



Vancouver Board of Education

School District No. 39

BOARD OF SCHOOL TRUSTEES

1580 West Broadway

Vancouver, B.C. V6J 5K8

Telephone: 604-713-5000

Fax: 604-713-5049

October 25, 2013

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

Dear Mr. Doney:

This will confirm that the Board of Education of School District No. 39 is aware of the total compensation paid to executive staff during the 2012-2013 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 blue ink that reads "Chris Allen on behalf of".

Patti Bacchus
Chairperson
Vancouver Board Of Education

c: VBE Trustees
Steve Cardwell, Superintendent of Schools
Rick Krowchuk, Secretary Treasurer

Board of School Trustees:

Patti Bacchus - Chairperson
Mike Lombardi - Vice-Chairperson
Fraser Ballantyne Ken Clement Ken Denike
Cherie Payne Allan Wong Sophia Woo
Rob Wynen

Board of Education of School District No. 39 (Vancouver)

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. 39 (Vancouver).

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. Annual base salary is considered in the context of the total compensation package. The base salary structure is a three-step pay band with a range spread of \$22,332.00 from the minimum to the maximum of the range and \$11,166.00 between steps in the structure.

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.

The Vancouver School Board offers an Early Retirement Incentive Plan (ERIP). Through this plan, staff are eligible to receive an early retirement allowance (ERIP) based on a minimum of 10 years of service, leaving employment at the top pay step, between ages 55 and 64, and going on pension.

- **Deferred Savings**

The Vancouver School Board contributes an amount equal to 2% of the salary and the employee makes a contribution of the same amount.

- **Paid time off** this includes an annual vacation entitlement of 20 to 35 days depending on the length of service and pursuant to the *Public Sector Employers Act*, carry forward of unused accumulated vacation is not permitted., However, the individual employment contract does allow for carry forward of unused accumulated vacation, and 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.

The Board also offers a supplementary vacation entitlement based on years of service as follows: 5 additional vacation days in each of the 11th, 16th, 21st, 26th, 31st, 36th, 41st, or 46th calendar year of service.

In addition, executive staff receive:

- **Compensatory Time:** up to a maximum of 10 days of paid time off annually, in recognition of attendance at meetings during evenings and weekends.
- **Gratuity Days:** 1 day per quarter (up to maximum 4 days annually) of paid time off or pay out are earned, if no sick time is used.
- **Bereavement Leave and Funeral Attendance**
- **Jury Duty Leave**
- **Leave to attend Education Ceremonies**
- **Examination Leave**
- **Citizenship Court Appearance Leave**
- **Maternity and Adoption Leave**
- **Workers Compensation:** Salary continuance for 52 weeks or WCB settlement, whichever comes first. After 52 weeks, top up from sick bank until depleted.
- **Other Non-Cash Compensation**

- Sick Leave: 20 days per year accumulative with no maximum (prorated for less than one year of service)
- Professional Development: payment for courses, seminars, workshops / conferences
- Vehicle Vandalism: For vehicles stolen or damaged through vandalism at a worksite or school function, or while on Board Business, and an ICBC claim is filed, reimbursement will be made up to the deductible amount stipulated in the employee's ICBC comprehensive insurance option to a maximum of \$300.
- Personal Property Claim: Reimbursement will be made for personal property stolen or damaged at a worksite or school function, up to 100% of the deductible as stipulated in the employee's insurance coverage to a maximum of \$100.
- Vehicle allowance of \$650 per month for business use of their own vehicle.
- Use of the Employee Assistance Program (EAP)

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 top rate on commencement of employment, although due to the key leadership roles and responsibilities, such individuals are generally recruited at a highly competent level. They are most often placed at the starting point in the pay band reflective of the required competence, qualifications, and experience and progress through the steps on their annual reviews.

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

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 at FISCAL, 2013

Name and Position (a)	Salary (b)	Bonus and / or Incentive Plan Compensation (c)	Benefits (d)	Pension (e)	All Other Compensation (expanded below)	2012/13 Total	Previous Two Years Totals	
							2011 / 12	2010 / 11
Steve Cardwell, Superintendent	\$ 189,404	\$ -	\$ 14,599	\$ 27,314	\$ 12,898	\$ 244,215	\$ 241,724	\$ 236,157
Jordan Tinney, Deputy Superintendent	\$ 17,697	\$ -	\$ 1,100	\$ 2,624	\$ 25,951	\$ 47,372	\$ 217,494	\$ 172,494
Rick Krowchuk, Secretary- Treasurer	\$ 166,578	\$ -	\$ 14,143	\$ 15,170	\$ 20,411	\$ 216,302	\$ 210,958	\$ 191,351
Valerie Overgaard, Associate Superintendent	\$ 28,312	\$ -	\$ 2,185	\$ 4,199	\$ 47,633	\$ 82,328	\$ 192,691	\$ 184,300
Maureen Ciarniello, Associate Superintendent	\$ 147,273	\$ -	\$ 10,954	\$ 21,066	\$ 9,114	\$ 188,407	\$ 187,434	\$ -
Scott Robinson, Associate Superintendent	\$ 131,985	\$ -	\$ 14,439	\$ 18,048	\$ 12,012	\$ 176,484	\$ -	\$ -
Janet Stewart, Associate Superintendent	\$ 147,273	\$ -	\$ 15,426	\$ 13,412	\$ 6,000	\$ 182,111	\$ -	\$ -
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Summary Other Compensation Table at FISCAL, 2013

Name and Position (a)	All Other Compensation	Severance (f)	Vacation payout (g)	Leave payout (h)	Vehicle / Transportation Allowance (i)	Perquisites / other Allowances (j)	Other (k)
Steve Cardwell, Superintendent	\$ 12,898	\$ -	\$ 5,098	\$ -	\$ 7,800	\$ -	\$ -

Jordan Tinney, Deputy Superintendent	\$ 25,951	\$ -	\$ -	\$ 25,451	\$ -	\$ 500	\$ -	\$ -
Rick Krowchuk, Secretary-Treasurer	\$ 20,411	\$ -	\$ -	\$ 14,411	\$ -	\$ 6,000	\$ -	\$ -
Valerie Overgaard, Associate Superintendent	\$ 47,633	\$ -	\$ -	\$ 31,426	\$ -	\$ 1,000	\$ -	\$ 15,206
Maureen Ciarniello, Associate Superintendent	\$ 9,114	\$ -	\$ -	\$ 3,114	\$ -	\$ 6,000	\$ -	\$ -
Scott Robinson, Associate Superintendent	\$ 12,012	\$ -	\$ -	\$ 6,512	\$ -	\$ 5,500	\$ -	\$ -
Janet Stewart, Associate Superintendent	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ -
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**Public Sector Employers' Council
Secretariat**

EXEMPT EMPLOYMENT TERMINATION SUMMARY REPORT

Employer: School District #39 (Vancouver)

Employers' Association: BC Public School Employers' Association

Employee (first/last name): Dianne Mclauchlan

Date of Birth (D/M/Y): 23/05/1960

Position/Title: Manager of Facilities and Planning

Date Commenced Current Position (D/M/Y): 18/04/12

Employee's Compensation Prior to Termination

Cash Compensation:

Base Salary: \$98,114.73 **Effective Date of Salary (D/M/Y):** 18/04/12

Bonus: \$ _____ **Cash in Lieu of Benefits:** \$ _____

Perquisites (expressed on a dollar per year basis if applicable):

Vehicle Allowance: \$ _____ **Club Memberships:** \$ _____

Other Items (list each item and associated value): _____

Employer Paid Benefits (expressed on a dollar per year basis where applicable):

Medical: \$1,392.00 **Dental:** \$1,176.24

Extended Health: \$3,347.76 **Life Insurance:** \$0

Long Term Disability: \$ _____ **CPP:** \$2,306.70

Employer Pension Contribution: \$ _____

Other (please describe): Deferred Savings \$1,962.29

Other Benefits:

Annual Vacation Entitlement (*in weeks*): 4 weeks

Accumulated Sick Leave Entitlement: \$3,851.57 (not paid out)

Other Leave Entitlement (*e.g., sabbatical*): \$ _____

Length of Service with Employer: 5 months

Previous Employment in BC Provincial Public Sector (*if known*):

Employment Termination Dates:

(i) **Date of Notice of Termination (D/M/Y):** 22/10/2012

(ii) **Last Day Required to Work (D/M/Y):** 22/10/2012

Reasons for Employment Termination:

- | | |
|--|---|
| <input type="checkbox"/> Voluntary | <input type="checkbox"/> Involuntary |
| <input type="checkbox"/> For cause | <input type="checkbox"/> Expiry of contract |
| <input type="checkbox"/> Labour adjustment program | <input checked="" type="checkbox"/> Other — please explain below. |

Unsuccessful probationary period

Factors That May Affect Amount of Notice/Severance (*e.g., circumstances of hiring, prospects for similar or alternative employment, manner of dismissal, etc.*):

Amount of Notice

Amount of notice required under the terms of employment (in months): .25

Actual amount of notice given (in months): .25

Was the employee required to work during the notice period? Yes No

Was the employee given a combination of notice and severance? Yes No

Please describe: _____

Amount of Severance in Lieu of Notice:

What was the period of notice in lieu of which severance was provided (in months): _____

What was the value of the final negotiated severance package? Please provide a breakdown and brief description of the package value, including, if applicable:

	Total Value (\$)	Description
Lump sum payment	30,047.64	3 Months' notice plus 22.5%
Salary continuance	_____	_____
Salary top-up	_____	_____
Continuance of non-pension benefits	_____	_____
Cash payment in lieu of non-pension benefits time	\$6,457.24	Pay out of accumulated Vac /Gratuity/Comp
Continuance of management perquisites	_____	_____
Cash payment in lieu of perquisites	_____	_____
Continuance of pension benefits	_____	_____
Cash payment in lieu of pension benefits	_____	_____

Relocation allowance at termination	_____	_____
Outplacement counseling	_____	_____
Financial planning services	_____	_____
Other	_____	_____
Total Value	\$36,504.88	

Was the former employee's conditions or contract of employment¹ commenced, changed or renewed on or after May 1, 1997? Yes X No

Please describe: _____

Does the employment termination settlement include a provision requiring the employee to notify the employer of any re-employment or contract work in the provincial public sector during the notice period in lieu of which severance is provided?

Yes No

Since the termination date, has the employee subsequently been re-employed or entered into a contract for services with:

Your organization? Yes No Unknown

Another public sector employer? Yes No Unknown

If yes, please provide details (including the name of the organization and date of hire):

¹ "Contract of employment" is defined as a policy or contract, whether written or oral, express or implied with respect to or containing *terms of employment* between a public sector employer and an employee or class of employee. Most employees are covered by conventional contract, letter of appointment and/or corporate employment policies.

Filed by: Name: Lisa Landry

Position: Director of Finance

Employer: School District #39 (Vancouver)

Mailing Address: 1580 West Broadway, Vancouver, BC V6J 5K8

Telephone: (604) 713 5101

Fax: (604) 713 5049

I certify the above information to be correct to the best of my knowledge



Name: Lisa Landry

Date (D/M/Y): 17 / 10 / 2013

- Append:**
- (1) Copy of contract of employment**
 - (2) Copy of all relevant corporate policies governing terms and conditions of employment (including severance), which have the effect of creating a legal obligation on the part of your organization to the employee**
 - (3) Copy of employment termination agreement or settlement**

**Send to: BC Public School Employers' Association
c/o Deborah Stewart, Senior Human Resources Consultant
400 – 1333 West Broadway
Vancouver, BC V6H 4C1**