


## MONITORING REPORT POLICY 2.7: COMPENSATION AND BENEFITS

This is my report on your Executive Limitation policy 2.7: Compensation and Benefits, presented in accordance with your monitoring schedule. I certify the information contained in this report is true.

  
\_\_\_\_\_  
Superintendent

  
\_\_\_\_\_  
Date

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.

Interpretation: I interpret this to mean the superintendent will not alter his/her contract and benefits without Board review and approval.

Evidence: The superintendent signed a three-year contract with the Board commencing on July 1, 2020 and ending on June 30, 2023. The superintendent's contract is confidentially filed in the district office and can be reviewed by the Board at any time to ensure accuracy. Moreover, payroll data is available at the Board's request on a monthly basis, which confirms that actual compensation of the superintendent matches the contract. Finally, a statement from the WSD Director of Finance and Operations is attached confirming the superintendent has not altered his compensation and benefits.

Compliance: I report compliance.

- 2) Promise or imply permanent or guaranteed employment.

Interpretation: I interpret this to mean the superintendent will not negotiate permanent employment contracts for non-union employees, consultants, and contract workers.

Evidence: All non-union employee, consultant, and contract worker employment contracts are confidentially filed in the district office and can be reviewed by the Board at their request. It is the practice of the Winooski School District (WSD) to explicitly stipulate terms of employment and any restrictions such as the availability of grant funds etc. A statement from the WSD Director of Finance and Operations is attached confirming the superintendent has not negotiated permanent employment contracts.

Compliance: I report compliance.

- 3) Establish or change compensation and benefits that deviate materially from the geographical or professional market for the skills employed.

Interpretation: I interpret this to mean the superintendent, where possible, will use geographical and market driven data to negotiate and establish compensation and benefits for all non-union employees, consultants, and contract workers.

Evidence: All employment contracts are confidentially filed in the district office and can be reviewed by the Board at the request. Comprehensive compensation and benefit analyses for all non-union employees is collected annually. Comprehensive compensation and benefit analyses for consultants, and contract workers was last collected in March 2018 and will be updated by June 2023.

Compliance: I report compliance.

- 4) Create obligations over a longer term than revenues can be safely projected, in no event longer than one year and in all events subject to losses in revenue.

Interpretation: I interpret this to mean the superintendent shall not commit to employment, consultant, and contract terms beyond one year without Board approval. In addition, the superintendent shall not negotiate financial obligations for employment beyond conservatively projected revenues limits.

Evidence: All employment contracts are confidentially filed in the district office and can be reviewed by the Board at their request. Audit reports annually confirm that employment contracts fall within budgeted expenditures and projected revenues. Further, WSD's on-going financial management review process is based on a monthly analysis of revenue and expenditures, which would reveal unbudgeted loss of revenue and/or significant expenditure changes in compensation and/or benefits. A statement from the WSD Director of Finance and Operations is enclosed confirming the superintendent has made no inappropriate financial/employment obligations.

Compliance: I report compliance.

- 5) Establish or change pension benefits so as to cause unpredictable or inequitable situations.

Interpretation: I interpret this to mean the superintendent shall not establish or change pension benefits without Board approval. Furthermore, the superintendent shall not cause unpredictable or inequitable situations to arise or be maintained.

Evidence: All contracts are confidentially filed in the district office and can be reviewed by the Board as requested. Audited statements are furnished to the Board annually confirming pension benefits are within collective agreement and administrative agreement parameters. A statement is attached from the WSD Director of Finance and Operations confirming all pension benefits are within Board approved limits.

Compliance: I report compliance.



# WINOOSKI SCHOOLS

*We are the future.*

Date: December 9, 2022

From: Nicole Mace, WSD Director of Finance and Operations

Re: Policy 2.7 Compensation & Benefits

In conjunction with the Policy 2.7 Compensation & Benefits monitoring report prepared by WSD Superintendent Sean McMannon, I confirm the following:

1) Change the Superintendent's own compensation and benefits:

- The superintendent has made no changes to his compensation and benefits. Our office has entered his contract in our accounting system, which generates payroll and we have enrolled him in the benefits programs as prescribed in his contract.

2) Promise or imply permanent or guaranteed employment.

- All employment contracts, as well as contracts for outside vendors are available in the district office for review. The Winooski School District has not entered into any agreements that constitute permanent employment.

3) Establish or change compensation and benefits that deviate materially from geographical or professional market for skilled employment.

- Comprehensive compensation and benefit analyses for all non-union employees is collected annually. Comprehensive compensation and benefit analyses for consultants, and contract workers was last collected in March 2018 and will be updated by June 2023.

4) Create obligations over a longer term than revenues can be safely projected, in no event longer than one year and in all events subject to losses in revenues.

- The Winooski School District has not entered into any contracts with employees or vendors that exceed our revenue projections or approved budgets. The only contracts in place outside the current fiscal year are those of the administrative team and settled multiyear labor agreements which have been approved by the board.

5) Establish or change pension benefits so as to cause unpredictable or inequitable situations.

- Employees of the district participate in the State Teachers Retirement Program or the Vermont Municipal Retirement Program. The district submits quarterly reports to the state and the program benefits are managed at the state level. Employees may choose to contribute to a 403B plan and the district performs payroll deductions for this in accordance with the employee's selection.