

BOARD POLICY: Staff Special Agreement Compensation

Purpose

The Staff Special Agreement Compensation policy outlines the parameters and procedures Thompson Education Foundation (TEF) uses to provide annual additional compensation to staff.

General Understanding

Thompson Education Foundation may provide additional compensation on an annual basis to staff.

Additional compensation is awarded in July of each year, following the close of the fiscal year on June 30. Compensation is based on benchmarks set based on benchmarks set at the start of the fiscal year across the General Unrestricted, Help Kids Succeed and Scheer Student Opportunity funds. It is not tied to total dollars raised.

Guidelines and Procedures

1. Requirements for Compensation:

The board of directors, in partnership with the executive director, will determine the annual fundraising goals and benchmarks combined across the three primary funds.

For the purpose of calculating if the special agreement benchmark is met, “money raised” excludes:

- Interest on accounts
- Pass through donations designated in their entirety for a specific school, scholarship or classroom

The following can be included:

- Up to \$5000.00 of “in kind” contribution
- Management fees collected on donations during the fiscal year

2. Compensation Amount:

For the contract years of 2025-2026 and 2026-2027, the annual additional compensation is set as follows:

- Executive Director \$8,500.00
- TEF Secretary \$3500.00
- TEF Technician (Marketing) \$3,500.00.

During development of the 2027-2028 foundation budget, the TEF board of directors will determine a new two-year compensation structure to be implemented for the next cycle (2027-2028 and 2028-2029). Any adjustments will be informed by:

- Thompson School District salary percentage increases, or
- if district increases are not provided due to budget restrictions, cost-of-living data from the Bureau of Labor Statistics for the previous two years.

3. Review and Funding:

The TEF board of directors will review and approve the compensation structure every two years during the budget planning process and the additional compensation will be paid as an operating expense. Once approved, the structure will be in effect for the two-year fiscal cycles without additional board action.

4. Eligibility:

-New employees must have worked in their positions for six or more months (should this be 9 months or 1 year? Or maybe employed by December 31 of the contract year?) (And, what should the base compensation be for a new employee?)

-Employees who leave their position on or before June 30 of the contract year will not be eligible for that year's special agreement compensation.

END OF POLICY