

San Mateo Union High School District

MEMORANDUM

TO: Board of Education

FROM: Kirk Black, Deputy Superintendent

DATE: August 11, 2022

RE: **Administrator-Manager Salary Schedule Revisions - 2018-19, 2019-20, 2020-21, 2021-22, 2022-23**

I. BACKGROUND INFORMATION

In the 2016-17, three positions on the Administrator-Manager Salary Schedule were benchmarked to a lower level. The three positions were the Director of Budget and Fiscal Services, Director of Human Resources, and the Director of Maintenance, Operations, and Facilities Use. They moved to Level 4 (which elevated to Level 6 in 2017-18 when new positions were added to the salary schedule).

The District provided salary increases averaging approximately four percent from 2016-17 to 2022-23. Providing these raises to the Director of Budget and Fiscal Services' salary in each of those years resulted in annual salaries that totaled more than the maximum salary for Level 6 in school years 2018-19, 20219-20, 2020-21, and 2021-22 and Level 9 in 2022-23. This result was because the Director position's salary was based on the higher salary schedule level (before it was benchmarked to a lower level).

In each of those school years, the Superintendent recommended a salary in excess of the maximum salary level with the stated intention of keeping future salaries of the Director position within the lower salary schedule level. However, the CBO at the time requested that this exception continue for another year, for four years in a row. The Superintendent agreed.

II. Rationale

The recommended and approved salary of the Director of Budget and Fiscal Services was above the maximum salary on Level 6 (2018-2022) or Level 9 (2022-2023) on the Administrator-Manager salary schedule as shown below.

- 2018-2019 - \$189,232 (Level 6, \$183,225 Max)
- 2019-2020 - \$197,634 (Level 6, \$191,287 Max)
- 2020-2021 - \$201,587 (Level 6, \$195,188 Max)
- 2021-2022 - \$206,626 (Level 6, \$200,067 Max)
- 2022-2023 - \$215,925 (Level 9, \$209,070 Max)

The fact that the Director of Budget and Fiscal Services salary level exceeded the maximum salary figure on the Administrator-Manager Salary Schedule for these school years presents a potential issue with CalPERS service credit. Increasing the maximum salary for the Director of Budget and Fiscal Services position for these school years should rectify this potential issue.

The following are the recommended Administrator-Manager Salary Schedule revisions for the Aug. 11 board agenda:

- 2018-19, Add a new Level 7, with a **\$189,232 Max Salary**.
- 2019-20, Add a new Level 7, with a **\$197,634 Max Salary**.
- 2020-21, Add a new Level 7, with a **\$201,587 Max Salary**.
- 2021-22, Add a new Level 7, with a **\$206,626 Max Salary**.
- 2022-23, Add a new Level 10, with a **\$215,925 Max Salary**.

III. Recommendation

Revise the 2018-19, 2019-20, 2020-21, 2021-22, and 2022-23 Administrator-Manager salary schedules with a new Level 7 for the first four school years and a new Level 11 for the last school year with maximum salary figures that match the actual salary of the Director of Budget and Fiscal Services position for each of those years.