

**WAUNAKEE COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION HUMAN RESOURCES COMMITTEE**

Monday, January 16, 2017

7:30 AM

District Administration & Maintenance Center
905 Bethel Circle
Waunakee, Wisconsin 53597

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVE AGENDA

IV. PUBLIC COMMENTS

V. DISCUSS TEACHER EVALUATIONS

I. Current language in the Teacher Employment Guidelines states that, "Teachers new to the district (probationary teachers) shall be formally evaluated each of their first three years in the district. Because the evaluation process is very time intensive, administration is recommending that if a teacher new to our district has more than 10 years of teaching experience and their evaluation during the first year in our district indicates absolutely no concerns, they be placed on the three year evaluation cycle. They would still be considered probationary teachers and could be non-renewed at the discretion of the Board

of Education. Administration retains the right to place any teacher on the evaluation schedule at any time if deemed necessary. Language is attached for your review.

VI. DISCUSS ANNUAL ADJUSTMENTS TO QTI RESULTS

I. Our first QTI study of the Administrative Assistant group was completed in November of 2015. We have implemented their recommendations as part of pay increases that were given in March 2016 and December 2016. The first pay increase was retroactive to July 1, 2015, and the second was retroactive to July 1, 2016. All administrative assistants are now at or above the minimum recommended pay level for their position if they have been in that position for less than 5 years, or at or above the recommended midpoint for their position if they have been in that position for 5 years or more.

The numbers we are using for minimum and midpoint pay levels are directly from the study that was completed slightly over a year ago. For our pay ranges to remain competitive, we need to adjust them on an annual basis. The purpose of this agenda item is to discuss the process that will be followed in updating the pay ranges for the

administrative assistant group and for the rest of the classified staff when we have their study results from QTI.

VII. DISCUSS PROPOSED NEW RETIREMENT LANGUAGE FOR ALL EMPLOYEE GROUPS –

I. At their regular meeting in November, the Board waived the District retirement eligibility requirements for a staff member who met the years of service requirement but the not age requirement. She had to retire because of a serious illness, and she met the eligibility requirements for WRS disability retirement. At the time, the Board indicated an interest in adding language to our employment guidelines for each employee group that would waive the age requirement to retire for employees who met the years of service requirement AND qualified for WRS disability retirement. Language is attached for your review.

VIII. L.T.E. POSITION FOR INDIVIDUALS WITH SPECIAL NEEDS

Please see attached proposal from Tom Grunder

IX. ADJOURN

“Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires assistance with access or materials should contact the Waunakee Community School District Office at 849-2000, 905 Bethel Circle Drive Waunakee, WI 53597, at least twenty-four hours prior to the commencement of the meeting so that necessary arrangements can be made to accommodate the request.”