

BOARD MOTION

Approval of Administrative Compensation Restructuring

Date: 11/24/2025

ACKNOWLEDGMENT

The Board Ad Hoc Compensation Committee (Jared Griffin, Belinda Yurick, and Mindy Glazier) expresses sincere gratitude to affected employees for their patience and professionalism throughout this comprehensive five-month compensation review process. Employee feedback shared through email, conversations, surveys, and direct communication with Dr. Leadbetter has been invaluable in developing a structure that better reflects role responsibilities, education levels, licenses, certifications, years at CCS, and years in current positions within our unified district and two unique schools.

The committee acknowledges Dr. Leadbetter's collaboration in developing a compensation structure that balances fiscal responsibility with fair and equitable recognition of employee contributions, expertise, and commitment to CCS.

RATIONALE

The proposed compensation restructuring is the result of a five-month comprehensive review conducted by the Board Ad Hoc Compensation Committee in collaboration with the District Superintendent. The committee received and incorporated personal feedback from affected employees through multiple channels including email, surveys, and individual conversations.

The restructuring addresses:

- Market competitiveness issues relative to comparable positions
- Internal equity based on role responsibilities, education level, licenses, certifications, years at CCS, and years in current positions
- Alignment with standard educational leadership structures across both school programs
- Recognition of employee contributions, expertise, and commitment to CCS

This comprehensive restructuring represents a strategic investment in attracting and retaining qualified leadership to ensure organizational stability and student success. The structure anticipates achieving our district goal of 600 student Average Daily Membership (ADM), which ensures sustainable funding for all positions.

BUDGET IMPACT

Total Annual Increase: \$156,946

Payment Structure:

- Retroactive compensation (July-November 2025): \$65,394

- Ongoing increase (December 2025-June 2026): \$91,552

Budget Line Item: Personnel - Administrative Compensation Restructuring FY2025-26

KEY COMPONENTS

The compensation restructuring includes:

1. Establishment of salary band structure with defined minimums, midpoints, and maximums for all administrative positions
2. Market-based adjustments to address compression and competitive positioning, informed by employee feedback over five months
3. Standardization of contract days and PTO allocations across position levels
4. Implementation of new PTO cash-out benefit (up to 40 hours annually)
5. Red circle protections for affected positions during transition period (maintaining current salary when it exceeds new band maximum)
6. Position title updates to align with standard educational leadership structures (e.g., Directors → Principals, Executive Director → District Superintendent)
7. Transition from "seat-based" to "in-person" terminology across all programs

Employee Payment Options for Retroactive Compensation:

Employees may select from three distribution options:

- Lump sum payment in next available payroll
- Spread evenly across remaining pay periods through June 2025
- Direct contribution to Health Savings Account (for eligible employees)

CONFIDENTIALITY PROVISIONS

Consistent with Minnesota Statutes and personnel data privacy requirements, individual compensation details remain confidential personnel information. This motion approves the overall budget allocation without requiring disclosure of individual salary adjustments.

Employee Communications:

All affected employees received individual notification last week from the Board Ad Hoc Compensation Committee detailing their specific compensation packages, pending board approval. The committee communicated:

"To protect the confidential nature of individual personnel matters, the overall compensation restructuring will be presented as a lump sum budget item rather than individual personnel actions."

IMPLEMENTATION TIMELINE

Employee Pre-Notification: Last week (individual compensation packages communicated by Board Ad Hoc Compensation Committee, pending board approval)

Board Action: [Meeting Date]

Retroactive Payment Option Selection Deadline: November 26, 2025, 12:00 PM (noon)

First Payment: Next available payroll following board approval (all payments processed before Christmas)

Updated Job Descriptions & Employment Agreements: Distributed after Thanksgiving holiday break

Ongoing Implementation: Effective through remainder of FY2025-26

Employee Questions and Communications:

As compensation matters now lie with the Board Ad Hoc Compensation Committee, affected employees have been directed to address any questions or concerns to the committee members (with a copy to Dr. Leadbetter).

Connection to District Goals:

This compensation structure supports achieving our district goal of 600 student Average Daily Membership (ADM), ensuring sustainable funding for all positions. Current enrollment: 553 students (as of November 14, 2025). All employees are working together across both programs to reach this milestone that benefits the entire school district community.

FISCAL RESPONSIBILITY CERTIFICATION

The Superintendent certifies that:

- Funding is available within the current fiscal year budget
- The proposed expenditure complies with all applicable statutory requirements
- The compensation structure has been reviewed for market competitiveness and internal equity

Note: Supporting documentation including salary band structures and budget analysis available for board member review in executive session if requested, pursuant to Minnesota Statutes §13.43 (personnel data) and §13D.05 (closed meetings for preliminary consideration of personnel matters).