



## BOARD OF EDUCATION

**SCHOOL DISTRICT No. 23**

(CENTRAL OKANAGAN)

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"Together We Learn"

September 12, 2012

Paul Straszak  
President and CEO  
Public Sector Employers' Council  
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. 23 (Central Okanagan) is aware of the total compensation paid to executive staff during the 2011 - 2012 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,

Rolli Cacchioni  
Board Chair

Attachments

**Board of Education - Trustees**

Moyra Baxter  
Julia Fraser

Joyce Brinkerhoff  
Christopher L. Gorman

Deb Butler  
Murli Pendharkar

Rolli Cacchioni

## **School District No. 23 (Central Okanagan) 2011/2012 Public Sector Executive Compensation Report**

The Board of Education encourages and adopts practices that enable the district to attract and retain qualified, high-performing employees, who are critical to the delivery of quality public education programs to students in School District No. 23 (Central Okanagan).

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, but also more intangible elements such as career opportunities, learning and career development, work challenge, and supportive culture. 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
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.

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 or leased vehicle.

- Annual base salary

Annual base salary is considered in the context of the total compensation package set within the compensation guidelines established by BCPSEA.

- Vehicle allowance or leased vehicle

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 or leased vehicle to the Superintendent, Assistant Superintendent and Secretary-Treasurer. The monthly vehicle allowance or allowable leased vehicle value is set at a level competitive with the vehicle allowances provided to Superintendents, Assistant Superintendents and Secretary-Treasurers.

### **Non-cash compensation**

The non-cash elements of the total compensation package include:

- **Annual base salary administration**

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, the individual must be fully competent in all aspects of the position in order to effectively fulfill the duties and responsibilities of the position.

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. As elected school trustees, we are accountable to our public and therefore ensure that we adhere 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.

**Summary Compensation Table: Fiscal 2011-2012 (year ending June 30, 2012)**

| <b>Name and Principal Position</b>                | <b>Salary</b> | <b>Bonus</b> | <b>Incentive Plan Compensation Paid</b> | <b>Pension</b> | <b>All Other Compensation</b> | <b>Total</b> | <b>Previous 2 Years Totals</b>                 |
|---|---------------|--------------|---|----------------|-------------------------------|--------------|--|
| <b>Superintendent of Schools<br/>Hugh Gloster</b> | \$153,903     | -            | -                                       | \$22,072       | \$20,442*                     | \$196,417    | 2010-2011 = \$201,340<br>2009-2010 = \$191,659 |
| <b>Seconded Superintendent<br/>Mike Roberts</b>   | \$153,903     | -            | -                                       | \$22,072       | \$10,394**                    | \$186,369    | 2010-2011 = \$188,683<br>2009-2010 = \$190,622 |
| <b>Secretary-Treasurer<br/>Larry Paul</b>         | \$136,798     | -            | -                                       | \$13,064       | \$17,597***                   | \$167,459    | 2010-2011 = \$167,256<br>2009-2010 = \$164,974 |
| <b>Assistant Superintendent<br/>Terry Beaudry</b> | \$134,248     | -            | -                                       | \$19,157       | \$18,094***                   | \$171,499    | 2010-2011 = \$172,289<br>2009-2010 = \$168,820 |

Notes:

- \* Includes vehicle lease of \$9,426, employer paid CPP and EI benefit premiums and employer paid Worksafe BC, health and wellness, and dental benefit premiums.
- \*\* Includes employer paid CPP and EI benefit premiums and employer paid Worksafe BC health and wellness, and dental benefit premiums.
- \*\*\* Includes vehicle allowance of \$8,678, employer paid CPP and EI benefit premiums and employer paid Worksafe BC health and wellness, and dental benefit premiums.
- ^ The School District is reimbursed by BCPSEA for the employment costs of this employee.