



Vancouver Board of Education

School District No. 39

1580 West Broadway

Vancouver, B.C. V6J 5K8

Telephone: 604-713-5000

September 30, 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. 39 (Vancouver) 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,

A handwritten signature in black ink that reads 'Janet Fraser'.

Janet Fraser
Board Chair

c: Suzanne Hoffman, Superintendent of Schools
J. David Green, Secretary Treasurer

Board of Education Trustees:

Janet Fraser – Board Chair
Carmen Cho – Vice-Chair
Fraser Ballantyne Lois Chan-Pedley
Estrellita Gonzalez Oliver Hanson
Barb Parrott Jennifer Reddy Allan Wong

Public Sector Executive Compensation Disclosure Report 2019-2020

School District No. 39 (Vancouver)

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 aligns with the statutory system of exempt staff compensation administration in the K-12 public education sector and the British Columbia Public School Employers' Association (BCPSEA) exempt staff compensation management plan (BCPSEA 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 *Public Sector Employers Act*.

Compensation mandates/direction adopted by the Public Sector Employers' Council (PSEC) from time to time are the official policy of BCPSEA and any adjustments to exempt staff compensation levels must align with the parameters of the prevailing compensation mandate/direction.

The Board's compensation philosophy is based upon a set of principles that guide development, maintenance and decision-making with respect to salary structures and total compensation packages and programs.

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). The total rewards compensation program further integrates with plans that establish the board of education's overall education, business, and human resources strategies and objectives to facilitate the attraction and retention of 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 BC students.

Inherent in the compensation philosophy are the following core principles:

- **Performance:** The compensation structure and administration of the structure supports and promotes meaningful career growth and development opportunities, and a performance-based (merit) organizational culture.
- **Differentiation:** Differentiation of compensation is supported where there are differences in the scope of the position within an organization, and/or due to superior individual/team contributions.
- **Accountability:** Compensation decisions are objective and based upon a clear and well documented rationale that demonstrates the appropriate expenditure of public funds.
- **Transparency:** The compensation program is designed, managed, administered, and communicated in a manner that ensures the program is clearly understood by employees and the public while protecting individual personal information.

Labour Market Comparators

Key to the compensation philosophy is the need to maintain a meaningful level of competitiveness with the relevant external labour market. Consistent with industry standards, “labour market” is defined in the 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/organizations
- Size of the organization, as size drives the span of control and scope of accountability
- Geographic location
- 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 includes:

1. Other BC school districts (primary labour market)
2. Other BC public sector organizations
3. Other Canadian school districts where relevant (to the extent that BC school districts 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)
4. Selected private sector organizations where relevant.

The Board’s executive and exempt staff salary structure was developed on a total compensation basis, consistent with governance and technical best practice, as part of the BCPSEA Sectoral Exempt Staff Compensation Review Project conducted with the approval of the PSEC Secretariat. This comprehensive market review ensured development of an executive and exempt staff salary structure for each of the province’s 60 public school districts in alignment with each district’s relevant comparator labour market and internal organizational structure. This 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., job content (specific duties/responsibilities), required skill level, required competencies, required qualifications).
- Ensuring appropriate relationships exist between positions in the district’s organizational 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 reference point for executive and exempt total compensation is currently the median of the relevant comparator labour market.

The Board’s total compensation package for executive/senior management 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 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 districts of similar size and geography.

- **Vancouver Employee Savings Plan**

The District is a member of the Vancouver Employee Savings Plan which provides an additional cash contribution of 2% of base salary and a matching employee payroll deduction of 2% that may be invested in a savings, Tax Free Savings or Registered Retirement Savings Plan.

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, 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 Teachers’ Pension Plan or the Municipal Pension Plan.
- **Early Retirement Incentive Payment** – upon retirement prior to attaining age 65 but after a minimum age of 55 with ten years service with the district, executive/senior management employees are eligible to receive an early retirement incentive payment (ERIP)

ERIP Maximum	27,540.26
55	100%
56	90%
57	80%
58	70%
59	60%
60	50%
61	40%
62	30%
63	20%
64	20%

- **Paid time off**, including an annual vacation entitlement of 35 days. 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.

The Board also offers a **supplementary** vacation entitlement based on years of service as follows:

- 5 additional days are awarded in each of the calendar years in which the senior executive attains 11th, 16th, 21st, 26th, 31st, 36th, 41st, 46th years of service.
- Senior executives are granted a vacation entitlement date of at least 24 years to provide for 35 days of vacation.

Further, executive/senior management employees receive 10 days of paid time off annually in addition to annual vacation entitlement, in recognition of attendance at meetings during evenings and weekends.

They also have opportunity to earn up to 4 gratuity days of paid time the following calendar year for each quarter in which they were not absent due to illness.

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 conducted and managed through BCPSEA and the PSEC Secretariat ensures that total compensation levels are benchmarked externally against the appropriate labour market and internally against appropriate job criteria.

The Board works with BCPSEA to obtain information and advice relating to the executive and exempt compensation structures and to ensure alignment with the compensation mandates/directions established by PSEC.

■ Annual base salary administration

The salary structure for executive and exempt positions is based on placement at the appropriate salary range in the structure reflective of labour market competitiveness and internal equity. Placement and progression through the salary range is dependent upon competency growth and performance. The maximum of the salary range 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 job rate on commencement of employment, although due to the key leadership roles and responsibilities, such individuals are generally recruited at a highly competent level and are often placed at the mid- to maximum point in the salary range reflective of the required competence, qualifications, and experience.

The decision whether to grant a salary increase to the position of Superintendent only is at the sole discretion of the Board and is the only executive/exempt position for which BCPSEA approval of an increase to any element of the compensation package is not required. 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. The Board typically utilizes market compensation data and salary/compensation structures developed by BCPSEA for this position as well as all other positions in the exempt staff structure. Potential 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 currently 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 *Public Sector Employers Act*.
- compensation mandates/direction adopted by the Public Sector Employers' Council from time to time. Any adjustments to exempt staff compensation levels must align with the parameters of the prevailing PSEC compensation mandate/direction.

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, the Board is accountable to its public and therefore ensures that it adheres to proper human resources practices including statutory requirements with respect to executive and exempt staff compensation.
- proposed salary range placement and compensation adjustments for all other executive and exempt positions in the district must be reviewed and approved by BCPSEA prior to implementation.

School District 39 (Vancouver)

Summary Compensation Table at 2020

Name and Position	Salary	Holdback/Bonus/ Incentive Plan Compensation	Benefits	Pension	All Other Compensation (expanded below)	2019/2020 Total Compensation	Previous Two Years Totals Total Compensation	
							2018/2019	2017/2018
Suzanne Hoffman, Superintendent	\$ 260,000	-	\$ 10,730	\$ 29,380	\$ 17,047	\$ 317,157	\$ 316,544	\$ 146,380
Carmen Batista, Associate Superintendent Human Resources	\$ 183,352	-	\$ 10,722	\$ 20,717	\$ 38,708	\$ 253,499	\$ 225,091	
John David Green, Secretary Treasurer	\$ 204,763	-	\$ 6,426	\$ 19,923	\$ 34,856	\$ 265,968	\$ 247,352	\$ 193,785
Jocelyn Langlois, Associate Superintendent	\$ 184,299	-	\$ 10,689	\$ 21,365	\$ 16,851	\$ 233,204	\$ 219,057	\$ 107,699
David Nelson, Deputy Superintendent	\$ 197,592	-	\$ 9,387	\$ 22,873	\$ 28,739	\$ 258,591	\$ 241,845	\$ 236,090
Robert Schindel, Associate Superintendent	\$ 184,299	-	\$ 9,186	\$ 21,365	\$ 24,011	\$ 238,861	\$ 220,306	\$ 208,501

Summary Other Compensation Table at 2020

Name and Position	All Other Compensation	Severance	Vacation Payout	Paid Leave	Vehicle / Transportation Allowance	Perquisites / Other Allowances	Other
Suzanne Hoffman, Superintendent	\$ 17,047	-	\$ 4,000	-	\$ 7,800	\$ 5,200	\$ 47
Carmen Batista, Associate Superintendent Human Resources	\$ 38,708	-	\$ 28,995	-	\$ 6,000	\$ 3,666	\$ 47
John David Green, Secretary Treasurer	\$ 34,856	-	\$ 23,514	-	\$ 7,200	\$ 4,095	\$ 47
Jocelyn Langlois, Associate Superintendent	\$ 16,851	-	\$ 2,243	-	\$ 6,000	\$ 3,781	\$ 4,827
David Nelson, Deputy Superintendent	\$ 28,739	-	\$ 13,823	-	\$ 6,000	\$ 4,048	\$ 4,868
Robert Schindel, Associate Superintendent	\$ 24,011	-	\$ 9,953	-	\$ 6,000	\$ 3,781	\$ 4,277

Notes

Suzanne Hoffman, Superintendent	Perquisite/Other Allowance Note: 2% of base salary employer contribution to Vancouver Employee Savings Plan (VESP) Other Note: EI Rebate
Carmen Batista, Associate Superintendent Human Resources	Perquisite/Other Allowance Note: 2% of base salary employer contribution to Vancouver Employee Savings Plan (VESP) Other Note: EI Rebate
John David Green, Secretary Treasurer	Perquisite/Other Allowance Note: 2% of base salary employer contribution to Vancouver Employee Savings Plan (VESP) Other Note: EI Rebate
Jocelyn Langlois, Associate Superintendent	General Note: 18/19 reporting year retro salary reported in Other compensation in 19/20 reporting year. Perquisite/Other Allowance Note: 2% of base salary employer contribution to Vancouver Employee Savings Plan (VESP). (\$3686 relates to current reporting year and \$95 relates to prior reporting year due to retroactive salary increase of \$4780 reported in Other Compensation) Other Note: \$47 EI Rebate plus \$4780 retro salary for 18/19 reporting year
David Nelson, Deputy Superintendent	General Note: \$4821 Retro salary for 18/19 fiscal year reported in Other compensation in 19/20 fiscal year (Retro VESP and Retro TPP reported in 19/20 fiscal year) Perquisite/Other Allowance Note: 2% of base salary employer contribution to Vancouver Employee Savings Plan (VESP) (\$3952 relates to current reporting year salary and \$96 relates to prior reporting year retro salary increase) Other Note: \$47 EI Rebate and retro salary of \$4821 for prior fiscal year
Robert Schindel, Associate Superintendent	General Note: Retro salary for 18/19 year included in 19/20 disclosure under Other compensation Perquisite/Other Allowance Note: 2% of base salary employer contribution to Vancouver Employee Savings Plan (VESP) (\$3686 based on current reporting year base salary and \$95 relates to 18/19 reporting year due to retro salary increase of \$4780) Other Note: \$47 EI Rebate and \$4780 retro salary increase related to 18/19 fiscal year