

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

TO: The Board of Directors  
FROM: Yvonne Walker, 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: 9-20-21

**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 workforce that provides appropriate compensation and benefits for all paid employees and contract workers. This also includes assurance that volunteer workers are adequately covered under our insurance coverage.

As Superintendent, I must understand that contract workers make up over 80% of our budget spending and 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 our employees consistent with other “like size” school districts. I am working to create a good working relationship with our employee associations and come to agreement on collective bargains for both.

- The Public School Employee Association (PSE) represents all of our classified staff. Manson has ratified a new four-year contract starting in the 20-21 school year. The contract can be opened to discuss further improvements to specific classification pay rates, limited to four classifications per year. It will also be reopened as necessary to consider the impact of any legislation enacted or a double levy failure.
  - Starting in the 21-22 school year wages for Technology Assistant were raised \$1.45 in each cell of the six step salary schedule in order to attract quality staff and align more closely with surrounding districts.
- The Washington Education Association (WEA) represents our certificated employees with a local association (Manson Education Association/MEA). Manson ratified a three-year contract starting the 21-22 school year. The contract can be opened to adjust professional development days if the state changes their funding and requirements. Our

salary schedule continues to be competitive in regards to like size schools including the other district in our Valley.

- Substitute wages (particularly for certificated subs) are average – low for districts our size. We are competitive with the other district in our Valley. There is not a need to revisit this at this time.
- Wages were increased for the lead administrative assistant and accounts payable. This gets both of them at the lower-middle end of pay in surrounding like size districts.
- Coaching salaries were increased to be more competitive. HS head coaches and MS coaches received a 15% increase and HS assistant coaches a 10% increase. This still places us below surrounding districts but at this time the wages are fair and we are attracting staffing.

<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>
---	----------------------

SUPERINTENDENT INTERPRETATION (No interpretation changes were made): This policy requires that I, as Superintendent, cannot change my own compensation and benefits.

REPORT: The Superintendent’s compensation and benefits are based on the contract approved by the Manson Board of Directors in May of 2020 upon completion of the hiring process.

- The superintendent was approved a 2% increase consistent with a package for all other employees.

<b>POLICY PROVISION #2: <i>“The Superintendent will not: promise or imply permanent or guaranteed employment.”</i></b>	<b>In Compliance</b>
--	----------------------

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>
---	----------------------

SUPERINTENDENT’S INTREPETATION (No interpretation changes were made): As Superintendent I have the obligation to understand the geographic and the professional market and do not have the discretion to deviate materially from the compensation and benefits that are offered to skilled employees.

REPORT: The District has agreed to a salary schedule with MEA and PSE which compares favorably with like size school districts and regional competitors for employees.

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. In addition to using SIRS we utilize local region schools of similar size in building a “comparable” list. This information was used for MEA negotiations in the spring and possible PSE negotiations if the contract is opened for any reason.

<b>POLICY PROVISION # 4:</b> <i>“The Superintendent will not fail to provide contractually agreed upon salary increases with employee groups or other benefits granted by the state legislature.”</i>	<b>In Compliance</b>
---	----------------------

SUPERINTENDENT’S INTREPRETATION: The superintendent shall implement budgets that meet our contractual obligations. The superintendent will abide by the benefits put forth by the state legislature.

REPORT: All SEBB obligations have been met and we have made adjustments to ensure our contractual and reoccurring employees qualify for benefits. An IPD (2%) increase was made across the board for all employees upholding contractual language.

<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>
--	----------------------

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. I depend on our business director and business office employees to carry out the day to day activities of these operations.

- With the help of our business manager, Manson was able to create and implement a budgeting process for each building to support accountability and fiscal management.
- We have carefully developed our 21-22 operating budget to meet the needs of students and our community. Our enrollment is above our projections (+24 in September). Excess funding will be needed to ensure our costs stay under control as we move forward through this unsteady year. We will continue to monitor legislative decisions and impacts.