

## **“COMPENSATION AND BENEFITS” POLICY MONITORING REPORT**

TO: The Board of Directors  
FROM: Tabatha Mires, Superintendent  
RE: INTERNAL MONITORING REPORT – COMPENSATION & BENEFITS  
Yearly Monitoring on Policy Executive Limitations II-2g: Compensation and Benefits

I hereby present my monitoring report on your Executive Limitations policy II-2g “Compensation and Benefits” in accordance with the monitoring schedule set forth in board policy. I certify that the information contained in this report is true.

Signed \_\_\_\_\_ Superintendent Date: \_\_\_\_\_

### **BROADEST POLICY PROVISION**

***“With respect to employment, compensation and benefits to employees, consultants, contract workers and volunteers, the Superintendent will not cause or allow jeopardy to fiscal integrity or to public image.”***

SUPERINTENDENT’S INTERPRETATION: As Superintendent, I am directed by this policy to maintain an effective personnel program that provides appropriate compensation and benefits for all paid employees and contract workers. This also includes volunteer workers, even though not paid, to assure they are adequately covered under our insurance coverage.

As Superintendent, I must protect the fiscal integrity of the district, as well as protect the public image that all employees are receiving adequate and appropriate compensation and benefits for work they perform.

REPORT: We continue to work to maintain fair and adequate compensation/benefits for employees consistent with other school districts and state employees. Though we do not receive adequate (or ample) state funding for employee costs and must supplement with local and program dollars we have maintained cooperative relationships with both of our employee groups.

- The Board will consider approval of a three year contract with (2015-1018) with our classified employees. The agreement contains a local contribution to the health benefits pool in order to partially offset deficient state funding and rising health care costs.
- In June of 2014 the District signed a three year contract with the teacher’s association. Teachers gained one additional day of work bringing their total to 4 additional days beyond the 180 base state contracted days.
- The discrepancy between larger/urban districts and smaller/rural districts continues to grow with teachers in some districts receiving 20% more salary via “TRI-Additional Days” (as many as 25-30 additional days) funded by local levies.

<b>POLICY PROVISION #1: <i>The Superintendent will not: “Change the Superintendent’s own compensation and benefits, except as the Superintendent’s benefits are consistent with a package for all other employees.”</i></b>	<b>In Compliance</b>
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SUPERINTENDENT INTERPRETATION (No interpretation changes were made): This policy requires that I, as Superintendent, cannot change my own compensation and benefits. The only exception to this is that as benefits are adjusted for other school employees on an annual basis, the Superintendent's benefits will only be adjusted accordingly as detailed in my contract.

REPORT: The Superintendent's compensation and benefits are based on the contract approved by the Manson Board of Directors in February of 2015. The Superintendent received the same pay increase as all district employees (3%). The Superintendent has the same health care package/increased costs as all Manson employees.

<b>POLICY PROVISION #2: <i>"The Superintendent will not: promise or imply permanent or guaranteed employment."</i></b>	<b>In Compliance</b>
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SUPERINTENDENT'S INTERPRETATION (No interpretation changes were made): As Superintendent I must follow standard business practices as well as follow district, state and federal policies, rules and regulations.

REPORT: Bargaining agreements between certificated and classified staff govern hiring and discharge procedures. Additionally, state and federal regulations restrict hiring practices and employment length. Certificated teachers have a continuing contract privilege. Classified staff receives an assurance of employment if funds are available, but are not guaranteed employment. As Superintendent, I monitor the district hiring to make sure practices are correctly followed.

<b>POLICY PROVISION #3: <i>"The Superintendent will not: establish current compensation and benefits that deviate materially from the geographic or professional market for the skills employed."</i></b>	<b>In Compliance</b>
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SUPERINTENDENT'S INTREPETATION (No interpretation changes were made): As Superintendent I do not have the discretion to deviate materially from geographic or the professional market for skilled employees in the compensation and benefits that are offered.

REPORT: Certificated teachers are required to be compensated using a statewide salary schedule. Substitute salaries and additional work stipends are based on pay offered by other school districts in the region.

Classified salaries for union employees are negotiated and based on comparable positions in other area districts. Non-union classified employees hourly rates are again based on neighboring schools in the region. Administrative salaries are based on duties, responsibilities and comparable positions in other schools and state educational institutions.

To help us determine appropriate hourly/salary rates we subscribe to SIRS (School Information and Research Service) who surveys state school districts and compiles current salary data.

<b>POLICY PROVISION # 4: <i>"The Superintendent will not: deviate from the state salary schedule nor fail to pass through cost of living increases or other benefits granted by the state legislature."</i></b>	<b>In Compliance</b>
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SUPERINTENDENT’S INTREPRETATION (No interpretation changes were made): All decisions regarding salary, benefits, cost of living increases, or other benefits will be granted at the discretion of the state legislature.

REPORT:

In a year when a Cost of Living Allowance (COLA) is provided by the state the District passes through all appropriate increases to salaries and benefits. A 3% COLA was provided to state funded employees and the District negotiated with unions to extend this pay increase to all employees (federally and locally funded employees).

- Bargaining agreements also contain provisions requiring salary and benefit increases to be passed through. The business office includes budget capacity to pass through all salary and benefit increases.
- The district submits an annual report to the state, reporting salary and benefits paid to all staff, which the state compares to funding amounts to ensure compliance with state regulation.
- The State Auditor’s Office statistically samples payroll records during their audit to verify that certificated staff are paid appropriately from the state salary schedule based on documented records of experience and education.

<b>POLICY PROVISION #5:</b> <i>“The Superintendent will not: create obligations over a longer term than revenues can be safely projected, or fail to establish provisions for modifying obligations in the event of revenue loss.”</i>	<b>In Compliance</b>
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SUPERINTENDENT’S INTERPRETATION (No interpretation changes were made): The organization must be vigilant regarding projections of student enrollment and fiscal obligations. I interpret “obligations” to mean any part of the budget, current and future, dealing with facilities, transportation, major educational expenditures, and staffing. I interpret “provisions for modifying obligations in the event of revenue loss” to mean administratively we are prepared to react appropriately and legally in the event of revenue loss.

REPORT: As Superintendent, I am responsible for monitoring the business office operations and leading our budget development and execution.

- Extensive capital facilities projects are underway. Balancing our long term ability to maintain these additional/new facilities with current and projected revenues is taking some long term thinking and planning.
- In executing our 2015-16 district budget I am balancing our educational programmatic needs (instructional materials, staffing) along with our educational support needs (facilities, transportation, technology infrastructure) and allocating available revenues.
- One advantage for the district in having annual salary “openers” with our Associations is the ability to effect/reduce salary if the district experienced a significant revenue loss (enrollment drop, unexpected building/mechanical failures, etc.). With approximately 85% of expenses in staffing, having flexibility is a must.