Purpose

The State Constitution requires the Board to "fix the salary" of the Superintendent. The Board recognizes that in order to most effectively carry out this important legal obligation, it needs to establish a clear written process and guidelines. Accordingly, the intent of this regulation is to implement Board Policy 3340.

Process to Set the Superintendent's Salary

1. The Superintendent, acting as the Secretary to the Board, will distribute the guidelines set forth here to the Board President by the Board's first meeting in August of each year.

2. The Board President shall appoint a "salary subcommittee" at its first regularly scheduled Board meeting in August. The subcommittee shall consist of no more than three members of the Board, as determined by the Board President.

3. The subcommittee shall begin meeting to discuss the Superintendent's salary no later than the first regularly scheduled Board meeting in September. By the time of this meeting, staff will have provided to the subcommittee the information identified in the guidelines below.

4. The subcommittee shall meet with the Superintendent no later than the first Board meeting in October to discuss the Superintendent's salary.

5. The subcommittee shall meet to finalize its recommendation to the Board no later than the first board meeting in November.

6. The subcommittee's recommendation to the Board shall be made at the first meeting in December and shall include the effective date of any salary adjustment.

7. If due to special circumstances any of the above date serve to be impracticable, they may be changed by the County Board President.

8. After the Board sets the salary of the Superintendent, the Associate Superintendent for Fiscal and Operational Services shall ensure that the payroll department implements the Board action.
Guidelines in Setting Superintendent's Salary

1. The goal and intent of the subcommittee and the Board is to set a salary for the Superintendent that is fair and responsible.

2. It is the intention of the subcommittee and the Board to consider all relevant comparable information in determining the Superintendent's salary. Therefore, staff will provide the following data to the subcommittee no later than September 1:
   
a. The total compensation package for each San Mateo County school district superintendent listed by categories: salary, health and welfare benefits, auto allowance, retirement provisions, etc.

b. The total compensation package for each State of California county superintendent serving in Bay Area counties, as well as Class 2 and Class 3 counties, listed by categories: salary, health and welfare benefits, auto allowance, retirement provisions, etc.


d. In establishing an appropriate base salary, the Board shall consider setting the salary approximately 20% above the salary of the Deputy Superintendent. The Board is not bound by this differential but shall use it to approximate an appropriate salary differential between the Superintendent and his or her next highest staff member salary.

3. The Superintendent's salary shall not be reduced during his/her 4-year elected term.

4. Whenever a new Superintendent takes office to serve a four-year term, or whenever an incumbent Superintendent is beginning a new 4-year elected term, the Board may choose to expedite or change the process set forth above, and set the salary at the discretion of the Board.

Adopted SMCBE 09/19/07