



Mission  
Public Schools

BOARD OF EDUCATION OFFICE  
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September 14, 2011

Paul Straszak  
President and CEO  
Public Sector Employers' Council Secretariat  
PO Box 9400 Stn Prov Govt  
Victoria, BC V8V 9V1

Dear Mr. Straszak,

This will confirm that the Board of Education of School District No. 75 (Mission) is aware of the total compensation paid to executive staff during the 2010-2011 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 truly,

A handwritten signature in black ink, appearing to read "CM".

Cindy Miller,  
Board Chair  
Mission Public Schools

C: Trustees  
Carrie McVeigh, Secretary-Treasurer  
Frank Dunham, Superintendent  
Brenda Lightburn, Deputy Superintendent

# **Public Sector Executive Compensation Reporting Guidelines**

## **Statement of Executive Compensation**

**September 14, 2011**



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.75 (Mission Public Schools).

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 rates 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 has determined that the reference point for the Senior Leadership Team and the Educational Leadership Team is the 50<sup>th</sup> percentile in relation to comparison organizations (neighbouring and similar size BC School Districts) and for the Business Leadership Team is the 50<sup>th</sup> percentile in relation to BC School Districts with a similar student population (6,000 to 10,000 enrollment).

The Board's total compensation package for executive staff is currently 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. Generally, base salary is targeted at the 50<sup>th</sup> percentile of the comparator labour market as defined above. Currently, salary is based on a single rate structure.
- Vehicle allowance
  - Due to the need to visit schools, other district worksites and various work related meetings, 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 the comparator labour market as defined above.

## **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, executive staff, after 5 years of service and upon termination of the employment relationship (e.g. retirement) are eligible to receive a long-service recognition award that allows for the payout of 1 day per month of service in the school district in a senior leadership role to a maximum of 125 days based on certain criteria and restrictions.

- **Paid time off**, including an annual vacation entitlement of 30-35 days (based on position). 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 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.
- **Other vehicle-related payments**  
Superintendent: Personal vehicle insurance based on the maximum good driving record discount and all mileage in accordance with Board Policy for business use. Vehicle maintenance expenses are covered up to a maximum of one thousand, two hundred dollars per fiscal period.

## **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**

Currently, the salary structure for the position of Superintendent of Schools (and other management positions) is a single rate structure, based on the premise that, at the outset of the employment relationship, an individual must be fully competent in all aspects of the position in order to effectively fulfill the duties and responsibilities.

## 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. Elected school trustees are accountable to the public and therefore ensure adherence to proper human resources practices with respect to executive and exempt staff compensation.
- 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.

## Item 3

### Summary Compensation Table: Fiscal 2010-2011 (year ending June 30, 2011)

Name and Principal Position	Salary	Bonus	Incentive Plan Compensation	Pension	All Other Compensation*	Total	Previous 2 years Totals**
Dunham, Frank Superintendent of Schools	\$ 145,744			\$ 20,889	\$ 33,577	\$ 200,210	08/09 = \$ 179,640 09/10 = \$ 199,494
Daykin, Roy Secretary-Treasurer	\$ 66,255			\$ 5,559	\$ 4,779	\$ 76,593	08/09 = \$ - 09/10 = \$ 176,612
Lightburn, Brenda Deputy Superintendent	\$ 135,898			\$ 19,429	\$ 31,779	\$ 187,106	08/09 = \$ - 09/10 = \$ 160,961
McVeigh, Carrie Secretary-Treasurer	\$ 106,561			\$ 8,387	\$ 21,416	\$ 136,364	08/09 = \$ - 09/10 = \$ -
Total	\$ 454,458	\$ -	\$ -	\$ 54,264	\$ 91,551	\$ 600,273	\$ 716,707

## Notes:

Frank Dunham, Superintendent

\*This amount includes a \$6,480 car allowance as well as vehicle expenses, and employer contributions to EI, CPP, WCB, dental, extended health care, MSP and life insurance. For 10/11, this amount also includes an unused vacation credit payout of \$12,843.

Roy Daykin, Secretary Treasurer

\*This amount includes a \$1,690 car allowance and employer contributions to EI, CPP, WCB, dental, extended health care, MSP and life insurance. For 10/11, this amount also includes an unused vacation credit payout of \$1,064.

Brenda Lightburn, Deputy Superintendent, School Learning

\*This amount includes a \$6,600 car allowance and employer contributions to EI, CPP, WCB, dental, extended health care, MSP and life insurance. For 10/11, this amount also includes an unused vacation credit payout of \$15,071.

Carrie McVeigh, Secretary-Treasurer

\*This amount includes a \$4,464 car allowance and employer contributions to EI, CPP, WCB, dental, extended health care, MSP and life insurance. For 10/11, this amount also includes an unused vacation credit payout of \$8,047

\*\*The first reporting year for the Secretary-Treasurer and the Deputy Superintendent is fiscal year 2009/2010.

\*\*\*Roy Daykin's employment terminated December 31, 2010. Carrie McVeigh commenced duties as Secretary-Treasurer on October 13, 2010.