIRST PART

AND:

D. Greg Frank, CA, of 4852 Finnerty Place, Nanaimo, Province of British Columbia, (hereinafter called the Secretary-Treasurer")

OF THE SECOND PART

IN CONSIDERATION of the mutual covenants hereinafter expressed the parties hereto mutually agree as follows:

1. The Board hereby appoints the Secretary-Treasurer to be the full-time Secretary-Treasurer for School District No. 41 (Burnaby) as and from the first day of February, 2000, for a term of three (3) years thence ensuing.
2. On each anniversary date of this Agreement, the Superintendent of Schools shall review with the Secretary-Treasurer the record of his performance as Secretary-Treasurer. On each such review the Superintendent may make a reference to the Board and the Board may elect to terminate this Agreement at the expiration thereof. If the Board makes no such election, this Agreement shall automatically be extended for a period of one (1) year, the intent being that unless so terminated this Agreement shall, as and from each anniversary date, have three (3) years to run.
3. Contemporaneously with the review by the Board provided for by Clause 2 hereof, but at the sole option of the Secretary-Treasurer, the Board shall review the Secretary-Treasurer's salary with him with a view to the possibility of its upward revision.
4. The Board agrees to pay the Secretary-Treasurer an annual salary by twelve (12) equal monthly instalments in an amount determined from time to time according to the fifth step of pay grade no. 44 of the exempt personnel in the employment of School District No. 41 (Burnaby). The Secretary-Treasurer will have the advantage of the increments provided for by such pay grade and the benefit of any increase in the amount of the salary provided for by such pay grade on the date such increase takes effect for the said exempt personnel of School District No. 41 (Burnaby).

5. The Secretary-Treasurer shall, in addition to the salary hereinbefore provided for, receive the following benefits:
 - (1) full medical coverage, including extended health benefits
 - (2) group life insurance
 - (3) sick leave benefits as provided for teachers under the provisions of the School Act and including sick leave accumulated as Secretary-Treasurer in this or other districts
 - (4) the use of a car under the same terms of reference as established under Board practice during 1974-75
 - (5) such other benefits as are extended to and enjoyed by other groupings of personnel in the employment of the Board, whichever is of most benefit to the Secretary-Treasurer in his opinion.
6. The Secretary-Treasurer shall have a minimum of six weeks' leave of absence (annual vacation) in each year during the term of this Agreement and such additional leave of absence as may be approved by the Board.
7. The Secretary-Treasurer may terminate this Agreement at any time during the continuance thereof by giving five (5) months' notice in writing of his intention so to do to the Board.
8. The Board agrees that the Secretary-Treasurer may, with the knowledge of the Board and provided that the responsibilities of the Secretary-Treasurer are attended to, devote up to two weeks annually to professional endeavour, study or training in business/educational administration and supervision. Such activity shall be deemed part of the Secretary-Treasurer's duties, and remuneration received for such endeavours, if any, shall be paid to the Board - this provision of time shall be cumulative from year to year but not to exceed a total of six weeks.
9. The Board by this Agreement does hereby recognize, subject to the supervision of the Superintendent, the responsibilities and authorities as are assigned by job description or as are required of a Secretary-Treasurer pursuant to and by virtue of the School Act of the Province of British Columbia and the Regulations published thereunder from time to time.
10. The Secretary-Treasurer will faithfully according to the best of his knowledge, skill and ability, devote the whole of his time and attention to his duties as Secretary-Treasurer and will not, during the term of this Agreement or the same as extended, engage in or be concerned with any other occupation whatsoever which may interfere with his due performance of his duties as Secretary-Treasurer.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals
this 5th day of November, 1999.

THE CORPORATE SEAL OF THE BOARD OF)
SCHOOL TRUSTEES OF SCHOOL DISTRICT)
NO. 41 (BURNABY) was hereunto affixed in the)
presence of:)

Carol A. Jones)
Chair)

H. Kij)
Superintendent of Schools)

SIGNED, SEALED and DELIVERED by the)
within-named D. Greg Frank, CA in the presence)
of:)

K.A. Hicks)
Name)

Ladysmith, BC)
Address)

Executive Assistant)
Occupation)

D. Greg Frank)
D. Greg Frank, CA)

THIS AGREEMENT made the first day of May, 2004

BETWEEN:

THE BOARD OF SCHOOL TRUSTEES OF SCHOOL DISTRICT 41 - Burnaby a body corporate under the laws of the Province of British Columbia, having its principal offices at 5325 Kincaid Street, in the City of Burnaby, Province aforesaid, (hereinafter called the "Board")

OF THE FIRST PART

AND:


Elliott J. Grieve, Educator, of 3562 West 1st Avenue, Vancouver, Province of British Columbia, (hereinafter called the "Associate Superintendent")

OF THE SECOND PART

IN CONSIDERATION of the mutual covenants hereinafter expressed the parties hereto mutually agree as follows:

1. The Board hereby appoints the Associate Superintendent to be the full-time Associate Superintendent for School District 41 - Burnaby as and from the 1st day of May, 2004, for a term of three (3) years thence ensuing.
2. On each anniversary date of this Agreement, the Superintendent shall review with the Associate Superintendent the record of his performance as Associate Superintendent. On each such review the Superintendent may make a reference to the Board and the Board may elect to terminate this Agreement at the expiration thereof. If the Board makes no such election, this Agreement shall automatically be extended for a period of one (1) year, the intent being that unless so terminated this Agreement shall, as and from each anniversary date, have three (3) years to run.
3. Contemporaneously with the review by the Board provided for by Clause 2 hereof, but at the sole option of the Associate Superintendent, the Board shall review the Associate Superintendent's salary with him with a view to the possibility of its upward revision.
4. The Board agrees to pay the Associate Superintendent an annual salary on a bi-weekly basis in an amount determined from time to time according to the fifth step of pay grade 42 of the exempt personnel in the employment of School District 41 - Burnaby. The Associate Superintendent will have the advantage of the increments provided for by such pay grade and the benefit of any increase in the amount of the salary provided for by such pay grade on the date such increase takes effect for the said exempt personnel of School District 41 - Burnaby.

5. The Associate Superintendent shall, in accordance with administrative procedures as determined from time to time and in addition to the salary hereinbefore provided for, receive the following benefits:
 - (1) full medical coverage, including extended health and dental benefits
 - (2) group life insurance
 - (3) sick leave benefits
 - (4) the use of a car under the same terms of reference as established under Board practice during 1974-75
 - (5) pension plan
 - (6) such other benefits as are extended to and enjoyed by other groupings of personnel in the employment of the Board, whichever is of most benefit to the Associate Superintendent in his opinion.
6. The Associate Superintendent shall have a minimum of six weeks' annual vacation in each year during the term of this Agreement and such additional leave of absence as may be approved by the Board.
7. The Associate Superintendent may terminate this Agreement at any time during the continuance thereof by giving five (5) months' notice in writing of his intention so to do to the Board.
8. The Board agrees that the Associate Superintendent may, with the knowledge of the Board, and provided that the responsibilities of the Associate Superintendent are attended to, devote up to two (2) weeks annually to professional endeavour, study or training in educational administration and supervision. Such activity shall be deemed part of the Associate Superintendent's duties, and remuneration received for such endeavours, if any, shall be paid to the Board - this provision of time shall be cumulative from year to year but not to exceed a total of six (6) weeks.
9. The Board by this agreement does hereby recognize, subject to the supervision of the Superintendent, the responsibilities and authorities as are assigned by job description or as are required of an Associate Superintendent pursuant to and by virtue of the School Act of the Province of British Columbia and the Regulations published thereunder from time to time.
10. The Associate Superintendent will faithfully, according to the best of his knowledge, skill and ability, devote the whole of his time and attention to his duties as Associate Superintendent and will not, during the term of this Agreement or the same as extended, engage in or be concerned with any other occupation whatsoever which may interfere with his due performance of his duties as Associate Superintendent.


Elliott J. Grieve

THIS AGREEMENT made in duplicate on December 21, 2006

BETWEEN:

THE BOARD OF SCHOOL TRUSTEES OF SCHOOL DISTRICT 41 - Burnaby a body corporate under the laws of the Province of British Columbia, having its principal offices at 5325 Kincaid Street, in the City of Burnaby, Province aforesaid, (hereinafter called the "Board")

OF THE FIRST PART

AND:

Kevin Mark Kaardal, Educator of 7698 Topper Drive, Mission, Province of British Columbia, (hereinafter called the "Assistant Superintendent")

OF THE SECOND PART

IN CONSIDERATION of the mutual covenants hereinafter expressed the parties hereto mutually agree as follows:

1. The Board hereby appoints the Assistant Superintendent to be the full-time Assistant Superintendent for School District 41 - Burnaby as and from the first day of February, 2007, for a term of three (3) years thence ensuing, subject to a six-month probationary period.
2. On each anniversary date of this Agreement, the Superintendent shall review with the Assistant Superintendent the record of his performance as Assistant Superintendent. On each such review the Superintendent may make a reference to the Board and the Board may elect to terminate this Agreement at the expiration thereof. If the Board makes no such election, this Agreement shall automatically be extended for a period of one (1) year, the intent being that unless so terminated this Agreement shall, as and from each anniversary date, have three (3) years to run.
3. Contemporaneously with the review by the Board provided for by Clause 2 hereof, but at the sole option of the Assistant Superintendent, the Board shall review the Assistant Superintendent's salary with him with a view to the possibility of its upward revision.
4. The Board agrees to pay the Assistant Superintendent an annual salary on a bi-weekly basis in an amount determined from time to time according to the fourth step of pay grade 42 of the exempt personnel in the employment of School District 41 - Burnaby. The Assistant Superintendent will have the advantage of the increments provided for by such pay grade and the benefit of any increase in the amount of the salary provided for by such pay grade on the date such increase takes effect for the said exempt personnel of School District 41 - Burnaby.

5. The Assistant Superintendent shall, in accordance with administrative procedures as determined from time to time and in addition to the salary hereinbefore provided for, receive the following benefits:
 - (1) full medical coverage, including extended health and dental benefits
 - (2) group life insurance
 - (3) sick leave benefits
 - (4) a car allowance as established under existing district practice
 - (5) pension plan
 - (6) such other benefits as are extended to and enjoyed by other groupings of personnel in the employment of the Board, whichever is of most benefit to the Assistant Superintendent in his opinion.
6. The Assistant Superintendent shall have a minimum of seven (7) weeks' annual vacation in each year during the term of this Agreement and such additional leave of absence as may be approved by the Board.
7. In the event the Assistant Superintendent is unable to fulfil his duties in cases such as long-term illness, the Board will cease any and all car allowance benefits after one hundred and twenty (120) consecutive calendar days of absence.
8. The Assistant Superintendent may terminate this Agreement at any time during the continuance thereof by giving five (5) months' notice in writing of his intention so to do to the Board.
9. The Board agrees that the Assistant Superintendent may, with the knowledge of the Board, and provided that the responsibilities of the Assistant Superintendent are attended to, devote up to two (2) weeks annually to professional endeavour, study or training in educational administration and supervision. Such activity shall be deemed part of the Assistant Superintendent's duties, and remuneration received for such endeavours, if any, shall be paid to the Board - this provision of time shall be cumulative from year to year but not to exceed a total of six (6) weeks.
10. The Board by this agreement does hereby recognize, subject to the supervision of the Superintendent, the responsibilities and authorities as are assigned by job description or as are required of an Assistant Superintendent pursuant to and by virtue of the School Act of the Province of British Columbia and the Regulations published thereunder from time to time.
11. The Assistant Superintendent will faithfully, according to the best of his knowledge, skill and ability, devote the whole of his time and attention to his duties as Assistant Superintendent and will not, during the term of this Agreement or the same as extended, engage in or be concerned with any other occupation whatsoever which may interfere with his due performance of his duties as Assistant Superintendent.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals
this 21st day of December, 2006

THE CORPORATE SEAL OF THE BOARD OF
SCHOOL TRUSTEES OF SCHOOL DISTRICT
41 - Burnaby was hereunto affixed in the
presence of:

Kath E. Corrigan
Chair

S. Rooney
Superintendent

SIGNED, SEALED and DELIVERED by the
within-named Kevin M. Kaardal in the presence
of:

S. ROONEY
Name

6325 KINCAID
Address

Bdy, BC V5G1W2

Superintendent.
Occupation

K. Kaardal
Kevin M. Kaardal

THIS AGREEMENT made in duplicate on April 9, 2008

BETWEEN:

THE BOARD OF EDUCATION OF SCHOOL DISTRICT No. 41 - Burnaby a body corporate under the laws of the Province of British Columbia, having its principal offices at 5325 Kincaid Street, in the City of Burnaby, Province aforesaid, (hereinafter called the "Board")

OF THE FIRST PART

AND:

Angelina Niccoli-Moen, Educator, of 4713 Fairlawn Drive, Burnaby, BC, Province of British Columbia, (hereinafter called the "Assistant Superintendent")

OF THE SECOND PART

IN CONSIDERATION of the mutual covenants hereinafter expressed the parties hereto mutually agree as follows:

1. The Board hereby appoints the Assistant Superintendent to be the full-time Assistant Superintendent for the Board as and from the first day of July, 2008, for a term of three (3) years thence ensuing, subject to a six-month probationary period.
2. On each anniversary date of this Agreement, the Superintendent shall review with the Assistant Superintendent the record of her performance as Assistant Superintendent. On each such review the Superintendent may make a reference to the Board and the Board may elect to terminate this Agreement at the expiration thereof. If the Board makes no such election, this Agreement shall automatically be extended for a period of one (1) year, the intent being that unless so terminated this Agreement shall, as and from each anniversary date, have three (3) years to run.
3. Contemporaneously with the review by the Board provided for by Clause 2 hereof, the Board shall review the Assistant Superintendent's salary with her with a view to the possibility of its upward revision.
4. The Board agrees to pay the Assistant Superintendent an annual salary on a bi-weekly basis in an amount determined from time to time according to the fifth step of pay grade 42 of the exempt personnel in the employment of the Board. The Assistant Superintendent will have the advantage of the increments provided for by such pay grade and the benefit of any increase in the amount of the salary provided for by such pay grade on the date such increase takes effect for the said exempt personnel of the Board.

5. The Assistant Superintendent shall, in accordance with administrative procedures as determined from time to time and in addition to the salary hereinbefore provided for, receive the following benefits:
 - (1) full medical coverage, including extended health and dental benefits
 - (2) group life insurance
 - (3) sick leave benefits
 - (4) a car allowance as established under existing district practice
 - (5) pension plan
 - (6) such other benefits as are extended to and enjoyed by other groupings of personnel in the employment of the Board, whichever is of most benefit to the Assistant Superintendent in her opinion.
6. The Assistant Superintendent shall have seven (7) weeks' annual vacation and two (2) weeks' supplemental vacation in each year during the term of this Agreement and such additional leave of absence as may be approved by the Board.
7. In the event the Assistant Superintendent is unable to fulfil her duties in cases such as long-term illness, the Board will cease any and all car allowance benefits after one hundred and twenty (120) consecutive calendar days of absence.
8. The Assistant Superintendent may terminate this Agreement at any time during the continuance thereof by giving five (5) months' notice in writing of her intention so to do to the Board.
9. The Board agrees that the Assistant Superintendent may, with the knowledge of the Board, and provided that the responsibilities of the Assistant Superintendent are attended to, devote up to two (2) weeks annually to professional endeavour, study or training in educational administration and supervision. Such activity shall be deemed part of the Assistant Superintendent's duties, and remuneration received for such endeavours, if any, shall be paid to the Board - this provision of time shall be cumulative from year to year but not to exceed a total of six (6) weeks.
10. The Board by this agreement does hereby recognize, subject to the supervision of the Superintendent, the responsibilities and authorities as are assigned by job description or as are required of an Assistant Superintendent pursuant to and by virtue of the School Act of the Province of British Columbia and the Regulations published thereunder from time to time.
11. The Assistant Superintendent will faithfully, according to the best of her knowledge, skill and ability, devote the whole of her time and attention to her duties as Assistant Superintendent and will not, during the term of this Agreement or the same as extended, engage in or be concerned with any other occupation whatsoever which may interfere with her due performance of her duties as Assistant Superintendent.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals
this 9th day of April, 2008.

THE CORPORATE SEAL OF THE BOARD OF)
EDUCATION OF SCHOOL DISTRICT No. 41 -)
Burnaby was hereunto affixed in the presence of:)

Kathy Corrigan
Chair)

Rooney
Superintendent)

SIGNED, SEALED and DELIVERED by the)
within-named Angelina Niccoli-Moen in the)
presence of:)

Suzanne Bruntje
Name)

4703 Fernglan Court
Address)

Burnaby B.C.
Occupation)

Executive Assistant
Occupation)

Angelina Niccoli-Moen
Angelina Niccoli-Moen)



June 23, 2010

Mr. Claudio Morelli
Superintendent
Board of Education of School District 41 - Burnaby
5325 Kincaid Street
Burnaby, BC V5G 1W2

Dear Claudio,

The Board met in Private Session on Tuesday, June 22, 2010 for the purpose of conducting the annual Superintendent's Performance Review in keeping with the provisions of your contract of employment. I am pleased to confirm that the Board approved the extension of your contract to a full three-year term, extending the term of your contract to June 30, 2013.

Yours very truly,

A handwritten signature in black ink, appearing to read "D. Greg Frank".

D. Greg Frank, C.A.,
Secretary-Treasurer

Personnel file



June 23, 2010

Mr. Greg Frank
Secretary-Treasurer
Board of Education of School District 41 - Burnaby
5325 Kincaid Street
Burnaby, BC V5G 1W2

Dear Greg,

The Board met in Private Session on Tuesday, June 22, 2010 for the purpose of conducting the annual Superintendent's Performance Review in keeping with the provisions of your contract of employment. I am pleased to confirm that the Board approved the extension of your contract to a full three-year term, extending the term of your contract to June 30, 2013.

Yours very truly,

A handwritten signature in cursive script, appearing to read "C. Morelli".

Claudio Morelli
Superintendent of Schools

pc Personnel file

10-06-23.1/Misc/SB



June 23, 2010

Mr. Elliott Grieve
Associate Superintendent
Board of Education of School District 41 - Burnaby
5325 Kincaid Street
Burnaby, BC V5G 1W2

Dear Elliott,

The Board met in Private Session on Tuesday, June 22, 2010 for the purpose of conducting the annual Superintendent's Performance Review in keeping with the provisions of your contract of employment. I am pleased to confirm that the Board approved the extension of your contract to a full three-year term, extending the term of your contract to June 30, 2013.

Yours very truly,

A handwritten signature in cursive script that reads "C Morelli".

Claudio Morelli
Superintendent of Schools

pc Personnel file

10-06-23.1/Misc/SB



June-23, 2010

Mr. Kevin Kaardal
Assistant Superintendent
Board of Education of School District 41 - Burnaby
5325 Kincaid Street
Burnaby, BC V5G 1W2

Dear Kevin,

The Board met in Private Session on Tuesday, June 22, 2010 for the purpose of conducting the annual Superintendent's Performance Review in keeping with the provisions of your contract of employment. I am pleased to confirm that the Board approved the extension of your contract to a full three-year term, extending the term of your contract to June 30, 2013.

Yours very truly,

A handwritten signature in cursive script, appearing to read "Claudio Morelli".

Claudio Morelli
Superintendent of Schools

pc Personnel file

10-06-23.1/Misc/SB



June 23, 2010

Ms Gina Niccoli-Moen
Assistant Superintendent
Board of Education of School District 41 - Burnaby
5325 Kincaid Street
Burnaby, BC V5G 1W2

Dear Gina,

The Board met in Private Session on Tuesday, June 22, 2010 for the purpose of conducting the annual Superintendent's Performance Review in keeping with the provisions of your contract of employment. I am pleased to confirm that the Board approved the extension of your contract to a full three-year term, extending the term of your contract to June 30, 2013.

Yours very truly,

Claudio Morelli
Superintendent of Schools

pc Personnel file

10-06-23.1/Misc/SB