

October 6, 2020

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

Dear Mr. Rathbone:

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 2019-2020 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 2019-2020 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 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 challenge, and a supportive disciplined culture. The model further integrates with plans that establish the Board's overall objective, education, business and human resources.

Objectives

To attract and retain qualified, experienced, motivated and loyal employees who are committed to the Board's overarching 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 Board member 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 direction and purpose, allowing the business strategies and operating practices to meet the sanctity of the public and respect 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 compensation will include consideration of the compensation granted to public school teachers.

The Board acknowledges the idea that structures, models and framework 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 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 responsibility and duties in the Districts 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 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 exempt staff compensation administrators 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 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:
 - o 5671 FTE students
 - o 690 FTE employees
 - o 56 FTE exempt staff
- School Districts annual operating budget is \$61.9 million
- Exempt Staff compensation accounts for approximately \$7.0 million
- School District No. 5 has a modified calendar with 173 days of instruction and 180 days in session

Recruitment Pool

- 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 13 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 school calendar under their respective contract. 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.

FISCAL JUNE 30, 2020 (compensation in excess of \$100,000)																1
Employee Name	Ann Sal	Wellness	Pay	Vac Payout	1st Aid	Vehicle	Other	SUBTOTAL	СРР	EI	WCB	Dental	ЕНВ	Life ADD	Pension	Total
CASAULT, DIANE	139,369	600		-		5,100		\$ 145,069	2,898	1,128	655	2,645	4,079	696	15,749	172,919
JOHNSON, VIVEKA	129,334	600		-				\$ 129,934	2,898	1,128	672	2,645	4,079	714	14,615	156,685
REIMER, BRENT	139,369	96	1,146	5,335		5,100		\$ 151,046	2,898	1,128	645	2,645	4,079	696	15,878	179,015
RICE, ALAN	145,514	400		-				\$ 145,914	3,813	1,487	970	2,645	4,079	696	14,115	173,719
ROBERTS, JENNIFER	128,517	600		-				\$ 129,117	2,898	1,128	666	2,645	4,079	672	14,522	155,727
TICHAUER, JASON	139,369	600		2,667		5,100		\$ 147,736	2,898	1,128	654	2,645	4,079	696	15,749	175,585
VERBEURGT, DARCY M.	129,469	213		-		,		\$ 129,682	2,898	1,128	665	1,764	4,079	677	14,630	155,523
YARDLEY, SILKE	144,386	354		-			5,000	\$ 149,740	5,647	2,267	1,196	1,348	3,739	638	16,316	180,891
ADAMS, JENNIFER	104,360	600		-				\$ 104,960	2,814	1,102	675	2,645	4,079	576	11,793	128,644
ATWAL, JASLENE	105,829	600		-				\$ 106,429	2,825	1,106	675	2,645	4,079	584	11,959	130,302
BOEHM, ERIN	119,537	600		-				\$ 120,137	2,898	1,128	675	2,645	4,079	659	13,508	145,729
CARLEY, JILL	101,502	600		-				\$ 102,102	2,793	1,105	675	1,471	4,079	560	11,470	124,255
CATHERALL, CHRIS	110,115	600		-				\$ 110,715	3,045	1,178	713	2,645	4,079	607	12,443	135,425
DOLL, DAVID	107,262	-		-				\$ 107,262	2,762	1,117	670	2,645	4,079	591	12,121	131,247
DRYDALE, PAMELA	101,232	-		-				\$ 101,232	2,794	1,105	676	2,645	4,079	558	11,439	124,528
EHMAN, LOIS	118,262	600		-				\$ 118,862	2,898	1,128	674	822	4,079	652	13,364	142,479
HART, CARISSA	104,360	600		-	155			\$ 105,115	2,791	1,102	675	2,645	4,079	576	11,810	128,793
HAY, ERIN	119,455	600		-				\$ 120,055	2,898	1,128	715	2,645	4,079	658	13,498	145,676
HILL, DAVID MICHAEL	113,985	562		-	192			\$ 114,739	2,898	1,128	675	2,645	4,079	628	12,902	139,694
HOLT, SCOTT	123,139	208		-				\$ 123,347	2,898	1,128	669	2,645	4,079	679	13,915	149,360
JARRELL, IAN	96,903	400		-				\$ 97,303	2,722	1,109	635	1,348	3,739	535	10,950	118,341
JOHNSON, CHRISTIE	87,242	234		_				\$ 87,476	2,435	996	614	2,425	3,739	481	9,858	108,024
JOHNSON, WILLIAM	115,884	600		-	32			\$ 116,516	2,898	1,128	674	2,645	4,079	639	13,099	141,678
KELLY, MICHAEL	122,070	600		_	321			\$ 122,991	2,898	1,128	686	1,471	4,079	669	13,830	147,752
KUIJT, JANET	103,799	600		-				\$ 104,399	2,793	1,103	675	2,645	4,079	573	11,729	127,996
LINDSAY-TADEY, MAGGIE	106,863	571		-	321			\$ 107,755	2,811	1,119	677	2,645	4,079	589	12,112	131,787
LOCHRIE, CARLENE	104,526	-		-				\$ 104,526	2,775	1,090	670	822	4,079	576	11,811	126,349
MARTIN, DAVID	116,546	600		-				\$ 117,146	2,898	1,128	674	2,645	4,079	643	13,170	142,383
NEUFELD, NICOLE	118,517	254		-				\$ 118,771	2,898	1,128	671	2,645	4,079	654	13,392	144,238
PHILLIPS, LAURA-LEE	116,021	600		-				\$ 116,621	2,898	1,128	674	2,645	4,079	641	13,110	141,796
POOLE, JUDI	115,404	600		-				\$ 116,004	2,898	1,128	675	1,471	4,079	637	13,041	139,933
SARTOREL, MICHELLE	122,278	600		-				\$ 122,878	2,898	1,128	673	2,645	4,079	674	13,817	148,792
SKELTON, THOMAS	101,232	-		_				\$ 101,232	2,763	1,092	671	2,645	4,079	558	11,439	124,479
SOPKO, FRANK	106,529	599		-				\$ 107,128	2,814	1,109	676	1,471	4,079	588	12,038	129,903
STANDING, DAVID	115,884	587		_				\$ 116,471	2,898	1,128	674	2,645	4,079	639	13,095	141,629
TANK, JOSEPH***	102,319	-		_			906	\$ 102,319	2,611	1,065	645	1,471	4,079	534	9,925	122,649
THORN, AARON	116,546	600		-			300	\$ 117,146			674			643		
TYSON, BRENDA	119,575	600		_				\$ 120,175			673	822	4,079	659	13,512	
WASYLOWICH, KALEY	113,163	-		_				\$ 113,163		1,128	669	2,645	4,079	624	12,787	137,993
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