

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

Monday, May 1, 2023

9:30 AM

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 30 Minutes 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.

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVE AGENDA

IV. PUBLIC COMMENTS

V. DISCUSS THE CONCEPT OF ADJUSTED SCHOOL DISTRICT OFFICE HOURS DURING THE SUMMER MONTHS.

Review a request from office personnel in both school and district offices to consider closing public access to offices on Fridays for the last two weeks of June through the first two weeks of August.

These weeks are a historically very low to non-existent volume of public visitors. Administration would not have any adjustments to their work calendars. Administrative Assistants would continue to be paid only for hours

worked. Administrative Assistants could adjust their weekly summer schedules with the permission of their supervisors to maintain their hours or continue to work as normally scheduled.

VI. DISCUSS THE PLANNING PROCESS FOR WAGE INCREASES 3

The district budget planning process incorporated 7.5% employee wage increases for all employee groups. The attached information provides estimates illustrating those associated costs.

Preliminary discussion about market-based wage adjustments in hourly employee groups and potential costing estimates for all employee groups except for teachers. Review committee thoughts about taking all employee groups except for teachers for approval at the May meeting.

For reference to our earlier discussions:

April/May - Review internal and market-based adjustments for 22/23 wages using referendum funds. Work collaboratively with the Teacher Compensation Committee on the process.

May - Review draft 23/24 wage increase plan

June - Approve 22/23 internal and market-based wage adjustments.

June - Approve 23/24 wage increases for Admin, Admin Support, Hourly Staff

July - Approve 23/24 wage increases for teachers *negotiation process dependent

VII. ADJOURN TO CLOSED SESSION (19.85(1) (c) (e))

A. Negotiation Preparation with the committee in response to the Waunakee Teachers Association request for negotiations.

Discuss the timing of negotiations, potential offer strategies and review historical wage comparisons to peer districts.

VIII. 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.”

HOURLY 1st COSTING OPTION.

OPTION 1

1. Gives a step increase.

For the HR Committee week of Mar 27, 2023

If anniversary date falls:

MARCH 20, 2023 DATA UPDATED IS IN PURPLE

JUL 1 - DEC 31 --> give full year step movement 1st PR of fiscal year

JAN 1 to JUN 30 --> Step movement occurs effective the Jan 15 payroll.

ADMINISTRATOR 1st COSTING OPTION: TBD

EMPLOYEE GROUPS	CURRENT	Increase of 6.5%	Catch up Pay	TOTAL COST	% INCREASE
Administrator / Admin Support					
Returning Staff	5,022,238	+ 326,445	35,000	5,383,683	107.20%
Administrator Catchup Pay				5,600	
Summer School Coordinator	11,252	+ 731		11,983	106.50%
Vacancies. Included in above returning staff figures	0	+		0	
Job Offer / Changes. _____	0	+		0	
23-24 Detail Costing Spreadsheet started 3.29.23 je					

EMPLOYEE GROUPS	CURRENT	COSTING FIGURES			TOTAL COST	% INCREASE
		Increase of 6.5%	Step Movement			With step movement
Administrative Assistants						
Returning Staff. Two Step increase amount used.	\$1,711,266	+ \$111,232	+ \$19,620	= \$1,842,118	107.65%	
Vacancies (used current staff figures - Hass)	\$0	+ \$0	+ \$0	= \$0		
Detail Costing - TWO STEP		Detail Costing - ONE STEP				
Salary Matrix 23-24 same as 22-23		Total work days decreased: 12M 261 to 260. 11M 240 to 239.				
Classified Staff / Para Educators / Crossing Guards						
Returning Staff & Vacancies	\$2,912,886	+ \$189,338	+ 30,090	= \$3,132,314	107.53%	
Vacancies. All included above.						
Budgeted Positions						
Detail Costing						
Salary Matrix 23-24 same as 22-23						
Custodian / Maintenance						
Returning Staff	\$1,913,873	+ \$124,402	+ 14,553	= \$2,052,828	107.26%	
Total work days decreased: 261 to 260.						
Vacancies. All included above. HS Young resigned, but 4 hours of Saunders is labled yet as hiring overage. So technically, only 4 hrs open.						
S Hosely open 8 hr position uses step 5 custodian salary and job is included.						
New 8 hr open maintenance job included.						
B Hauke open position uses his wage level.						
Budgeted Positions						
Detail Costing- ONE STEP						
Salary Matrix 23-24 same as 22-23						
Hourly Grand Totals	\$6,538,025	\$424,972	\$99,263	7,027,260	107.48%	

Teacher	
Returning Staff	
Overloads	21,458
Vacancies	
Detail Costing	