

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

Tuesday, August 24, 2021

4:00 PM

Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597

Members of the public may attend Board of Education meetings in-person, and will be asked to check in with District personnel when you arrive.

Public comments will be limited to 3 minutes. The Board will allow 1 hour for public comments.

Public comments may be sent to Rebecca McDonough at district_administrator@waunakee.k12.wi.us up to one hour before the start of the Board meeting. All comments will be reviewed by the Board members. Emailed comments will be reviewed by the board but not read out loud. Emailed comments sent during any part of the board meeting (Board Development, Closed session, Open session) will be forwarded to the board but may or may not be reviewed by the board until after the board adjourns. Comments must include the commentator's name, address, and must identify their connection to the District (if any) and any group they are representing in order to be considered by the Board.

If you would like to address the Board in-person during the public comments section of the meeting, you will be greeted in the lobby of the building, asked to check in with District personnel when you arrive so that you can be recognized and address the Board when your name is called.

A recording of the meeting will be posted on the District webpage within 24 hours of the meeting time.

A quorum of the Board may be present

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVE AGENDA

IV. PUBLIC COMMENTS

V. EXTENDING RETIREMENT HRA LANGUAGE TO ALL EMPLOYEE GROUPS

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Extend the HRA vesting language to all employee groups to work in conjunction with their current HRA retirement benefit. This would make it more consistent to all employees. It would also serve to resolve a typical retirement request and act as an aid for hiring employees closer to the end of their working careers.

VI. DISCUSSION OF POSSIBLE EARLY RETIREMENT PACKAGE OFFERINGS FOR SPRING 2022

Discussion of the potential budget impact of offering early retirement packages to employee

groups in order to leverage Fund 73 to create budget flexibility for compensation packages from Fund 10 for the 22/23 school year.

VII. 21/22 SCHOOL YEAR HIRING UPDATE

Progress update of the certified and hourly hiring for the opening of the 21/22 school year. Current Information will be shared at the meeting.

VIII. REVIEW AND CONSIDERATION OF HOURLY PAY SCALES 4

Review selected classification scales and consider adjustments to address market competitiveness and hiring challenges. Specific example scales and costing estimates will be prepared and distributed at the meeting.

IX. DISCUSSION OF HOURLY STAFF HANDBOOK LANGUAGE REGARDING INITIAL WAGE PLACEMENT FOR INTRASCHOOL HIRES 7

Current handbook language allows for an initial wage placement that takes into consideration an employee's prior wage within the district. Discussion of a revision of handbook language to allow reconsideration of wage placement for an employee whose prior wage scale was increased within a limited timeframe of a job change.

X. DISCUSSION OF ALTERNATE RECRUITING METHODS

Share and review different recruitment strategies to increase hiring rates. Different strategies and costing estimates will be shared at the meeting.

XI. 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.”

Current HRA Vesting Language

Administrative and Admin Support

Eligibility

Staff are eligible for retirement benefits at age 55. .

If an employee meets the 15 years of service requirement and has to retire before reaching the age of 55 due to a serious health condition that qualifies for WRS disability retirement, they shall be deemed eligible for the District's retirement benefits as well.

After # Years Administrative Experience in the Waunakee Community School District	Vested	Non-Vested
After 1 year	10%	90%
After 2 years	20%	80%
After 3 years	30%	70%
After 4 years	40%	60%
After 5 years	50%	50%
After 6 years	60%	40%

After # Years Administrative Experience in the Waunakee Community School District	Vested	Non-Vested
After 7 years	70%	30%
After 8 years	80%	20%
After 9 years	90%	10%
After 10 years	100%	0%

Updated Pay Scale - Classified Staff Level 1
 Crossing Guards and Copy Clerks
 Proposal 9.8.2021

STEP	CL-L1	Proposed
NEW HIRE	\$13.68	\$16.50
1 YEAR EXP	\$14.08	\$17.00
2 YEARS EXP	\$14.47	\$17.50
3 YEARS EXP	\$14.87	\$18.00
4 YEARS EXP	\$15.27	\$18.50
5 YEARS EXP	\$15.71	\$19.00
6 YEARS EXP	\$15.90	
7 YEARS EXP	\$16.12	
8 YEARS EXP	\$16.32	
9 YEARS EXP	\$16.51	
10 YEARS EXP	\$16.73	
11 YEARS EXP	\$16.92	
12 YEARS EXP	\$17.13	
13 YEARS EXP	\$17.33	
14 YEARS EXP	\$17.53	
15+ YEARS EXP	\$17.73	

1. Start date of the proposal would be 21/22 wages, effective October 3, 2021, moving forward.
2. The estimated cost of the schedule change would be approximately \$14,065 for the school year.
3. Reminder that only two (2) of the nine (9) crossing guard positions are funded from Fund 10. Approximately \$2000 of the cost is associated with Fund 10.
4. Fund 80 pays for seven (7) of the nine (9) crossing guards and has a significant balance due to a reduction of activities during COVID-19.

Updated Pay Scale - Custodial and Maintenance
 Proposal 9.8.2021

CM-L1 = Custodian / Courier
CM-L2 = Head Custodian
CM-L3 = Maintenance
CM-L4 = Electrician

STEP	CM-L1	CM-L2	CM-L3	CM-L4
NEW HIRE	\$16.82	\$21.00	\$21.74	\$27.01
1 YEAR EXP	\$17.09	\$21.50	\$22.37	\$27.81
NEW HIRE	\$17.35	\$22.00	\$23.01	\$28.60
1 YEAR EXP	\$17.61	\$22.50	\$23.65	\$29.40
2 YEARS EXP	\$17.87	\$23.00	\$24.29	\$30.19
3 YEARS EXP	\$18.15	\$23.50	\$24.97	\$31.02
4 YEARS EXP	\$18.36	\$23.75	\$25.30	\$31.42
5 YEARS EXP	\$18.58	\$24.00	\$25.62	\$31.82
6 YEARS EXP	\$18.80	\$24.25	\$25.95	\$32.22
7 YEARS EXP	\$19.03	\$24.50	\$26.27	\$32.62
8 YEARS EXP	\$19.26	\$24.75	\$26.58	\$33.03
9 YEARS EXP	\$19.47	\$25.00	\$26.91	\$33.43
10 YEARS EXP	\$19.70	\$25.25	\$27.23	\$33.82
11 YEARS EXP	\$19.91	\$25.50	\$27.56	\$34.24
12 YEARS EXP	\$20.14	\$25.75	\$27.89	\$34.64
13 YEARS EXP	\$20.37	\$26.00	\$28.20	\$35.05
14 YEARS EXP	\$20.60	\$26.25	\$28.51	\$35.46
15+ YEARS EXP	\$20.83	\$26.50	\$28.82	\$35.87

1. Start date of the proposal would be 21/22 wages, effective October 3, 2021, moving forward.

2. The cost of one step schedule advancement is estimated at \$27,600 (wages and benefits) and two step schedule advancement is \$55,200 for the school year.
3. As of today's date, estimated unpaid wages/benefits for the 21/22 school year for unfilled positions is \$46,398.

Administrative Assistant, Classified Staff, Custodial and Maintenance
Employment Guidelines
Proposed Wage Placement Language Change 9.2021

5.1 HOURLY WAGES Upon hire an employee's starting wage shall be at the discretion of the district administrator or their designee. ***If an employee changes classifications within the district and their prior wage scale was adjusted after their job change, their initial wage placement can be reviewed and adjusted within a period of twelve months.***

5.2 Wages shall be reviewed annually. Employees on an improvement plan shall not receive an increase in pay.