



DISTRICT OFFICES
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MEMORANDUM

To: Burlington Board of School Commissioners
From: Tom Flanagan, Superintendent
CC: Denise Bailey, Executive Director of Human Resources
Date: February 7, 2023
Subject: **Monitoring Report - Policy Title: 2.7 Compensation and Benefits**

Statement: We present the **Monitoring Report - Policy Title: 2.7 Compensation and Benefits** as reviewed and updated to reflect FY23.

Recommended Motion: *I move to approve the recommendation that the Superintendent complies with Policy Title 2.7.*

Monitoring Report - Policy Title: 2.7 Compensation and Benefits

Submitted by: Tom Flanagan, Superintendent

Date Submitted: February 7, 2023

Status: In Compliance

Overview

This is the annual report on compliance with the School Board's Executive Limitation policy 2.7 Compensation and Benefits for Fiscal Year 2022. I certify that the information contained in this report is true and validated by Executive Director of Human Resources, Denise Bailey.

Policy Statement

With respect to employment, compensation, and benefits to non-unionized employees, consultants, contract workers, the Superintendent shall not cause or allow jeopardy to financial integrity or to public image.

Further, without limiting the scope of the foregoing by this enumeration, the Superintendent shall not:

1. Change the Superintendent's own compensation and benefits.
2. Promise or imply permanent or guaranteed employment.
3. Establish or change compensation and benefits that deviate materially from the geographical or professional market for the skills employed.
4. Create greater obligations over a longer term than revenues can be safely projected, and in all events subject to losses in revenue.

Interpretation

The responsibility to establish the Superintendent's wage and benefits is specifically reserved for the Board.

Evidence

The Superintendent is under [contract](#) with Burlington School District through June 30, 2025. The Superintendent's wage and benefits are established in this contract which states that any additional compensation, such as performance pay, must be authorized by the Board.

Interpretation

The Superintendent shall not offer contracts of permanent employment to employees.

Evidence

For unionized personnel, the term of employment is governed by collective bargaining agreements. None of the [collective bargaining agreements](#) provide for permanent employment, however, contracts are generally renewed unless the position is temporary or eliminated, or the employee's performance is not satisfactory. Approximately 10% of employees are nonunion. Non-unionized staff are typically provided assurance of employment for only one year, though some senior and other administrative staff are typically provided two-year employment contracts. Annual employment contracts detailing the coming year's wages are offered within budget parameters for those staff members being continued the next year. Temporary and long-term substitute contracts indicate that they are at-will and are of limited duration. The Superintendent establishes compensation for the succeeding year. The decisions by the Superintendent to renew administrative contracts and establish their duration are based on the needs of the organization and the performance of the administrators. The Superintendent has not offered contracts to any staff in excess of these terms.

Interpretation

Wage rates and benefits shall be paid in accordance with collective bargaining agreements. Wage rates and benefits for non-unionized staff shall be reasonably consistent with those paid to employees performing similar work in the local job market.

Evidence

For most employees, wages and benefits are established in [collective bargaining agreements](#). These contracts provide a mechanism for the resolution of disputes between the parties over the amount or administration of wages and benefits. For non-unionized employees, the Superintendent receives comparative statewide data from the Vermont Superintendents Association, analyzing by position Central Office and building-based administrators, and Central Office support staff. The VSA data is self-reported from schools and does not take into account differing job descriptions and duties for similarly titled positions, so while this report can provide a good starting point, care is taken to remember that the report often compares different variables. HR uses other sources such as the Bureau of Labor Statistics to get more accurate and appropriate salary ranges. Additionally, HR and the Business Office compare the actual job duties of similar positions by consulting with school districts in Chittenden County, including providing our own salary range information to hiring administrators. Finally, BSD periodically conducts a compensation analysis for some non-unionized positions in order to ensure fair and equitable pay and to aid efforts to attract the best and most qualified applicants. The District will plan to review and update compensation to align with the market as appropriate.

Interpretation

The Superintendent shall not enter into long-term contracts with vendors that exceed a period for which revenues can be reasonably projected.

Evidence

In general, vendor contracts run on a fiscal-year basis. When contracts cross fiscal years, as is most common with construction contracts, the total term of the contract is typically less than two years. In limited instances, BSD may enter into longer contracts in order to gain favorable pricing and ensure continuity of services (such as architectural services for the design of a new BHS/BTC campus); in these instances, the contract periods fall well within our ability to make reasonable revenue projections. The process of projecting revenues is complicated by the fluid legislative environment and the state and federal level, therefore we can never be fully confident of future revenues. Contracts for grant-funded services never extend beyond the grant term, nor do they exceed the funding award.