

**WAUNAKEE COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION REGULAR MEETING**

Monday, June 12, 2023

6:00 PM

Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597

Members of the public may attend Board of Education meetings in-person. Members of the public who choose to access the meeting via live stream video may do so at:

<https://www.youtube.com/channel/UClgebJT-i0GbAiYqrkpaBmA>

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 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 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.

Closed Session Starts at 6:00PM

Open Session Starts at 7:00 PM

AGENDA

I. CALL TO ORDER

II. ROLL CALL

**III. ADJOURN TO CLOSED SESSION PER WISCONSIN STATUTES 19.85 (1) (c)
AND (f)**

- A. Review Minutes of May 8, 2023 regular meeting.
- B. Review Individual Administrative Contract Recommendations, Resignations and Retirements
- C. Review Individual Teacher Contract Recommendations, Resignations, Retirements, and Request for Retirement Consideration.
- D. Review Individual Co-Curricular Contract Recommendations and Update on a Co-Curricular Coaching Concern/Evaluation
- E. Review Individual Support Staff/Custodial Staff Recommendations, Resignations and Retirements
- F. Review Summer School Contract Recommendations
- G. Update on Legal Matters Related to the School District Including Current and

Potential Actions Involving the School District.

H. Discuss the School Board's Decision, Including Community Feedback, Related to the School Board's Decision from 5-8-23 Regarding the Employment of the Boy's Basketball Coach.

IV. RETURN TO OPEN SESSION

V. BOARD DEVELOPMENT WORKSHOP

VI. APPROVAL OF MINUTES

- A. Review Minutes of May 08, 2023 reorganizational meeting and May 8, 2023 regular meeting and the May 22, 2023 Special meeting and the June 5, 2023 Special Meeting 10

VII. APPROVAL OF AGENDA AND ADDITIONS

A motion will be necessary to approve the agenda as presented (or) with changes as recommended.

VIII. PUBLIC COMMENTS 24

Individuals may use this time to comment on any topic. A copy of Board Policy 187 —Public Participation at Board Meetings is enclosed for your reference. Each speaker will be allowed 3 minutes to speak for a total of 30 minutes. . Emailed comments will be shared and reviewed by all the board members but will not be read out loud.

IX. BOARD REPORTS/RECOMMENDATIONS/ACTION ITEMS

- A. Teacher Report
- B. Board Reports/Action Items
 - 1. Individual Board Reports on Educational Related Events, Meetings, or Training's Attended by Individual Board Members
 - 2. Update on the Superintendent Search Process
Brian Grabarski, Director of Human Resources, will update the Board and community on the next steps in the Superintendent Search Process.

X. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

- A. DEI Committee
 - 1. Review the minutes from the 5/11/23 committee meeting. 27
- B. Budget Committee
 - 1. Review June 5, 2023 Meeting Minutes 28
 - 2. Consideration of the Second Draft of the 2023-2024 Budget 30
The purpose of this agenda item is to request approval of the second draft of the budget for the 23-24 school year. Attached please find the second draft of the budget for your review. Please note that the second draft of the budget is based on the following:
 - 1. The \$0/student increase in the per pupil categorical aid, with a \$200/student increase in the revenue limit formula
 - 2. An increase in the percentage of State Special Education Categorical Aid to

32.5% (from 30%)

3. The personnel cost line includes an inflationary salary increase of 7.5%, implementation of the teacher and classified staff compensation systems, a 0% increase in dental insurance rates, and a 3% increase for health insurance rates.
4. The capital maintenance projects are funded from Fund 49
5. The second draft includes an increase of 10 FTE, as outlined on page 13 of the document.
6. The debt service fund includes the new debt issued for the \$175 million referendum.
7. All of the remaining budget requests have been placed on hold at this time.

The changes for the second draft of the budget include:

1. Grant allocations, if available
2. Updates to the Food Service budget (Fund 50), and other budgets as a result of School Board approved student fees
3. Updates to the gift fund (Fund 21)
4. Updates to the community service fund (Fund 80)
5. Updates to building/department revenue accounts and corresponding expense accounts
6. Updates to interest earnings to reflect actual from 22-23
7. Second draft of the budget is balanced, due to the increased interest revenues

The third draft of the budget in July will include:

1. Any new information on the 2023-25 state budget
2. Grant allocations
3. Staffing updates based on additional schedule changes, reallocation proposals or new positions
4. Updates to the Community Services budget (Fund 80)
5. Updates to the New Teacher program budget (Fund 99)

Please let me know if you have any questions on the second draft of the budget. The budget committee is recommending approval on 3-0 motion.

3. Consideration of 2023-2024 Lease Agreements 53

The purpose of this agenda item is to request approval of the lease agreements for the 23-24 school year. Attached please find the lease agreements for your review.

The district currently has leases with the Wisconsin Youth Company (K-4 after-school program for the school year), Dane County (1 office at Heritage Elementary School), and the New Teacher Project (office space at Heritage Elementary School). We are recommending approval of a summer lease for the

Wisconsin Youth Company this summer.

The administrative recommendation is to approve all four leases at the current rates with the Wisconsin Youth Company lease changing from \$2,800 to \$2,850 per building as well for summer school, the Dane County lease continuing at \$75 per month, and the New Teacher Project lease continuing at \$300 per month. The budget committee is recommending approval on a 3-0 motion.

4. Consideration of the Fund Balance Classifications 63

The purpose of this agenda item is to request approval of the fund balance classifications. The School Board is annually required to approve fund balance accounts prior to the close of the fiscal year. Attached please find the fund balance accounts that are currently being used, and were last presented to the school board at the conclusion of the 2020-2021 audit. The administration is recommending no changes. Please let me know if you have any questions about the fund balance classifications. The budget committee is recommending approval on a 2-0 motion.

5. Consideration of the 2022-2023 Budget Revisions 64

The purpose of this agenda item is to request approval of the formal budget change process for the 2022-23 fiscal year. The budget change document is attached.

All budget revisions are entered into the Skyward Financial System using the Skyward Budget Revision process. The budget revisions for 22-23 include:

- * changes in grant allocations (both Fund 10 and 27)
- * changes to the State of Wisconsin Library Aid (Fund 10)
- * increase in the district's utilities budget
- * increase the district's transportation budget (to reflect the invoices that crossed fiscal years)
- * **increase miscellaneous revenues such as interest earnings, which had a significant increase from \$10,000 to \$500,000**
- * increase state special education categorical aid
- * Fund 39 debt service budgets to record the new debt issued related to the November 2022 referendum
- * transfer of funds between Fund 10 & 27
- * fund 49 capital projects fund to record the transactions related to the November 2022 referendum
- * fund 80 to reflect the increased costs of Warrior Media and to add a budget for Communications
- * fund 50 to reflect the increased costs of food service operations due to inflationary increases and the final invoice from 21-22 that crossed fiscal years
- * fund 21 to reduce revenues to reflect actual activity

*moved \$1 million in property tax revenues from fund 39 to fund 10 to reflect the approval of the November 2022 operational referendum question
 *added the special education teacher at Heritage to the expenditure budget that was approved in November

The budget committee is recommending approval on a 2-0 motion.

6. Consideration of the 2023-2024 Facility Use Fees 68

The purpose of this agenda item is to request approval of the 2023-2024 facility use fees. Attached please find the proposed facility use fees for the 2023-2024 school year. The budget committee requested to table this agenda item at the May meeting. Administration has updated the 23-24 facility use fees to include the increases in custodial costs from last month, but to remove the facility use fee decreases that were presented last month. Administration is recommending approval. The budget committee is recommending approval on a 3-0 motion.

C. Facility Committee

1. Review the minutes of the June 5, 2023 meeting. 70

2. Consideration of the Heritage Elementary Project Bids 72

The purpose of this agenda item is to request approval of the Heritage Elementary School elevator waterproofing, metal framing/drywall, and glass/glazing bids. Attached please find a document with the bids on it.

Randy Guttenburg and Steve Summers had the opportunity to attend the bid day at the Vogel Bros. location to view the process of bidding for the majority of the work at the Heritage Elementary School. Vogel is still vetting many of the bids that were received, and they will be presented at a later date. The masonry bid was approved at the special board meeting agenda on June 5th. In addition to masonry, Rich Stoffels presented the bids from a few additional categories of work at the facility committee meeting. Vogel is requesting approval of these bids at the June 12th board meeting. Information on these bids was shared at the facility committee meeting. Attached please find the bids. The facility committee is recommending approval of the lowest bidder for each category of work on a 3-0 motion.

3. Consideration of the Prairie Elementary School Remodeling Proposal 75

The purpose of this agenda item is to request approval of a remodeling project at Prairie Elementary School. Attached please find a presentation from Dean Kaminski and Katie Schmuck from Prairie Elementary School. Also attached, please find a quote and renderings from Atmosphere, the selected referendum furniture vendor. The presentation identifies the four different classrooms that are included in this project. If approved, the costs for this project would come out of the Prairie allocation for capital maintenance projects from referendum funds. Atmosphere was approved by the board for referendum related furniture purchases. The facility

committee is recommending approval on a 3-0 motion.

4. Consideration of the Middle School Fire Safety Project 120

The purpose of this agenda item is to request approval of the middle school fire safety project. The facility committee approved the planning of this project during the February committee meeting. The school board approved this project on February 13th. Johnson Controls installed the new fire alarm panel at the middle school over winter break 21-22. Only Johnson Controls can provide the devices and programming for this project. Attached please find the turnkey bid received from Johnson Controls. Facility committee is recommending approval on a 3-0 motion.

D. Human Resources Committee

1. Review minutes from the May 24, 2023 and June 7, 2023 meetings. 131

2. Consideration of 2023-20245 Employee Handbooks 134

The three employee guidelines are attached as drafts. Additionally, a summary document highlighting language changes or additions is available. Condensing, clarifying, and formatting changes are not noted in the summary document. All edits are highlighted with colored, underlined text and language deletions are noted with strikethrough.

The HR Committee advanced the guidelines to the full Board for their approval 3-0.

3. Consideration of 2023-2024 Wage Increases for Hourly Staff 307

The district budget planning process incorporated 7.5% employee wage increases for all employee groups as previously discussed in committee. The attached information illustrates those associated costs for the three hourly employee groups.

Due to a lack of state budget clarity, the administration is recommending proceeding with initial 23/24 wage increases, only for hourly employees at this time.

The HR Committee advanced the proposal to the full Board for hourly employees to advance within the schedule based on their hiring anniversary and to increase the system by 6.5% by a 3-0 vote.

4. Consideration of 2022-2023 Salary Increases for Individual Teachers.

Administration shared a recommendation for 22/23 base contract adjustments for specific teachers based on the years of experience / degree level points that were awarded to them upon hire. The approximate cost is \$150,000. An initial calculation indicates that this is equal to \$141,678. This amount may change slightly as the verification of previous education/degrees continues.

The HR Committee advanced this to the full Board for their consideration on a 3-0 vote.

XI. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

- A. Administrative Reports/Action Items
1. Update on Professional Learning Communities (PLC) Related to a District Priority for 2022-2023 308
 Amy Johnson, Elementary Director of Curriculum and Instruction, will present to the Board an update on the District's work within Professional Learning Communities (PLC). Her report will provide an update and definition of what the work of PLCs entails, and our process for evaluating how our PLCs across the district are operating within an identified framework.

 The presentation for this agenda item is attached.
 2. Update on Data Related to Social Emotional Learning (SEL) as Part of a District Priority for 2022-2023 318
 Lisa Jondle, Director of Student Service, will present to the Board an update on the District and Board's priority related to Social Emotional Learning (SEL). Her report will provide an update on the SEL focus area for this year, beginning and end of the year data, and a preview of the next steps for 2023-2024.

 The presentation for this agenda item is attached.
 3. Announcements/Correspondence

XII. CONSENT AGENDA

- A. Finance
1. Monthly Finance Reports 331
 Attached you will find the 2022-23 Budget Status report as of May 31st, 2023 and the Cash Reconciliation report for April 2023.
- B. Approval of Checks
 Attached in the "extras" section of BoardBook, please find a list of the accounts payable payments issued during the month of May 2023.
- C. Consideration of School Safety Drills 335
- D. Consideration of 2023-24 Pupil Transportation Handbook 338
 The purpose of this agenda item is to request School Board approval of the attached 2023-24 Pupil Transportation Handbook.

The handbook is distributed by the District via the building student handbooks. Administration is requesting approval in June so the school buildings can incorporate the Pupil Transportation Handbook into their 2023-24 student handbooks. The majority of the information in the Pupil Transportation Handbook references School Board transportation policies. The Administrative Team has been provided an opportunity to provide feedback on this handbook. **One minor change has been included, which is to**

reference the Student Acceptable Use policy under the Student Ridership Expectations section of the handbook.

E. Consideration of Dane County Driver Education Scholarship Program	351
Attached please find the agreement with Dane County for scholarship funds for driver education for economically disadvantaged students. We have participated in this program in the past and it has been a success and well received.	
F. Consideration of Secondary Education Family Handbooks.	363
Attached please find the cover memos for the MS and HS Student/Family Handbooks. The handbooks in their entirety can be found in the Extra Section of BoardBook.	
G. Consideration of an Exchange Student Application	
1. Elsa Gamba	365
2. Felix Sommer	366
H. Gifts and Field Trips	
1. Gifts	
a. Meffert Oil Pride Pump Donation - \$1000	367
2. Field Trips	
a. High School Volleyball to Illinois October 13-14, 2023	368
I. Approve Individual Administrative, Teacher, Co-curricular, Support Staff & Custodial Recommendations, Resignations, Leaves & Retirements	
J. Summer School Recommendations	

XIII. BOARD BUSINESS

A. Legislative Update

XIV. FUTURE AGENDAS AND MEETINGS

- A. Agenda Items for Next Meeting
- B. Special Meeting
- C. Budget Committee -
- D. Co-Curricular Committee
- E. Curriculum Committee
- F. Facility Committee
- G. Human Resources Committee
- H. Policy Committee
- I. Goals Committee

XV. RETURN TO CLOSED SESSION - (if necessary) to complete agenda as listed under agenda item III

XVI. RETURN TO OPEN SESSION

XVII. ACTION AS APPROPRIATE, ON ITEMS DISCUSSED IN CLOSED SESSION

XVIII. 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.”

Minutes of Regular Meeting – Open

The Board of Education Waunakee Community School District

A Regular Meeting of the Board of Education of Waunakee Community School District was held Monday, May 8, 2023, beginning at 6:00 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

President Ensign called the meeting to order. A motion was made by Hetzel, second by Frey, to adjourn to closed session pursuant to Wisconsin Statutes 19.85 (1)(c),(e),(f) and (g) to review individual teacher contract recommendations, resignations and retirements, review individual co-curricular contract recommendations, review individual support staff/custodial staff recommendations, resignations, and retirements, and review student requests. Motion carried 7-0 on a roll call vote. Time 6:00PM

II. ROLL CALL

Dotzler- Yes, Engebretson – Yes, Ensign- Yes, Frey – Yes, Heinemann – Yes, Heinrichs – Yes, Hetzel- Yes

Also Present: Randy Guttenberg, Brian Grabarski, Steve Summers, Brian Borowski, Aaron May

III. CLOSED SESSION - ADJOURN TO CLOSED SESSION PER WISCONSIN STATUTES 19.85 (1) (c) (e)(f) and (g)

A. Review Minutes of the April 10,2023 regular meeting and April 6, 2023 evaluations meeting.

B. Review Individual Teacher/Administrative/Administrative Support Contract Recommendations, Leaves, Resignations and Retirements/Non-renewal

C. Review Individual Co-Curricular / Recommendations

D. Review Individual Support Staff/Custodial Staff Recommendations

E. Review Summer School Contract Recommendations

F. To discuss an administrative evaluation report concerning an employment matter, confidential pupil information, and available courses of action. If appropriate, consider action related to future employment with the school district. The Board may take action in closed session.

G. Review and Take Action on Student Discipline/Expulsion Recommendation

A motion was made by Heinemann, second by Dotzler, to approve the recommendation as presented. Motion carried 7-0,

H. Update on Legal Matters Related to the School District Including Current and Potential Actions Involving the School District.

IV. RETURN TO OPEN SESSION

A motion was made by Frey, second by Heinemann, to adjourn to closed session and reconvene in open session. Motion carried 7-0, Time: 7:02PM

V. BOARD DEVELOPMENT WORKSHOP

There was not time for Board Development at this meeting.

VI. APPROVAL OF MINUTES

President Ensign welcomed all to the open session at 7:06PM of the meeting referencing that they started in closed session at 6pm

A. Review Minutes of April 10, 2023 regular meeting, and the April 6, 2023 Evaluations meeting

A motion was made by Heinemann, second by Dotzler, to approve the minutes as posted. Motion carried 7-0.

VII. APPROVAL OF AGENDA AND ADDITIONS

A motion was made by Heinemann, second by Dotzler, to approve the agenda as posted. Motion carried 7-0.

VIII. PUBLIC COMMENTS

Public comments sent via email were reviewed by the board but not read out loud. Email public comments are posted on the extras section of the agenda and are from the following: Kevin Abercrombie, Jeannie Cullen Schultz, Kari & Ryan Gaffaney, Zach Hampton, Todd & Jenny Johnson, Dana MacKenzie, Dave Margala, Gwen Olson, Sarah Ralph, Billy Van Wie, Andy Roszkowski.

Public comments were made in person by the following:

Adam Mentinh – Steel Bids

Chris Miller – Steel Bids

Donnie Olday – Steel Bids

Robert Pelzer – Steel Bids

IX. TEACHING STAFF, STUDENTS, & BOARD

REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Staff Report

Teacher representative Gina Pagel provided an update from the teachers. She wished all teachers Happy Teacher appreciation week. Public Schools are the heart of the community and teachers are the heartbeat. She expressed concerns for the short turn around time for the benefits open enrollment process, especially since there are changes this year. She thanked the board for scheduling staff listening sessions and for the guided format. She shared that the Arboretum art show was a success and the other elementary art shows will be coming soon. The Heritage and Prairie music programs were successful and Arboretum’s program is upcoming. The High School Musical “The Sound of Music” did well

B. Student Report

Student representative Isabelle Hahn gave report from the High School. AP testing was last week and this week and is causing some student stress. Everyone is excited about the Student/Staff basketball game. Prom went very well. “The Sound of Music” was very good. The Students Council are providing coffee, donuts and handwritten notes to every teacher. Everyone is winding down for the summer. She thanked the board for this wonderful opportunity to be a Student Board Representative.

C. Board Reports/Action Items

1. Individual Board Reports on Educational Related Events, Meetings, or Trainings Attended by Individual Board Members

Board members attended the following: Internship Awards Program, “The Sound of Music,

The Heritage Class at the High School, Waunakee Cares Coalition at the Library, MSAN Institute, Student leadership Summit.

Ensign took this time to welcome Dawn Heinrichs to her first full meeting of the board.

2. CESA 2 Delegate Convention June 20, 2023 -

The CESA 2 Delegate Convention information was shared.

3. Update on the Superintendent Search Process

Grabarski updated the Board and community on the next steps in the Superintendent Search Process.

6 RFPs for the Search Firms were received. After some discussion the board decided they would like to review, as a full board, the 6 proposals to narrow down to 2-3 to interview. A special meeting will be scheduled to conduct this review.

D. Report from the Village of Waunakee on Village of Waunakee TID #3

Tim Semmann from the Village of Waunakee gave an update and answered questions from the board on TID #3.

X. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Human Resources Committee Meeting

1. The May 1, 2023 Meeting Minutes were reviewed

2. Consideration of Summer Office Schedule

Grabarski explained and answered questions regarding a request of 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.

A motion was made by Hetzel, second by Engebretson, to approve the Summer Office Schedule as presented. Motion carried 7-0.

B. Policy Committee

1. The Minutes of 5/1/23 policy meeting were reviewed.

2. Policies for Discussion, Review And Consideration

Attached please find the policy summary grids for the policies being considered by the Board on Monday night. These working documents provide background on the policy review process used by the policy committee for the policies that are being recommended to the Board for consideration. Guttenberg explained and answered questions regarding the actions taken on these policies.

A motion was made by Engebretson, second by Heinrichs, to approve all the policies as posted with pulling 381 out for more explanation. Motion carried 7-0,

381 was discussed, a motion was made by Engebretson, seconded by Hetzel, to approve 381 as posted. Motion carried 7-0.

a. Old Policy 365 to New Policy 363.2 Internet Safety and Acceptable Use

b. Old Policy 365 Rule 1 renumbered to 363.2 Rule !

c. Old Policy 365 Rule 1 recoded to 363.2 Rule 2

d. Repeal 365 Exhibit

e. Policy 365.1 District Website

f. Old Policy 365.2 to New Policy 363.3

g. Old Policy 366 to New Policy 364

h. Old Policy 371 recode to New policy 371.1

i. Policy 372 Student Publications

j. Policy 373 Student Social Events

- k. Policy 374 Student Fund-Raising Activities
- l. Policy 375 Student Activities Fund Management
- m. Policy 378 Student Performances
- n. Policy 379/831 Out of Season Athletic Clinics/Leagues
- o. Policy 381 Teaching about Controversial Issues
- p. Policy 381.1 Teaching about Religion
- q. Repeal Policy 382 Class Interruptions
- r. Policy 383.1 Service Animals in the School
- s. Policy 383.1 Exhibit Service Animal Request and Agreement

C. Facility Committee

1. The minutes of the May 1, 2023 meeting were reviewed.

2. Heritage Elementary School Bids -- Structural Steel

Summers presented and answered questions regarding the approval of the structural steel install bids.

After much discussion regarding the bid process and local vendors a motion was made by Frey, second by Heinemann, to award the structural steel contract to Badgerland. This motion failed on a roll call vote Y = 2 – N= 5

Roll Call: . Dotzler- No, Engebretson – No, Ensign- No, Frey – Yes, Heinemann – Yes, Heinrichs – No, Hetzel- No.

A motion was made by Hetzel, second by Heinrichs, to award the structural steel contract to JP Cullen. Motion carried on a roll call vote Y=5 – N=2.

Roll Call: Dotzler- Yes, Engebretson – Yes, Ensign- Yes, Frey – No, Heinemann – No, Heinrichs – Yes, Hetzel- Yes

3. Consideration of Referendum Furniture Vendor

Summers presented and answered questions regarding the furniture vendor.

A motion was mad by Frey, second by Dotzler, to award the furniture contract for both Heritage and Middle school to Atmosphere. Motion carried 7-0.

4. 2023-2024 Capital Projects

Summers and Cramer presented and answered questions regarding the 2023-24 capital maintenance projects. The preference is to fund annual capital maintenance projects from Fund 49 (referendum fund), while building up an annual capital maintenance fund in Fund 10 (general fund). Previously, all annual capital maintenance projects were funded through Fund 41.

Administration is requesting approval of the projects with quotes on this list, which totals \$1,476,365. The \$1,476,365 includes HVAC projects of \$1,015,000 and \$461,365 of annual capital maintenance projects. The total 2023-24 annual capital maintenance projects (including the 2 projects approved last month) would be \$517,000 of the typical \$525,000 annual expenditure for capital maintenance projects.

A motion was made by Heinemann, second by Hetzel, to approve the capital maintenance projects as presented. Motion carried 7-0.

5. Approval Process for Referendum Project Contingency Use

Summers presented and answered questions regarding the process for use of contingency funds.

Administration is requesting a discussion regarding the approval process for the use of the contingency funds during the project. An example of what this may look like is below:

\$1 to \$49,999 Superintendent Approval (or Designee)

\$50,000 to \$99,000 Facility Committee Approval

\$100,000 + School Board Approval

A motion was made by Dotzler, second by Hetzel to approve the approval of the contingency funds during this project be outlined as the example indicates. Motion carried 7-0.

D. Budget Committee

1. The Minutes of the Budget Committee Meeting on 5/3/23 were reviewed.

2. Review and Consider the First Draft of 2023-2024 Budget

Summers and Dye reviewed and answered questions regarding the first draft of the budget for the 23-24 school year. Attached is the first draft of the budget, the food service budget proposal, and the special education memo. Summers and Dye also presented and answered questions regarding property tax levy goals for the fall of 2023.

A motion was made by Heinemann, second by Dotzler to approve the Special Education positions as presented. Motion carried 7-0.

A motion was made by Hetzel, second by Dotzler, to approve the first draft of the budget and all associated documents as presented. Motion carried 7-0.

3. Review and Consider Student Fees for 2023-2024

Summers and Dye presented and answered questions regarding student fees for the 2023-2024 school year.

A motion was made by Dotzler, second by Engebretson, to approve the 2023-2024 student fees as presented. Motion carried 7-0.

XI. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Administrative Reports/Action Items

1. Visioning Team Update -- New Middle School Planning

Guttenberg introduced Chris Michaud (via zoom) from EUA who provide an update on the work of the New Middle School Visioning Committee. A DRAFT floorplan for the New Middle School, and the concepts we are embracing to create smaller learning environments within the larger school were shared.

2. Presentation on the Middle School Daily Schedule

Jeff Kenas, Middle School Principal, presented and answered questions regarding his assessment of and desire to reimagine the daily instructional schedule at the middle school. This presentation is for informational purposes.

3. 2024-2025 School Year Calendar

Guttenberg presented and answered questions regarding the calendar for the 2024-2025 school year.

A motion was made by Heinemann, second by Dotzler, to approve the 2024-2025 calendar as presented. Motion carried.

4. Announcements/Correspondence

Guttenberg announced to the board some of the many wonderful events showcasing WCSJ students “The Sound of Music” Musical, The Youth Apprenticeship Banquet through the Dane County School Consortium, and the Badger Conference Honors night.

XII. CONSENT AGENDA

The board acknowledged the gifts from Ken Wagner, Calvin Kruschek and Meffert Oil and the Tweed’s for their scholarship funds.

A motion was made by Engebretson, second by Dotzler, to approve the consent agenda as posted with pulling out the 1 year leave request to discuss separately. Motion carried 7-0.

A motion was made by Hetzel, second by Heinrichs, to approve the 1 year leave request as presented. Motion carried Y=6-N=1 on a roll call vote.

Roll call: Dotzler- Yes, Engebretson – Yes, Ensign- Yes, Frey – No, Heinemann – Yes, Heinrichs – Yes, Hetzel- Yes

A. Approval of Checks

Attached in the "extras" section of BoardBook, please find a list of the accounts payable payments issued during the month of April 2023.

1. Monthly Financial Reports

Attached you will find the 2022-23 Budget Status report as of April 30th, 2023 and the Cash Reconciliation report for March 2023.

B. Waunakee Rotary Exchange Student 2023-2024

Randy Guttenberg can answer any questions regarding this request. The high school administration is supportive of approval of this student to attend Waunakee Community High School for the 2023-2024 school year.

C. Cooper and Tweed Scholarships

The purpose of this agenda item is for the Board to approve the allocation of the dollars out of this scholarship fund, per the agreement with the donors of these awards.

D. Safety Drills Report

E. Gifts and Field Trips

1. Gifts

Pride Pump Donation - Meffert Oil \$1000

Kathie Wagner in Memory of Ken Wagner - \$100 to SFAF

Calvin Kruschek - \$500 to SFAF

2. Field Trips

a. Future Problem Solvers - International Competition - Amherst Mass. June 7-11, 2023

b. FBLA National Leadership Conf. - Atlanta GA June 26-July 1, 2023

c. Skills USA National Leadership Conf. June 19-23, 2023 Atlanta GA

F. Review Individual Teacher/Administrative/Administrative Support Contract

Recommendations, Resignations, Leaves, and Retirements/Resignations.

New Administrative Support Staff

Levicroix Nelson, Computer Technician

New Teacher Staff

Rachel Burkard, Spanish Teacher, HS
Jerod Boyd, Cross Categorical Teacher, HS
Madeline Flanders, Adaptive Phy Ed
Anne Sparks, Bilingual Teacher & Family Engagement
Sofia Vandersluis, 4th Grade Teacher, HES

New Support Staff

Bardley Bailey, Custodian, HS
Ryan Henn, Maintenance
Summer Heron Walters, Custodian, AES
Alma Lopez, Para Educator Special Education, HS
Cloe Winters, Human Resources Administrative Assistant

Resignations

Nicole Catterson, Para Educator Special Education, IS
Alyssa Engel, Agriculture Teacher, HS
Christina Kiefert, Para Educator Regular Education, AES
Bertha Madison, Weekend Custodian

Retirement - Special Request

Rod Holler, Phy Ed Teacher, AES

Terminations - No Action

Phillip Saunders, Custodian

One Year Unpaid Leave - Special Request

Katie Flick, 3rd Grade Teacher, AES

Co – Curricular staff changes posted in the Extra Section of the agenda

G. Summer School Recommendations –posted on Extra section of agenda.

H. Consideration of Open Enrollment Applications for 2023-2024

XIII. BOARD BUSINESS

A. Correspondence

Information shared with the board regarding the staff recognition program.

B. Upcoming Meetings – Administration will work with the new board committees to set upcoming committee meetings.

XIV. FUTURE AGENDAS AND MEETINGS

A. Agenda Items for Next Meeting

1. Professional Learning Communities Update and Data Review

2. Booster Club Handbook Review and Consideration

B. Special Meeting – Superintendent Search Firm Interviews – 5/22/23 @ 7:30AM

C. Budget Committee

D. Co-Curricular Committee

E. Curriculum Committee

F. Facility Committee

G. Goals Committee

H. Human Resources Committee

I. Policy Committee

XV. RETURN TO CLOSED SESSION--ADJOURN TO CLOSED SESSION PER WISCONSIN STATUTES 19.85 (1) (c) (e)(f) and (g) - (if necessary) to complete agenda as listed under agenda item III

A. To discuss an administrative evaluation report concerning an employment matter,

confidential pupil information, and available courses of action. If appropriate, consider action related to future employment with the school district. The Board may take action in closed session.

A motion was made by Hetzel, second by Dotzler to return to closed session 10:02PM.

XVI. RETURN TO OPEN SESSION

A motion was made by Hetzel, second by Frey to return to open session. Motion carried 7-0

Time: 10:37

XVII. ACTION AS APPROPRIATE, ON ITEMS DISCUSSED IN CLOSED SESSION

XVIII. ADJOURN

The board of Education adjourned at 10:38PM on a motion by Engebretson, second by Heinrichs, and passed unanimously by voice vote 7-0.

Respectfully submitted,

Judith Engebretson, Clerk

Date _____

JE:rm

Minutes of Board Reorganizational Meeting

The Board of Education Waunakee Community School District

A Board Reorganizational Meeting of the Board of Education of Waunakee Community School District was held Monday, May 8, 2023, beginning at 5:30 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

Clerk Engebretson called the meeting to order at 5:30pm

II. ROLL CALL

Present: Dotzler, Engebretson, Ensign, Frey, Heinemann, Heinrichs, Hetzel

Also Present: Guttenberg, Summers

III. APPROVE THE AGENDA

A motion was made by Dotzler, second by Ensign to approve the agenda as posted.

IV. PUBLIC COMMENTS

There were no public comments for this meeting.

V. OATH OF OFFICE - NEW BOARD MEMBERS

For the record, the oath has been administered to the appropriate newly elected Board members with such a notation being provided in the minutes of this meeting. Dawn Heinrichs took the oath of office on 4/19/23. and Joan Ensign took the oath of office on 4/21/23.

VI. BOARD REORGANIZATION

A. Election of Officers

The Board will be electing the positions of President, Vice-President, Clerk, and Treasurer of the school board for the next year.

President

Motion by Hetzel, seconded by Engebretson that Joan Ensign be nominated for President of the Waunakee Board of Education.

Motion by Frey, seconded by Dotzler that Jack Heinemann be nominated for President of the Waunakee Board of Education.

Multiple people were nominated for President, paper ballots were available and completed by the board. Randy Guttenberg and Rebecca McDonough counted the ballots. These ballots resulted in Joan Ensign 5, Jack Heinemann 2. Joan Ensign was awarded the role of President.

Vice-President

Motion by Engebretson, seconded by Ensign that Katie Dotzler be nominated for Vice-President of the Waunakee Board of Education.

Motion by Heinemann, seconded by Hetzel that Ted Frey be nominated for Vice-President of the Waunakee Board of Education.

Multiple people were nominated for Vice President, paper ballots were available and

completed by the board. Randy Guttenberg and Rebecca McDonough counted the ballots. These ballots resulted in Katie Dotzler 6 Ted Frey 1. Katie Dotzler was awarded the role of Vice President.

Clerk

Motion by Frey, seconded by Dotzler that Judith Engebretson be nominated for Clerk of the Waunakee Board of Education.

Since no other nominations were made for the position of clerk, Judith Engebretson was awarded the role of clerk by unanimous ballot.

Treasurer

Motion by Heinrichs, seconded by Dotzler that Jack Heinemann be nominated for Treasurer of the Waunakee Board of Education.

Since no other nominations were made for the position of Treasurer, Jack Heinemann was awarded the role of treasurer by unanimous ballot.

B. Appointment Process Committees

The Board President and Vice President will develop the committee assignments for the 2023-2024 school year.

C. Designations and Memberships

1. Official Newspaper

A motion was made by Hetzel, second by Heinemann to appoint the official newspaper (Waunakee Tribune) for the district. Motion Carried 7-0.

2. Meeting Times and Dates

A motion was made by Heinemann, second by Dotzler that the WCSD Board of Education is to hold its regular meeting on the second Monday of each month with a closed session beginning at 6:00 p.m. and the regular meeting to follow starting at 7:00 p.m. Motion Carried 7-0.

3. Legal Counsel

A motion was made by Hetzel, second by Dotzler to appoint legal counsel for the district, appointing Strang Law LLC. as our firm, with Kirk Strang as primary contact. Motion Carried 7-0.

4. Official Depositories

A motion was made by Dotzler, second by Engebretson, to appoint the list of current banking/depository institutions for approval by the Board to carry out the financial functions of the district for the coming year.

Depository, Expenditure, and Payroll Accounts:

One Community Bank

Investments:

One Community Bank

Wisconsin Local Government Investment Pool

AUL Trust

PMA-Public Fund Specialists/WISC

Credit Cards:

WASBO/BMO Harris
Motion Carried 7-0.

5. WASB and WIAA Memberships

A motion was made by Hetzel, second by Heinemann, to approve district membership in the Wisconsin Association of School Boards (WASB) and the Wisconsin Interscholastic Athletic Association (W.I.A.A.). Motion carried 7-0.

VII. **SET ANNUAL MEETING**

A motion was made by Heinemann, second by Engebretson, that the annual meeting be set for October 16, 2023 at 7:00 p.m. Motion carried 7-0.

We suggest that this year's meeting be set for October 16, 2023 at 7:00 p.m.

VIII. **FUTURE MEETINGS** N/A

IX. **ADJOURN**

A motion was made by Dotzler, second by Frey, to adjourn the meeting at 5:41PM. Motion carried 7-0.

Respectfully submitted,

Judith Engebretson, Clerk

Date

JE:rm

Minutes of Special Meeting - Superintendent Search Firm

The Board of Education Waunakee Community School District

A Special Meeting - Superintendent Search Firm of the Board of Education of Waunakee Community School District was held Monday, May 22, 2023, beginning at 7:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

President Ensign called the meeting to order at 7:33AM

II. ROLL CALL

Present: Dotzler, Ensign, Frey, Heinemann, Heinrichs, Hetzel

Also Present: Guttenberg, Summers, Grabarski

III. APPROVE AGENDA

A motion was made by Hetzel, second by Frey, to approve the agenda as posted. Motion carried 6-0.

IV. PUBLIC COMMENTS

Public comments received via email were reviewed by the board but not read out loud.

Public comments received via email may be found in the extra section of the agenda and were from the following:

Mitch Farry, Keith Ralph & Brooke Knowles, Brent Mansky, Katie & Jason Misfeldt, Brad Niebuhr, Brooke Olson, Jerry Petitgoue, Jane Soper (2 emails), Corey Westphal.

Public comments were made in person by the following

Jack Ellickson – Boys Basketball coach

Owen Elliott – Boys Basketball coach

Mitchell Farrey – Boys Basketball coach

Keaton Frisch – Boys Basketball coach

Joey Fuhrmann – Boys Basketball coach

Drew Hanzel – Boys Basketball coach

Will Knatz – Boys Basketball coach

Keith Ralph & Brooke Knowles – Boys Basketball coach

Tyler Kuehl – Boys Basketball coach

Eli Selk – Boys Basketball coach

Dana Mackenzie – Message to those attending on his behalf

V. REVIEW AND CONSIDERATION OF SUPERINTENDENT SEARCH FIRM RFPs

The board discussed the RFPs for the Superintendent Search firms. A motion was made by Dotzler, second by Heinrichs, to interview the first three listed on the summary spreadsheet provided. These are Hazard, Youn, Attea Assoc., McPerson Jacobsen, and BWP & Assoc. Motion carried 6-0.

VI. FUTURE MEETINGS

A motion was made by Dotzler, second by Hetzel, to have the Special Board meeting for interviews for the Superintendent Search Firms on June 5, 2023 @ 6:00PM. Motion Carried 6-0.

The following committee meetings were also scheduled:

Facility June 5, 2023 @ 5:30PM

Budget June 5, 2023 @ 7:30AM

VII. ADJOURN

A motion was made by Frey, second by Dotzler, to adjourn the meeting at 8:30AM. Motion carried 6-0.

Minutes of Superintendent Search Firm Interviews

The Board of Education

Waunakee Community School District

A Superintendent Search Firm Interviews of the Board of Education of Waunakee Community School District was held Monday, June 5, 2023, beginning at 6:00 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

President Ensign called the meeting to order at 6:04PM.

II. ROLL CALL

Dotzler – Yes, Engebretson - Yes, Ensign – Yes, Heinemann - Yes, Heinrichs - Yes, Hetzel – Yes (Frey Absent)

Also Present: Grabarski and Summers

III. APPROVE AGENDA

A motion was made by Hetzel, second by Dotzler, to approve the agenda as posted. Motion carried 6-0.

IV. SUPERINTENDENT SEARCH FIRM INTERVIEWS

Interviews of the three selected search firms were conducted.

- A. 6:00PM - 6:05PM Meeting Kick-Off
- B. 6:05PM - 6:35PM BWP & Associates
- C. 6:35PM-7:05PM Hazard, Young, Attea Associates
- D. 7:05PM - 7:35PM McPherson Jacobsen, LLC

V. BOARD DISCUSSION / SELECTION OF FIRM

The board discussed the interviewed search firms.

After some discussion, a motion was made by Heinemann, second by Hetzel, to award the contract to BWP & Associates. Motion carried 6-0.

Grabarski will let each firm know about the decision and initiate next steps.

VI. HERITAGE ELEMENTARY SCHOOL MASONRY BIDS

Summers presented and answered questions regarding the Heritage Elementary School masonry bids.

A motion was made by Heinemann, second by Engebretson to award the masonry contract to JP Cullen as presented. Motion carried 6-0.

VII. FUTURE MEETINGS

VIII. ADJOURN

A motion was made by Hetzel, second by Dotzler, to adjourn the meeting at 8:12PM. Motion carried 6-0.

Respectfully submitted,

Judith Engebretson, Clerk

Date
JE:rm

PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

Policy 187

Waunakee Community School District

Page 1 of 3

While the public has the right to attend meetings of the Board of Education that have not been convened in a closed session, individuals or groups generally do not have a right to be included on a Board meeting agenda or a right to enter into the discussions or deliberations of the Board. However, without affecting the Board's discretion to authorize other forms of input or participation during Board meetings from persons who are not Board members, the Board expressly authorizes and directs limited public participation during duly-noticed public comment periods as follows:

1. The Superintendent and Board President shall ensure that the agenda and public notice of the Board's primary regular business meeting each month includes a period for public comment. During a public comment period noticed under this paragraph, interested persons may briefly address the Board on topics that are reasonably germane to some aspect of the District's policies, practices, programs, or operations, regardless of whether the speaker's topic is otherwise noticed as a specific subject matter of the meeting in question.
2. Subject to any more specific decision or directive of the Board, the Board President has discretion to include a period of public comment on the agenda and public notice of additional Board meetings. In exercising such discretion, the President may specify on the public notice of the meeting that speaker comments during the public comment period will be limited to topics that are sufficiently germane to the noticed subject matter of the meeting.

When a public comment period is expressly included on the public notice of a Board meeting and there is sufficient interest in addressing the Board, the period shall either include at least 10 individual speakers or extend for 30 actual minutes, whichever limitation permits the greater total number of speakers. However, the Board may extend the total duration of a noticed public comment period at any meeting by a majority vote.

The Superintendent, or his/her designee, will implement a viewpoint-neutral speaker registration process that establishes an order for speaking in the event that the interest in appearing before the Board at any meeting may exceed the time that is allocated for the public comment period. Each speaker, upon being recognized by the presiding officer, will state his/her name and identify his/her connection to the District (if any) and to any group they are representing in connection with their remarks.

Each speaker's presentation is normally limited to a maximum of 3 minutes. However, at a meeting the Board may vote to reduce the time limit to no shorter than 2 minutes per speaker in order to accommodate a greater total number of speakers. In addition, at the Board's discretion, a speaker's time may be briefly extended provided that, upon request, a similar extension shall be granted to other speakers at the same meeting. Any individual may speak only once during the public comment period at any meeting.

Speakers generally should not expect an immediate response or reaction to their comments from the Board. Further:

1. If, at applicable meetings, a speaker raises a topic during a public comment period that was not among the publicly-noticed subject matter of the meeting, the extent of any response to

PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

Policy 187

Waunakee Community School District

Page 2 of 3

the speaker and his/her remarks shall be limited in accordance with applicable law.

2. During a public comment period, Board members will not engage in a substantive discussion of or otherwise attempt to materially investigate or reach a Board resolution of either (a) complaints or grievances regarding the conduct of individual staff members or individual students; or (b) attempts to appeal staff or administrative decisions relating to individual District employees or students. A public comment period during a Board meeting is not the preferred or established means of processing such issues or bringing such matters to the Board's attention.
3. If time or other limitations preclude an interested person from addressing the Board at a specific meeting, the person may submit written information to the Board and/or attempt to utilize a public comment period at a future meeting.

Subject to an appeal to the Board that is made by a Board member, the presiding officer of the Board meeting shall have the authority to conduct and maintain proper order in connection with any authorized public comment period, including the authority to (1) recognize speakers; (2) enforce established time limits; (3) interject and request that speakers voluntarily redirect specific complaints, grievances, or attempted appeals to more appropriate District procedures; and (4) terminate the remarks of any individual who does not adhere to established rules and procedures for public participation, who speaks in a threatening or profane manner, whose comments are repetitive of that person's previous comments, or whose conduct is disruptive and impedes the Board's ability to conduct its business in an orderly and timely fashion.

Individuals who are permitted to address the Board during a meeting are responsible for the content of their comments. The forum represented by a public comment period does not exempt a speaker from any liability arising from his/her comments (e.g., for defamation or for any breach of legally-protected confidentiality).

This policy and any rules and/or procedures that may be adopted related to the administration of public comment periods under this policy are not intended to apply to the following:

1. A meeting or any portion of a meeting that constitutes a formal public hearing on a particular topic or issue.
2. Instances where the Board seeks or agrees, by majority vote, to accept input that is relevant to a noticed agenda item from a person who is not a Board member in order to (for example) resolve a formal or informal point of information that arises during the Board's discussion of an agenda item.
3. Meetings of any standing or ad hoc committee that may be established by the Board.

Legal References:

Wisconsin Statutes

- [Section 19.81](#) [state policy on open meetings]
[Section 19.83\(2\)](#) [discussion during period of public comment]

PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

Policy 187

Waukegan Community School District

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[Section 19.84\(2\)](#) [public notice of board meetings, including public comment period]
[Section 19.85](#) [exemptions to open meetings]

Cross References:

WASB PRG 187 Sample Policy 4 (with substantial local adaptation)

Adoption/Revision Date(s):

October 1989
March 1994
September 1994
January 2000
February 2002
May 2020
January 2022

Minutes of DEI Board Committee

The Board of Education Waunakee Community School District

A DEI Board Committee of the Board of Education of Waunakee Community School District was held Thursday, May 11, 2023, beginning at 5:30 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

Chairperson Heinrichs called the meeting to order at 5:29pm

II. ROLL CALL

Present: Ensign, Heinrichs, Hetzel

Also Present: Guttenberg, Loken, Schell

III. APPROVE AGENDA

A motion was made by Ensign, second by Hetzel, to approve the agenda as posted. Motion carried 3-0.

IV. PUBLIC COMMENTS

There were no public comments for this meeting.

V. DEI RECOMMENDATIONS TO COMMITTEES

Guttenberg presented how these tables from various board committees were created by review from the committees as well as review from the administrative cabinet. Guttenberg also asked Schell and Hetzel to share a summary of the MSAN conference and Loken to share the work that will be completed in June regarding DPI Disproportionality. The administration also shared the work surrounding the implementation of the Bilingual program and our communications priorities. The committee was able to ask questions and discuss these items. After much discussion the committee agreed for the June meeting they would review the DPI Disproportionality report. They will discuss next action items as well as how to manage these actions to continue to move forward.

VI. FUTURE MEETINGS

The next meeting will be June 20th @ 5:30PM.

VII. ADJOURN

A motion was made by Hetzel, second by Ensign, to adjourn the meeting at 6:36PM. Motion carried 3-0.

Minutes of Budget Committee Meeting

The Board of Education Waunakee Community School District

A Budget Committee Meeting of the Board of Education of Waunakee Community School District was held Monday, June 5, 2023, beginning at 7:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

Chairperson Heinemann called the meeting to order at 7:31AM.

II. ROLL CALL

Present: Heinemann, Heinrichs, Hetzel (arrived at 7:44AM)

Also present: Guttenberg, Summers, Dye, Grabarski

III. APPROVAL OF AGENDA

A motion was made by Heinrichs to approve the agenda as posted. Motion carried 2-0.

IV. PUBLIC COMMENTS

There were no public comments for this meeting.

V. 2022-23 BUDGET UPDATE

A. Projected End of the Year Balance

Dye presented and answered questions regarding the review of the projected end of the year balance. Dye asked the committee to consider the annual Fund 73 contribution at the July budget committee meeting.

B. 2022-2023 Budget Changes

Dye presented and answered questions regarding the formal budget change process that will be presented to the School Board for approval in June. A motion was made by Heinrichs to move the 2022-2023 budget changes to the full board for consideration. Motion carried 2-0.

C. Fund Balance Classifications

Dye presented and answered questions regarding the fund balance classifications. Administration is recommending no changes.

A motion was made by Heinrichs to move the Fund Balance Classifications to the full board for approval. Motion carried 2-0.

D. Approval of 2022-23 Individual Teacher Salary Increases

Grabarski presented and answered questions regarding a concept for base contract adjustments for specific teachers based on the years of experience that were awarded to them upon hire. This concept will be brought to the next HR committee meeting for action. No action was taken in the Budget Committee meeting on this agenda item.

VI. 2023-2024 BUDGET PLANNING

A. Timeline

The timeline was shared.

B. Review Second Draft of the 2023-2024 Budget

Dye presented and answered questions regarding the review of the second draft of the budget

for the 23-24 school year. Summers mentioned that the document is very similar to the First Draft because the 2023-25 state budget process is behind schedule and no information has been provided about the public school portion of the state budget.

A motion was made by Heinrichs, second by Heinemann, to recommend that the full board consider the 2nd draft of the budget. Motion carried 3-0.

C. Lease Agreements

Dye presented and answered questions regarding the lease agreements for the 23-24 school year.

The administrative recommendation is to approve all four leases at the current rates with the Wisconsin Youth Company lease changing from \$2,800 to \$2,850 per building as well for summer school, the Dane County lease continuing at \$75 per month, and the New Teacher Project lease continuing at \$300 per month.

A motion was made by Hetzel, second by Heinrichs, to recommend that the full board consider the 2023-24 lease agreements as presented. Motion carried 3-0.

D. 2023-24 Employee Wage Increases

Grabarski presented and answered question regarding the 2023-24 wage increase discussion that is taking place with the human resource committee. This was an informational item only and no action was taken.

E. Facility Use Fees 2023-24

Dye presented and answered questions regarding the proposed facility use fees for the 2023-2024 school year. The committee discussed the topic of a facility fee that could be accessed to all community groups, including those that are exempt from fees, to cover district facility costs. This topic would need to be referred to the Policy committee.

A motion was made by Heinrichs, second by Hetzel, to recommend that the full board consider these fees as presented. Motion carried 3-0.

VII. **DISCUSSION/ACTION ON PROPOSALS** - NA

VIII. **OTHER ITEMS FOR DISCUSSION** - NA

IX. **FUTURE AGENDA ITEMS**

A July meeting will be planned before the July full board meeting.

Future topics to discuss include the 3-year plan process for budgeting, and using budget carry over for special purchases like playground equipment.

X. **ADJOURN**

A motion was made by Hetzel, second by Heinrichs, to adjourn the meeting at 8:18 AM
Motion carried 3-0.



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

**2023-2024 Budget
SECOND DRAFT**

The second draft of the budget is based on the budget planning process as recommended by the Budget Committee. This budget draft is more conservative than what is included in Governor Evers' Budget Proposal.

Prepared by Allie Dye, Director of Business Services

June 12, 2023

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Waunakee Community School District

Board of Education

<u>Name</u>	<u>Municipality</u>	<u>Term Expires</u>
Joan Ensign, President	Town of Westport, City of Middleton, City of Madison	Spring 2026
Katie Dotzler, Vice-President	Village of Waunakee	Spring 2025
Jack Heinemann, Treasurer	Village of Waunakee	Spring 2025
Judy Engebretson, Clerk	Towns of Dane/Springfield	Spring 2025
Ted Frey	Town of Westport, City of Middleton, City of Madison	Spring 2024
Dawn Heinrichs	Village of Waunakee	Spring 2026
Mark Hetzel	Town of Vienna	Spring 2024

Budget Committee Members

Jack Heinemann, Chair
Mark Hetzel
Dawn Heinrichs

Waunakee Community School District

Introduction

A budget is a financial plan designed to achieve the educational objectives of the Waunakee Community School District. The budget needs to be accountable to meet these educational objectives within the financial constraints that exist. The budget needs to be understandable to the Board of Education, administration, staff, parents, and the district taxpayers. The budget was developed with significant staff input regarding needs and priorities. The budget was developed based on principals of long-term fiscal planning.

Timeline

The budget process for the 2023-2024 fiscal year began in December 2022 when the budget committee reviewed a budget timeline and revenue estimates. The budget committee reviewed expenditure estimates on January 4th. All staffing budget requests were due to the Executive Director of Operations by January 27th. A draft of the budget planning process document was presented at a Budget Committee meeting in February. Building/department level budget planning took place between March/April. Administrative review of the budget took place in April. The first draft of the budget was presented to the Budget Committee and the Board of Education in May. The second draft of the budget will be presented in June. The third draft of the budget will be presented in July. A public hearing on the budget will take place in July. The preliminary budget will be presented at the Annual Meeting in October with community approval of the tax levy. The Board of Education will approve the final version of the budget and set the tax levy at a special meeting scheduled for October 23rd.

Executive Summary

A school district's budget is divided into many "funds". These "funds" are used to account for specific school district programs. The different "funds" and their descriptions are presented below:

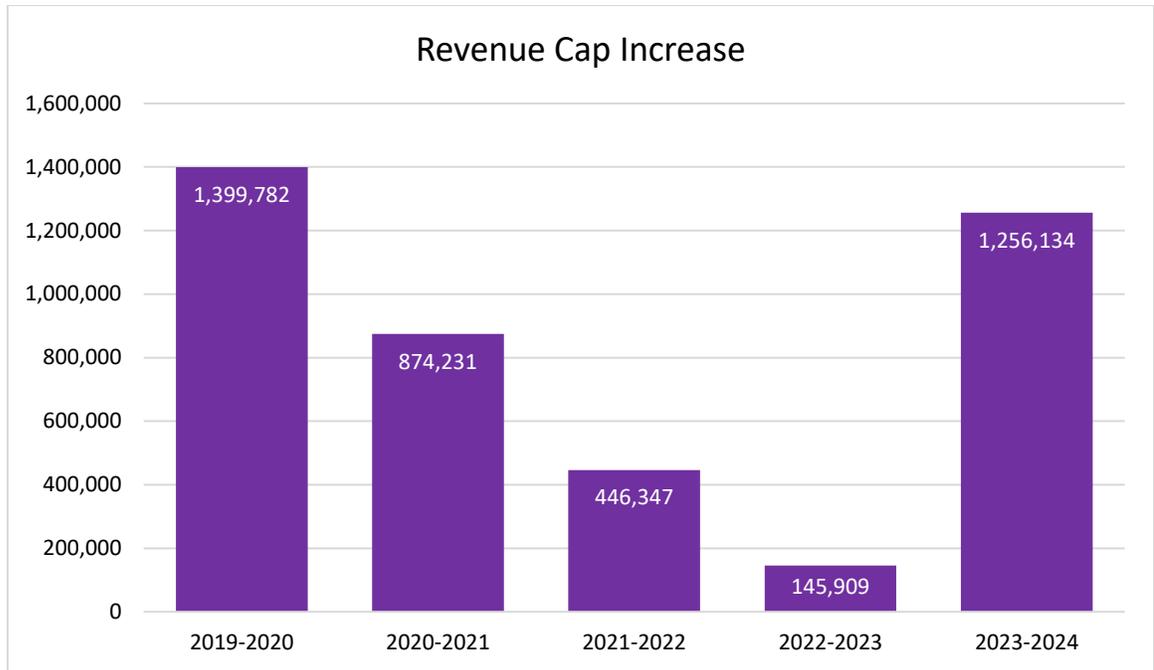
FUND	DESCRIPTION
10	General
21	Special Revenue Trust
27	Special Education
38	Non-Referendum Debt Service*
39	Referendum Debt Service
41	Capital Expansion Fund
49	Capital Projects
50	Food Service
72	Private Benefit Trust*
73	Employee Benefit Trust
80	Community Service
99	Other Cooperative Funds

* Currently not being utilized

Waunakee Community School District

A state revenue cap formula is a significant factor in the development of the budget. The revenue cap limits the amount of revenue available to school districts from the two main sources- property taxes and state equalization aid. The revenue cap directly affects Funds 10, 38, and 41, and indirectly affects Fund 27. Fund 27 is primarily funded from a transfer from Fund 10.

The 2023-24 Waunakee state budget planning process increases the revenue cap per student amount by \$200.00. The budget includes a \$0 change in the per pupil categorical aid. The most recent four years of revenue cap changes and the estimated increase for 2023-24 is shown below:



Please note: The 2020-21 through 2024-25 revenue caps will be increased by \$3,127,502 in 2022-23, \$5,127,502 in 2023-24, and \$8,127,502 in 2024-25 due to a November 2020 and November 2022 non-recurring operational referendum question. This amount is not included in the graph above.

Waunakee Community School District

Enrollment

Student enrollment is a key factor in the revenue cap formula. The most recent four years of historical numbers and the estimates for September 2023 numbers are shown below:

Grade	2019-20	2020-21	2021-22	2022-23	2023-24
EC	12	4	12	15	15
4K	240	268	270	249	249
K	283	256	295	292	268
1	298	272	278	303	300
2	278	298	297	285	314
3	315	270	304	310	291
4	303	310	285	311	320
TOTAL	1729	1678	1741	1765	1757
ELEM					
5	349	309	326	294	320
6	299	342	318	342	302
TOTAL	648	651	644	636	622
INTER.					
7	304	295	349	330	352
8	341	305	303	354	336
TOTAL	645	600	652	684	688
MIDDLE					
9	339	343	316	314	365
10	347	338	348	318	315
11	342	343	341	347	317
12	326	353	349	350	359
TOTAL	1354	1377	1354	1329	1356
HIGH					
TOTAL	4376	4306	4391	4414	4423
DISTRICT					

The historical student count shows an increasing enrollment. The estimated September 2023 enrollment shows an increase of 9 students. Enrollment increases result in additional revenues being available through the revenue cap formula.

The 2023-2024 revenue cap limit increases to \$53,073,033 or \$4,072,102 higher than 2022-23. This increase equates to an 8.3% increase. The 2023-2024 state equalization aid is estimated to increase to \$25,160,728 or \$1,272,213 higher than 2022-23. This change equates to a 5.3% increase. The district will receive the state equalization aid estimate from the WI Department of Public Instruction on July 1st.

Waunakee Community School District

The 2023-2024 tax levy increases to \$39,712,221 or \$1,156,666 higher than 2022-2023. This increase equates to a 3.0% increase. Two years of historical information and the proposed tax levy for this year is shown below.

Proposed Property Tax Levy			
FUND	Audited	Unaudited	Proposed
	2021-22	2022-23	2023-24
General Fund	24,967,299.00	23,818,251.00	27,618,140.00
Referendum Debt Service Fund	12,017,000.00	14,342,804.00	11,699,581.00
Non-Referendum Debt Service Fund	0.00	0.00	0.00
Capital Expansion Fund	0.00	0.00	0.00
Community Service Fund	450,091.00	394,500.00	394,500.00
TOTAL SCHOOL LEVY	37,434,390.00	38,555,555.00	39,712,221.00
PERCENTAGE INCREASE -- TOTAL LEVY FROM PRIOR YR	8.0%	3.0%	3.0%

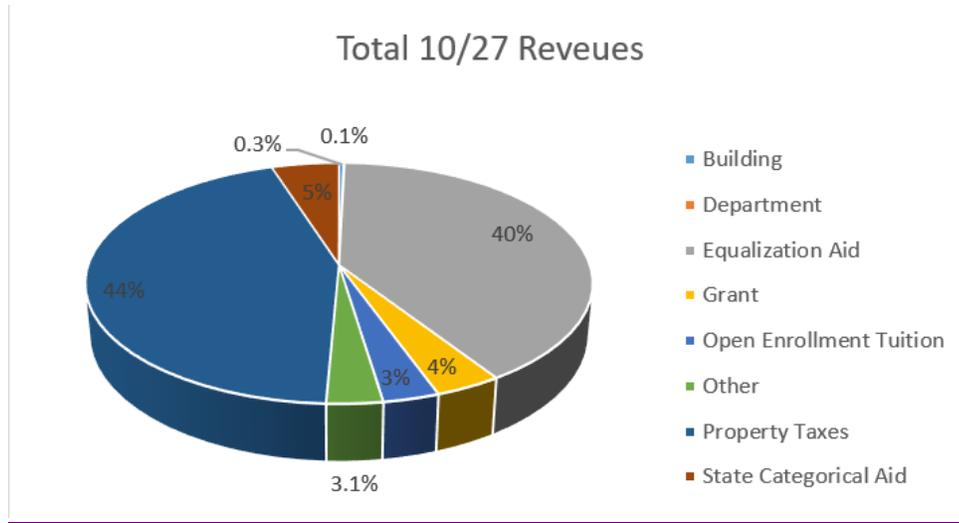
The 2023-2024 tax base is estimated to increase to \$4,099,882,222 or \$119,414,045 higher than 2022-2023. This change equates to a 3% increase. The 2023-2024 tax rate (tax levy/tax base) remains the same at \$9.69. The school tax on a \$360,000 home remains at \$3,488 (assuming new property growth of 3%).

A summary of the expenditures showing two years of historical information and the proposed 2023-2024 budget is shown below. Fund 73 is not included in the summary below.

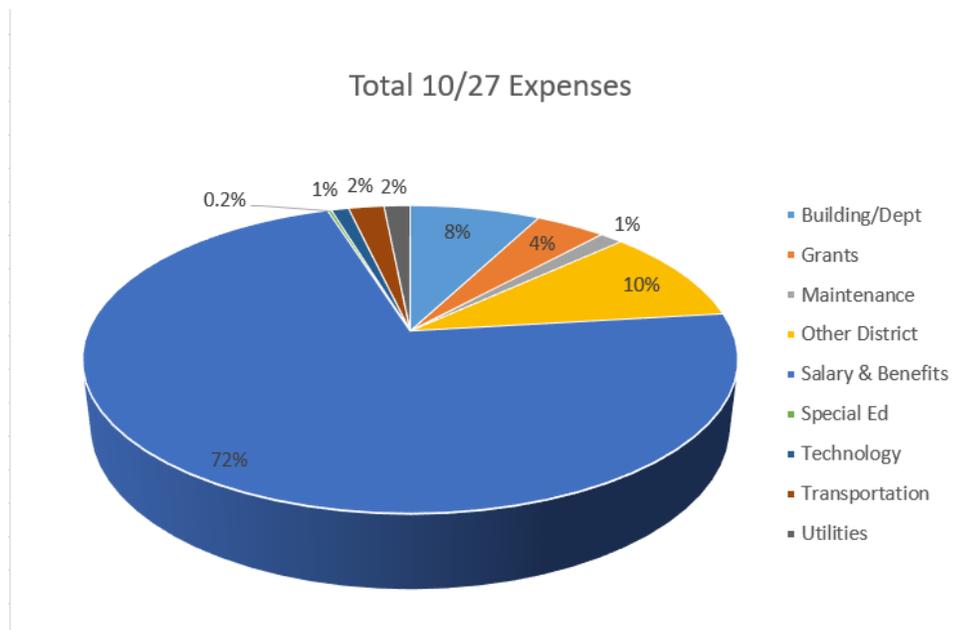
ALL FUNDS	Audited	Unaudited	Proposed
	2021-22	2022-23	2023-24
GROSS TOTAL EXPENDITURES--ALL FUNDS	82,755,449.00	86,764,295.00	151,229,490.00
Interfund Transfers (Source 100) - ALL FUNDS	6,406,644.00	6,416,057.00	7,032,821.00
Refinancing Expenditures (FUND 30)	0.00	0.00	0.00
NET TOTAL EXPENDITURES -- ALL FUNDS	76,348,805.00	80,348,238.00	144,196,669.00
PERCENTAGE INCREASE -- NET TOTAL FUND EXPENDITURES FROM PRIOR YEAR	5.5%	5.24%	79.46%

Waunakee Community School District

Where do the revenues come from? (Funds 10 and 27)



What are the expenditures spent on? (Funds 10 and 27)



Each fund is presented in more detail on the following pages.

Waunakee Community School District

General Fund 10

Purpose of Fund: The purpose of the general fund 10 is to account for the educational programs and operations of the school district, excluding special education programs.

The 2023-24 grant budgets are not all available at this time. The 2023-24 open enrollment budgets will be adjusted based on actual student attendance in the fall of 2023. The state equalization aid/property tax budgets will be revised based on the aid estimate amounts from the Department of Public Instruction in July. The interest earnings/interest expenses for borrowings will be revised in the fall of 2023 based on market conditions.

	2022-2023	2023-2024	\$ Change	% Change
Revenues:				
Prairie School Bldg Fees	\$4,600	\$3,400	(\$1,200)	-26%
Heritage School Bldg Fees	\$4,900	\$5,100	\$200	4%
Arboretum School Bldg Fees	\$4,000	\$8,200	\$4,200	105%
Intermediate School Bldg Fees	\$35,650	\$37,900	\$2,250	6%
Middle School Bldg Fees	\$22,300	\$21,400	(\$900)	-4%
High School Bldg Fees	\$91,400	\$92,525	\$1,125	1%
Athletics Fees	\$38,000	\$38,000	\$0	--
Building Revenues	\$200,850	\$206,525	\$5,675	2.75%
Curriculum Dept Revenues	\$8,800	\$13,271	\$4,471	34%
Human Resouces Revenues	\$0	\$0	\$0	0%
Maintenance Revenues	\$6,000	\$5,000	-\$1,000	-20%
Technology Erate/Fees	\$55,500	\$31,200	-\$24,300	-78%
Technology Revenues	\$2,750	\$3,400	\$650	19%
Department Revenues	\$73,050	\$52,871	(\$20,179)	-38.17%
Common School Funds	\$162,337	\$215,170	\$52,833	25%
Title 1 Public Grant	\$85,798	\$105,819	\$20,021	19%
Title 1 Private Grant	\$6,429	\$7,965	\$1,536	19%
Title 2 Grant (Public)	\$45,675	\$52,660	\$6,985	13%
Title 2 Grant (Private)	\$6,519	\$7,181	\$662	9%
Title 3 Grant	\$16,468	\$16,468	\$0	0%
Title 4A Grant (Public)	\$8,822	\$8,822	\$0	0%
Title 4A Grant (Private)	\$1,178	\$1,178	\$0	--
Peer Mentor	\$0	\$0	\$0	0%
Perkins Grant	\$18,182	\$21,074	\$2,892	14%
Federal Flo-Through	\$0	\$0	\$0	100%
ESSER2	\$11,172	\$0	-\$11,172	100%
ESSER3	\$2,049,766	\$1,600,766	-\$449,000	-28%
State Safety Grant - 2	\$0	\$0	\$0	100%
Reading Readiness Grant	\$8,375	\$8,375	\$0	0%
Career/Tech Ed Grant	\$73,654	\$73,654	\$0	0%
Ed. Effectiveness Grant	\$30,080	\$30,986	\$906	3%
School-Based Mental Health	\$139,670	\$139,670	\$0	100%
Mental Health Wellness Grant	\$8,511	\$8,511	\$0	0%
Grant Revenues	\$2,672,636	\$2,298,299	(\$374,337)	-16.29%

Waunakee Community School District

Fund 10 Revenues (continued)

District Fees-Prairie	\$26,785	\$26,785	\$0	0%
District Fees-Heritage	\$22,960	\$22,960	\$0	0%
District Fees-Arboretum	\$23,280	\$23,280	\$0	0%
District Fees-Intermediate	\$31,700	\$31,700	\$0	0%
District Fees-Middle School	\$38,950	\$38,950	\$0	0%
District Fees-High School	\$75,000	\$75,000	\$0	0%
District Fees-Athletics	\$190,000	\$190,000	\$0	0%
Summer School Fees	\$0	\$0	\$0	0%
District Student Fees	\$20,000	\$20,000	\$0	0%
Property Taxes	\$23,818,251	\$27,618,140	\$3,799,889	14%
Interest	\$10,000	\$500,000	\$490,000	98%
Tuition – OE	\$1,999,177	\$1,934,635	-\$64,542	-3%
Transportation Aid	\$75,000	\$75,000	\$0	0%
Equalization Aid	\$23,888,515	\$25,160,728	\$1,272,213	5%
Computer Aid	\$60,921	\$60,921	\$0	0%
Misc	\$25,000	\$25,000	\$0	0%
Insurance Payments Received	\$0	\$0	\$0	100%
Transportation	\$16,000	\$16,000	\$0	0%
Tuition Payments	\$8,000	\$8,000	\$0	0%
Property/Non-Capital Sales	\$7,500	\$7,500	\$0	0%
Gifts	\$0	\$0	\$0	0%
Rentals	\$40,000	\$40,000	\$0	0%
Aid for School Mental Health	\$118,000	\$118,000	\$0	0%
Payment Lieu Taxes	\$33,000	\$33,000	\$0	0%
Personal Property Aid	\$233,244	\$233,244	\$0	0%
State Categorical Aid	\$3,068,912	\$3,096,861	\$27,949	1%
Governor's Federal Funding	\$376,632	\$0	-\$376,632	100%
Medicaid	\$130,000	\$130,000	\$0	0%
Premium	\$49,503	\$49,503	\$0	0%
Aidable Refund	\$50,000	\$50,000	\$0	0%
District Revenues	54,436,330	59,585,207	\$5,148,877	8.64%
Total Revenues	57,382,866	62,142,902	4,760,036	7.66%

Waunakee Community School District

Fund 10 Expenditures

	2022-2023	2023-2024	\$ Change	% Change
Expenditures:				
Personnel Costs: Salaries	\$29,118,854	\$32,219,744	\$3,100,890	11%
Personnel Costs: Benefits	\$9,790,434	\$10,679,950	\$889,516	9%
Salary & Benefits Totals	38,909,288	42,899,694	3,990,406	10%
Prairie School	\$85,230	\$85,230	\$0	0%
Prairie School Common School Funds	\$19,266	\$25,568	\$6,302	33%
Prairie School Bldg Fees	\$4,600	\$3,400	(\$1,200)	-26%
Heritage School	\$87,160	\$87,160	\$0	0%
Heritage School Common School Funds	\$18,633	\$24,902	\$6,269	34%
Heritage School Bldg Fees	\$4,900	\$5,100	\$200	4%
Arboretum School	\$70,035	\$70,035	\$0	0%
Arboretum School Common School Funds	\$17,090	\$23,281	\$6,191	36%
Arboretum School Bldg Fees	\$4,000	\$8,200	\$4,200	105%
Intermediate School	\$116,820	\$116,820	\$0	0%
Intermediate School Common School Funds	\$24,804	\$33,108	\$8,304	33%
Intermediate School Bldg Fees	\$35,650	\$37,900	\$2,250	6%
Middle School	\$141,490	\$141,490	\$0	0%
Middle School Common School Funds	\$25,040	\$33,373	\$8,333	33%
Middle School Bldg Fees	\$22,300	\$21,400	(\$900)	-4%
High School	\$385,518	\$385,518	\$0	0%
High School Common School Funds	\$51,705	\$68,338	\$16,633	32%
High School Bldg Fees	\$91,400	\$92,525	\$1,125	1%
Athletics	\$376,477	\$354,477	(\$22,000)	-6%
Athletics Fees	\$38,000	\$38,000	\$0	0%
Building Totals	1,620,118	1,655,825	35,707	2%
Utilities	\$1,073,260	\$1,126,923	\$53,663	5%
Maintenance	\$717,990	\$716,990	(\$1,000)	0%
Maintenance Fees	\$6,000	\$5,000	(\$1,000)	100%
Capital Projects	\$150,000	\$0	(\$150,000)	-100%
Contingency Fund	\$100,000	\$100,000	\$0	0%
Energy Conservation	\$0	\$0	\$0	#DIV/0!
Transportation	\$1,273,528	\$1,344,196	\$70,668	6%
Technology	\$713,429	\$715,329	\$1,900	0%
Technology Fees	\$4,650	\$3,400	(\$1,250)	-27%
Technology Erate	\$53,600	\$31,200	(\$22,400)	-42%
Curriculum-Elementary Operations	\$295,582	\$455,382	\$159,800	54%
Curriculum-4K Program	\$871,500	\$888,500	\$17,000	2%
Curriculum-Secondary	\$357,729	\$514,029	\$156,300	44%
Curriculum-Secondary Fees	\$8,800	\$13,271	\$4,471	51%
Human Resources	\$33,650	\$33,650	\$0	0%
Human Resources Fees	\$0	\$0	\$0	0%
Superintendent	\$84,600	\$84,600	\$0	0%
Student Services-Operations	\$71,250	\$71,250	\$0	0%
Student Services-District	\$92,500	\$92,500	\$0	100%
Business Office	\$444,673	\$444,673	\$0	0%
District Wide	1,256,373	1,367,239	\$110,866	9%
Operational Referendum Funds	-	-	\$0	0%
Summer School	\$69,940	\$82,050	\$12,110	17%
Department Totals	7,679,054	8,090,182	411,128	5%

Waunakee Community School District

Fund 10 Expenditures (continued)

Common School Fund-District	\$5,800	\$6,600	\$800	12%
Title 1 Public Grant	\$85,798	\$105,819	\$20,021	19%
Title 1 Private Grant	\$6,429	\$7,965	\$1,536	19%
Title 2 Grant (Public)	\$45,675	\$52,660	\$6,985	13%
Title 2 Grant (Private)	\$6,519	\$7,181	\$662	9%
Title 3 Grant	\$16,468	\$16,468	\$0	0%
Title 4A Grant (Public)	\$8,822	\$8,822	\$0	0%
Title 4A Grant (Private)	\$1,178	\$1,178	\$0	0%
Peer Mentor Grant	\$0	\$0	\$0	--
Perkins Grant	\$18,182	\$21,074	\$2,892	14%
Federal Flo-Through	\$0	\$0	\$0	0%
Governor's Aid	\$0	\$0	\$0	100%
ESSER2	\$11,172	\$0	-\$11,172	100%
ESSER3	\$2,049,766	\$1,600,766	-\$449,000	100%
State Safety Grant - 2	\$0	\$0	\$0	100%
Career/Tech Ed Grant	\$73,654	\$73,654	\$0	0%
Ed. Effectiveness Grant	\$30,080	\$30,960	\$880	3%
Reading Readiness Grant	\$8,375	\$8,375	\$0	0%
School-Based Mental Health	\$139,670	\$139,670	\$0	0%
Mental Health Wellness Grant	\$8,511	\$8,511	\$0	0%
Grant Totals	\$2,516,099	\$2,089,703	(426,396)	-17%
Transfer to Fund 27	\$6,416,057	\$7,032,821	\$616,764	10%
Wellness Clinic	\$242,250	\$242,250	\$0	--
Other Program Totals	\$6,658,307	\$7,275,071	616,764	9%
Total Expenditures	\$57,382,866	\$62,010,475	\$4,627,609	8%
Rev-Exp	\$0	\$132,427	\$132,427	100%
Beg Fund Balance	\$6,428,153	\$8,695,445	\$2,267,292	35%
End Fund Balance	\$8,695,445	\$8,827,872	\$132,427	2%

Overall considerations for Fund 10:

- The budget has a positive balance of \$132,427 for 2023-24.
- The budget will continue to reserve \$11,875 for parking lot/band uniform fees and \$60,000 for Warrior Stadium and the Soccer Stadium turf replacement.
- The revenue cap increase is based on an estimated September 2023 student count and an estimated \$200/student increase.
- The per pupil aid increase of \$0/student.
- The state equalization aid estimate will be provided by the DPI in July.
- A general contingency of \$100,000 is included in the budget.
- The personnel budget includes an inflationary salary increase of 7.5%, advancement on the district compensations systems, a 0% increase in dental rates, a 3% increase in health insurance rates, and FTE changes as presented on the next page. Final decisions on salary increases will be approved at the June/July board meeting.
- The 4K program budget was adjusted based on actual enrollment in the fall of 2023.

Waunakee Community School District

Additional Positions

Building	Position	FTE
Prairie	1st Grade	1.00
Heritage	Bilingual Program	2.00
Arboretum		
Intermediate		
Middle School	Business Ed- MS	0.50
High School	English - HS	1.50
Special Ed	High School Teacher	1.00
	Speech/Language Pathologist	1.00
	Special Ed Coordinator	1.00
	Special Ed Support Staff	1.00
	Prairie Elementary Teacher	1.00
Shared Staffing		
District		
Restructuring		
Other Budget Requests	To Be Determined	
Total Additional Staffing		10.00
(Fund 10)		5.00
(Fund 27)		5.00
(Fund 80)		

Waunakee Community School District

Fund 21

Purpose of Fund: The purpose of the Special Revenue Trust Fund 21 is to account for gifts specified by donors to be used for operating purposes. Effective with the 19-20 school year, this fund includes all student activity groups as well that were previously accounted for in Fund 60.

	2022-2023	2023-2024	\$ Change	% Change
Revenues:				
Arboretum School	\$20,000	\$20,000	\$0	100%
Heritage School	\$22,100	\$26,500	\$4,400	20%
Prairie School	\$24,800	\$24,700	(\$100)	0%
Intermediate School	\$6,500	\$8,600	\$2,100	32%
Joint Elementary PTO	\$0	\$0	\$0	100%
Middle School	\$30,940	\$29,190	(\$1,750)	-6%
High School-Scholarships		\$16,280		
High School	\$167,630	\$150,640	(\$16,990)	-10%
Athletics	\$365,100	\$362,200	(\$2,900)	0%
Superintendent	\$0	\$0	\$0	0%
Business Office	\$20,000	\$30,000	\$10,000	50%
Maintenance	\$0	\$0	\$0	0%
Mentor	\$93,250	\$93,250	\$0	0%
Student Services	\$5,000	\$0	(\$5,000)	-100%
Special Education	\$44,000	\$41,000	(\$3,000)	0%
Total Revenues	\$799,320	\$802,360	\$3,040	0%
Expenditures:				
Arboretum School	\$32,000	\$32,000	\$0	0%
Heritage School	\$17,700	\$26,500	\$8,800	50%
Prairie School	\$61,425	\$33,700	(\$27,725)	-45%
Intermediate School	\$6,500	\$7,840	\$1,340	21%
Joint Elementary PTO	\$300	\$300	\$0	100%
Middle School	\$29,940	\$29,190	(\$750)	-3%
High School - Scholarships		\$10,500		
High School	\$133,560	\$177,955	\$44,395	33%
Athletics	\$383,650	\$118,800	(\$264,850)	-69%
Superintendent	\$0	\$0	\$0	--
Business Office	\$20,000	\$30,000	\$10,000	50%
Maintenance	\$0	\$0	\$0	100%
Mentor	\$122,464	\$122,464	\$0	100%
Student Services	\$5,000	\$0	(\$5,000)	-100%
Special Education	\$44,000	\$41,000	(\$3,000)	-7%
Total Expenditures	\$856,539	\$630,249	(\$226,290)	-26%
Rev – Exp:	\$0	\$172,111	\$172,111	--
Beg Fund Balance	\$282,872	\$178,971	(\$103,901)	-37%
End Fund Balance	\$178,971	\$351,082	\$172,111	96%

Waunakee Community School District

Special Education Fund 27

Purpose of Fund: The purpose of the special education Fund 27 is to account for all of the special education programs and operations in the school district.

	2022-2023	2023-2024	\$ Change	% Change
Revenues:				
Federal Grant PS	\$10,614	\$10,614	\$0	0%
Federal Grant PS--ESSER3	\$6,786	\$6,786	\$0	0%
Federal Grant FT	\$796,488	\$796,488	\$0	0%
Federal Grant FT--ESSER3	\$108,612	\$108,612	\$0	0%
Grand Totals	\$922,500	\$922,500	\$0	0%
State Aid	\$2,572,826	\$2,926,848	\$354,022	14%
Transfer In Fund 10	\$6,416,057	\$7,032,821	\$616,764	9.6%
Medicaid	\$155,000	\$155,000	\$0	0%
Transit of State Aid	\$8,000	\$8,000	\$0	0%
Open Enrollment Tuition	\$0	\$0	\$0	0%
Aid for School Mental Health	\$0	\$0	\$0	---
Other Revenue	\$9,151,883	\$10,122,669	\$970,786	11%
Total Revenues	\$10,074,383	\$11,045,169	\$970,786	10%
Expenditures:				
Federal Grant PS	\$10,614	\$10,614	\$0	0%
Federal Grant PS--ESSER3	\$6,786	\$6,786	\$0	0%
Federal Grant FT	\$796,488	\$796,488	\$0	0%
Federal Grant FT--ESSER3	\$108,612	\$108,612	\$0	0%
Grant Totals	\$922,500	\$922,500	\$0	0%
Personnel Costs: Salaries	\$6,449,498	\$7,151,709	\$702,211	11%
Personnel Costs: Benefits	\$2,364,981	\$2,620,731	\$255,750	11%
Salary & Benefits Totals	\$8,814,479	\$9,772,440	\$957,961	11%
Special Ed-Operations	\$28,839	\$28,839	\$0	0%
Special Ed-District	\$126,557	\$126,557	\$0	0%
Transportation	\$173,008	\$185,833	\$12,825	7%
Medicaid	\$9,000	\$9,000	\$0	0%
Program Totals	\$337,404	\$350,229	\$12,825	4%
Total Expenditures	\$10,074,383	\$11,045,169	\$970,786	10%
Rev - Exp:	\$0	\$0	\$0	---
Beg Fund Balance	\$0	\$0	\$0	---
End Fund Balance	\$0	\$0	\$0	---

The personnel budget includes an inflationary salary increase of 7.5%, advancement on the district compensations systems, a 0% increase in dental rates, a 3% increase in health insurance rates, and FTE changes as presented on page 13. Final decisions on salary increases will be approved at the June/July board meeting.

Waunakee Community School District

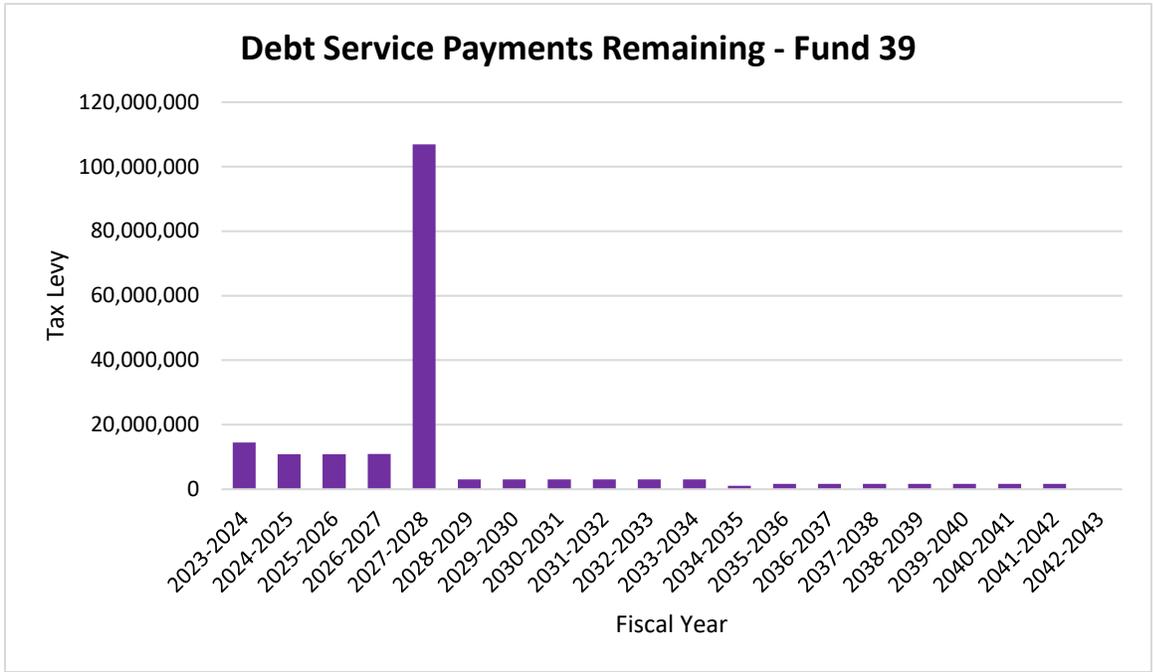
Debt Service Fund 39

Purpose of Fund: The purpose of the debt service fund 39 is to repay prior debts borrowed with authority of an approved referendum.

	2022-2023	2023-2024	\$ Change	% Change
Revenues:				
Premium	\$0	\$0	\$0	--
Refinancing	\$0	\$0	\$0	--
Interest Earned	\$1,000	\$5,000	\$4,000	400%
Property Taxes	\$13,342,804	\$11,699,581	(\$1,643,223)	-12%
Interest Rebate	\$0	\$0	\$0	--
Total Revenues:	\$13,343,804	\$11,704,581	(\$1,639,223)	-12%
Expenditures:				
Refinancing	\$5,980,673	\$0	(\$5,980,673)	-100%
Interest Owed	\$1,917,131	\$6,004,106	\$4,086,975	213%
Principal Owed	\$5,445,000	\$8,700,000	\$3,255,000	60%
Other Debts	\$6,000	\$6,000	\$0	0%
Total Expenditures	\$13,348,804	\$14,710,106	\$1,361,302	10%
Rev – Exp:	\$7,897,804	(\$3,005,525)	(\$10,903,329)	-138%
Beg Fund Balance	\$2,265,023	\$2,339,080	\$74,057	3%
End Fund Balance	\$2,339,080	(\$666,445)	(\$3,005,525)	-128%

The following graph and table reflects the future tax levies (10 borrowings) in this fund. The school board has approved two bond issues related to the November 2022 referendum. Additional bond issues will be approved as the project continues.

Waunakee Community School District



FISCAL YEAR	AMOUNT DUE
2023-2024	14,573,781
2024-2025	10,814,619
2025-2026	10,839,744
2026-2027	10,926,344
2027-2028	106,930,444
2028-2029	3,073,544
2029-2030	3,039,950
2030-2031	3,037,475
2031-2032	3,039,850
2032-2033	3,037,500
2033-2034	3,037,713
2034-2035	1,070,325
2035-2036	1,659,200
2036-2037	1,658,800
2037-2038	1,661,400
2038-2039	1,661,800
2039-2040	1,665,000
2040-2041	1,665,800
2041-2042	1,669,200
2042-2043	0
TOTAL DUE	\$185,062,489

Waunakee Community School District

Capital Expansion Fund 41

Purpose of Fund: The purpose of the capital expansion fund 41 is to account for capital expenditures related to buildings and sites.

	2022-2023	2023-2024	\$ Change	% Change
Revenues:				
Property Taxes	\$0	\$0	\$0	0%
Interest	\$1,000	\$0	(\$1,000)	100%
Total Revenues	\$1,000	\$0	(\$1,000)	-100%
Expenditures:				
Maintenance Projects	\$492,007	\$0	(\$492,007)	-100%
Total Expenditures	\$492,007	\$0	(\$492,007)	--
Rev – Exp:	(491,007.00)	0.00	491,007	-100%
Beg Fund Balance	1,173,399	807,447	(365,952)	-31%
End Fund Balance	\$807,447	\$807,447	\$125,055	0%

Capital expansion fund 41 will no longer be utilized, starting with the 2023-24 school year. The facility committee approved the final fund 41 projects in early 2023.

Waunakee Community School District

Capital Projects Fund 49

Purpose of Fund: The purpose of the capital projects fund 49 is to account for referendum approved capital expenditures related to buildings and sites. The November 2022 capital referendum question of \$175 million is accounted for in this fund.

	2022-2023	2023-2024	\$ Change	% Change
Revenues:				
Bond Proceeds	\$0	\$0	\$0	0%
Interest	\$1,000	\$3,000,000	\$2,999,000	299900%
Total Revenues	\$1,000	\$3,000,000	\$2,999,000	299900%
Expenditures:				
Heritage Elementary	\$0	\$50,000,000	\$50,000,000	100%
Middle School	\$0	\$5,000,000	\$5,000,000	100%
HS/TLC/District	\$0	\$1,000,000	\$1,000,000	100%
Districtwide Maintenance	\$0	\$3,000,000	\$3,000,000	100%
Total Expenditures	\$0	\$59,000,000	\$59,000,000	--
Rev – Exp:	1,000.00	(56,000,000)	(56,001,000)	-5600100%
Beg Fund Balance	1,173,399	807,447	(365,952)	-31%
End Fund Balance	\$807,447	(\$55,192,553)	(\$56,366,952)	-6935%

Waunakee Community School District

Food Service Fund 50

Purpose of Fund: The purpose of the food service fund 50 is to account for the food service program.

	2022-2023	2023-2024	\$ Change	% Change
Revenues:				
Milk Sales	\$79,590	\$78,558	(\$1,032)	-1%
Ala-Carte Sales	\$1,533,401	\$1,307,822	(\$225,579)	-15%
Lunch Sales-Students	\$829,124	\$1,069,130	\$240,006	29%
Lunch Sales-Adults	\$4,463	\$5,780	\$1,317	30%
Lunch-Dane County	\$104,928	\$139,825	\$34,897	33%
Catering	\$89,000	\$72,537	(\$16,463)	-18%
Breakfast Sales	\$6,860	\$15,598	\$8,738	127%
Madison Country Day	\$116,580	\$157,383	\$40,803	100%
Westside Christian	\$72,863	\$83,867	\$11,004	200%
Total Revenues	\$2,836,809	\$2,930,500	\$93,691	3%
Expenditures:				
Contracted Services	\$1,088,180	\$1,199,938	\$111,758	10%
Food Purchase	\$1,400,446	\$1,464,560	\$64,114	5%
Other Supplies	\$103,137	\$117,937	\$14,800	14%
Equipment Purchase	\$25,000	\$25,000	\$0	0%
Software/Tech Costs	\$70,000	\$60,000	(\$10,000)	-14%
Personnel Costs	\$81,877	\$40,000	(\$41,877)	-51%
Total Expenditures	\$2,768,640	\$2,907,435	\$138,795	5%
Rev-Exp:	\$68,169	\$23,064	(\$45,104)	--
Beg Fund Balance	\$0	\$138,416	\$138,416	--
End Fund Balance	\$138,416	\$161,481	\$23,064	--

The food service program is contracted out to Taher, Inc. The Dane County lunch program provides meals to community members and the revenue is received from the Dane County Department of Health and Human Services. The Madison Country Day/Westside Christian School programs provide meals to private schools.

This budget has been updated for the second draft of the budget in June based on School Board approval of the 2023-24 fees at the May Board meeting.

Waunakee Community School District

Employee Benefit Trust Fund 73

Purpose of Fund: The purpose of the employee benefit trust fund 73 is to account for formally established benefit pension plans, defined contribution plans, or employee benefit plans.

	2022-2023	2023-2024	\$ Change	% Change
Revenues:				
Interest – AUL Trust	\$28,000	\$28,000	\$0	0%
Interest – HRA Trust	\$50,000	\$50,000	\$0	0%
Employer Contributions - AUL	\$0	\$0	\$0	100%
Employee Contributions – AUL	\$8,000	\$8,000	\$0	0%
Employer Contributions – HRA	\$455,000	\$455,000	\$0	0%
Employee Contributions – HRA	\$0	\$0	\$0	--
Total Revenues	\$541,000	\$541,000	\$0	0%
Expenditures:				
Disbursements – AUL	\$8,000	\$8,000	\$0	0%
Disbursements – HRA	\$300,000	\$300,000	\$0	--
Disbursements - Implicit Rate	\$70,000	\$70,000	\$0	0%
Total Expenditures	\$378,000	\$378,000	\$0	0%
Rev – Exp:	\$163,000	\$163,000	\$0	0%
Beg Fund	\$7,634,984	\$7,889,765	\$254,781	3%
End Fund	\$7,889,765	\$8,052,765	\$163,000	2%

This budget will be updated in the final draft of the budget based on the final retirement benefits for the 2022-2023 retirees. The annual district contribution to the Fund 73 trust fund will be placed on hold until further discussion with the budget committee.

Waunakee Community School District

Community Service Fund 80

Purpose of Fund: The purpose of the community service fund 80 is to account for community activities such as adult education, recreation, athletic camps, and other related community programs.

	2022-2023	2023-2024	\$ Change	% Change
Revenues:				
Property Taxes	\$394,500	\$394,500	\$0	0%
Athletic Camps	\$0	\$0	\$0	--
Community Ed	\$12,000	\$12,000	\$0	0%
Summer School Camps	\$1,200	\$1,200	\$0	0%
Middle School Athletics	\$15,500	\$15,500	\$0	0%
Community Ed/Swim	\$30,000	\$30,000	\$0	0%
WCCC Grant	\$175,000	\$175,000	\$0	0%
Warrior Media	\$5,000	\$5,000	\$0	100%
Total Revenues	\$633,200	\$633,200	\$0	0%
Expenditures:				
Community Education	\$70,000	\$70,000	\$0	0%
Communications	\$0	\$30,000	\$0	100%
Athletic Camps	\$0	\$0	\$0	--
Middle School Athletics	\$130,000	\$130,000	\$0	0%
Community Ed/Swim	\$120,000	\$120,000	\$0	0%
Maintenance	\$5,000	\$10,000	\$5,000	100%
Public Safety	\$85,000	\$85,000	\$0	0%
Police Liaison Officer	\$40,000	\$40,000	\$0	0%
Summer School Camps	\$1,200	\$1,200	\$0	0%
Workers Compensation	\$2,000	\$2,000	\$0	0%
WCCC Grant	\$175,000	\$175,000	\$0	0%
Warrior Media	\$50,000	\$100,000	\$50,000	100%
Total Expenditures	\$678,200	\$763,200	\$85,000	13%
Rev – Exp:	\$0	(\$130,000)	(\$130,000)	--
Beg Fund Balance	\$473,122	\$517,594	\$44,472	9%
End Fund Balance	\$517,594	\$387,594	(\$130,000)	-25%

A community service fund tax levy covers the administrative costs of the community education program and other costs such as custodial, maintenance, public safety, middle school athletics, Waunakee Community Cares Coalition Grant, and personnel costs not charged to the community through user fees.

The budget will be updated for the third draft of the budget in July.

Waunakee Community School District

Other Cooperative Fund 99

Purpose of Fund: The purpose of the other cooperative fund 99 is to account for cooperative fiscal agreements made between school districts.

	2022-2023	2023-2024	\$ Change	% Change
Revenues:				
DCNTP	\$162,856	\$162,856	\$0	0%
Mentor Grants	\$0	\$0	\$0	---
Total Revenues	\$162,856	\$162,856	\$0	0%
Expenditures:				
DCNTP	\$162,856	\$162,856	\$0	0%
Mentor Grants	\$0	\$0	\$0	---
Total Expenditures	\$162,856	\$162,856	\$0	0%
Rev – Exp:	\$0	\$0	\$0	---
Beg Fund Balance	\$0	\$0	\$0	---
End Fund Balance	\$0	\$0	\$0	---

The Dane County New Teacher project is accounted for in this fund. This project is the new teacher mentoring program with 14 participating districts. Each district pays a share of the total costs of this program. The budget will be updated for the third draft of the budget in July.

LEASE

This LEASE, made and entered into by and between Waunakee Community School District (hereinafter referred to as “Lessor”) and County of Dane (hereinafter referred to as “Lessee”):

WITNESSETH

Section 1. **LEASED PREMISES.** Lessor, for and in consideration of the rents to be paid by Lessee and the conditions, provisions, reservations, and stipulations hereinafter set forth, does hereby lease unto Lessee office space more particularly designated and known as the Joining Forces for Families Office, 501 South Street, Waunakee, WI 53597, hereinafter referred to as the “Leased Premises”.

Section 2. **EXCLUSIVE USE OF LEASED PREMISES.** During the term of this Lease, Lessee shall be entitled to the exclusive use of the Leased Premises for the purpose of operating and conducting the business of a community office site for the Dane County Human Services Department or any other lawful use with the consent of Lessor, which consent shall not be unreasonably withheld.

Section 3. **LEASE TERM.** The term of this lease shall be for a period of eleven (11) months, beginning on July 1, 2023 and running through May 31, 2024.

Section 4. **RENTS.** As rent for the Leased Premises, Lessee shall pay to Lessor, or at such other place as Lessor may designate in writing from time to time, a total sum of \$75.00 per month for a total of \$825.00 per rental term.

Section 5. **RENTAL ADJUSTMENTS.** There are no rental adjustments for the term of the lease.

Section 6. **UTILITIES AND CERTAIN SERVICES.** Lessor shall be responsible for and furnish at its own expense all utilities except electricity, gas for the hot water heaters and telephone, required for Lessee’s use of the Leased Premises. Lawn care and snow removal is the responsibility of the Lessor.

Section 7. **ALTERATIONS PROHIBITED.** Lessee shall make no changes, alterations, additions or improvements to the Leased Premises or parts whereof without the prior written consent of Lessor.

Section 8. **NO SUBLET, ASSIGNMENT, RENEWAL.** There shall be no sublet or assignment of this lease unless in writing, consented to by Lessor.

Section 9. **REPAIRS.** Lessee shall keep and maintain the Leased Premises in good repair and condition except for damage by fire not occurring by fault of Lessee. Lessor shall make all necessary structural repairs or replacements, including but not limited to, repairs to the roof, foundation, parking lot and major mechanical systems.

Section 10. REMOVAL OF FIXTURES. Lessee may, upon termination or expiration of this lease, remove any trade fixtures installed by Lessee on condition that Lessee shall repair at its cost any damage caused by such removal.

Section 11. LESSOR'S ACCESS TO LEASED PREMISES. Lessor, or its authorized representative, shall be allowed access to the Leased Premises at reasonable times during business hours of Lessee for the purposes of examining the same, performing Lessor's obligations under this lease, maintaining and improving the building of which the Leased Premises are a part, responding to an emergency, preventing waste and exhibiting the Leased Premises to prospective tenants or purchasers.

Section 12. NO MUTUAL INDEMNIFICATION. Lessor and Lessee shall be responsible for the consequences of its own acts, errors or omissions and those of its employees, boards, commissions, agencies, officers and representatives and shall be responsible for any losses, claims and liabilities which are attributable to such acts, errors or omissions including providing its own defense. In situations of joint liability, Lessor and Lessee shall be responsible for consequences of its own acts, errors or omissions and those of its employees, agents, boards, commissions, agencies, officers and representatives. It is not the intent of the Lessor and Lessee to impose liability beyond that imposed by state statutes.

Section 13. NOTICES. If at any time it shall become necessary or desirable for Lessor to give or serve any notice, demand or communication upon Lessee or for Lessee to serve or give the same upon Lessor, such notice or demand or communication shall be in writing and shall be served personally, or shall be served or given by certified mail to the addresses as set forth below. If mailed as aforesaid, such notice, demand or communication shall be deemed to have been served or delivered when deposited in the United States mail, addressed aforesaid with postage property prepaid.

To Lessor: Waunakee Community School District
100 School Drive
Waunakee, WI 53597

To Lessee: Dane County Land & Water Resources
Attn: Real Estate Coordinator
5201 Fen Oak Drive, Room 208
Madison, WI 53718

Section 14. RULES. Lessee shall not perform any acts or carry on any practices which may injure the Leased Premises or be a nuisance or menace to neighboring property or neighboring tenants within the building. Lessee shall comply with all laws, statutes, ordinances, rules and regulations of any agency or government having authority or jurisdiction over the demised premises.

Section 15. LESSEE TO OBSERVE LESSOR'S RULES AND REGULATIONS. Lessee shall observe and comply with the Lessor's rules and regulations pertaining to the Leased Premises and adjacent common areas. Lessee agrees such rules and regulations may be rescinded, amended or added to by Lessor for the proper use, welfare and enjoyment of all tenants and

patrons of the building provided that any such rescission, amendment or addition (i) shall apply to all tenants equally and (ii) shall not unreasonably interfere with Lessee's planned use of the Lease Premises. Lessee shall have (5) days advance written notice of any such rescissions, amendments or additions and in the event Lessee shall object thereto in writing, such rescissions, amendments or additions shall not become effective against Lessee until Lessee and Lessor have negotiated and reached agreement therein. If Lessee is unable to accept Lessor's revised, rescinded or amended Rules and Regulations after fourteen (14) days, Lessee shall have the right to terminate its lease with a thirty (30) day notice. Any violation of existing or amended rules and regulations which continues or is not remedied within fourteen (14) days after receipt of notice thereof from Lessor shall constitute a material default in the lease entitling Lessor to re-enter the Leased Premises and move Lessee and to use any other remedies available to Lessor.

Section 16. **UNTENABLE PREMISES.** If the space assigned to Lessee is partially damaged by fire or other casualty, but not rendered untenable, Lessor shall repair the Leased Premises at its own cost and expense. If the damage is so extensive as to render the Leased Premises untenable but capable of being repaired, Lessor shall give Lessee a good faith estimate of the amount of time necessary to repair the Leased Premises to tenable condition and Lessee at its option may terminate the lease. If Lessee does not terminate the lease, the Leased Premises shall be repaired by Lessor at its own cost and expense and the rents payable by Lessee shall be paid up to the time of such damage and thereafter cease until such time as the Leased Premises shall be restored and again made tenable.

Section 17. **INSURANCE REQUIRED.** Lessee shall insure or otherwise protect itself against losses by fire, theft or other cause to any personal property of Lessee, its agents, employees of officers, which is in the Leased Premises.

Section 18. **LESSEE'S OBLIGATIONS.** During the term of this lease, Lessee agrees to pay the rents at the times and in the manner set forth herein. At the expiration thereof or earlier termination of the lease for any cause, Lessee agrees to deliver up the Leased Premises to Lessor peacefully and quietly in the condition called for by the terms of this lease, normal wear and tear excepted. Lessee further agrees that it will not cause any waste to be committed upon the Leased Premises; that it will use the same for the above named purposes only; that it will observe special care and caution to preserve the Leased Premises from damage or injury by fire or otherwise; that it will conduct its business or activities on the Leased Premises so as to keep the premiums of any insurance on any policy covering the Leased Premises at the lowest reasonable rate consistent with Lessee's use of the Leased Premises; that it will observe and comply with, at its own cost and expense, such rules and regulations as may be required by the fire insurance company or companies that may insure the Leased Premises; and that it will observe and comply with, at its own cost and expense, all ordinances or laws, rules and regulations of the County of Dane and the State of Wisconsin, and any agency thereof in connection with conducting its business or activities thereon.

Section 19. **LESSOR'S OBLIGATION.** Lessor shall be responsible, at its own cost and expense, for maintaining in good order, all mechanical systems including heating, water, sewer, other plumbing and all structural repairs.

Section 20. **DEFAULT OF LESSEE.** It is mutually understood and agreed that in case default be made in the payment of the rents above stipulated, provided that if Lessee fails to cure such default within fifteen (15) days after notice thereof is given by Lessor, or in case of noncompliance with any other conditions, covenants, terms and agreements herein contained, or any of them, to be kept and performed by Lessee provided Lessee fails to cure such non-compliance within ten (10) days after notice thereof is given by Lessor, then and in any such event it shall be lawful for Lessor, its agents, attorneys or assigns, at any time thereafter at the election of the Lessor, in addition to any and all other remedies provided by law or this lease, to declare said term ended and again to possess and enjoy the Leased Premises as before this lease.

Section 21. **LESSOR'S COVENANT OF PEACEFUL ENJOYMENT.** Lessor covenants and agrees with Lessee that upon Lessee paying the rents reserved herein and performing the covenants and agreements herein contained on its part, Lessee shall at all times during said term peaceably and quietly have, hold and enjoy the Leased Premises.

Section 22. **SUBORDINATION.** Lessee agrees to subordinate its interest in and to the Leased Premises to any first mortgage lien placed on the Leased Premises by Lessor during the term of the lease or any extension thereof and to execute any subordination agreement requested by such mortgagee of Lessor.

Section 23. **NONDISCRIMINATION.** In the performance of the services under this lease, Lessor and Lessee agree not to discriminate because of race, religion, marital status, age, color, sex, disability, national origin or ancestry, income level, or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, political beliefs or student status. Lessor and Lessee further agree not to discriminate against any contractor, subcontractor or person who offers to contract or subcontract for services under this lease because of race, religion, color, age, disability, sex or national origin.

Section 24. **EQUAL OPPORTUNITY EMPLOYER AND LANDLORD.** Lessor and Lessee shall in all solicitations for employment or tenancy placed on either's behalf, state that Lessor or Lessee is an "Equal Opportunity Employer" and complies with the Federal Fair Housing act of 1968.

Section 25. **NO WAIVER.** No failure or delay on the part of either party to enforce any of the terms, covenants, conditions or agreements hereof shall operate as a waiver thereof nor affect the right of the party to enforce the same upon a subsequent default or breach.

Section 26. **REMEDIES CUMULATIVE.** The rights and remedies herein granted are cumulative and are in addition to any given by any statute, rule of law, or otherwise, and the use of one remedy shall not be taken to exclude or waive the right to use another.

Section 27. **PARTIAL INVALIDITY.** The terms and provisions of this lease shall be deemed separable and if any term or provision of this lease or the application thereof to any person or circumstances shall to any extent be invalid or unenforceable, the remainder of this lease, or the application of such term or provision to persons or circumstances other than those as to which it is invalid or unenforceable, shall not be affected thereby, and each term, covenant or condition of this lease shall be valid and be enforced to the fullest extent permitted by law.

Section 28. CAPTIONS. The captions or paragraphs appearing in this lease are inserted only as a matter of convenience and in no way define or limit the scope or intent of such paragraphs of this lease, nor in any way affect this lease.

Section 29. SUCCESSORS AND ASSIGNS. This lease shall bind and insure to the benefit of the Lessor and Lessee hereto, its heirs, representatives, successors and assigns except as otherwise herein specifically provided.

Section 30. ENTIRE AGREEMENT. This lease sets forth all the covenants, promises, agreements, conditions and understandings between Lessor and Lessee concerning the Leased Premises, and there are no covenants, promises, agreements, conditions or understandings, either oral or written, between them other than those herein set forth. No subsequent amendment, change or addition to or of this lease shall be binding upon Lessor or Lessee unless the same is reduced to writing and signed by the Lessor and Lessee.

Section 31. CHOICE OF LAW. This lease will be interpreted according to the laws of Wisconsin and any action will be venued in Dane County. The lease will not be construed against the drafter.

Section 32. COUNTERPARTS. The parties may evidence their agreement to the foregoing upon one or several counterparts of this instrument, which together shall constitute a single instrument.

Section 33. COPIES VALID: This Agreement, and any amendment or addendum relating to it, may be executed and transmitted to any other party by legible facsimile reproduction or by scanned legible electronic PDF copy, and utilized in all respects as, an original, wet-inked manually executed document. Further, this Agreement and any amendment or addendum thereto, may be stored and reproduced by each party electronically, photographically, by photocopy or other similar process, and each party may at its option destroy any original document so reproduced. All parties hereto stipulate that any such legible reproduction shall be admissible in evidence as the original itself in any judicial, arbitration or administrative proceeding whether or not the original is in existence and whether or not such reproduction was made by each party in the regular course of business. This term does not apply to the service of notices under this Agreement.

IN WITNESS WHEREOF, LESSOR AND LESSEE, by their respective authorized agents, have set their hands and seals as of the day and date first set forth above.

FOR LESSOR:
Waunakee Community School District

FOR LESSEE:
County of Dane

Randy S. Guttenberg, District Administrator

Joseph T. Parisi, Dane County Executive

Scott McDonell, Dane County Clerk

CONTRACT
Waunakee Community School District
and
Dane County New Teacher Project

It is hereby agreed that the Dane County New Teacher Project, 501 South Street, Waunakee, WI 53597 for consideration of \$300 per month is permitted to utilize the facility at 501 South Street, Waunakee, WI for the Dane County New Teacher Project beginning on July 1, 2023 and terminating on June 30, 2024.

Dane County New Teacher Project is responsible for the care of the District facilities and equipment and agrees to pay any damages thereto. The Waunakee Community School District agrees to provide, at no additional cost, access to district facilities including, but not limited to, computer networks, telephone lines, copy machines, postage machines, etc. The Waunakee Community School District also agrees to provide all utilities and cleaning needed in the operation of the Dane County New Teacher Project.

The Waunakee Community School District assumes no insurance liability for the Dane County New Teacher Project program or its participants other than statutory liability as owner of the facilities being used. Dane County New Teacher Project agrees to carry adequate insurance and will name the Waunakee Community School District as an additional insured. A certificate of insurance shall be provided Waunakee Community School District to the Business Office.

HOLD HARMLESS AND INDEMNIFICATION:

The undersigned applicant(s) agree to abide by all rules, regulations, and policies of the Waunakee Community School District Board of Education regarding the use of school facilities to be used as hereinafter described. The undersigned do further agree to hold harmless and indemnify the Waunakee Community School District from any and all claims, losses, directly or indirectly related to the use of the facilities described herein by the undersigned and any guests, friends, or invitees which result in injury or loss of property to any person using the facilities herein described. The undersigned do further waive any claims, damages, losses or liabilities relating to the condition of the premises to be used, and if requested, to further carry liability insurance in an amount approved by the Waunakee Community School District, adding the Waunakee Community School District as an additional insured. The undersigned agree to being bound by any existing rules, regulations, or policies adopted by the Waunakee Community School District which may be changed, altered, or added at any time. The Waunakee Community School District agrees to indemnify and hold Dane County New Teacher Project harmless for any and all claims, damages, cost and expenses, resulting from any loss from the Waunakee Community School District's gross negligence or intentional misconduct in performing it's obligations under this agreement.



Steve Summers
Executive Director of Operations
Waunakee Community School District

(Date)

Dan Eckert
Dane County New Teacher Project

(Date)

CONTRACT
Child Care Program
Waunakee Community School District
and
Wisconsin Youth Company, Inc.

It is hereby agreed that Wisconsin Youth Company, Inc., 1201 McKenna Blvd., Madison, Wisconsin 53719 for consideration of \$2,850.00 per school per year, pro rated from beginning date to end date, is permitted to utilize the Heritage Elementary School for a school-aged child care program beginning on the Monday after the regular school year ends and terminating the August 31, 2023. Payment for the building usage is due no later than August 31, 2023.

The hours for the program will be 7:00 a.m. through 6:00 p.m. on the days school is in session. Additional care will be provided at one school site to be determined during staff development and teacher convention days. The program will be held in classrooms and/or other areas as specified by the building principal. Maximum number of participants shall not exceed the program's licensed maximum.

Wisconsin Youth Company, Inc. is responsible for the care of the District facilities and equipment and agrees to pay any damages thereto. Wisconsin Youth Company, Inc. will also be responsible for light housekeeping at the end of each session, i.e. pick up paper, materials used and etc., including putting chairs on top of classroom tables.

The Waunakee Community School District assumes no insurance liability for the school-aged childcare program or its participants other than statutory liability as owner of the facilities being used.

Wisconsin Youth Company, Inc. agrees to carry adequate insurance and will name the Waunakee Community School District as an additional insured. A certificate of insurance shall be provided Waunakee Community School District to the Business Office. Wisconsin Youth Company, Inc. agrees to abide by all State of Wisconsin rules and regulations related to child care providers and facilities.

HOLD HARMLESS AND INDEMNIFICATION:

The undersigned applicant(s) agree to abide by all rules, regulations, and policies of the Waunakee Community School District Board of Education regarding the use of school facilities to be used as hereinafter described. The undersigned do further agree to hold harmless and indemnify the Waunakee Community School District from any and all claims, losses, directly or indirectly related to the use of the facilities described herein by the undersigned and any guests, friends, or invitees which result in injury or loss of property to any person using the facilities herein described. The undersigned do further waive any claims, damages, losses or liabilities relating to the condition of the premises to be used, and if requested, to further carry liability insurance in an amount approved by the Waunakee Community School District, adding the Waunakee Community School District as an additional insured. The undersigned agree to being bound by any existing rules, regulations, or policies adopted by the Waunakee Community School District which may be changed, altered, or added at any time. The Waunakee Community School District agrees to indemnify and hold Wisconsin Youth Company, Inc. harmless for any and all claims, damages, cost and expenses, resulting from any loss from the Waunakee Community School District's gross negligence or intentional misconduct in performing its obligations under this agreement.



Steve Summers
Executive Director of Operations
Waunakee Community School District

(Date)

Layla Moosavi
Summer Program Manager
Wisconsin Youth Company, Inc.

(Date)

June 13, 2023

Wisconsin Youth Company, Inc.
Layla Moosavi, Summer Program Manager
1201 McKenna Blvd.
Madison, WI 53719

Day Care Contract 2023 Summer School

The Waunakee School Board has approved a contract with your company for providing daycare for the 2023 Camp Pleasant Valley summer session.

The agreement calls for a charge of \$2,850.00 per school building.

Enclosed are two copies of the agreement for your signature. Return one copy to me and keep the other copy for your file. Also be reminded that I need a copy of your Certificate of Insurance when your insurance renews.

If you have any questions please call me at (608) 849-2000 ext. 8491

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Summers". The signature is written in a cursive style with a large initial "S".

Steve Summers
Executive Director of Operations

CONTRACT
Child Care Program
Waunakee Community School District
and
Wisconsin Youth Company, Inc.

It is hereby agreed that Wisconsin Youth Company, Inc., 1201 McKenna Blvd., Madison, Wisconsin 53719 for consideration of \$2,850.00 per school per year, pro rated from beginning date to end date, is permitted to utilize the facilities of Heritage, Prairie, and Arboretum Elementary Schools for a school-aged child care program beginning on September 5, 2023 and terminating on June 7, 2024. Payment for the building usage is due no later than December 1, 2023.

The hours for the program will be 2:40 p.m. through 5:45 p.m. on the days school is in session. Additional care will be provided at one school site to be determined during staff development and teacher convention days. The program will be held in classrooms and/or other areas as specified by the building principal. Maximum number of participants shall not exceed the program's licensed maximum.

Wisconsin Youth Company, Inc. is responsible for the care of the District facilities and equipment and agrees to pay any damages thereto. Wisconsin Youth Company, Inc. will also be responsible for light housekeeping at the end of each session, i.e. pick up paper, materials used and etc., including putting chairs on top of classroom tables.

The Waunakee Community School District assumes no insurance liability for the school-aged childcare program or its participants other than statutory liability as owner of the facilities being used.

Wisconsin Youth Company, Inc. agrees to carry adequate insurance and will name the Waunakee Community School District as an additional insured. A certificate of insurance shall be provided Waunakee Community School District to the Business Office. Wisconsin Youth Company, Inc. agrees to abide by all State of Wisconsin rules and regulations related to child care providers and facilities.

HOLD HARMLESS AND INDEMNIFICATION:

The undersigned applicant(s) agree to abide by all rules, regulations, and policies of the Waunakee Community School District Board of Education regarding the use of school facilities to be used as hereinafter described. The undersigned do further agree to hold harmless and indemnify the Waunakee Community School District from any and all claims, losses, directly or indirectly related to the use of the facilities described herein by the undersigned and any guests, friends, or invitees which result in injury or loss of property to any person using the facilities herein described. The undersigned do further waive any claims, damages, losses or liabilities relating to the condition of the premises to be used, and if requested, to further carry liability insurance in an amount approved by the Waunakee Community School District, adding the Waunakee Community School District as an additional insured. The undersigned agree to being bound by any existing rules, regulations, or policies adopted by the Waunakee Community School District which may be changed, altered, or added at any time. The Waunakee Community School District agrees to indemnify and hold Wisconsin Youth Company, Inc. harmless for any and all claims, damages, cost and expenses, resulting from any loss from the Waunakee Community School District's gross negligence or intentional misconduct in performing its obligations under this agreement.



Steve Summers
Executive Director of Operations
Waunakee Community School District

(Date)

Rebecca Carlin
Director of Administration
Wisconsin Youth Company, Inc.

(Date)

June 13, 2023

Wisconsin Youth Company, Inc.
Rebecca Carlin, Director of Administration
1201 McKenna Blvd.
Madison, WI 53719

Day Care Contract 2023-2024 School Year

The Waunakee School Board has approved a contract with your company for providing after school daycare for the 2023-2024 school year.

The agreement calls for a charge of \$2,850.00 per school building.

Enclosed are two copies of the agreement for your signature. Return one copy to me and keep the other copy for your file. Also be reminded that I need a copy of your Certificate of Insurance when your insurance renews.

If you have any questions please call me at (608) 849-2000 ext. 8491.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Summers". The signature is written in a cursive style with a large initial "S".

Steve Summers
Executive Director of Operations

WAUNAKEE COMMUNITY SCHOOL DISTRICT

June 12th, 2023 BOARD MEETING

FUND BALANCE ACCOUNTING

	FUND BALANCE	July 1, 2022	ACCOUNT
<u>FUND</u>	<u>DESCRIPTION</u>	<u>FUND BALANCE</u>	<u>NUMBER</u>
10	General Fund - Unassigned fund balance	6,801,873.62	939900
10	General Fund - Restricted fund balance : Self insurance	542,621.22	936110
10	General Fund - Restricted fund balance : Common School Funds	3,352.75	936130
10	General Fund - Committed Fund Balance*	314,609.68	937900
10	General Fund - Assigned Fund Balance**	1,033,058.18	938900
	FUND 10 TOTAL	8,695,515.45	
21	Special Projects Funds - Restricted fund balance : Other	1,129,933.21	VARIES
30	Debt Service Funds - Restricted fund balance : Debt service retirement	2,339,080.69	936320
40	Capital Projects Funds - Restricted fund balance : Other***	807,447.02	936900
50	Food Service Fund - Restricted fund balance: Food service programs	138,416.28	936500
73	Employee Benefit Trust Fund - Restricted fund balance: Other	7,968,439.31	936900
80	Community Service Fund - Committed Fund Balance	517,594.50	937900
	Total	21,596,426.46	
*The purpose of the committed fund balance is to allocate funds committed by the School Board for parking lot replacement/repairs, Warrior Stadium turf replacement, Warrior Pitch turf replacement (new), and band uniform replacement.			
**The purpose of the assigned fund balance is to allocate funds to allow building/department budgets to carry over unspent funds from one fiscal year to the next.			
***The district will be utilizing an additional fund, fund 49, to record the transactions related to the November 2022 referendum.			

NOTICE OF CHANGE IN ADOPTED BUDGET
Waunakee Community School District

Notice is hereby given, in accordance with the provisions of Wisconsin Statute 65.90(5)(a), that the XXX School District adopted the following changes to previously approved budgeted 2022 - 23 amounts. The following presents only adopted budget line items with changes. Unchanged line items are not presented.

GENERAL FUND				
LINE ITEM	ACCOUNT CODE	PREVIOUS APPROVED AMOUNT \$	AMENDED APPROVED AMOUNT \$	CHANGE \$
Anticipated Revenue:				
Taxes	210	23,818,251.00	24,818,251.00	1,000,000.00
Non-Capital Sales	260	19,150.00	21,050.00	1,900.00
Earnings on Investments	280	10,000.00	500,000.00	490,000.00
Other Revenue from Local Sources	290	540,210.00	550,210.00	10,000.00
Payments for Services	340	2,015,177.00	1,991,000.00	(24,177.00)
State Aid - Categorical	610	355,337.00	408,170.00	52,833.00
State Special Project Grants	630	251,779.00	252,659.00	880.00
Other Revenue from State Sources	690	3,363,077.00	3,129,833.00	(233,244.00)
Federal Aid - Categorical	710	18,182.00	22,801.00	4,619.00
Federal Special Projects Aid Transited through	730	2,123,132.00	2,552,000.84	428,868.84
Adjustments	960	49,503.00	0.00	(49,503.00)
Refund of Disbursement	970	106,000.00	131,000.00	25,000.00
Total Anticipated Revenues		57,382,866.00	59,090,042.84	1,707,176.84
Expenditure Appropriations:				
Undifferentiated Curriculum	110000	13,786,725.00	14,200,373.28	413,648.28
Regular Curriculum	120000	8,946,149.00	9,410,349.00	464,200.00
Vocational Curriculum	130000	2,099,027.00	2,103,646.00	4,619.00
Pupil Services	210000	1,828,469.00	1,828,969.00	500.00
Instructional Staff Services	220000	4,016,561.00	3,974,027.00	(42,534.00)
School Building Administration	240000	4,027,298.00	4,033,298.00	6,000.00
Business Administration	250000	8,229,016.00	8,475,756.00	246,740.00
Other Support Services	290000	2,401,937.00	2,401,890.28	(46.72)
Transfers To Another Fund	410000	6,416,057.00	6,611,610.00	195,553.00
Total Expenditure Appropriations		57,382,866.00	58,671,545.56	1,288,679.56
Projected Ending Fund Balance:				
Fund Balance, Restricted	Enter	0.00	0.00	0.00
Projected Ending Fund Balance	Enter	0.00	0.00	0.00

SPECIAL REVENUE FUND				
LINE ITEM	ACCOUNT CODE	PREVIOUS APPROVED AMOUNT \$	AMENDED APPROVED AMOUNT \$	CHANGE \$
Anticipated Revenue:				
Non-Capital Sales	260	68,850.00	95,850.00	27,000.00
School Activity Income	270	313,340.00	367,440.00	54,100.00

Other Revenue from Local Sources	290	962,950.00	612,730.00	(350,220.00)
Total Anticipated Revenues		1,346,320.00	1,077,200.00	(269,120.00)
Expenditure Appropriations:				
Regular Curriculum	120000	10,600.00	34,600.00	24,000.00
Co-Curricular Activities	160000	675,245.00	796,945.00	121,700.00
Pupil Services	210000	5,230.00	10,230.00	5,000.00
Business Administration	250000	6,300.00	22,800.00	16,500.00
Total Expenditure Appropriations		853,539.00	1,020,739.00	167,200.00
Projected Ending Fund Balance:				
Fund Balance, Restricted	Enter	0.00	0.00	0.00
Projected Ending Fund Balance	Enter	0.00	0.00	0.00

SPECIAL EDUCATION FUND				
LINE ITEM	ACCOUNT CODE	PREVIOUS APPROVED AMOUNT \$	AMENDED APPROVED AMOUNT \$	CHANGE \$
Anticipated Revenue:				
General Fund	110	6,416,057.00	6,611,610.00	195,553.00
Federal Special Projects Aid Transited through	730	922,500.00	1,013,168.70	90,668.70
Total Anticipated Revenues		10,074,383.00	10,360,604.70	286,221.70
Expenditure Appropriations:				
Special Education Curriculum	150000	7,294,048.00	7,585,269.70	291,221.70
Pupil Services	210000	1,736,533.00	1,731,533.00	(5,000.00)
Total Expenditure Appropriations		10,074,383.00	10,360,604.70	286,221.70
Projected Ending Fund Balance:				
Fund Balance, Restricted	Enter	0.00	0.00	0.00
Projected Ending Fund Balance	Enter	0.00	0.00	0.00

REFERENDUM DEBT SERVICE FUND				
LINE ITEM	ACCOUNT CODE	PREVIOUS APPROVED AMOUNT \$	AMENDED APPROVED AMOUNT \$	CHANGE \$
Anticipated Revenue:				
Taxes	210	14,342,804.00	13,342,804.00	(1,000,000.00)
Earnings on Investments	280	1,000.00	21,000.00	20,000.00
Total Anticipated Revenues		14,343,804.00	13,363,804.00	(980,000.00)
Expenditure Appropriations:				
Debt Services	280000	14,348,804.00	8,018,131.00	(6,330,673.00)
Total Expenditure Appropriations		14,348,804.00	8,018,131.00	(6,330,673.00)
Projected Ending Fund Balance:				
Fund Balance, Restricted	Enter	0.00	0.00	0.00
Projected Ending Fund Balance	Enter	0.00	0.00	0.00

CAPITAL EXPANSION FUND				
LINE ITEM	ACCOUNT CODE	PREVIOUS APPROVED AMOUNT \$	AMENDED APPROVED AMOUNT \$	CHANGE \$

Anticipated Revenue:				
Total Anticipated Revenues		1,000.00	1,000.00	0.00
Expenditure Appropriations:				
Business Administration	250000	492,007.00	804,575.00	312,568.00
Total Expenditure Appropriations		492,007.00	804,575.00	312,568.00
Projected Ending Fund Balance:				
Fund Balance, Restricted	Enter	0.00	0.00	0.00
Projected Ending Fund Balance	Enter	0.00	0.00	0.00

OTHER CAPITAL PROJECTS FUND				
LINE ITEM	ACCOUNT CODE	PREVIOUS APPROVED AMOUNT \$	AMENDED APPROVED AMOUNT \$	CHANGE \$
Anticipated Revenue:				
Earnings on Investments	280	0.00	725,000.00	725,000.00
Long-Term Debt Proceeds	870	0.00	108,980,000.00	108,980,000.00
Total Anticipated Revenues		0.00	109,705,000.00	109,705,000.00
Expenditure Appropriations:				
Business Administration	250000	0.00	6,506,800.00	6,506,800.00
Total Expenditure Appropriations		0.00	6,506,800.00	6,506,800.00
Projected Ending Fund Balance:				
Fund Balance, Restricted	Enter	0.00	0.00	0.00
Projected Ending Fund Balance	Enter	0.00	0.00	0.00

FOOD SERVICE FUND				
LINE ITEM	ACCOUNT CODE	PREVIOUS APPROVED AMOUNT \$	AMENDED APPROVED AMOUNT \$	CHANGE \$
Anticipated Revenue:				
Total Anticipated Revenues		2,836,807.00	2,836,807.00	0.00
Expenditure Appropriations:				
Business Administration	250000	2,768,640.00	2,975,224.00	206,584.00
Total Expenditure Appropriations		2,768,640.00	2,975,224.00	206,584.00
Projected Ending Fund Balance:				
Fund Balance, Restricted	Enter	0.00	0.00	0.00
Projected Ending Fund Balance	Enter	0.00	0.00	0.00

PENSION AND OTHER EMPLOYEE BENEFIT TRUST FUND				
LINE ITEM	ACCOUNT CODE	PREVIOUS APPROVED AMOUNT \$	AMENDED APPROVED AMOUNT \$	CHANGE \$
Anticipated Revenue:				
Total Anticipated Revenues		378,000.00	378,000.00	0.00
Expenditure Appropriations:				
Fund Balance, Restricted	Enter	0.00	0.00	0.00
Projected Ending Fund Balance	Enter	0.00	0.00	0.00

COMMUNITY SERVICE FUND

LINE ITEM	ACCOUNT CODE	PREVIOUS APPROVED AMOUNT \$	AMENDED APPROVED AMOUNT \$	CHANGE \$
Anticipated Revenue:				
Total Anticipated Revenues		633,200.00	633,200.00	0.00
Expenditure Appropriations:				
School Building Administration	240000	50,000.00	110,000.00	60,000.00
Central Services	260000	0.00	30,000.00	30,000.00
Total Expenditure Appropriations		678,200.00	768,200.00	90,000.00
Projected Ending Fund Balance:				
Fund Balance, Restricted	Enter	0.00	0.00	0.00
Projected Ending Fund Balance	Enter	0.00	0.00	0.00

OTHER PACKAGE AND COOPERATIVE PROGRAM FUNDS

LINE ITEM	ACCOUNT CODE	PREVIOUS APPROVED AMOUNT \$	AMENDED APPROVED AMOUNT \$	CHANGE \$
Anticipated Revenue:				
Total Anticipated Revenues		162,856.00	162,856.00	0.00
Expenditure Appropriations:				
Fund Balance, Restricted	Enter	0.00	0.00	0.00
Projected Ending Fund Balance	Enter	0.00	0.00	0.00

**Waunakee Community School District
FACILITY USE FEE SCHEDULE**

ALL RATES ARE PER DAY (Unless otherwise noted)	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6
Warrior Stadium& Warrior Pitch*^	N/C	Exhibit 1	Exhibit 1	Exhibit 1	Exhibit 1	Exhibit 1
Aquatic Center*	N/C	Exhibit 2	Exhibit 2	Exhibit 2	Exhibit 2	Exhibit 2
Performing Arts Center*	N/C	Exhibit 3	Exhibit 3	Exhibit 3	Exhibit 3	Exhibit 3
Class 1 Facilities (Warrior Stadium, Pitch, Pool, PAC not included)	N/C	\$200	\$250	\$300	\$400	\$500
Class 2 Facilities	N/C	\$60	\$80	\$100	\$160	\$200
Class 3 Facilities	N/C	\$40	\$60	\$80	\$100	\$160
Class 4 Facilities	N/C	\$25	\$25	\$25	\$25	\$50
Staff Costs:						
Custodial, Facility Set-up/Take down (\$45/hour outside of scheduled time)	N/C	\$45/hr (was \$30)	\$45/hr (was \$30)	\$45/hr (was \$30)	\$45/hr (was \$30)	\$45/hr (was \$30)
Field Preparation (Lining)	N/C	N/C	\$45/hr \$45/hr (was \$30)	\$45/hr (was \$30)	\$45/hr (was \$30)	\$45/hr (was \$30)
Specialized Classroom Equipment	N/C	\$50/hr (was \$35)	\$50/hr (was \$35)	\$50/hr (was \$35)	\$50/hr (was \$35)	\$50/hr (was \$35)
Tech Support	N/C	N/C	N/C	N/C	N/C	N/C
Television	N/C	N/C	N/C	N/C	N/C	N/C
VCR/DVD Player	N/C	N/C	N/C	N/C	N/C	N/C
Screen	N/C	N/C	N/C	N/C	N/C	N/C
Overhead Projector	N/C	N/C	N/C	N/C	N/C	N/C
Computer/Video Projector	N/C	N/C	N/C	N/C	N/C	N/C
Portable Sound System	N/C	N/C	N/C	N/C	N/C	N/C
Risers (each)	N/C	N/C	N/C	N/C	N/C	N/C
Tables	N/C	N/C	N/C	N/C	N/C	N/C
Chairs	N/C	N/C	N/C	N/C	N/C	N/C

*Other charges do apply see specific policy exhibits for more details.

^**The first \$30,000** Warrior Stadium gate receipts will be set aside to its own budget item for future artificial turf purchases.

ADDITIONAL FEES/CHARGES:

- When a custodian is not scheduled, and one needs to be assigned, there will be a \$45/hour custodial fee charged to all groups. If the event size requires more staff, the WCSD reserves the right to add custodial staff and charge fee to user group.
- Facility uses or events for groups 2, 3, 4, 5, or 6 that involve large groups (in excess of 100 people consisting of participants/attendee/audience) will be assessed a daily supply charge to offset the cost of custodial supplies (i.e. toilet paper, paper towels, trash liners, cleaning supplies, etc...) require to support the event.
- Group Size (participants/attendees/audience) 100-199 (\$25) 200-299 (\$35) 300-399 (\$25) 400-499 (\$45) 500-750 (\$60) 750 and above (\$85). For large events, additional charges for portable restrooms, trash receptacles, or trash disposal may be added.

- When an admission fee is charged to spectators/audiences, the facility use fees will be charge to group classifications 2, 3, 4, 5, and 6.
- District Gymnasiums (Classes 1, 2, & 3) can be rented for half days at a rate of 50% of the daily fee

WCSD Facilities User Group Expectations

The WCSD is pleased to rent and allow community and non-community groups the use of school district facilities in the evenings and on weekends. The District is very proud of our facilities and wants them to be used as much and as often as possible. There are some expectations that the WCSD has of the groups renting/using the district buildings.

- Reserve the facilities well in advance through the WCSD Activities Office (849-2103).
- Complete/Submit necessary paper work that will include a Waiver Damage Form and a Certificate of Insurance which may be required.
- Be as specific as possible on needs you may have in terms of set-up so that things such as tables, chairs, garbage cans, etc. can be made available prior to event.
- For events/activities where children are involved, there will be a custodian on duty. They are there to assist during the events, but will also have other work responsibilities to attend too.
- The WCSD provides supervision for school sponsored events only. There is no supervision of children done by school staff for non-school sponsored events/activities. All participants and spectators should remain in the areas designated for the event. Small children must be supervised and not allowed to roam around school facilities unsupervised. Children that are not supervised can be injured or damage school property. If children are left unsupervised around the schools, the district can restrict the use of a facility or hire supervision that will be charged back to the user group.
- During an event and at the completion of the event, please assist in cleaning up the areas that are being used.
- Immediately report any damage that may take place.

Minutes of Facility Committee Meeting

The Board of Education Waunakee Community School District

A Facility Committee Meeting of the Board of Education of Waunakee Community School District was held Monday, June 5, 2023, beginning at 5:30 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

Chairperson Ensign called the meeting to order at 5:37pm.

II. ROLL CALL

Ensign, Dotzler, Heinemann (arrived at 5:43pm)

Also Present: Guttenberg, Summers, Cramer, Dean Kaminski (Prairie Elementary), Katie Schmuck (Prairie Elementary), Rich Stoffels (Vogel Brothers), Jason Ropson (Johnson Controls)

III. APPROVE AGENDA

A motion was made by Dotzler to approve the agenda as posted. Motion carried 2-0.

IV. PUBLIC COMMENTS

There were no public comments for this meeting.

V. HERITAGE ELEMENTARY SCHOOL

Summers introduced Rich Stoffels from Vogel Brothers who presented and answered questions regarding the Heritage Elementary School masonry bids. These bids will be considered by the full board at the Special meeting scheduled later on 6/5/23.

A motion was made by Dotzler, second by Heinemann to recommend that the full board consider awarding the masonry bid to JP Cullen as presented. Motion carried 3-0.

Rich Stoffels also presented and answered questions regarding bids for Elevator Water proofing, Metal Framing and Drywall, and Glass and Glazing. These bids are attached to the agenda. These bids will be considered by the full board on 6/12/23.

A motion was made by Heinemann, second by Dotzler, to recommend that the full board consider awarding the Elevator Waterproof bid to Zander Solutions as presented. Motion carried 3-0.

A motion was made by Dotzler, second by Heinemann, to recommend that the full board consider awarding the Metal Framing and Drywall bid to Statz and Harrop as presented. Motion carried 3-0.

A motion was made by Heinemann, second by Dotzler, to recommend that the full board consider awarding the Glass and Glazing bid to Hellenbrand Glass as presented. Motion carried 3-0.

VI. MIDDLE SCHOOL FIRE SAFETY PROJECT BID

Cramer presented and answered questions regarding the middle school fire safety project. The facility committee approved the planning of this project during the February committee meeting. The school board approved this project on February 13th. Johnson Controls installed the new fire alarm panel at the middle school over winter break 21-22. Only Johnson Controls can provide the devices and programming for this project. A motion was made by Dotzler, second by Heinemann, to recommend that the full board consider the turnkey bid from Johnson Controls for this project. Motion carried 3-0.

VII. PRAIRIE ELEMENTARY SCHOOL REMODELING PROJECT

Kaminski and Schmuck presented and answered questions regarding the remodeling project at Prairie Elementary School. The costs for this project would come out of the Prairie allocation for capital maintenance projects included in the November 2022 referendum. A motion was made by Dotzler, second by Heinemann, to recommend to the full board to consider moving forward with this project as presented. Motion carried 3-0.

VIII. FUTURE MEETINGS

IX. ADJOURN

A motion was made by Dotzler, second by Heinemann to adjourn the meeting at 6:01PM. Motion carried 3-0.

WCSD - New Heritage Elementary School
Elevator Waterproofing

Company	Zander Solutions	Chenery Bros	Hillside Damproofing	Job Spread	Difference
Date	23-May	NO BID	NO BID		
Contact	Shane Voigt				
Phone #	608-833-6620				
BID	\$ 9,995	\$ -	\$ -	\$ 14,004	\$ 4,009

WCSD - New Heritage Elementary School
Metal Framing and Drywall

Company	Statz and Harrop	Wall Panel Prefab	Common Links Construction	Hallmark Drywall	RockWell Group	Job Spread	Difference
Date	23-May	23-May	23-May	18-May	18-May		
Contact	Jeff Statz	Ben Lengfeld	Justin Radichel	Jeffery Frydenlund	Erik Jalowy		
Phone #	(608) 831-6661	(608) 210-3281	(262)391.3961	(608) 222-1570	(815) 266-4200		73
BID	\$ 3,295,200	\$ 3,367,911	\$ 3,775,550	\$ 3,897,000	\$ 3,942,150	\$ 3,600,000	\$ 304,800

WCSD - New Heritage Elementary School
Glass and Glazing

Company	Hellenbrand Glass	Mobile Glass	Lake City Glass	Klein Dickert	Job Spread	Difference
Date	23-May	23-May	23-May	NO BID		
Contact	James Haag	Dan Burhans	Joel Janik			
Phone #	608.849.8675	608.849.4113	608.204.7694			
BID	\$ 2,204,450	\$ 2,397,871	\$ 2,910,000		\$ 2,145,100	\$ (59,350) ₇₄



WAUNAKEE
COMMUNITY SCHOOL DISTRICT

PES Room Furniture

B100, B129, B128, B124

Rational:

- Classroom spaces have been repurposed but not meeting the instructional needs
- Spaces being underutilized



Proposed Plan:

- B100 and B129 - two computer labs that are not being used to full capacity
 - B100 Hinders STEAM/ Makerspace collaboration
 - Flexibility needed for Makerspace and Technology experiences for technology class and for grade level classroom
 - B 129 Former computer lab space not being used
 - Flexibility for classes, professional develop/collaboration space, or small groups
- B124 and B128 was a single kindergarten classroom that was divided into two rooms with the 2015 referendum (Early Childhood was still here).
 - Now the spaces serve as classrooms (Wellness/Guidance and Spanish).
 - Currently have 2 Spanish Classrooms (due to building size). Inequitable room flexibility between the two spaces.



K-1 Coding in B100



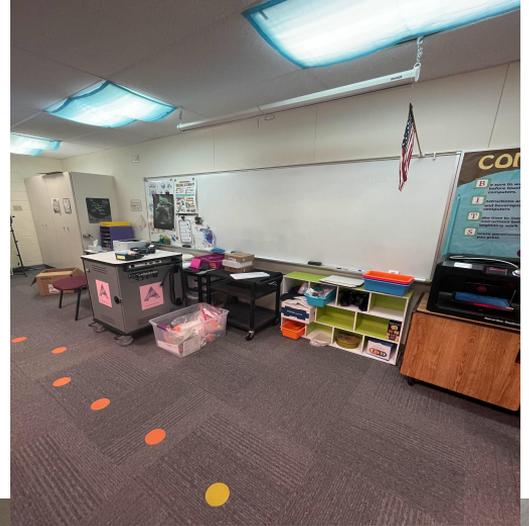
Coding Clubs in B100



Makerspace Activities in B100



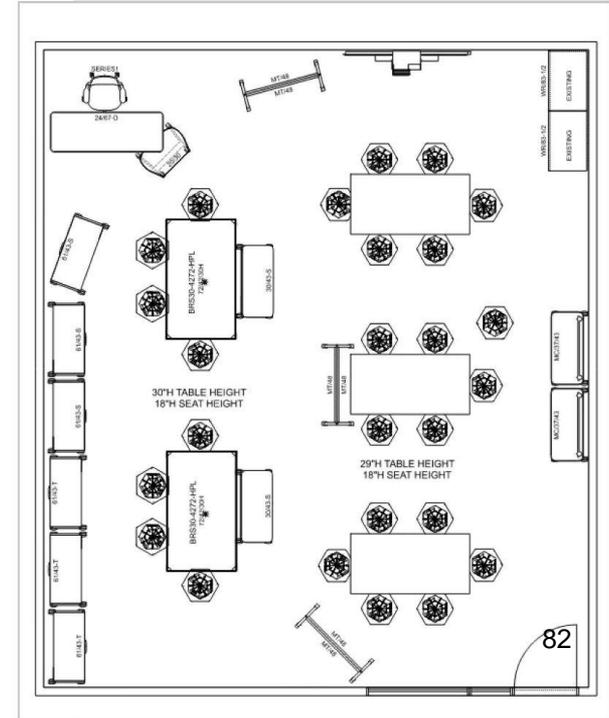
Current Room Layout/Furniture B100



Proposed Layout/Furniture B100

waunakee prairie elementary

CLASSROOM B100 - LAYOUT



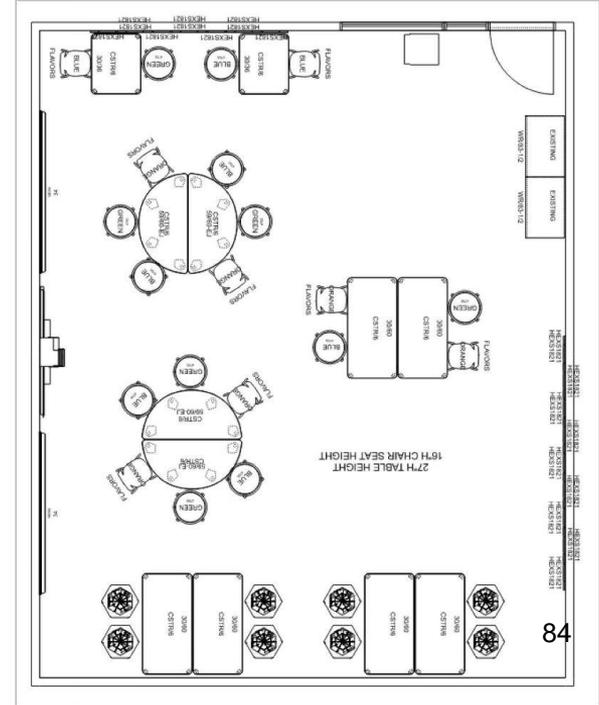
Current Room Layout/Furniture B129



Proposed Room Layout/Furniture B129

waunakee prairie elementary

CLASSROOM B129 - LAYOUT



Current Room Layout/Furniture B128 (Spanish)



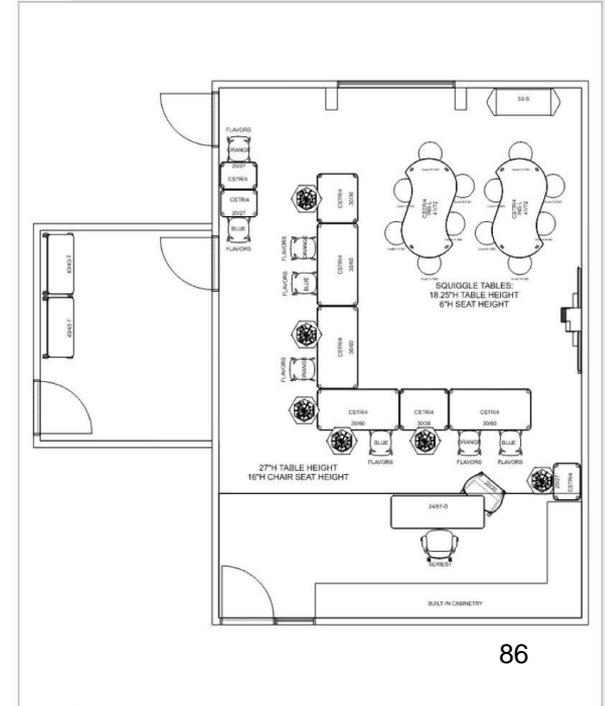
Comparison to B108 (Spanish)



waunakee prairie elementary

CLASSROOM B128 - LAYOUT

Proposed Room Layout/Furniture B128 (Spanish)



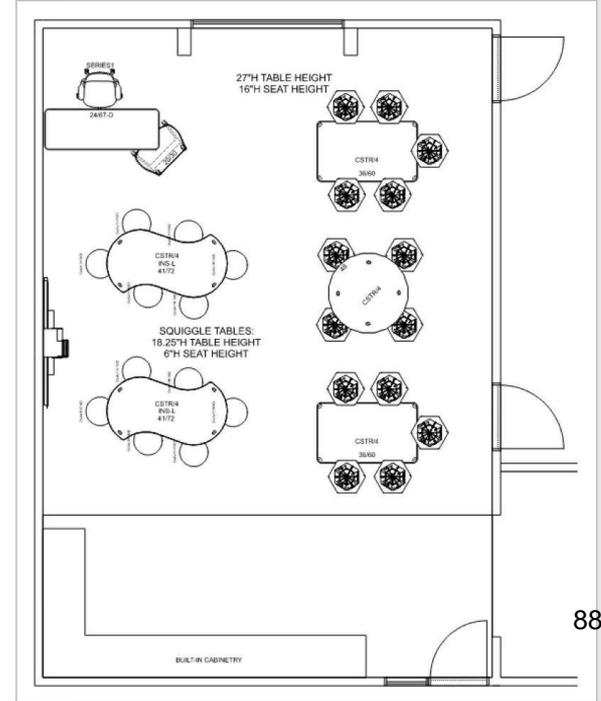
Current Room Layout/Furniture B124



waunakee prairie elementary

Proposed Room Layout/Furniture B124

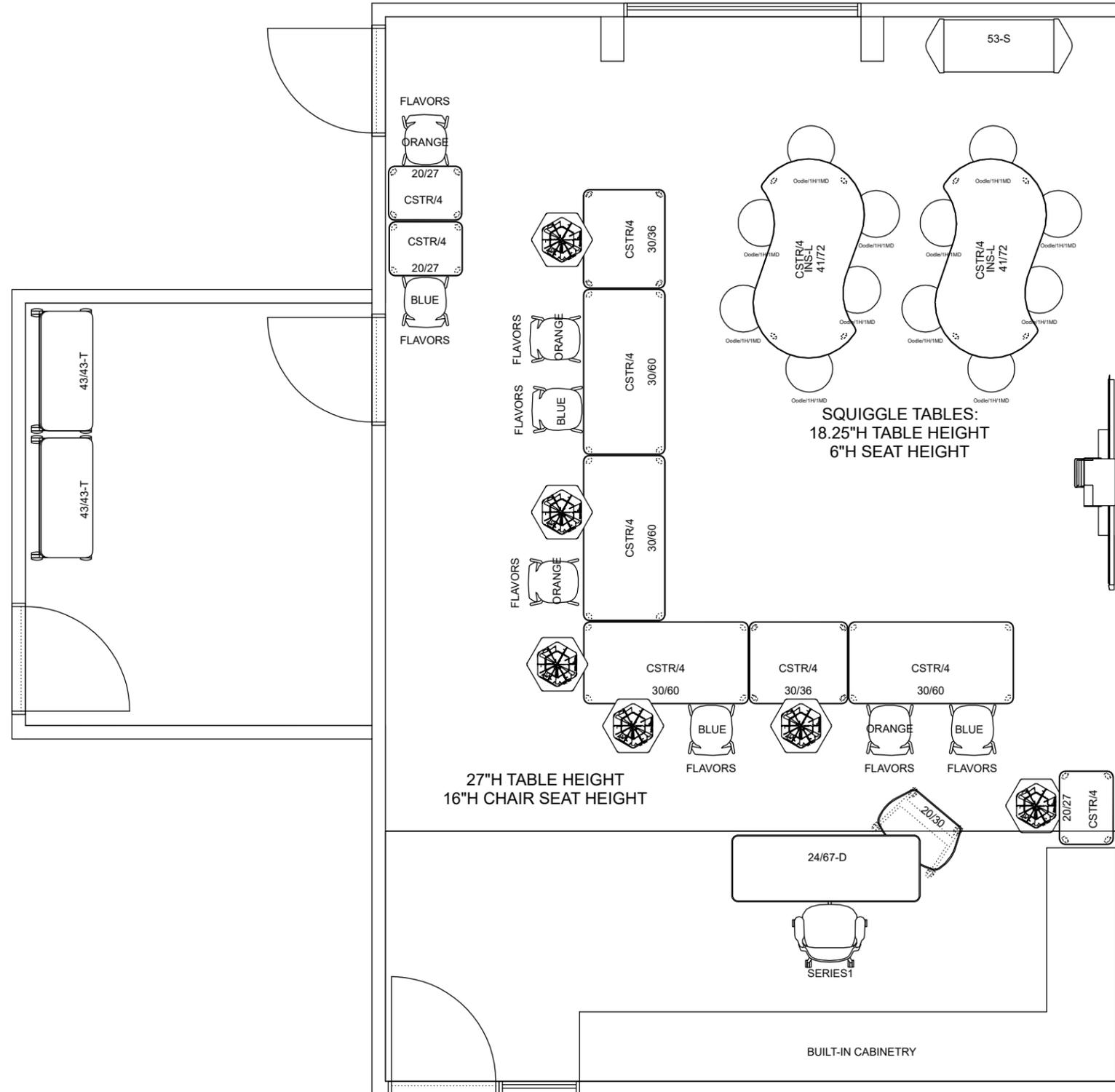
CLASSROOM B124 - LAYOUT



WAUNAKEE PRAIRIE ELEMENTARY

CLASSROOMS B100, B129, B128, B124

ROOM B128



Scale 1/4" = 1'

ATMOSPHERE
COMMERCIAL INTERIORS

Minneapolis
Madison | GreenBay | EauClaire | Wausau
Phoenix | Tucson
Rockford
www.atmosphereci.com

Drawings and specifications provide interior design and layout plans in sufficient detail for installation of project. Designs represented by these drawings are the property of Atmosphere Commercial Interiors (ACI) and shall not be altered, used by, or disclosed to any person or firm outside the scope of this project without written permission of (ACI). Architect and Contractors shall verify and be responsible for all dimensions and conditions on the job and shall notify (ACI) of all variations from the dimensions and conditions shown. Written dimensions shall take precedence over scaled dimensions. Architects and Contractors shall be responsible for preparing demolition and construction drawings or verifying drawings provided by others. Architects and Contractors shall be responsible for supervising all demolition and constructions. Contractors shall be responsible for submitting shop drawings to (ACI) before proceeding with fabrication.

REVISIONS:

REV	REVISION DESCRIPTION	DWN	DATE
1	REV1	AH	6/5/2023

SALES TEAM :

Tina Chervenka 920-593-9435
90

DESIGN TEAM :

Amanda Hillen 920-809-5388

PROJECT MANAGER:

Michelle Nagorsen 608.819.1563

PROJECT NAME & ADDRESS
**WAUNAKEE PRAIRIE
CLASSROOMS B100, B129, B128, B124**

SHEET TITLE
OVERALL PLAN

FILE NAME: Prairie Elementary Misc Rooms.cmdrw

DRAWING DATE: 6/1/2023

PROJ/ORDER #: 10745



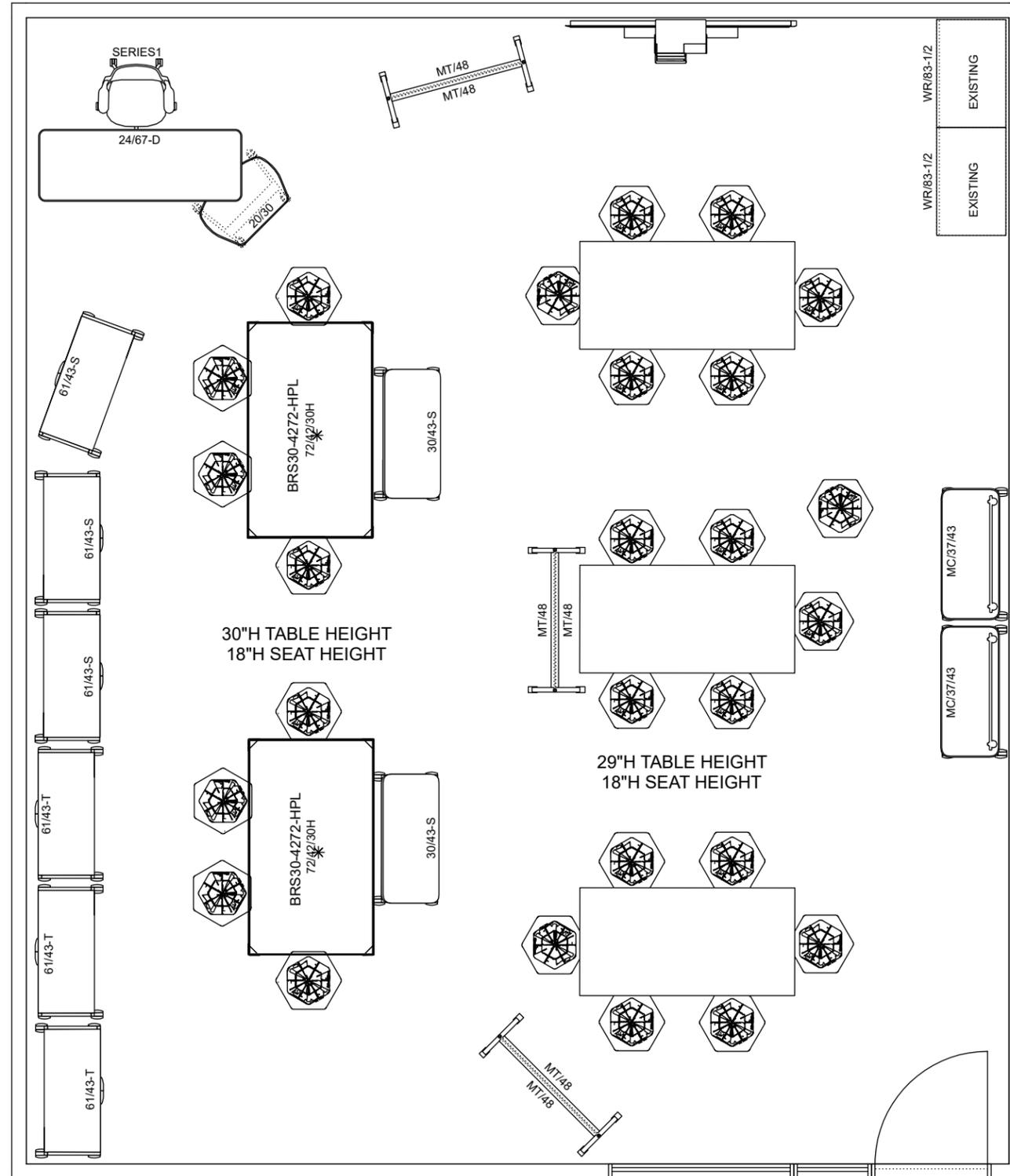
SCALE:
1/4" = 1'-0"

SHEET
2/4

WAUNAKEE PRAIRIE ELEMENTARY

CLASSROOMS B100, B129, B128, B124

ROOM B100



Scale 1/4" = 1'

ATMOSPHERE
COMMERCIAL INTERIORS

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REVISIONS:

REV	REVISION DESCRIPTION	DWN	DATE
1	REV1	AH	6/5/2023

SALES TEAM :

Tina Chervenka 920-593-9435
91

DESIGN TEAM :

Amanda Hillen 920-809-5388

PROJECT MANAGER:

Michelle Nagorsen 608.819.1563

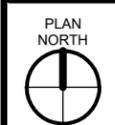
PROJECT NAME & ADDRESS
WAUNAKEE PRAIRIE
CLASSROOMS B100, B129, B128, B124

SHEET TITLE
OVERALL PLAN

FILE NAME: Prairie Elementary Misc Rooms.cmdrw

DRAWING DATE: 6/1/2023

PROJ/ORDER #: 10745



SCALE:
1/4" = 1'-0"

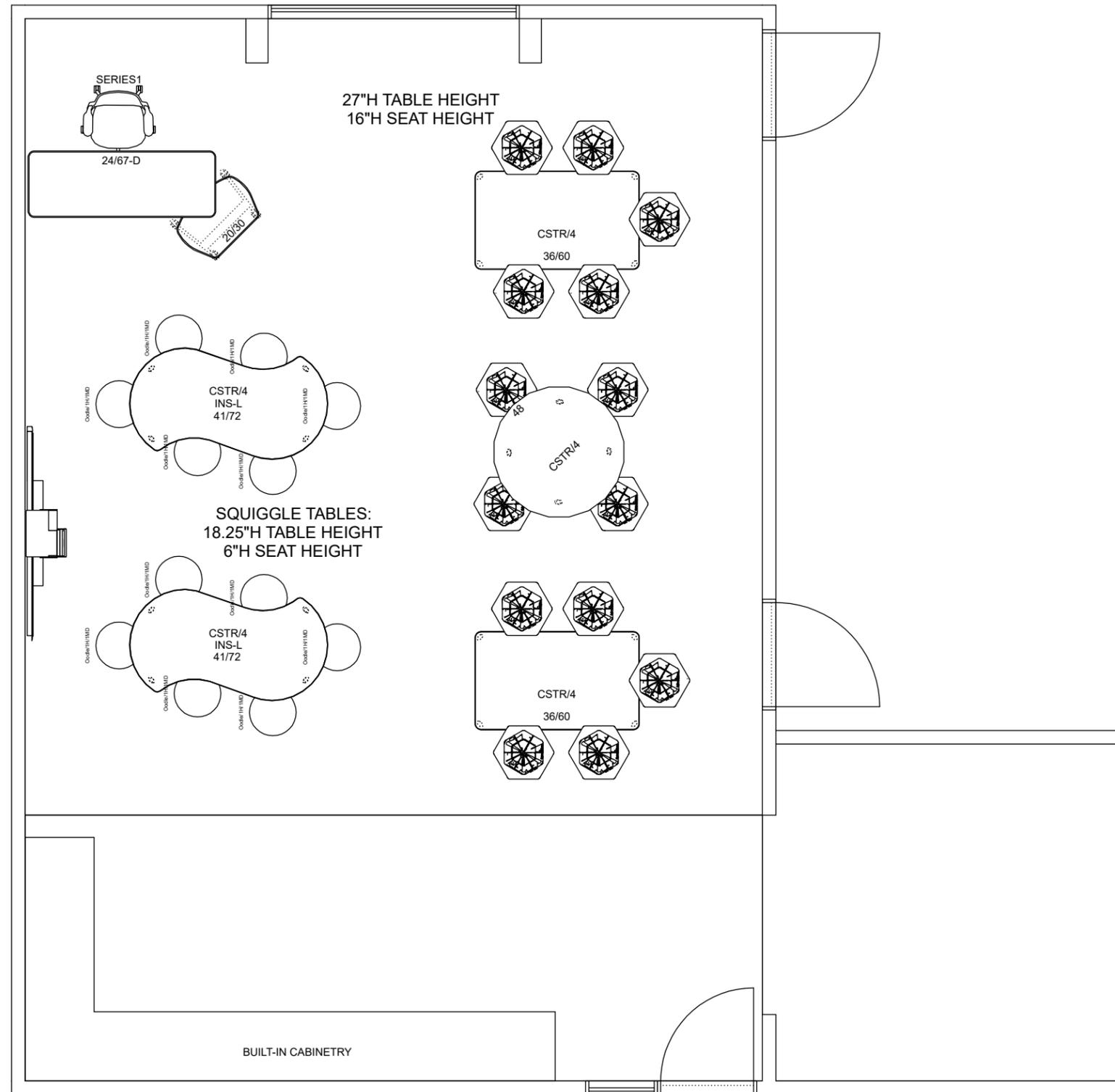
SHEET

3/4

WAUNAKEE PRAIRIE ELEMENTARY

CLASSROOMS B100, B129, B128, B124

ROOM B124



ATMOSPHERE
COMMERCIAL INTERIORS

Minneapolis
Madison | GreenBay | EauClaire | Wausau
Phoenix | Tucson
Rockford
www.atmosphereci.com

Drawings and specifications provide interior design and layout plans in sufficient detail for installation of project. Designs represented by these drawings are the property of Atmosphere Commercial Interiors (ACI) and shall not be altered, used by, or disclosed to any person or firm outside the scope of this project without written permission of (ACI). Architect and Contractors shall verify and be responsible for all dimensions and conditions on the job and shall notify (ACI) of all variations from the dimensions and conditions shown. Written dimensions shall take precedence over scaled dimensions. Architects and Contractors shall be responsible for preparing demolition and construction drawings or verifying drawings provided by others. Architects and Contractors shall be responsible for supervising all demolition and constructions. Contractors shall be responsible for submitting shop drawings to (ACI) before proceeding with fabrication.

REVISIONS:

EV	REVISION DESCRIPTION	DWN	DATE
1	REV1	AH	6/5/2023

SALES TEAM :

Tina Chervenka 920-593-9435
92

DESIGN TEAM :

Amanda Hillen 920-809-5388

PROJECT MANAGER:

Michelle Nagorsen 608.819.1563

PROJECT NAME & ADDRESS
WAUNAKEE PRAIRIE
CLASSROOMS B100, B129, B128, B124

SHEET TITLE
OVERALL PLAN

FILE NAME: Prairie Elementary Misc Rooms.cmdw
DRAWING DATE: 6/1/2023
PROJ/ORDER #: 10745

 PLAN NORTH	SCALE: 1/4" = 1'-0"
	SHEET 4/4

Scale 1/4" = 1'

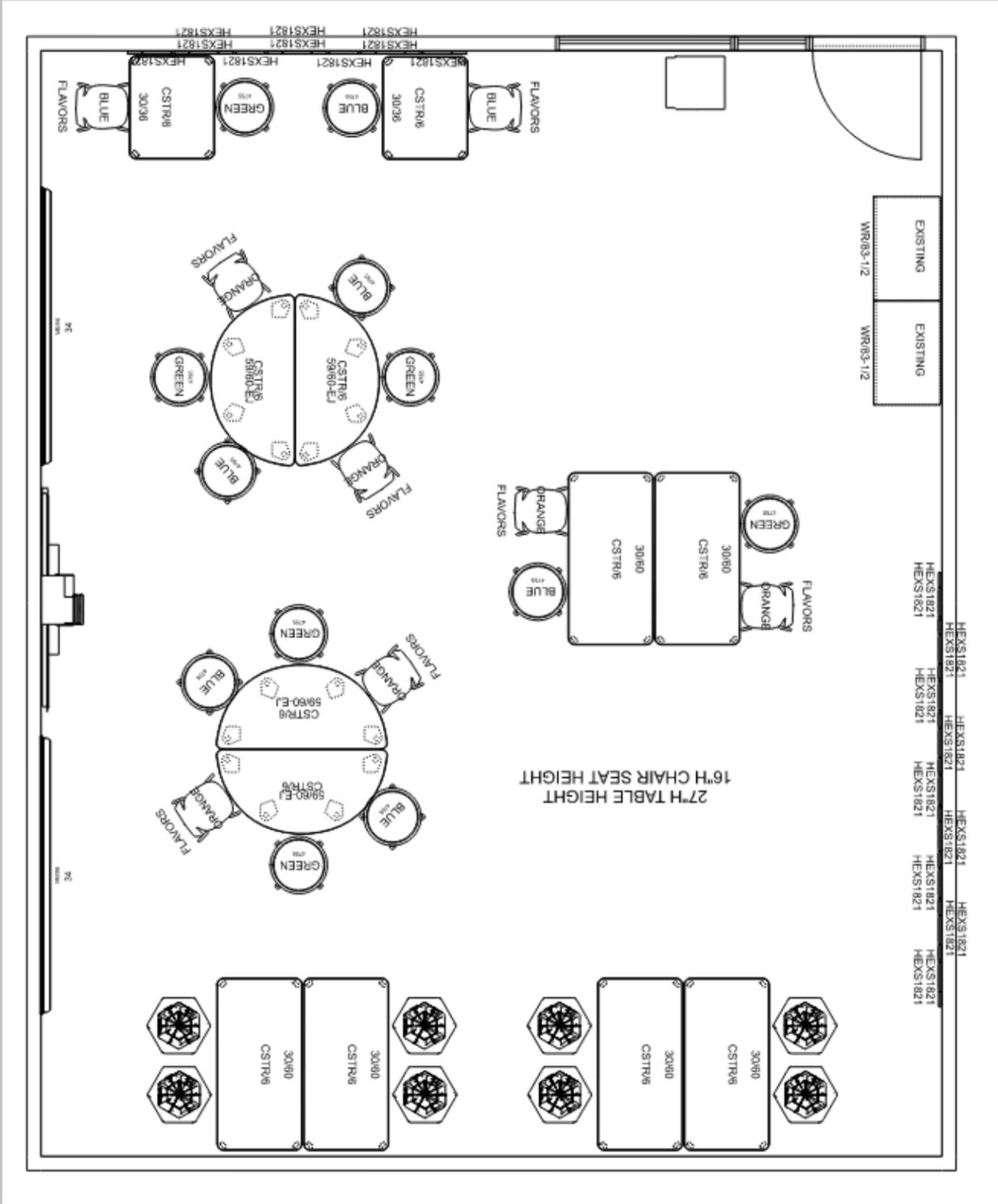
A modern classroom interior with large windows, whiteboards, and various tables and chairs. The room is bright and airy, with a high ceiling and recessed lighting. The furniture includes several white tables with green and blue legs, and grey chairs. There are also blue armchairs and a small table with a backpack on it. The walls are white with several whiteboards and clipboards. The floor is a light-colored carpet.

waunakee prairie elementary B100, B129, B128, B124

ATMOSPHERE COMMERCIAL INTERIORS
JUNE 2023

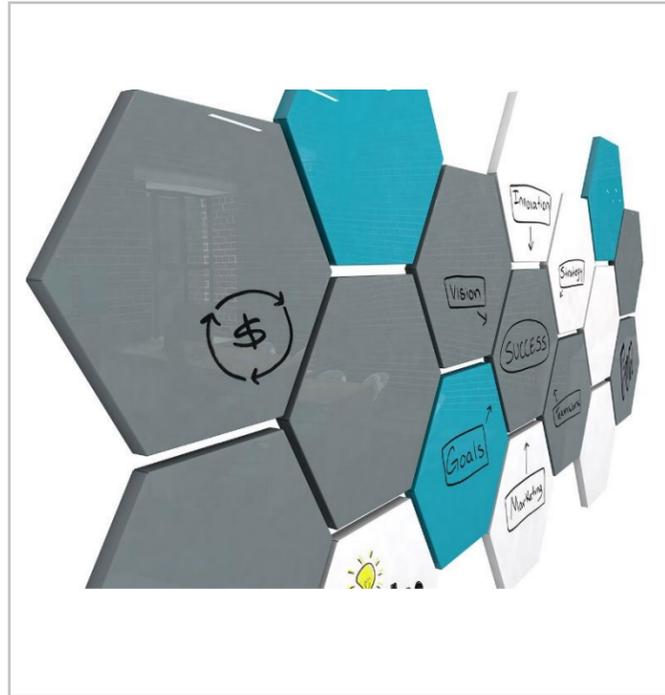
waunakee prairie elementary

CLASSROOM B129 - LAYOUT



waunakee prairie elementary

CLASSROOM B129 - FURNITURE



Hex Markerboard

Magnetic
Powder Coated Steel
18" x 21"

Quantity:
8 – Bright Blue
7 – Lime Green
7 – Marigold
6 - White



Steelcase 110 Series Markerboard

48"H x 96"W
Ceramic Steel
Aluminum Frame
Marker Tray at Bottom

Quantity:
2



Tenjam Twisted Hex

15.5"H Seat height
19-1/4"W x 21-7/8"D
Poly Sides
Seat Cushion
Stacking
Supports up to 350 lbs

Quantity:
8 - Orange



Safco Runts Ball Chair

15.5"H Seat height
19-1/4"W x 21-7/8"D
Poly Sides
Seat Cushion
Stacking
Supports up to 350 lbs

Quantity:
6 – Blue
6 – Sour Apple



waunakee prairie elementary

CLASSROOM B129 - FURNITURE



Smith Systems Flavors Chair

16"H Seat Height
Poly Seat & Back
Platinum Frame

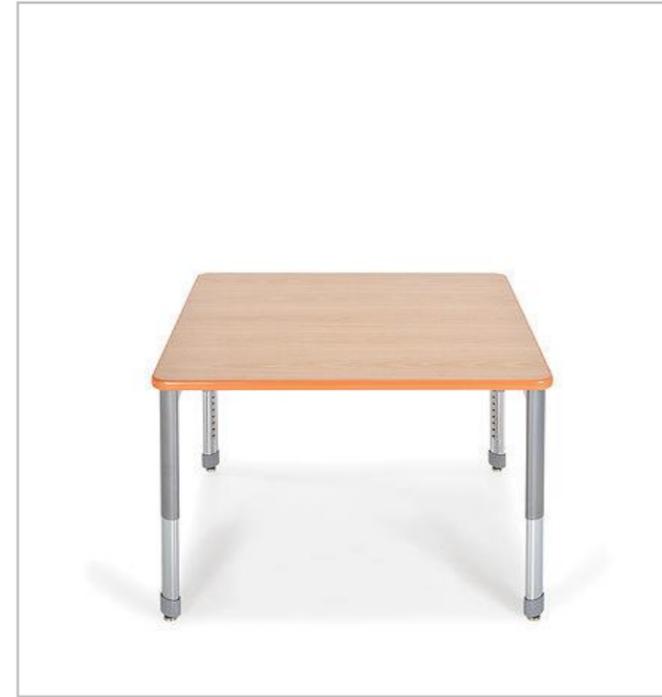
Quantity:
2 – Persian Blue
6 – Orange



Smith Systems Interchange Table

30"D x 60"W x 22"-34"H
Laminate Top w/ T-Mold Edge
Metal Post Legs on Casters

Quantity:
6 – Fusion Maple Laminate w/ Navy Edge



Smith Systems Interchange Table

30"D x 36"W x 22"-34"H
Laminate Top w/ T-Mold Edge
Metal Post Legs on Casters

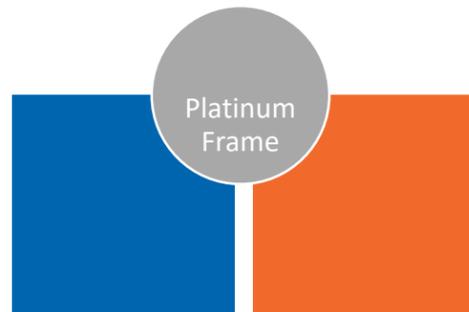
Quantity:
2 – Fusion Maple Laminate w/ Navy Edge



Smith Systems Elemental Table

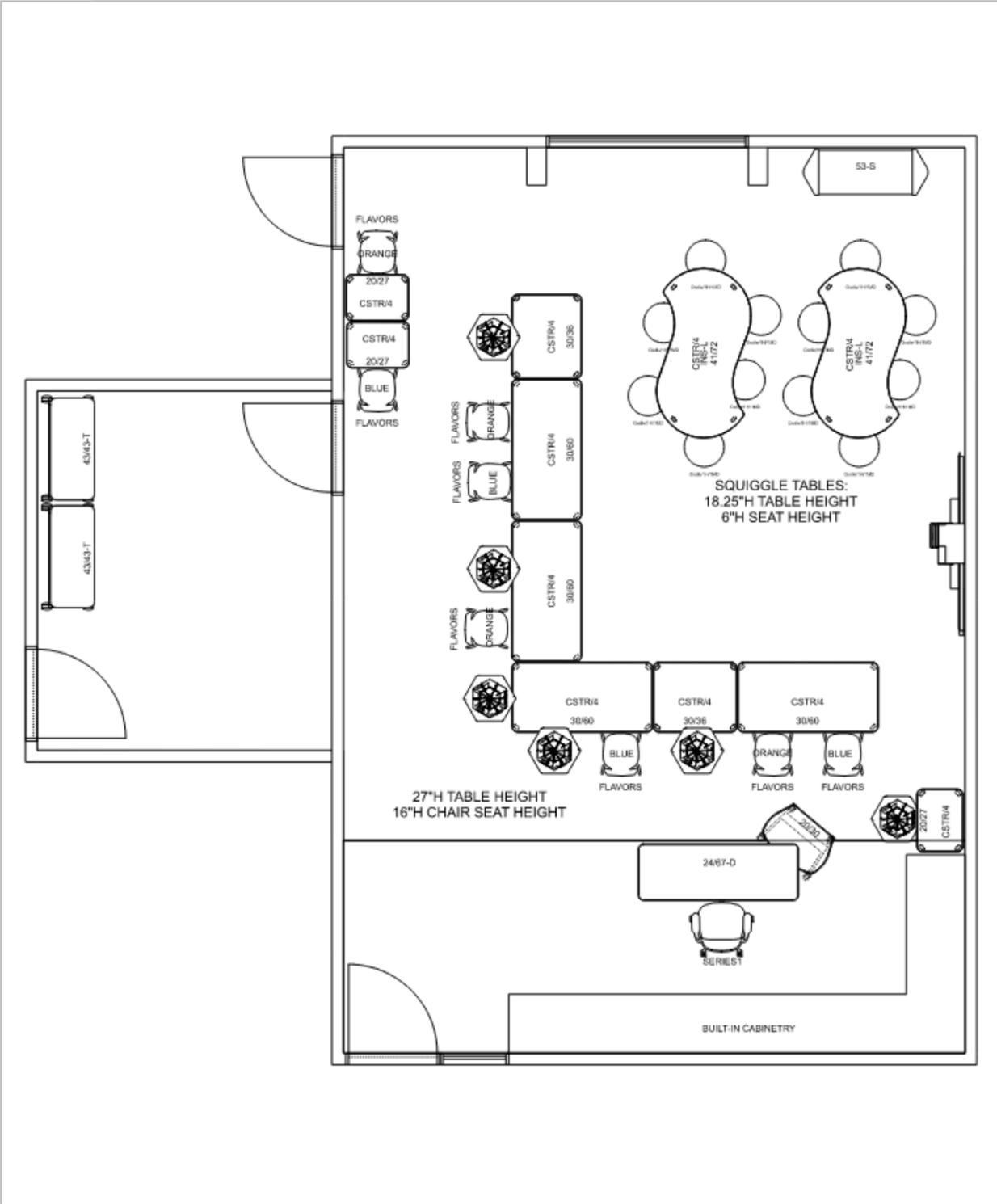
30"D x 60"W x 21.5"-35.5"H
Laminate Top w/ T-Mold Edge
Metal Post Legs on Casters

Quantity:
4 – Fusion Maple Laminate w/ Navy Edge



waunakee prairie elementary

CLASSROOM B128 - LAYOUT



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waunakee prairie elementary

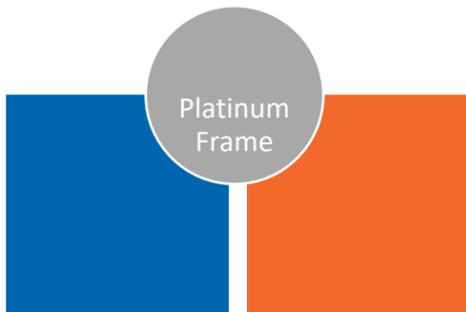
CLASSROOM B128 - FURNITURE



Smith Systems Flavors Chair

16"H Seat Height
Poly Seat & Back
Platinum Frame

Quantity:
4 – Persian Blue
4 – Orange



Tenjam Twisted Hex

15.5"H Seat height
19-1/4"W x 21-7/8"D
Poly Sides
Seat Cushion
Stacking
Supports up to 350 lbs

Quantity:
6 - Orange



Smith Systems Oodle

3 Stool Sections
1 Rocker Base – for use on carpet

Quantity:
4 - Apple



Smith Systems Flowform Straight Storage

19"D x 53"W x 40"H
Laminate Bookcase on Casters
Vinyl Upholstered Sides
Whiteboard Back
Poly Pull Handles

Quantity:
1 – Mission Maple Laminate w/ Fog Vinyl Sides



waunakee prairie elementary

CLASSROOM B128 - FURNITURE



Smith Systems Interchange Desk

20"D x 27"W x 22"-34"H
Laminate Top w/ T-Mold Edge
Metal Post Legs on Casters

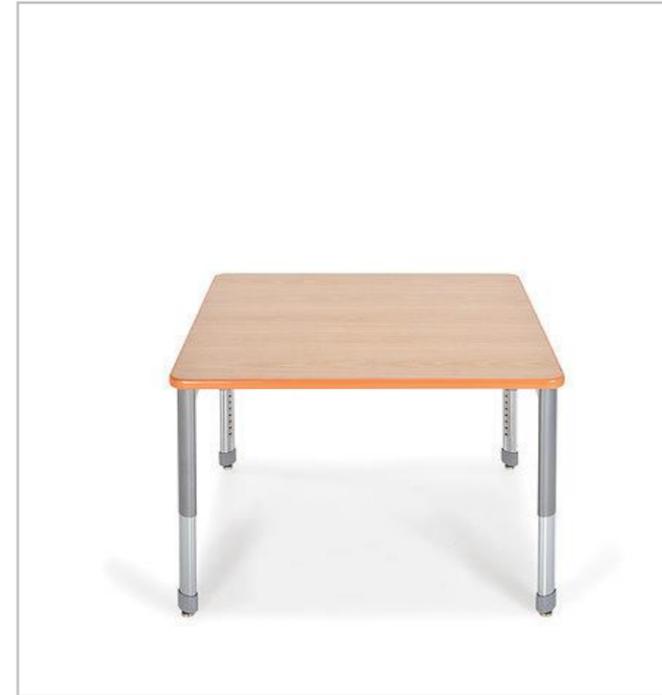
Quantity:
3 – Fusion Maple Laminate w/ Navy Edge



Smith Systems Interchange Table

30"D x 60"W x 22"-34"H
Laminate Top w/ T-Mold Edge
Metal Post Legs on Casters

Quantity:
4 – Fusion Maple Laminate w/ Navy Edge



Smith Systems Interchange Table

30"D x 36"W x 22"-34"H
Laminate Top w/ T-Mold Edge
Metal Post Legs on Casters

Quantity:
2 – Fusion Maple Laminate w/ Navy Edge



Smith Systems Interchange Squiggle Table

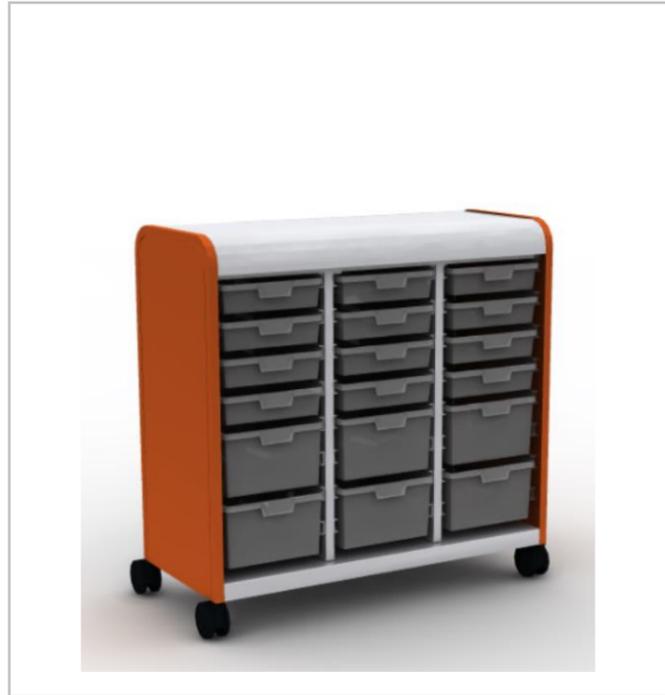
41"D x 72"W x 18.25"-22.25"H
Laminate Top w/ T-Mold Edge
Metal Post Legs on Casters
Low Range Leg Inserts

Quantity:
2 – Fusion Maple Laminate w/ Navy Edge



waunakee prairie elementary

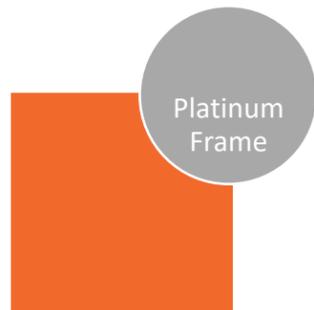
CLASSROOM B128 - FURNITURE



Smith Systems Cascade Mega-Cabinet

19"D x 43"W x 43.3"H
 Open Metal Case on Casters
 Poly Sides
 Eight 3"D totes & four 6"D totes

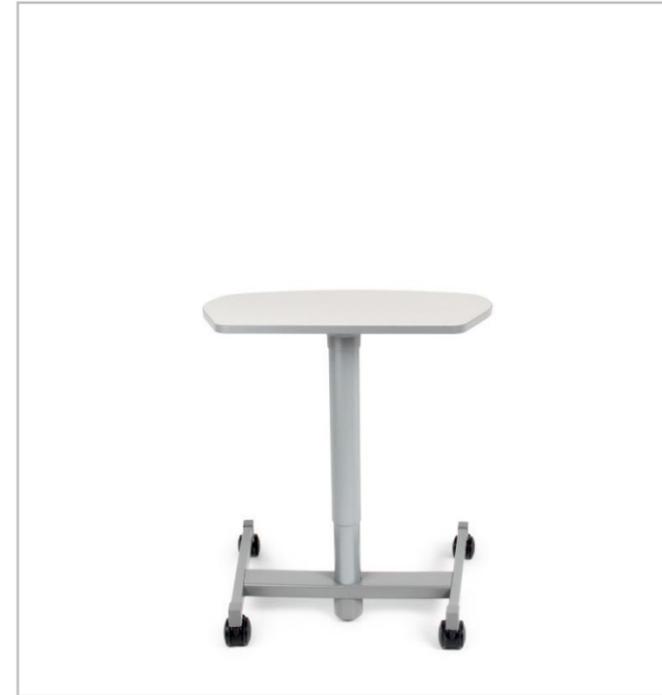
Quantity:
 2 – Orange



Smith Systems Cascade Teacher Desk

24"D x 67"W x 30.25"H
 Laminate Top w/ T-Mold Edge
 Metal Base on Casters
 2 Box/Box/File Pedestals

Quantity:
 1 – Fusion Maple Laminate w/ Navy Edge



Smith Systems Silhouette Sit & Stand Desk

21"D x 30"W x 26-41"H
 Laminate Top w/ T-Mold Edge
 Metal Height Adj Base on Casters

Quantity:
 1 – Fusion Maple Laminate w/ Navy Edge



100

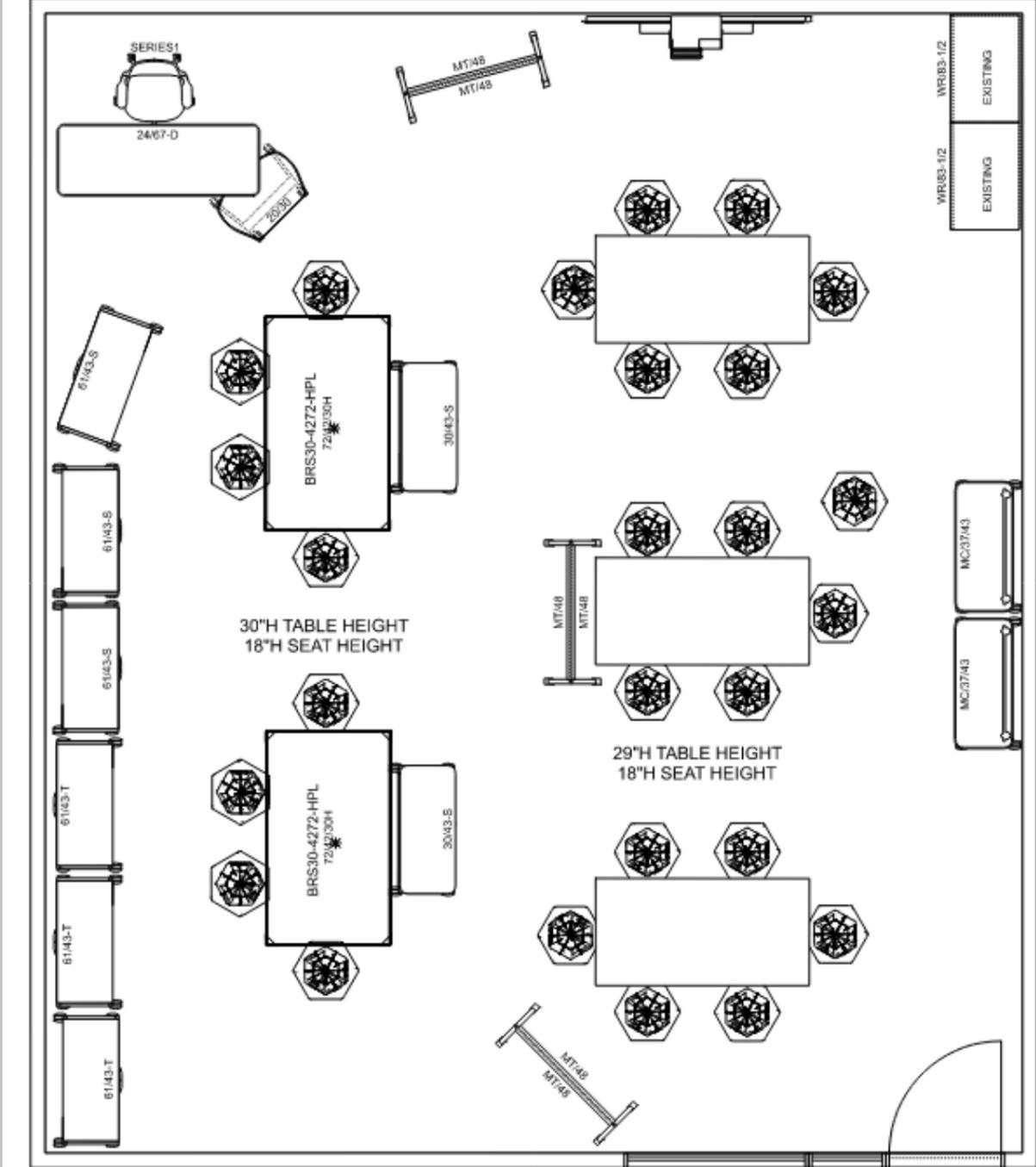
Steelcase Series 1 Chair

Mesh Back
 Upholstered Seat
 Adjustable Lumbar
 Fully Adjustable Arms
 Adjustable Seat Depth
 5-Star Caster Base

Quantity:
 1 – Grade 1 Finishes TBD

waunakee prairie elementary

CLASSROOM B100 - LAYOUT



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waunakee prairie elementary

CLASSROOM B100 - FURNITURE



Tenjam Twisted Hex

18"H Seat height
19-1/4"W x 21-7/8"D
Poly Sides
Seat Cushion
Stacking
Supports up to 350 lbs

Quantity:
26 - Orange



Smith Systems Planner Studio Table

36"D x 72"W x 29"H
Butcher Block Top
Metal Legs on Casters

Quantity:
3 – Butcher Block top w/ Apple Legs



CEF Brainstorm Workbench

42"D x 72"W x 30"H Fixed Height
Laminate Top
Metal Base on Casters
Robotics Bumper Kit

Quantity:
2 – Laminate TBD w/ Silver Base



102

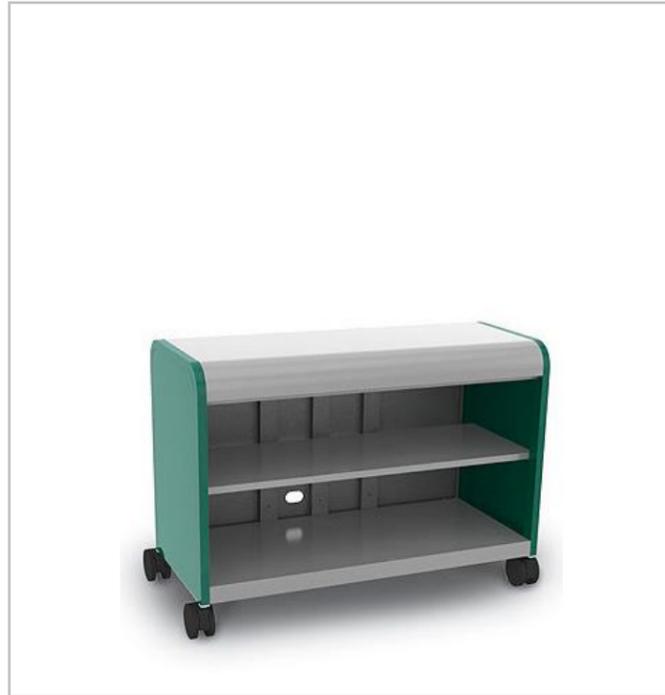
Steelcase Groupworks Mobile Markerboard

48"W x 66"H
Ceramic Steel Markerboard
Metal Frame on Casters
Marker Tray at top

Quantity:
3

waunakee prairie elementary

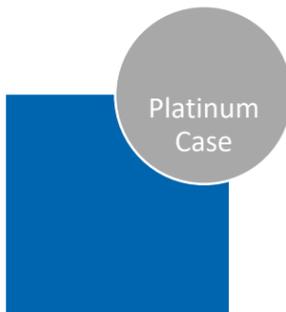
CLASSROOM B100 - FURNITURE



Smith Systems Cascade Mega-Case

19"D x 43"W x 34"H
Open Metal Case on Casters
Poly Sides
2 Shelves

Quantity:
2 – Persian Blue



Smith Systems Cascade Makercart

19"D x 43"W x 37"H
Double Door Metal Case on Casters
Poly Sides
Features to include - Riser Shelf, Apparatus Rod, Power

Quantity:
2 – Fusion Maple Laminate w/ Apple Edge & Sides



Smith Systems Cascade Mega-Tower

19"D x 43"W x 61.4"H
Double Door Metal Case on Casters
Poly Sides & Whiteboard Back
Nine 3"D totes, nine 6"D totes & three 12"D totes

Quantity:
3 – Persian Blue



Smith Systems Cascade Mega-Tower

19"D x 43"W x 61.4"H
Double Door Metal Case on Casters
Poly Sides & Whiteboard Back
4 shelves

Quantity:
3 – Apple



waunakee prairie elementary

CLASSROOM B100 - FURNITURE



Smith Systems Cascade Teacher Desk

24"D x 67"W x 30.25"H
 Laminate Top w/ T-Mold Edge
 Metal Base on Casters
 2 Box/Box/File Pedestals

Quantity:
 1 – Fusion Maple Laminate w/ Navy Edge



Smith Systems Silhouette Sit & Stand Desk

21"D x 30"W x 26-41"H
 Laminate Top w/ T-Mold Edge
 Metal Height Adj Base on Casters

Quantity:
 1 – Fusion Maple Laminate w/ Navy Edge



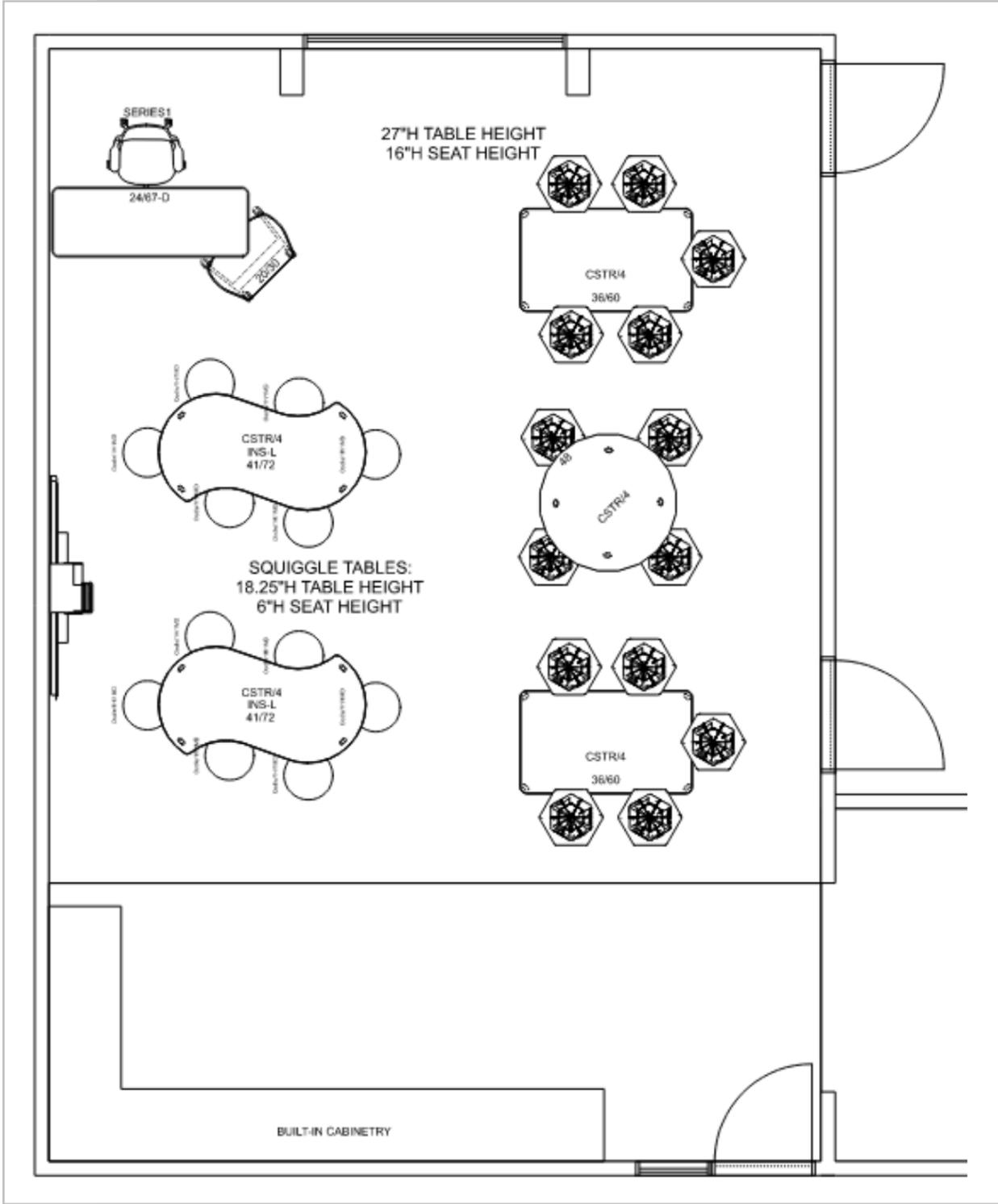
Steelcase Series 1 Chair

Mesh Back
 Upholstered Seat
 Adjustable Lumbar
 Fully Adjustable Arms
 Adjustable Seat Depth
 5-Star Caster Base

Quantity:
 1 – Grade 1 Finishes TBD

waunakee prairie elementary

CLASSROOM B124 - LAYOUT



105

waunakee prairie elementary

CLASSROOM B124 - FURNITURE



Tenjam Twisted Hex

15.5"H Seat height
19-1/4"W x 21-7/8"D
Poly Sides
Seat Cushion
Stacking
Supports up to 350 lbs

Quantity:
14 - Orange



Smith Systems Interchange Table

36"D x 60"W x 22"-34"H
Laminate Top w/ T-Mold Edge
Metal Post Legs on Casters

Quantity:
2 – Fusion Maple Laminate w/ Navy Edge



Smith Systems Interchange Table

48"Diameter x 22"-34"H
Laminate Top w/ T-Mold Edge
Metal Post Legs on Casters

Quantity:
1 – Fusion Maple Laminate w/ Navy Edge



Smith Systems Interchange Squiggle Table

41"D x 72"W x 18.25"-22.25"H
Laminate Top w/ T-Mold Edge
Metal Post Legs on Casters
Low Range Leg Inserts

Quantity:
2 – Fusion Maple Laminate w/ Navy Edge



waunakee prairie elementary

CLASSROOM B124 - FURNITURE



Smith Systems Oodle

3 Stool Sections
1 Rocker Base – for use on carpet

Quantity:
4 - Apple



Smith Systems Cascade Teacher Desk

24"D x 67"W x 30.25"H
Laminate Top w/ T-Mold Edge
Metal Base on Casters
2 Box/Box/File Pedestals

Quantity:
1 – Fusion Maple Laminate w/ Navy Edge



Smith Systems Silhouette Sit & Stand Desk

21"D x 30"W x 26-41"H
Laminate Top w/ T-Mold Edge
Metal Height Adj Base on Casters

Quantity:
1 – Fusion Maple Laminate w/ Navy Edge

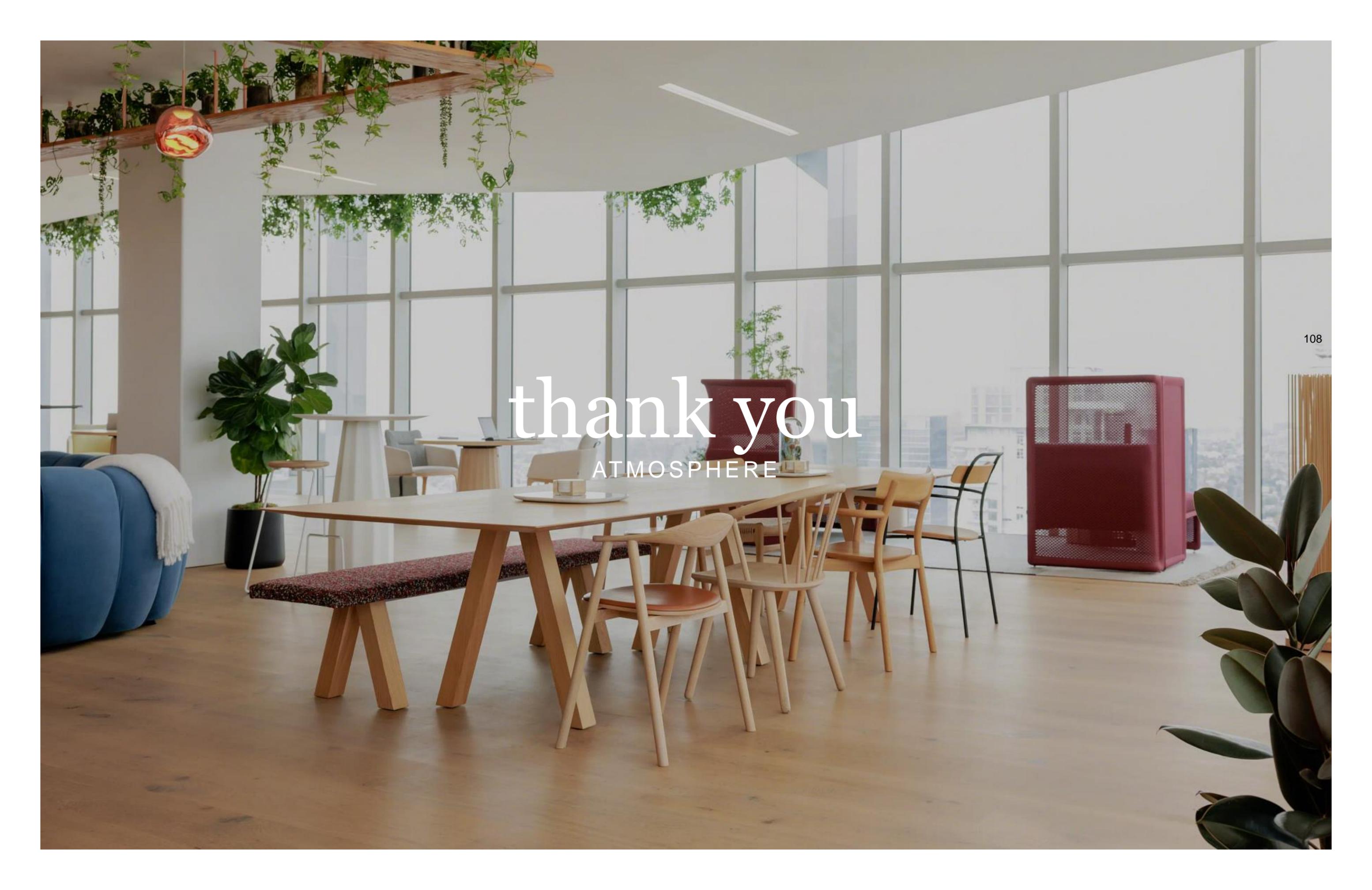


Steelcase Series 1 Chair

Mesh Back
Upholstered Seat
Adjustable Lumbar
Fully Adjustable Arms
Adjustable Seat Depth
5-Star Caster Base

Quantity:
1 – Grade 1 Finishes TBD

107



thank you
ATMOSPHERE

Quote To

Waunakee Community School Dist
Missy Watson
905 Bethel Cir
Waunakee WI 53597-9589

Ship To

Waunakee Community School Dist
905 Bethel Cir
Waunakee WI 53597-9589

Phone +1 (608) 849-2000

alexandradye@waunakee.k12.wi.us

Sales Location NORTHEAST WISCONSIN

Price Quote is valid for 30-days

During this volatile time the cost to source raw materials is rapidly changing.

Manufacturers may institute price changes at any time which could impact your price quote. In this event we will provide you documentation to validate these occurrences.

Please note – The contract office furniture industry is experiencing extended lead times caused by supply chain issues due to volatility in sourcing raw materials, international tariffs, domestic freight carriers, and labor shortages.

These rapidly changing variables are affecting all segments of manufacturing and are not within our control, but may result in order delays. Our team will continue to work diligently to closely monitor order lead times and will communicate status updates throughout the order fulfillment process.

Description	Quantity	Unit Price	Extended Price
1_Classroom B129			
1 HEXS1821BB - Link Hex Magnetic Whiteboard 18"H x 21"W - Bright Blue GMI COMPAN	8	202.80	1,622.40
2 HEXS1821GN - Link Hex Magnetic Whiteboard 18"H x 21"W - Lime Green GMI COMPAN	7	202.80	1,419.60
3 HEXS1821MR - Link Hex Magnetic Whiteboard 18"H x 21"W - Marigold GMI COMPAN	7	202.80	1,419.60
4 HEXS1821WH - Link Hex Magnetic Whiteboard 18"H x 21"W - White GMI COMPAN	6	202.80	1,216.80
5 M1140084 - 110 Series; Markerboard, Aluminum trim, 96W x 48H SURFACE: 7655 E3 ENVIRONMENTAL CERAMICSTEEL MAPR OPT: *OPT:MAPRAIL OPTION MAPR: WITH 1" CORK MAPRAIL	2	468.12	936.24

THIS PRICE QUOTATION INCORPORATES, BY REFERENCE, ATMOSPHERE COMMERCIAL INTERIORS TERMS AND CONDITIONS (July 2022 or prior contract signed by client). EXECUTION OF THIS PRICE QUOTATION IS BUYER'S ACCEPTANCE OF THOSE TERMS AND CONDITIONS.

ACCEPTED BY _____ / _____ / _____
CLIENT SIGNATURE, TITLE DATE ATMOSPHERE COMMERCIAL INTERIORS

Description	Quantity	Unit Price	Extended Price
12 SMINC04105 - Interchange; Table-Activity, 30D x 36W Worksurface Finish: Smith System Laminate 790960 - FUSION MAPLE LAMINATE Edge Type: D - 1 1/4in Top w/ 4mm TMld Edge Finish: Smith System T-Mold NVY - NAVY T MOLD Frame Finish: Smith System Paint PLT - Platinum SMITHS Tag For 1_Classroom B129	2	328.53	657.06
13 SMEMTELHF60 - Elemental Half-Round Table 30"D x 60"W Worksurface Finish: Smith System Laminate 790960 - FUSION MAPLE LAMINATE Edge Type: D-1 1/4in Top w 4mm TMld Edge Finish: Smith System T-Mold NVY - NAVY T MOLD Leg Finish: Smith System Paint PLT - Platinum Height: EA - Adjustable Height SMITHS Tag For 1_Classroom B129	4	300.27	1,201.08
14 SMINC17576 - Interchange; 3 inch dual wheel casters-Pack of 4, Locking SMITHS Tag For 1_Classroom B129	12	54.40	652.80
Sub Total			15,201.36
WISCONSIN - TAX EXEMPT			0.00
Total			15,201.36
Classroom B128			
15 15.5H Twisted Hex - 15.5H Seat height, 19-1/4W x 21-7/8D - Poly Sides, Seat Cushion, Stacking, Supports up to 350 lbs - Orange TENJAM INC Tag For 2_Classroom B128	6	120.00	720.00
16 SMOODLE31 - Oodle; Stool-Stack of 3, With 1 movement disc Oodle Finish: Smith System Plastic APPLE - Apple SMITHS	4	139.73	558.92
17 SMFLV11848 - Flavors; Stack chair, B shell, 16H Shell Finish: Smith System Plastic ORANGE - Orange Frame Finish: Smith System Paint PLT - Platinum Glides: Standard Nylon Base Glide SMITHS Tag For 2_Classroom B128	4	74.67	298.68

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Description	Quantity	Unit Price	Extended Price
18 SMFLV11848 - Flavors; Stack chair, B shell, 16H Shell Finish: Smith System Plastic PRSNBLUE - Persian Blue Frame Finish: Smith System Paint PLT - Platinum Glides: Standard Nylon Base Glide SMITHS Tag For 2_Classroom B128	4	74.67	298.68
19 SMINC04080 - Interchange; Table-Activity, Single-student, 20D x 27W Worksurface Finish: Smith System Laminate 790960 - FUSION MAPLE LAMINATE Edge Type: F - 1 1/4in Top w/ 3mm Edgbnd Edge Finish: Smith System Plastic MAP - FUSION MAPLE Frame Finish: Smith System Paint PLT - Platinum SMITHS Tag For 2_Classroom B128	3	225.07	675.21
20 SMINC04107 - Interchange; Table-Activity, 30D x 60W Worksurface Finish: Smith System Laminate 790960 - FUSION MAPLE LAMINATE Edge Type: D - 1 1/4in Top w/ 4mm TMld Edge Finish: Smith System T-Mold NAVY - NAVY T MOLD Frame Finish: Smith System Paint PLT - Platinum SMITHS Tag For 2_Classroom B128	4	379.73	1,518.92
21 SMINC04105 - Interchange; Table-Activity, 30D x 36W Worksurface Finish: Smith System Laminate 790960 - FUSION MAPLE LAMINATE Edge Type: D - 1 1/4in Top w/ 4mm TMld Edge Finish: Smith System T-Mold NAVY - NAVY T MOLD Frame Finish: Smith System Paint PLT - Platinum SMITHS Tag For 2_Classroom B128	2	328.53	657.06
22 SMINC04155 - Interchange; Table-Squiggle, 72W Worksurface Finish: Smith System Laminate 790960 - FUSION MAPLE LAMINATE Edge Type: D - 1 1/4in Top w/ 4mm TMld Edge Finish: Smith System T-Mold NAVY - NAVY T MOLD Frame Finish: Smith System Paint PLT - Platinum SMITHS Tag For 2_Classroom B128	2	485.87	971.74

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ACCEPTED BY _____ / _____ / _____
 CLIENT SIGNATURE, TITLE DATE ATMOSPHERE COMMERCIAL INTERIORS

Description	Quantity	Unit Price	Extended Price
30 STEELCASE Tag For 3_Classroom B100			
31 TS4SR48 - Groupwork; Tray-Marker, 48W BASIC: 4799 PLATINUM METALLIC STEELCASE Tag For 3_Classroom B100	3	58.05	174.15
32 18H Twisted Hex - 18H Seat height, 19-1/4W x 21-7/8D - Poly Sides, Seat Cushion, Stacking, Supports up to 350 lbs - Orange TENJAM INC Tag For 3_Classroom B100	26	126.00	3,276.00
33 SMPLN25212BUTCHER - Planner; Studio-Butcher table, Fixed height, With casters, 36D x 72W x 29H Leg Finish: SMITH SYSTEM PAINT AP - APPLE SMITHS Tag For 3_Classroom B100	3	1,218.67	3,656.01
34 ROBOTICS BUMPER KIT - Robotics Bumper Kit To fit 42" x 72" Table Top 4 Metal Corners - Silver 4 Polycarbonate Sides 2 Side Support Clamps CEF	2	608.00	1,216.00
35 BRAINSTORM WORKBENCH - Brainstorm Workbench - 42D x 72W x 30H Laminate Top - TBD Metal Legs - Silver CEF	2	1,234.67	2,469.34
36 SMCSC311000000 - Cascade Mega-Case-Open, shelves, casters Edge Panel Configuration: P- Pltnm Body w/Solid End Pnls End Panel Finish: Smith System Paint PB - PERSIAN BLUE SMITHS Tag For 3_Classroom B100	2	562.13	1,124.26
37 SMCSCV21U00000 - Cascade Mega-Case-Maker Cart Edge Panel Configuration: P- Pltnm Body w/Solid End Pnls End Panel Finish: Smith System Paint AP - APPLE Laminate Top Finish: Smith System Laminate 790960 - FUSION MAPLE LAMINATE Edge Type: 1-1 1/4in Top w 3/8in Bmp TMld Edge Finish: Smith System T-Mold APL - APPLE T MOLD SMITHS Tag For 3_Classroom B100	2	1,727.47	3,454.94
38 SMCSC920W09093 - Cascade Mega-Tower-Doors, 9-3" & 9-6" & 3-12" SW totes, casters, Whiteboard back	3	1,762.67	5,288.01

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ACCEPTED BY _____ / _____ / _____
 CLIENT SIGNATURE, TITLE DATE ATMOSPHERE COMMERCIAL INTERIORS



Johnson Controls Fire Protection LP Quotation

To:
Waunakee Middle School
1001 South St
WAUNAKEE, WI 53597-1651

Project: Waunakee MS Int Device Upg - CPQ-259677
Johnson Controls Reference: 650259677
Proposal #: 1
Date: 05/25/2023
Page: 1 of 11

Johnson Controls is pleased to offer for your consideration this quotation for the above project

Scope of Work

This proposal is for parts, programming, and installation of addressable initiation devices to replace conventional initiation devices including (31) smoke detectors, (19) Pull stations, (5) heat detectors, (10) duct detectors and (24) relays for door controls to be programmed to the existing 4100ES FACP at Waunakee Middle School. This proposal also includes (6) smoke detectors and (4) manual pull stations to replace the existing devices in the trailer classrooms. This was at the request of John Cramer of Waunakee School District. Above price includes programming and checkout, including NFPA re-certification (for the supplied JCI equipment). It does not include applicable taxes.

Universal Power and Systems is responsible for replacing existing devices with upgraded addressable devices. If needed Universal Power and Systems is responsible for running the IDENT circuit (18-2 twisted pair) from the manual pull station closest to the school exit door closest to the trailer classrooms and running it to the new devices in the existing trailer classrooms.

Please note the following:

- Permit/submittals are not typically needed for a 1 for 1 device upgrade and are not included. If they are needed, it would be extra.
- Above price is based on quantities listed. If additional materials are required, it may be extra.
- Any patchwork is the responsibility of the customer.
- Work completed during normal business hours 8AM to 5PM, Monday through Friday.
- Quotation does not include tax. If tax exempt, please provide tax exempt certificate with purchase order.
- Quotation is valid for (10) days



JCI is submitting this bid subject to our being able to work out a mutually satisfactory definitive agreement as to the parties' obligations under the Specifications. Our submission of the bid is based upon the assumption that if we are the successful bidder, then such a mutually satisfactory, definitive agreement between the parties will be entered into. In the event that you are not agreeable to the acceptance of this bid pursuant to the conditions set forth above, or, if we are awarded the bid but are unable to negotiate a mutually satisfactory definitive agreement with you, then our bid will be deemed null and void and the same shall be withdrawn from consideration by you without penalty.

Delays, Costs and Extensions of Time.

JCI's time for performance of the Work shall be extended for such reasonable time as JCI is delayed due to causes reasonably beyond JCI's control, whether such causes are foreseeable or unforeseeable, including pandemics such as coronavirus (provisionally named SARS-CoV-2, with its disease being named COVID-19) including, without limitation, labor, parts or equipment shortages. To the extent JCI or its subcontractors expend additional time or costs related to conditions or events set forth in this provision, including without limitation, expedited shipping, hazard pay associated with site conditions, additional PPE requirements, additional time associated with complying with social distancing or hygiene requirements, or additional access restrictions, the Contract Sum shall be equitably adjusted.

SPECIAL NOTE: As has been discussed what is not included is any trouble shooting on existing circuits that may arise with the use of existing cables/wiring when connected to the new panels. We have noted from other projects that due to some of the new requirements by UL, new panels are more sensitive to these issues. Such issues will have to be resolved on a negotiated time & material basis. Estimated cost should and is our attempt to be covered in the allowance cost which is still included in this price.

If you have any questions, please call me at 608-509-2881

Jason Ropson
Electronic Service Sales Representative
Johnson Controls

608-509-2881 cell
jason.ropson@jci.com

Please note: Tax not included
FOB Jobsite



If approved, please sign the last page of the quote and e-mail or fax back the entire quote. If required, please forward a purchase order with the signed quote. Purchase Orders must include our quote number.



QTY	MODEL NUMBER	DESCRIPTION
42	4098-9792	SENSOR BASE
37	4098-9714	PHOTO SENSOR
5	4098-9733	HEAT SENSOR
24	4090-9002	RELAY IAM
23	4099-9004	STATION-LED, SA ADDR
10	4098-9755	DUCT SENSOR HOUSING
10	4098-9857	"SAMPLING TUBE 73"', PLASTIC"
10	2098-9806	REMOTE TEST STATION
	PM LAB	PROJECT/CONSTRUCTION MGMT
	TECH LAB	TECHNICAL LABOR
	DPSUB	ELECTRICAL CONTRACTOR
1	DPFA	PANEL HARNESSSES

Total net selling price, FOB shipping point, \$36,858.75



IMPORTANT NOTICE TO CUSTOMER

This Agreement is contingent on credit approval, which may be checked at JCI's discretion and requires final approval of a JCI authorized manager before any equipment/ services may be provided. Should credit and/or approval be declined, this Agreement will be terminated and JCI's only obligation to customer will be to notify Customer of such termination and refund any amounts paid in advance. In accepting this Proposal, Customer agrees to the terms and conditions contained herein and any attachments or riders attached hereto that contain additional terms and conditions. It is understood that these terms and conditions shall prevail over any variation in terms and conditions on any purchase order or other document that the Customer may issue. Any changes in the system requested by the Customer after the execution of this Agreement shall be paid for by Customer and such changes shall be authorized in writing. **ATTENTION IS DIRECTED TO THE LIMITATION OF LIABILITY, WARRANTY, INDEMNITY AND OTHER CONDITIONS ON THE PRECEDING PAGES. This proposal shall be void if not accepted in writing within 30 days from the date of the Proposal.**

For Customers located in Canada, this Fire Domain Sale and Installation Agreement has been drawn up and executed in English at the request of and with the full concurrence of Customer. Ce contrat a été rédigé en anglais à la demande et avec l'assentiment du client.

Unless otherwise agreed to by the parties, pricing is based upon the following billing and payment terms: Invoices will be delivered via email, payment due date of NET 30, deposit for a minimum of 30% of the sell price, and the invoices are to be paid via ACH/EFT bank transfer. Johnson Controls ACH/EFT bank transfer details will be forth coming upon contractual agreement.

This offer shall be void if not accepted in writing within thirty (30) days from the date first set forth above.

To ensure that JCI is compliant with your company's billing requirements, please provide the following information:

PO is required to facilitate billing: NO: This signed contract satisfies requirement
 YES: Please reference this PO Number: _____

AR Invoices are accepted via e-mail: YES: E-mail address to be used: _____
 NO: Please submit invoices via mail
 NO: Please submit invoices via _____

<p>Offered By: Johnson Controls Fire Protection LP</p> <p>Telephone: Representative: _____ Email: jason.ropson@jci.com</p>	<p>Accepted By: (Customer)</p> <p>Company: _____</p> <p>Address: _____</p> <p>Signature: _____</p> <p>Title: _____</p> <p>Date: _____</p>
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TERMS AND CONDITIONS (Rev. 9/22)

1. Payment and Invoicing. All payments are due net thirty (30) days from the date of invoice. Invoices shall be paid by Customer via electronic delivery via EFT/ACH. Invoicing disputes must be identified in writing within 21 days of the invoice date. Payments of any disputed amounts are due and payable upon resolution. All other amounts remain due within thirty (30) days from the date of the invoice. Work performed on a time and material basis shall be at Company's then-prevailing rate for material, labor, and related items, in effect at the time supplied under this Agreement. Company shall invoice Customer for progress payments to 100% percent based upon equipment delivered or stored, and services performed. In the event project duration exceeds one month, Company reserves the right to submit partial invoices for progress payments for work completed at the project site. Customer agrees to pay any progress invoices in accordance with the payment terms set forth herein. In exchange for close-out documents to be provided by Company, Customer agrees to pay Company the remaining project balance when on-site labor is completed and prior to any final inspections. Customers without established satisfactory credit and Customers who fail to pay amounts when due may be required to make payments of cash in advance, upon delivery or as otherwise specified by Company. Company reserves the right to revoke or modify Customer's credit in its sole discretion. Customer acknowledges and agrees that timely payments of the full amounts listed on invoices is an essential term of this Agreement and that Customer's failure to make payment when due is a material breach of this Agreement. Customer further acknowledges that if there is any amount outstanding on an invoice, it is material to Company and will give Company, without prejudice to any other right or remedy, the right to, without notice: (i) suspend, discontinue or terminate performing any services and/or withhold further deliveries of equipment and other materials, terminate or suspend any unpaid software licenses, and/or suspend Company's obligations under or terminate this Agreement; and (ii) charge Customer interest on the amounts unpaid at a rate equal to the lesser of one and one half (1.5) percent per month or the maximum rate permitted under applicable law, until payment is made in full. Company's election to continue providing future services does not, in any way diminish Company's right to terminate or suspend

services or exercise any or all rights or remedies under this Agreement. Company shall not be liable for any damages, claims, expenses, or liabilities arising from or relating to suspension of services for non-payment. In the event that there are exigent circumstances requiring services or the Company otherwise performs services at the premises following suspension, those services shall be governed by the terms of this Agreement unless a separate contract is executed. If Customer disputes any late payment notice or Company's efforts to collect payment, Customer shall immediately notify Company in writing and explain the basis of the dispute. Customer agrees to pay all of Company's reasonable collection costs, including legal fees and expenses.

2. Deposit. Unless prohibited by law, Customer agrees to pay a deposit for a minimum of 30% of the project sell price (pre-tax) prior to Company providing any labor or materials on the project. Company will generate an invoice for the deposit after Company's receipt of a written agreement or order from Customer. Company will not commence work until receipt of the deposit.

3. Pricing. The pricing set forth in this Agreement is based on the number of devices to be installed and services to be performed as set forth in the Scope of Work ("Equipment" and "Services"). If the actual number of devices installed or services to be performed is greater than that set forth in the Scope of Work, the price will be increased accordingly. If this Agreement extends beyond one year, Company may increase prices upon notice to the Customer.

All stated prices are exclusive of and Customer agrees to pay any taxes, fees, duties, tariffs, false alarm assessments, installation or alarm permits, and levies or other similar charges imposed and/or enacted by a government, however designated or imposed, including but not limited to value-added and withholding taxes that are levied or based upon the amounts paid under this Agreement. Prices in any quotation or proposal from Company are subject to change upon notice sent to Customer at any time before the quotation or proposal has been accepted. Prices for products covered by this Agreement may be adjusted by Company, upon notice to Customer at any time prior to shipment and regardless of Customer's acceptance of the Company's proposal or quotation, to reflect any increase in Company's cost of raw materials (e.g., steel, aluminum) inability to secure Products, changes or increases in law, labor, taxes, duties, tariffs or quotas, acts of government, any similar charges, or to cover any extra, unforeseen and unusual cost elements.

4. Alarm Monitoring Services. Any reference to alarm monitoring services in this Agreement is included for pricing purposes only. Alarm monitoring services are performed pursuant to the terms and conditions of Company's standard alarm monitoring services agreement.

5. Code Compliance. Company does not undertake an obligation to inspect for compliance with laws or regulations unless specifically stated in the Scope of Work. Customer acknowledges that the Authority Having Jurisdiction (e.g. Fire Marshal) may establish additional requirements for compliance with federal, state/provincial and local codes. Any additional services or equipment required will be provided at an additional cost to Customer.

6. Limitation of Liability; Limitations of Remedy. It is understood and agreed by the Customer that Company is not an insurer and that insurance coverage shall be obtained by the Customer and that amounts payable to company hereunder are based upon the value of the services and the scope of liability set forth in this Agreement and are unrelated to the value of the Customer's property and the property of others located on the premises. Customer agrees to look exclusively to the Customer's insurer to recover for injuries or damage in the event of any loss or injury and that Customer releases and waives all right of recovery against Company arising by way of subrogation. Company makes no guaranty or Warranty, including any implied warranty of merchantability or fitness for a particular purpose that equipment or services supplied by Company will detect or avert occurrences or the consequences therefrom that the equipment or service was designed to detect or avert. It is impractical and extremely difficult to fix the actual damages, if any, which may proximately result from failure on the part of Company to perform any of its obligations under this Agreement. Accordingly, Customer agrees that, Company shall be exempt from liability for any loss, damage or injury arising directly or indirectly from occurrences, or the consequences therefrom, which the equipment or service was designed to detect or avert. Should Company be found liable for any loss, damage or injury arising from a failure of the equipment or service in any respect, Company's liability shall be limited to an amount equal to the Agreement price (as increased by the price for any additional work) or where the time and material payment term is selected, Customer's time and material payments to Company to be calculated with reference to payments made at the time the loss is sustained. Where this Agreement covers multiple sites,

liability shall be limited to the amount of the payments allocable to the site where the incident occurred. Such sum shall be complete and exclusive. In no event shall Company be liable for any damage, loss, injury, or any other claim arising from any servicing, alterations, modifications, changes, or movements of the Covered System(s) or any of its component parts by Customer or any third party. To the maximum extent permitted by law, in no event shall Company and its affiliates and their respective personnel, suppliers and vendors be liable to Customer or any third party under any cause of action or theory of liability, even if advised of the possibility of such damages, for any (a) special, incidental, consequential, punitive or indirect damages of any kind; (b) loss of profits, revenues, data, customer opportunities, business, anticipated savings or goodwill; (c) business interruption; or (d) data loss or other losses arising from viruses, ransomware, cyber-attacks or failures or interruptions to network systems. The limitations of liability set forth in this Agreement shall inure to the benefit of all parents, subsidiaries and affiliates of Company, whether direct or indirect, Company's employees, agents, officers and directors.

7. Reciprocal Waiver of Claims (SAFETY Act).

Certain of Company's systems and services have received Certification and/or Designation as Qualified Anti-Terrorism Technologies ("QATT") under the Support Anti-terrorism by Fostering Effective Technologies Act of 2002, 6 U.S.C. §§ 441-444 (the "SAFETY Act"). As required under 6 C.F.R. 25.5 (e), to the maximum extent permitted by law, Company and Customer hereby agree to waive their right to make any claims against the other for any losses, including business interruption losses, sustained by either party or their respective employees, resulting from an activity resulting from an "Act of Terrorism" as defined in 6 C.F.R. 25.2, when QATT have been deployed in defense against, response to, or recovery from such Act of Terrorism.

8. General Provisions. Customer has selected the service level desired after considering and balancing various levels of protection afforded, and their related costs. All work to be performed by Company will be performed during normal working hours of normal working days (8:00 a.m. – 5:00 p.m., Monday through Friday, excluding Company holidays), as defined by

Company, unless additional times are specifically described in this Agreement. Company will perform the services described in the Scope of Work section ("Services") for one or more system(s) or equipment as described in the Scope of Work section or the listed attachments ("Covered System(s)"). The Customer shall promptly notify Company of any malfunction in the Covered System(s) which comes to Customer's attention. This Agreement assumes the Covered System(s) are in operational and maintainable condition as of the Agreement date. If, upon initial inspection, Company determines that repairs are recommended, repair charges will be submitted for approval prior to any work. Should such repair work be declined Company shall be relieved from any and all liability arising therefrom. UNLESS OTHERWISE SPECIFIED IN THIS AGREEMENT, ANY INSPECTION(AND, IF SPECIFIED, TESTING)PROVIDED UNDER THIS AGREEMENT DOES NOT INCLUDE ANY MAINTENANCE, REPIARS, ALTERATIONS , REPLACEMENT OF PARTS, OR ANY FIELD ADJUSTMENT WHATSOEVER, NONR DOES IT INCLUDE THE CORECTION OF ANY DEFICIENCIES IDENTIFIES BY COMPANY TO CUSTOMER. COMPANY SHALL NOT BE RESPONSIBLE FOR EQUIPMENT FAILURE OCCURING WHILE COMPANY IS IN THE PROCESS OF FOLLOWING ITS INSPECTION TECHNIQUES, WHERE THE FAILURE ALSO RESULTS FROM THE AGE OR OBSOLESCENCE OF THE ITEM OR DUE TO NORMAL WEAR AND TEAM. THIS AGREEMENT DOES NOT COVER SYSTEMS, EQUIPMENT, COMPONENTS OR PART THAT ARE BELOW GRADE, BEHIND WALLS OR OTHER OBSTRUCTIONS OR EXTERIOR TO THE BUILDING, ELECTRICAL WIRING AND PIPING.

9. Customer Responsibilities. Customer shall furnish all necessary facilities for performance of its work by Company, adequate space for storage and handling of materials, light, water, heat, heat tracing, electrical service, local telephone, watchman, and crane and elevator service and necessary permits. Where wet pipe system is installed, Customer shall supply and maintain sufficient heat to prevent freezing of the system. Customer shall promptly notify Company of any malfunction in the Covered System(s) which comes to Customer's attention. This Agreement assumes any existing system(s) are in operational and maintainable condition as of the Agreement date. If, upon initial inspection, Company

determines that repairs are recommended, repair charges will be submitted for approval prior to any work. Should such repair work be declined Company shall be relieved from any and all liability arising therefrom. Customer shall further:

- supply required schematics and drawings unless they are to be supplied by Company in accordance with this Agreement;
- Provide a safe work environment, in the event of an emergency or Covered System(s) failure, take reasonable safety precautions to protect against personal injury, death, and property damage, continue such measures until the Covered System(s) are operational, and notify Company as soon as possible under the circumstances.
- Provide Company access to any system(s) to be serviced,
- Comply with all laws, codes, and regulations pertaining to the equipment and/or services provided under this Agreement.
- Customer is solely responsible for the establishment, operation, maintenance, access, security and other aspects of its computer network ("Network") and shall supply Company secure Network access for providing its services. Products networked, connected to the internet, or otherwise connected to computers or other devices must be appropriately protected by Customer and/or end user against unauthorized access. Customer is responsible to take appropriate measures, including performing back-ups, to protect information, including without limit data, software, or files (collectively "Data") prior to receiving the service or products.

10. Excavation. In the event the Work includes excavation, Customer shall pay, as an extra to the contract price, the cost of any additional work performed by Company dues to water, quicksand, rock or other unforeseen condition or obstruction encountered or shoring required.

11. tructure and Site Conditions. While employees of Company will exercise reasonable care in this respect, Company shall be under not responsibility for loss or damage due to the character, condition or use of foundations, walls, or other structures not erected by Company or resulting from the excavation in proximity thereto, or for damage resulting from concealed piping, wiring, fixtures, or other equipment or condition of water pressure. All shoring or protection of foundation, walls or other structures subject to being disturbed by any excavation required hereunder shall be the responsibility of Customer. Customer shall have all things in readiness for installation including, without limitation, structure to

support the sprinkler system and related equipment (including tanks), other materials, floor or suitable working base, connections and facilities for erection at the time the materials are delivered. In the event Customer fails to have all things in readiness at the time scheduled for receipt of materials, Customer shall reimburse Company for all expenses caused by such failure. Failure to make areas available to Company during performance in accordance with schedules that are the basis for Company's proposal shall be considered a failure to have things in readiness in accordance with the terms of this Agreement.

12. Confined Space. If access to confined space by Company is required for the performance of Services, Services shall be scheduled and performed in accordance with Company's then-current hourly rate.

13. Hazardous Materials. Customer represents that, except to the extent that Company has been given written notice of the following hazards prior to the execution of this Agreement, to the best of Customer's knowledge there is no:

- Space in which work must be performed that, because of its construction, location, contents or work activity therein, accumulation of a hazardous gas, vapor, dust or fume or the creation of an oxygen-deficient atmosphere may occur,
- "permit confined space," as defined by OSHA for work performed by Company in the United States,
- risk of infectious disease,
- need for air monitoring, respiratory protection, or other medical risk,
- asbestos, asbestos-containing material, formaldehyde or other potentially toxic or otherwise hazardous material contained in or on the surface of the floors, walls, ceilings, insulation or other structural components of the area of any building where work is required to be performed under this Agreement.

All of the above are hereinafter referred to as "Hazardous Conditions". Company shall have the right to rely on the representations listed above. If hazardous conditions are encountered by Company during the course of Company's work, the discovery of such materials shall constitute an event beyond Company's control and Company shall have no obligation to further perform in the area where the hazardous conditions exist until the area has been made safe by Customer as certified in writing by an independent testing agency, and Customer shall pay disruption expenses and re-mobilization expenses as determined by Company. This Agreement does not provide for the cost of testing involving a discharge or release, capture, containment, transport, removal, or disposal (collectively, the "Discharge Services") of any hazardous waste materials, hazardous materials, or firefighting materials including without limitation firefighting foam encountered in and/or discharged from any of the Covered System(s) and/or during performance of the Services. Said materials shall at all times remain the responsibility and property of

Customer. Customer shall be responsible for any Discharge Services associated with such materials, including all discharged firefighting foam in accordance with all applicable law. Company shall not be responsible for the testing, removal or disposal of such hazardous materials. Customer shall indemnify and hold Company harmless from and against any and all claims, demands and/or damages arising in whole or in part from the use of or any Discharge Services associated with any hazardous waste, hazardous materials, or firefighting materials including without limitation firefighting foam encountered or discharged from any of the Covered System(s) and/or during performance of the Services.

14. COVID-19 Vaccination. Company expressly disclaims any requirement, understanding or agreement, express or implied, included directly or incorporated by reference, in any Customer purchase order, solicitation, notice or otherwise, that any of Company's personnel be vaccinated against Covid-19 under any federal, state/provincial or local law, regulation or order applicable to government contracts or subcontracts, including, without limitation, Presidential Executive Order 14042 ("Ensuring Adequate COVID Safety Protocols for Federal Contractors") and Federal Acquisition Regulation (FAR) 52.223-99 ("Ensuring Adequate COVID Safety Protocols for Federal Contractors"). Any such requirement shall only apply to Company's personnel if and only to the extent contained in a written agreement physically signed by an authorized officer of Company.

15. Occupational Health and Safety/OSHA Compliance. Customer shall indemnify and hold Company harmless from and against any and all claims, demands and/or damages arising in whole or in part from the enforcement of applicable laws regarding occupational health and safety for work performed in Canada or the Occupational Safety Health Act for work performed by Company in the United States. (and any amendments or changes thereto) unless said claims, demands or damages are a direct result of causes within the exclusive control of Company.

16. Interferences. Customer shall be responsible to coordinate the work of other trades (including but not limited to ducting, piping, and electrical) and for and additional costs incurred by Company arising out of interferences to Company's work caused by other trades.

17. Modifications and Substitutions. Company reserves the right to modify materials, including substituting materials of later design, providing that such modifications or substitutions will not materially affect the performance of the Covered System(s).

18. Changes, Alterations, Additions. Changes, alterations and additions to the Scope of Work, plans,

specifications or construction schedule shall be invalid unless approved in writing by Company. Should changes be approved by Company, that increase or decrease the cost of the work to Company, the parties shall agree, in writing, to the change in price prior to performance of any work. However, if no agreement is reached prior to the time for performance of said work, and Company elects to perform said work so as to avoid delays, then Company's estimate as to the value of said work shall be deemed accepted by Customer. In addition, Customer shall pay for all extra work requested by Customer or made necessary because of incompleteness or inaccuracy of plans or other information submitted by Customer with respect to the location, type of occupancy, or other details of the work to be performed. In the event the layout of Customer's facilities has been altered, or is altered by Customer prior to the completion of the Work, Customer shall advise Company, and prices, delivery and completion dates shall be changed by Company as may be required.

19. Commodities Availability. Company shall not be responsible for failure to provide services, deliver products, or otherwise perform work required by this Agreement due to lack of available steel products or products made from plastics or other commodities. In the event Company is unable, after reasonable commercial efforts, to acquire and provide steel products, or products made from plastics or other commodities, if required to perform work required by this Agreement, Customer hereby agrees that Company may terminate the Agreement, or the relevant portion of the Agreement, at no additional cost and without penalty. Customer agrees to pay Company in full for all work performed up to the time of any such termination.

20. Project Claims. Any claim of failure to perform against Company arising hereunder shall be deemed waived unless received by Company, in writing specifically setting forth the basis for such claim, within ten (10) days after such claims arises.

21. Back charges. No charges shall be levied against Company unless seventy-two (72) hours prior written notice is given to Company to correct any alleged deficiencies which are alleged to necessitate such charges and unless such alleged deficiencies are solely and directly caused by Company.

22. System Equipment. The purchase of equipment or peripheral devices (including but not limited to smoke detectors, passive infrared detectors, card



readers, sprinkler system components, extinguishers and hoses) from Company shall be subject to the terms and conditions of this Agreement. If, in Company's sole judgment, any peripheral device or other system equipment, which is attached to the Covered System(s), whether provided by Company or a third party, interferes with the proper operation of the Covered System(s), Customer shall remove or replace such device or equipment promptly upon notice from Company. Failure of Customer to remove or replace the device shall constitute a material breach of this Agreement. If Customer adds any third party device or equipment to the Covered System(s), Company shall not be responsible for any damage to or failure of the Covered System(s) caused in whole or in part by such device or equipment.

22. Reports. Where inspection and/or test services are selected, such inspection and/or test shall be completed on Company's then current Report form, which shall be given to Customer, and, where applicable, Company may submit a copy thereof to the local authority having jurisdiction. The Report and recommendations by Company are only advisory in nature and are intended to assist Customer in reducing the risk of loss to property by indicating obvious defects or impairments noted to the system and equipment inspected and/or tested. They are not intended to imply that no other defects or hazards exist or that all aspects of the Covered System(s), equipment, and components are under control at the time of inspection. Final responsibility for the condition and operation of the Covered System(s) and equipment and components lies with Customer.

23. Limited Warranty. Subject to the limitations below, Company warrants any equipment (as distinguished from the Software) installed pursuant to this Agreement to be free from defects in material and workmanship under normal use for a period of one (1) year from the date of first beneficial use or all or any part of the Covered System(s) or 18 months after Equipment shipments, whichever is earlier, provided however, that Company's sole liability, and Customer's sole remedy, under this limited warranty shall be limited to the repair or replacement of the Equipment or any part thereof, which Company determines is defective, at Company's sole option and subject to the availability of service personnel and parts, as determined by Company. Company warrants expendable items, including, but not limited to, video and print heads, television camera tubes, video

monitor displays tubes, batteries and certain other products in accordance with the applicable manufacturer's warranty. Company does not warrant devices designed to fail in protecting the System, such as, but not limited to, fuses and circuit breakers. Company warrants that any Company software described in this Agreement, as well as software contained in or sold as part of any Equipment described in this Agreement, will reasonably conform to its published specifications in effect at the time of delivery and for ninety (90) days after delivery. However, Customer agrees and acknowledges that the software may have inherent defects because of its complexity. Company's sole obligation with respect to software, and Customer's sole remedy, shall be to make available published modifications, designed to correct inherent defects, which become available during the warranty period. If Repair Services are included in this Agreement, Company warrants that its workmanship and material for repairs made pursuant to this Agreement will be free from defects for a period of ninety (90) days from the date of furnishing.

EXCEPT AS EXPRESSLY SET FORTH HEREIN, COMPANY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE WITH RESPECT TO THE SERVICES PERFORMED OR THE PRODUCTS, SYSTEMS OR EQUIPMENT, IF ANY, SUPPORTED HEREUNDER. Warranty service will be performed during Company's normal working hours. If Customer requests warranty service at other than normal working hours, service will be performed at Company's then current rates for after hours services. All repairs or adjustments that are or may become necessary shall be performed by and authorized representative of Company. Any repairs, adjustments or interconnections performed by Customer or any third party shall void all warranties. Company makes no and specifically disclaims all representations or warranties that the services, products, software or third party product or software will be secure from cyber threats, hacking or other similar malicious activity, or will detect the presence of, or eliminate, treat, or mitigate the spread transmission, or outbreak of any pathogen, disease, virus or other contagion, including but not limited to COVID-19.

25. Indemnity. Customer agrees to indemnify, hold harmless and defend Company against any and all losses, damages, costs, including expert fees and costs, and expenses including reasonable defense costs, arising from any and all third party claims for personal injury, death, property damage or economic loss, including specifically any damages resulting from the exposure of workers to Hazardous Conditions whether or not Customer pre-notifies Company of the existence of said hazardous conditions, arising in any way from any act or omission of Customer or Company relating in any way to this Agreement, including but not limited to the

Services under this Agreement, whether such claims are based upon contract, warranty, tort (including but not limited to active or passive negligence), strict liability or otherwise. Company reserves the right to select counsel to represent it in any such action.

26. Insurance. Customer shall name Company, its officers, employees, agents, subcontractors, suppliers, and representatives as additional insureds on Customer's general liability and auto liability policies.

27. Termination. Any termination under the terms of this Agreement shall be made in writing. In the event Customer terminates this Agreement prior to completion for any reason not arising solely from Company's performance or failure to perform, Customer understands and agrees that Company will incur costs of administration and preparation that are difficult to estimate or determine. Accordingly, should Customer terminate this Agreement as described above, Customer agrees to pay all charges incurred for products and equipment installed and services performed, and in addition pay an amount equal to twenty (20%) percent of the price of products and equipment not yet delivered and Services not yet performed, return all products and equipment delivered and pay a restocking fee of twenty (20%) percent the price of products or equipment returned. Company may terminate this Agreement immediately at its sole discretion upon the occurrence of any Event of Default as hereinafter defined. Company may also terminate this Agreement at its sole discretion upon notice to Customer if Company's performance of its obligations under this Agreement becomes impracticable due to obsolescence of equipment at Customer's premises or unavailability of parts.

28. Default. An Event of Default shall be (a) failure of Customer to pay any amount when due and payable, (b) abuse of the System or the Equipment, (c) dissolution, termination, discontinuance, insolvency or business failure of Customer. Upon the occurrence of an Event of Default, Company may pursue one or more of the following remedies: (i) discontinue furnishing Services and delivering Equipment, (ii) by written notice to Customer declare the balance of unpaid amounts due and to become due under this Agreement to be immediately due and payable; (iii) receive immediate possession of any Equipment for which Customer has not paid; (iv) proceed at law or equity to enforce performance by Customer or

recover damages for breach of this Agreement, and (v) recover all costs and expenses, including without limitation reasonable attorneys' fees, in connection with enforcing or attempting to enforce this Agreement.

29. Exclusions. Unless expressly included in the Scope of Work, this Agreement expressly excludes, without limitation, testing inspection and repair of duct detectors, beam detectors, and UV/IR equipment; provision of fire watches; clearing of ice blockage; draining of improperly pitched piping; replacement of batteries; recharging of chemical suppression systems; reloading of, upgrading, and maintaining computer software; system upgrades and the replacement of obsolete systems, equipment, components or parts; making repairs or replacements necessitated by reason of negligence or misuse of components or equipment or changes to Customer's premises, vandalism, corrosion (including but not limited to micro-bacterially induced corrosion ("MIC")), power failure, current fluctuation, failure due to non-Company installation, lightning, electrical storm, or other severe weather, water, accident, fire, acts of God or any other cause external to the Covered System(s). Repair Services provided pursuant to this Agreement do not cover and specifically excludes system upgrades and the replacement of obsolete systems, equipment, components or parts. All such services may be provided by Company at Company's sole discretion at an additional charge. If Emergency Services are expressly included in the scope of work section, the Agreement price does not include travel expenses.

30. No Option to Solicit. Customer shall not, directly or indirectly, on its own behalf or on behalf of any other person, business, corporation or entity, solicit or employ any Company employee, or induce any Company employee to leave his or her employment, for a period of two years after termination of this Agreement.

31. Force Majeure; Delays. Company shall not be liable, nor in breach or default of its obligations under this Agreement, for delays, interruption, failure to render services, or any other failure by Company to perform an obligation under this Agreement, where such delay, interruption or failure is caused, in whole or in part, directly or indirectly, by a Force Majeure Event. A "Force Majeure Event" is a condition or event that is beyond the reasonable control of Company, whether foreseeable or unforeseeable,

including, without limitation, acts of God, severe weather (including but not limited to hurricanes, tornados, severe snowstorms or severe rainstorms), wildfires, floods, earthquakes, seismic disturbances, or other natural disasters, acts or omissions of any governmental authority (including change of any applicable law or regulation), epidemics, pandemics, disease, viruses, quarantines, or other public health risks and/or responses thereto, condemnation, strikes, lock-outs, labor disputes, an increase of 5% or more in tariffs or other excise taxes for materials to be used on the project, fires, explosions or other casualties, thefts, vandalism, civil disturbances, insurrection, mob violence, riots, war or other armed conflict (or the serious threat of same), acts of terrorism, electrical power outages, interruptions or degradations in telecommunications, computer, network, or electronic communications systems, data breach, cyber-attacks, ransomware, unavailability or shortage of parts, materials, supplies, or transportation, or any other cause or casualty beyond the reasonable control of Company. If Company's performance of the work is delayed, impacted, or prevented by a Force Majeure Event or its continued effects, Company shall be excused from performance under the Agreement. Without limiting the generality of the foregoing, if Company is delayed in achieving one or more of the scheduled milestones set forth in the Agreement due to a Force Majeure Event, Company will be entitled to extend the relevant completion date by the amount of time that Company was delayed as a result of the Force Majeure Event, plus such additional time as may be reasonably necessary to overcome the effect of the delay. To the extent that the Force Majeure Event directly or indirectly increases Company's cost to perform the services, Customer is obligated to reimburse Company for such increased costs, including, without limitation, costs incurred by Company for additional labor, inventory storage, expedited shipping fees, trailer and equipment rental fees, subcontractor fees or other costs and expenses incurred by Company in connection with the Force Majeure Event.

32. One-Year Claims Limitation; Choice of Law. For Customers located in the United States, the laws of Wisconsin shall govern the validity, enforceability, and interpretation of this Agreement, without regard to conflicts of law. For customers located in Canada, this agreement shall be governed by and be construed in accordance with the laws of Ontario. The parties

agree that any disputes arising under this Agreement shall be determined exclusively by the Ontario courts and that no action or legal proceedings of any nature shall be filed or commenced in any other court pertaining to any dispute arising out of or in relation to this Agreement. The parties also hereby waive any objection to the exclusive jurisdiction of the Ontario courts, including any objection based on *forum non conveniens*. No claim or cause of action, whether known or unknown, shall be brought against Company more than one year after the claim first arose. Except as provided for herein, Company's claims must also be brought within one year. Claims not subject to the one-year limitation include claims for unpaid: (a) contract amounts, (b) change order amounts (approved or requested) and (c) delays and/or work inefficiencies.

33. Assignment. Customer may not assign this Agreement without Company's prior written consent. Company may assign this Agreement to an affiliate without obtaining Customer's consent.

34. Entire Agreement. The parties intend this Agreement, together with any attachments or Riders (collectively the "Agreement") to be the final, complete and exclusive expression of their Agreement and the terms and conditions thereof. This Agreement supersedes all prior representations, understandings or agreements between the parties, written or oral, and shall constitute the sole terms and conditions of sale for all equipment and services. No waiver, change, or modification of any terms or conditions of this Agreement shall be binding on Company unless made in writing and signed by an Authorized Representative of Company.

35. Severability. If any provision of this Agreement is held by any court or other competent authority to be void or unenforceable in whole or in part, this Agreement will continue to be valid as to the other provisions and the remainder of the affected provision.

36. Legal Fees. Company shall be entitled to recover from the customer all reasonable legal fees incurred in connection with Company enforcing the terms and conditions of this Agreement.

37. Software and Digital Services. Use, implementation, and deployment of the software and hosted software products ("Software") offered under these terms shall be subject to, and governed by, Company's standard terms for such Software and



Software related professional services in effect from time to time at <https://www.johnsoncontrols.com/techterms> (collectively, the "Software Terms"). Applicable Software Terms are incorporated herein by this reference. Other than the right to use the Software as set forth in the Software Terms, Company and its licensors reserve all right, title, and interest (including all intellectual property rights) in and to the Software and improvements to the Software. The Software that is licensed hereunder is licensed subject to the Software Terms and not sold. If there is a conflict between the other terms herein and the Software Terms, the Software Terms shall take precedence and govern with respect to rights and responsibilities relating to the Software, its implementation and deployment and any improvements thereto. Notwithstanding any other provisions of this Agreement and unless otherwise agreed to by the parties in writing, the following terms apply to Software that is provided to Customer on a subscription basis (i.e., a time limited license or use right), (each a "Software Subscription"): Each Software Subscription provided hereunder will commence on the date the initial credentials for the Software are made available (the "Subscription Start Date") and will continue in effect until the expiration of the subscription term noted herein. At the expiration of the Software Subscription, such Software Subscription will automatically renew for consecutive one (1) year terms (each a "Renewal Subscription Term"), unless either party provides the other party with a notice of non-renewal at least ninety (90) days prior to the expiration of the then-current term. To the extent permitted by applicable law, Software Subscriptions purchases are non-cancelable and the sums paid nonrefundable. Fees for Software Subscriptions shall be paid annually in advance, invoiced on the Subscription Start Date and each subsequent anniversary thereof. Unless otherwise agreed by the parties in writing, the subscription fee for each Renewal Subscription Term will be priced at JCI's then-applicable list price for that Software offering. Any use of Software that exceeds the scope, metrics or volume set forth in this Agreement will be subject to additional fees based on the date such excess use began.

38. Electronic Media. Electronic Media. Either party may scan, fax, email, image, or otherwise convert this Agreement into an electronic format of any type or form, now known or developed in

the future. Any unaltered or unadulterated copy of this Agreement produced from such an electronic format will be legally binding upon the parties and equivalent to the original for all purposes, including litigation. JCI may rely upon Customer's assent to the terms and conditions of this Agreement, if Customer has signed this Agreement or demonstrated its intent to be bound whether by electronic signature or otherwise.

39. Lien Legislation. Notwithstanding anything to the contrary contained herein, the terms of this Agreement shall be subject to the lien legislation applicable to the location where the work will be performed, and, in the event of conflict, the applicable lien legislation shall prevail.

40. Privacy. Company as : Where Company factually acts as Processor of Personal Data on behalf of Customer (as such terms are defined in the DPA) the terms at www.johnsoncontrols.com/dpa ("DPA") shall apply. **Company as :** Company will collect, process and transfer certain personal data of Customer and its personnel related to the business relationship between it and Customer (for example names, email addresses, telephone numbers) as controller and in accordance with Company's Privacy Notice at <https://www.johnsoncontrols.com/privacy>. Customer acknowledges Company's Privacy Notice and strictly to the extent consent is mandatorily required under applicable law, Customer consents to such collection, processing and transfer. To the extent consent to such collection, processing and transfer by Company is mandatorily required from Customer's personnel under applicable law, Customer warrants and represents that it has obtained such consent.

41. License Information (Security System Customers): AL Alabama Electronic Security Board of Licensure 7956 Vaughn Road, Pmb 392, Montgomery, Alabama 36116 (334) 264-9388: AR Regulated by: Arkansas Board of Private Investigators And Private Security Agencies, #1 State Police Plaza Drive, Little Rock 72209 (501)618-8600: CA Alarm company operators are licensed and regulated by the Bureau of Security and Investigative Services, Department of Consumer Affairs, Sacramento, CA, 95814. Upon completion of the installation of the alarm system, the alarm company shall thoroughly instruct the purchaser in the proper use of the alarm system. Failure by the licensee, without legal excuse, to substantially commence work within 20 days from

the approximate date specified in the agreement when the work will begin is a violation of the Alarm Company Act: NY Licensed by N.Y.S. Department of the State: TX Texas Commission on Private Security, 5805 N. Lamar Blvd., Austin, 78752-4422, 512-424-7710. License numbers available at www.johnsoncontrols.com or contact your local Johnson Controls office.

Minutes of Human Resources Committee - Negotiations

The Board of Education Waunakee Community School District

A Human Resources Committee - Negotiations of the Board of Education of Waunakee Community School District was held Wednesday, May 24, 2023, beginning at 5:30 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

Chairperson Engebretson called the meeting to order at 5:30PM

II. ROLL CALL

Present: Engebretson, Ensign, Heinrichs (zoom)

Also Present: Guttenberg, Grabarski, Summers, Dye

Members of the WTA: Gina Pagel, Todd Shucha, Ashley Taylor, Erin Schroeder, Kyle Braatz. WEAC Legal John Walsh

III. APPROVE AGENDA

A motion was made by Ensign, second by Heinrichs, to approve the agenda as posted.
Motion carried 3-0.

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

A motion was made by Ensign, second by Heinrichs, to adjourn to closed session at 5:30PM.
Motion carried 3-0.

A. Negotiation Preparation with District Negotiations Team

The Human Resources committee and Administration met to discuss the format for the negotiation.

V. RETURN TO OPEN SESSION

A motion was made by Ensign, second by Heinrichs, to return to open session at 5:36PM.
Motion carried 3-0.

The meeting reconvened at 5:58PM with the WTA negotiation team.

VI. INTRODUCE NEGOTIATING TEAMS

Engebretson asked all the teams to introduce themselves. The WTA team and District team all introduced themselves.

VII. EXCHANGE INITIAL PROPOSALS

The WTA shared their proposal with the District.

A. Waunakee Teacher's Association

The WTA shared their proposal with the Board.

B. Board of Education

The Board did not present a proposal this evening. Due to the lack of state budget information, the Board wishes to revisit this later in an effort to maximize the amount negotiated. The Board is committed to operating the district teacher compensation system and the supplemental pay structure that supports it. Because the Board didn't have an initial proposal the parties couldn't adjourn to closed session to negotiate.

VIII. ADJOURN TO CLOSED SESSION (19.85(1) (c) (e)) They did not adjourn to closed session

IX. NEGOTIATE –They did not negotiate.

X. RETURN TO OPEN SESSION – NA

XI. MEET AND CONFER WITH ALL INTERESTED TEACHERS (WTA MEMBERS AND NON-MEMBERS)

The WTA reviewed their topics with the HR Committee and the administration.

The administration and committee responded, discussed and asked questions.

XII. ADJOURN

A motion was made by Ensign, second by Heinrichs, to adjourn the meeting at 6:24PM.

Motion carried 3-0

Minutes of Human Resources Committee Meeting.

The Board of Education Waunakee Community School District

A Human Resources Committee Meeting. of the Board of Education of Waunakee Community School District was held Wednesday, June 7, 2023, beginning at 10:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

Chairperson Engebretson called the meeting to order at 10:30am

II. ROLL CALL

Present: Engebretson, Ensign, Heinrichs

Also Present: Guttenberg, Grabarski, Summers

III. APPROVE AGENDA

A motion was made by Ensign, second by Heinrichs, to approve the agenda as posted. Motion carried 3-0.

IV. PUBLIC COMMENTS

There were no public comments for this meeting.

V. CONSIDERATION OF 2023-2024 WAGE INCREASES FOR HOURLY STAFF

Grabarski presented and answered questions regarding the budget planning process incorporating 7.5% employee wage increases for all employee groups as previously discussed in committees. Due to the lack of clarity with the state budget, at this time administration is requesting the full board to consider wage increases for hourly staff starting July 1, 2023 as presented. The other wage increase proposals will be presented at a later time when more financial information is available.

A motion was made by Ensign, second by Heinrichs to recommend to the full board to move forward with the 2023-2024 increases for hourly staff as presented. Motion carried 3-0.

VI. CONSIDERATION OF 2022-2023 SALARY INCREASES FOR INDIVIDUAL TEACHERS

Grabarski presented and answered questions regarding the recommendation for 22/23 base contract adjustments for specific teachers based on the years of experience / degree level points that were awarded to them upon hire.

A motion was made by Ensign, second by Heinrichs, to recommend that the full board consider the 2022-2023 salary increase for the specific group of teachers as presented. Motion carried 3-0.

VII. CONSIDERATION OF 2023-2024 EMPLOYEE HANDBOOKS

Grabarski presented and answered questions regarding the handbook changes for the 2023-2024 school year.

A motion was made by Ensign, second by Heinrichs, to recommend that the full board consider the handbook changes as presented. Motion carried 3-0.

VIII. ADJOURN

A motion was made by Ensign, second by Heinrichs, to adjourn the meeting at 11:29AM. Motion carried 3-0.



**Administrative Assistant
Classified Staff
Custodial and Maintenance
Employment Guidelines**

BOE Adopted: 6/13/23
Updated: 9/16/22

PURPOSE

The purpose of this Employee Handbook is to inform employees about District expectations and policies, provide legal protection for the District, notify employees of their legal rights, serve as a reference guide on important terms and conditions of employment and clarify questions that an employee may have about their working relationship with the District.

Please note that this handbook does not constitute an employment contract. This handbook is part of School Board policy. As with any School Board policy, the information contained in this handbook is subject to change. Employees are responsible for contacting their supervisor or Human Resources if they have any questions, concerns or need further explanation regarding this handbook, any Board policies or regarding any aspect of their employment.

All cited references are to sections of the Wisconsin Statutes and WCSD policies as amended to date. This Employee Handbook replaces any and all prior verbal and written communications regarding the Waunakee Community School District's working conditions, policies, procedures, appeal processes, and benefits.

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1.0 DEFINITIONS OF EMPLOYEE

1.1 Regular Full-Time Employee

A regular full-time employee shall be defined as an employee who is regularly scheduled to work forty (40) hours per week.

1.2 Regular Part-Time Employee

A regular part-time employee shall be defined as an employee who is regularly scheduled to work less than forty (40) hours per week.

1.3 Weekend Employee

A weekend employee shall be defined as an employee who is regularly scheduled to work only Saturdays and/or Sundays, during the school year. Weekend employees are considered limited-term employees and are eligible for benefits only to the extent outlined in their letter of employment.

1.4 Probation

All newly hired regular full-time and regular part-time employees shall serve a twelve (12) month probationary period. During an employee's probationary period the District may discipline or discharge the employee, and said discipline or discharge shall not be subject to the grievance procedure.

Employees who have completed the probationary period satisfactorily and are continued thereafter may be disciplined or discharged for cause.

1.5 All limited term employees are covered by these guidelines only to the extent outlined in their letter of employment.

2.0 WORK SCHEDULES / HOURS OF WORK

2.1 Work schedules shall be developed by each immediate supervisor. Supervisors shall establish a regular schedule of hours. The regular schedule may be changed from time to time for operational reasons; however the supervisor shall whenever possible provide one (1) week's advance notice to all employees so affected.

2.2 Prior approval must be given by the immediate supervisor if an employee works beyond their regularly scheduled hours per week in any week.

2.3 The District is required by law to record and pay for hours actually worked, including overtime hours, for non-exempt employees. Time actually worked for non-exempt employees is documented by a time sheet. Employees are responsible for accurately recording their time worked for each scheduled workday. It is not appropriate for employees to simply mark down the scheduled work time, but rather must record actual "time in" and "time out" in order to be paid properly.

- 2.4 An employee shall take a one-half (1/2) hour unpaid, duty free lunch break near the mid-point of each work day. Employees working less than six (6) hours per day may or may not have a lunch break at the discretion of the employer.
- 2.5 Paid break times shall be determined by the supervisor, and shall not be taken consecutively or in conjunction with lunch breaks.

Hours Worked	Breaks
0 to 2 hours per day	0 minutes
2.01 to 6.5 hours per day	(1) 15 minute break
6.51 or more hours per day	(2) 15 minute breaks

- 2.6 If necessary, supervisors may adjust schedules to meet the needs of the District.

3.0 TIME KEEPING

- 3.1 A work week consists of Sunday 12:00 AM through Saturday 11:59 PM.
- 3.2 The normal workday for all full time employees shall be no more than eight (8) hours per day. The normal workweek for all full time employees shall be forty (40) hours per week. A custodian’s normal schedule of forty (40) hours per week may include work on Saturdays at a building where services are routinely provided.
- 3.3 All hourly employees will record hours worked through True Time, an electronic time ~~tracking~~ system. Hourly employees must clock in when they arrive at work, clock out for lunch, clock back in upon return from lunch, and clock out at the end of their work day.
- 3.4 Employees are responsible for their own timesheet and shall not punch in or out for any other employee.
- 3.5 The District’s Timekeeping System requires that an employee complete the electronic timesheet and submit it for True Time approver/supervisor approval. The payroll department will then input the employee’s time worked into the system for timekeeping. Timesheets must be submitted weekly within the time frame established for the pay schedule.
- 3.6 When an employee submits their ~~timecard~~-timesheet for approval they are certifying that the time recorded is accurate. Falsification of the time record is a serious violation of District policy and is, in essence, theft. Such falsification will result in corrective action, up to and including immediate termination.
- 3.7 Work in excess of forty (40) hours per week (overtime) shall be compensated at the rate of time and one-half (1 1/2) the employee's normal hourly rate of pay. All overtime hours must have the prior approval of an employee’s supervisor.

- 3.8 The District reserves the right to schedule overtime work as required in a manner consistent with the requirements of the School District.
- 3.9 Paid holidays shall be counted as hours worked for purposes of overtime calculation. Other paid time off shall not be counted as hours worked for purposes of overtime calculation.

See Appendix E – True Time

4.0 COMPENSATORY TIME (COMP TIME)

- 4.1 Regular, 12-month, full time employees are eligible to accrue comp time in lieu of overtime payment.
- 4.2 Compensatory (comp) time is earned at the rate of one and one-half (1 1/2) times the number of overtime hours actually worked.
- 4.3 Comp time shall be utilized in no less than 15 minutes increments.
- 4.4 Consecutive comp days shall not be approved and comp days shall not be approved in conjunction with vacation or personal days. An exception to this restriction may be made when the comp time is going to be used during winter or spring break, or other non-student days.
- 4.5 All comp time earned between July 1st and December 31st-15th must be taken by December 31st-15th or paid out. A maximum of 24 hours of comp time may be taken during this timeframe; all remaining hours earned shall be paid out. All comp time earned between January 1st and June 30th-15th must be taken by June 30th-15th or paid out. A maximum of 24 hours of comp time may be taken during this timeframe; all remaining hours earned shall be paid out

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5.0 PAYROLL, WAGES AND REIMBURSEMENTS

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 classification 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.

5.3 PAYCHECKS

Staff will receive paychecks on the 15th and 30th of each month during the school year. When the fifteenth or thirtieth day of the month falls on a Saturday, Sunday, or on a

bank holiday, payment shall be made on the preceding business day. The District shall provide all payments via electronic deposit, and all payroll information shall be provided electronically.

12 Month employees	24 payrolls	7/30 to 7/15
11 Month	22 payrolls	8/30 to 7/15
10 Month	19 payrolls	9/30 to 6/30

5.4 Employees will give written notice of termination of employment at least two weeks prior to the last day of work. If an employee has overused the holiday, sick or vacation time earned, the employee will have an amount equal to the value of that overused leave withheld from their last pay check.

5.5 MILEAGE

Employees who incur expense through the authorized (by the Business Manager) use of their private vehicle for school business shall be reimbursed the current IRS rate. Actual expenditures within the above maximums shall be reimbursed upon submission of an expense voucher with accompanying receipts and mileage statement to the Business Office.

5.6 BUILDING CHECKS AND CALL BACKS– CUSTODIAL/MAINTENANCE

Custodial and maintenance employees will receive two (2) hours’ pay at their regular rate for building checks at the high school and one (1) hour’s pay at their regular rate for building checks in all other buildings required to be conducted on weekends. Custodial and maintenance employees will receive two (2) hours’ pay at two (2) times their regular rate for building checks at the high school and one (1) hour’s pay at two (2) times their regular rate for building checks in all other buildings required to be conducted on holidays.

If employees are called back to work after having completed their regular work hours and leaving for the day, or are called to work and leave again before the start of their regular shift, they shall be paid for a minimum of two (2) hours at time and one-half their regular rate of pay for hours that are unattached to other hours worked that day.

5.7 SNOW DAYS

- A. Employees shall be paid for up to four (4) snow days if it is necessary to cancel school.
- B. In the case of an early release or delayed start, hours paid for hours not worked shall be counted toward the maximum of four (4) paid snow days.
- C. In the event of a fifth snow day or any snow day thereafter, employees will have the option of taking an unpaid day, or using a personal or vacation day if available. Employees are asked to submit a leave request via Employee Access indicating how they choose to account for the time.

- D. In the event of an early release or delayed start after there have already been four paid snow days, paychecks shall be adjusted to reflect fewer hours worked, unless paid time off is substituted. The missed time shall not be made up and employees should leave work or report to work according to the adjusted schedule.
- E. Custodians / Maintenance and Administrative Assistants
Unless directed otherwise by their immediate supervisor, custodial and maintenance employees are to report to work on days declared by the district administrator to be snow or emergency days. In the event the employee finds it impossible to report for work, or if they are directed not to report for work, they shall be paid for up to four (4) snow or emergency days per year. Employees who work on the first four snow or emergency days shall be able to take the same number of hours worked on the snow or emergency day, as personal leave time on a future day. The personal leave time shall be approved by the Director of Facilities, and shall be used during the year or lost, it shall not carry over, and shall not be paid out. If there are more than four (4) snow or emergency days in any given year, employees shall be expected to report for work. In the event an employee finds it impossible to report for work, they may utilize personal leave, comp time, or vacation time, at the discretion of their immediate supervisor. In the event of a late start or early release due to a snow or emergency day, hours not worked but paid shall count toward the 4 days (32 hours) of paid snow or emergency time.

6.0 TIME OFF

6.1 Eligibility and Paid Time Off Allocations

All employees classified in these Employment Guidelines shall be eligible for time off as outlined in the following sections. Paid time off allocations occur on the first day of July each year. Employees who are eligible for vacation time off have vacation allocations that occur on hire date anniversaries.

Employees hired after July 1st or after the school year begins will accrue paid time off on a prorated basis based on a proration of the remaining days in their assignment.

Employees who resign or are terminated before the end of the work year, or assigned number of work days, will have their paid time off prorated (reduced) based on the number of days actually worked.

Employees who do not work the same number of hours on each workday shall have their allocations determined by the average number of hours per day calculated on a weekly basis. Part-time employees shall receive allocations prorated for their FTE.

Administration

The Board of Education may implement and/or change policies to prevent misuse of time off at any time upon their discretion.

The Director of Human Resources, or their designee, may request verification of the need for an employee's time off at their discretion.

Employees are responsible for adhering to the time off guidelines and to use the electronic time off system, Skyward - Employee Access, correctly.

Time off requests should be entered into Skyward prior to the absence being taken.

Time Off Use

All time off requests may be requested in hourly increments of 0.25 hours and must be submitted in Skyward - Employee Access. If time off requests are less than a full day, employees are expected to work for the remaining workday.

External substitutes (substitutes in Frontline) only are hired for a minimum of two (2) hours per day. Frontline substitute requests must be a minimum of two (2) hours up to eight (8) hours per day. Absences less than two (2) hours are submitted to the building office.

The district utilizes electronic systems for tracking time off entries. It is your responsibility as an employee to use the systems correctly. All time off requests should be initiated through an entry within the Employee Access portal of Skyward.

All paid leaves may be requested in hourly increments of 0.25 hours.

For staff who use Frontline: External substitutes (substitutes in Frontline) only are hired for minimum of two hours per day. Therefore, substitute requests in Frontline must be a minimum of two hours up to eight hours per day.

6.2 PERSONAL LEAVE

A. **Allocation Amounts:** Each employee will be credited with two (2) days of personal leave per year. These days are separate from sick leave and are allocated as personal leave.

B. **Use:**

a. Personal days can be used for anything.

b. Unused personal leave is added to accrued sick leave at the end of each fiscal year (June 30th) or for Custodian/Maintenance staff on anniversary date, which is accumulative to 188 days (1,504 hours), 120 days (960 hours) of which can be applied toward retirement.

C. **Restrictions on Use:**

. District-Wide: No more than three (3) hourly support staff (Para-Educators, LMTC Assistants, Technology Assistants, Health Assistants) may use personal leave on any one day.

a. Personal leave should be submitted forty-eight (48) hours in advance of the actual absence date whenever possible.

b. Employees who work less than 12-months per year:

i. Personal leave may not be used before or after an unpaid break or holiday.

ii. Personal leave may not be used on the last ten (10) school days of the year.

iii. Personal leave may not be used during the first week of school.

D. **Requests for Exceptions of Use:** The Director of Human Resources may grant approval for use of personal leave for extenuating circumstances or once-in-a-lifetime events. These requests must be submitted prior to submitting a time off request via the PowerSchools form found xxx.

E. **Personal Leave Bank:** Employees who are not eligible for vacation and who have completed ten (10) consecutive years of service in the district may bank up to three personal days. These days may be combined with the two (2) personal days given at the beginning of the year to allow for one (1) full week off with pay. Any employee who wishes to bank personal days must notify the Director of Human Resources via email prior to the end of the school year. The use of banked personal days is subject to the restrictions listed under personal leave.

~~Each employee will be credited with two (2) days of personal leave per year. Personal days be used for anything, and although the request shall be made electronically via Employee Access, a reason need not be given.~~

~~A. One personal day is equivalent to the number of scheduled hours per day for each employee.~~

~~A. Personal leave can be taken in hourly increments. If the employee is able to return to work for their remaining workday, they are expected to do so.~~

~~D. Such personal leave will not be granted during the first week and last 10 days of the school year. Personal days may not be used to extend holidays. For staff working less than 12 months per year, personal days may not be used to extend a recess (a recess is defined as any break in the regular five (5) day school week), unless prior approval is granted by the Director of Human Resources for good cause in extenuating circumstances and "once-in-a-lifetime situations."~~

~~E. District wide there will be a maximum of three (3) employees per classification granted personal leave on any one (1) day.~~

~~F. Personal leave not used shall be added to accrued sick leave, which is accumulative to 188 days (1,504 hours), 120 days (960 hours) of which can be applied toward retirement.~~

~~G. Employees who are not eligible for vacation and who have completed ten (10) consecutive years of service in the district may bank up to three personal days. These days may be combined with the two (2) personal days given at the beginning of the year to allow for one (1) full week off with pay. Any employee who wishes to bank personal days must notify the Director of Human Resources in writing prior to the end of the school year. The use of banked personal days is subject to the restrictions listed under personal leave.~~

6.3 SICK LEAVE

A. Allocation Amounts: Employees shall be given one day of sick leave per month worked, accumulative to 188 days (1,504 hours). The maximum number of sick days to be applied toward retirement benefits shall be 120 days (960 hours). Unused sick leave is only paid out upon meeting the district's retirement eligibility.

a. School-Year only Employees: Ten (10) days of sick leave are allocated each year.

b. 11-Month Employees: Eleven (11) days of sick leave are allocated each year.

c. 12-Month Employees: Twelve (12) days of sick leave are allocated each year.

B. Use: Sick leave may be used for:

a. Personal illness.

a. Doctor and/or dentist appointment for self that cannot be scheduled outside of normal work hours.

b. Immediate family* member illness, or doctor and/or dentist appointment that cannot be scheduled outside of normal work hours.

c. Care for a child in their immediate family that cannot safely be left alone in situations of canceled or closed childcare.

d. Funeral or wake of a friend or a relative that is defined as an immediate family* member.

e. If an employee exhausts all available sick leave, they must use any available personal leave, vacation, or any other accrued, paid leave prior to requesting unpaid sick leave. There may be certain exceptions under the State and Federal Family and Medical Leave Laws.

A. * Immediate family includes: spouse, child, step-child, parent, step-parent, grandparent, grandchild, brother, sister, parent-in-law, brother or sister-in-law, son or daughter-in-law, or grandparent-in-law. Employees shall be given to one day of sick leave per month worked, accumulative to 188 days (1,504 hours). Sick leave, though credited at the beginning of each fiscal year, is vested only upon completion of the work year. Any employee resigning or terminated will be credited only with those days earned at the time employment is severed. The maximum number of sick days to be applied toward retirement benefits shall be 120 days (960 hours). Unused sick leave is only paid out upon meeting the district's retirement eligibility.

A. One day of sick leave is equivalent to the number of scheduled hours for that employee and is accumulated on this basis. Part-time employees who do not work on an everyday basis will have a prorated number of sick days based upon their individual schedule.

A. Sick leave may be used for:

0. Personal illness.

0. Doctor and/or dentist appointment for self, spouse or children, which cannot be scheduled outside of the employee's regular work schedule.

0. Care of spouse, child, parent or step-parent, grandparent, brother/sister, or parent-in-laws.

0. Sick leave requests must be submitted electronically via Employee Access.

~~A. Sick leave shall be taken in hourly increments. If sick leave is utilized to attend a morning or afternoon appointment, and the appointment is completed in time for the employee to return to work for the remaining half day (1/2), they are expected to do so.~~

~~A. A physician's statement of illness may be requested if considered necessary by the immediate supervisor, or Director of Human Resources.~~

~~A. If an employee exhausts all available sick leave, they must use any available personal leave, vacation, or any other accrued, paid leave prior to requesting unpaid sick leave. There may be certain exceptions under the State and Federal Family and Medical Leave Laws.~~

Family and Medical Leave

~~Under the State and Federal Family and Medical leave Acts, employees may be entitled to leave above and beyond the leaves provided in these guidelines. Any absence of more than three days that qualifies as Family and Medical leave will be counted as Family and Medical leave. The District administers the State and Federal Family and Medical Leave Acts concurrently. A 12 month period starting July 1 and ending on June 30, is used for calculating leave eligibility under the Federal Family and Medical Leave Act. Employees should contact the Director of Human Resources to request Family and Medical leave or to discuss their options for time off under the State and Federal laws. Please see Appendix C for employee rights and responsibilities under the Family and Medical Leave Act.~~

~~Under the State and Federal Family and Medical Leave Acts, employees may be entitled to leave above and beyond the leaves provided in these guidelines. Any leave of more than three consecutive days that qualifies as Family and Medical leave shall be counted as such. The District administers the State and Federal Family and Medical Leave Acts concurrently. A 12 month period starting July 1 and ending on June 30 is used for calculating leave eligibility under the Federal Family and Medical Leave Act. If employees have questions they should contact the Director of Human Resources.~~

6.4 BEREAVEMENT LEAVE

Staff may use up to three (3) days of paid leave for death in the immediate family. These days shall not be deducted from sick leave. An additional three (3) days of sick leave may be used as bereavement leave for deaths in the immediate family. The Director of Human Resources may grant additional days, either as paid leave deducted from sick leave or as unpaid days, at their discretion. Immediate family includes: spouse, child, step-child, parent, step-parent, grandparent, grandchild, brother, sister, parent-in-law, brother or sister in law, son or daughter-in-law. Staff may request sick leave for attendance at funerals, not covered under bereavement leave. Verification of attendance may be required.

6.5 JURY DUTY

Any employee who is required to respond to a call for jury duty as a witness in court not involving a party to this employer shall be excused from work and the employer agrees

to pay the difference between jury fees paid the employee (excluding mileage and parking fees or Saturday or Sunday fees) and the employee's regular daily rate. Employees are asked to submit to the payroll office a copy of the check they receive for jury duty within three (3) days of their receipt of the check.

An employee must notify their immediate supervisor as soon as notice of jury duty is received. Also, the employee is expected to contact their immediate supervisor immediately upon termination of jury duty or when temporarily relieved of jury duty.

The time required for any employee to serve on jury duty will not be deducted from sick leave or vacation time the employee has earned or will earn in the future.

The above provisions on jury duty affect an employee only if they are called to serve on a jury during the period the employee normally works (i.e. School Year employees are only affected if called to serve on a jury during the School Year working period).

6.6 VACATION

A. Eligibility.

- a. 12-month employees and 11-month Administrative Assistants are eligible for vacation.
- b. Employees who properly resign (minimum of two week written notice) or retire shall be paid for accrued, unused vacation on a prorated basis. Discharged employees shall not receive vacation pay. Employees who resign before working one year are only eligible for prorated unused vacation to be paid out.

B. Allocation Amounts.

12-month employees shall be given five (5) days of vacation to use during their first year of employment, and 11-month employees shall be given two (2) days of vacation to use during their first year of employment. During their first year of employment, they are also accruing vacation that will be posted for use during their second year of employment. Vacation will be accrued accordingly for future years. *See vacation allocation schedule below.

- a. A maximum of ~~up to~~ ten (10) days of unused vacation may be carried over to the next school-year.

C. Use

Employees must have approval from their immediate supervisor via Employee Access prior to taking vacation days. Supervisors may limit the length of an employee's vacation to one-week increments, and reserves the right to approve the scheduling of vacation so as not to interrupt the operations of the District.

- a. Vacation may be taken on days which employees are not scheduled to work, including winter break, and spring break.

D. Restrictions on Use

Employees who work less than 12-months per year:

- i. Vacation may not be taken during the first five (5) days or the last ten (10) days of the school year. This restriction may be waived at the discretion of the Director of Human Resources, for extenuating circumstances.
- ii. Vacation cannot be used to extend a holiday or recess (a recess is defined as any break in the regular five (5)-day school week). This restriction may be waived at the discretion of the Director of Human Resources for extenuating circumstances.

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a. A maximum of two (2) people per day, per classification can use vacation time except on days when employees are not scheduled to work. If conflicts between employees arise as to vacation scheduling, preference will be given in order of seniority, provided that the vacation requests have been submitted at least six months in advance.

~~A. 12-month employees and 11-month Administrative Assistants are eligible for vacation. 10-Month Administrative Assistants who were actively employed prior to July 1, 1996 also are eligible for vacation (10-Month Administrative Assistants hired after that date shall not be eligible for vacation).~~

~~A. Employees must have approval from their immediate supervisor via Employee Access prior to taking vacation days. Supervisors may limit the length of an employee's vacation to one-week increments, and reserves the right to approve the scheduling of vacation so as not to interrupt the operations of the District.~~

~~A. 12-month employees shall be given five (5) days of vacation to use during their first year of employment, and 11-month employees shall be given two (2) days of vacation to use during their first year of employment. During their first year of employment, they are also accruing vacation that will be posted for use during their second year of employment. Vacation will be accrued accordingly for future years. Vacation for part-time employees shall be pro-rated based upon their FTE.~~

~~A. One (1) day of vacation is equivalent to the number of scheduled hours for that employee and is accumulated on this basis.~~

~~A-~~

~~A. Vacation time shall be taken in hourly increments. If the employee is able to return to work for the remaining workday, they are expected to do so.~~

~~A-~~

~~A. Vacation may not be taken during the first five (5) days or the last ten (10) days of the school year. This restriction may be waived at the discretion of the Director of Human Resources, for extenuating circumstances.~~

~~A-~~

~~A. Vacation cannot be used to extend a holiday or recess (a recess is defined as any A. break in the regular five (5)-day school week). This restriction may be waived at the discretion of the Director of Human Resources for extenuating circumstances.~~

~~A-~~

~~A. Up to ten (10) days of unused vacation may be carried over to the next school year.~~

~~A. Vacation may be taken on days which employees are not scheduled to work, including winter break, and spring break.~~

~~A. A maximum of two (2) people per day, per classification can use vacation time except on days when employees are not scheduled to work. If conflicts between employees arise as to vacation scheduling, preference will be given in order of seniority, provided that the vacation requests have been submitted at least six months in advance.~~

~~A-~~

~~A. Employees who properly resign (minimum of two week written notice) or retire shall be paid for accrued, unused vacation on a prorated basis. Discharged employees shall not receive vacation pay. Employees who resign before working one year are only eligible for prorated unused vacation to be paid out.~~

VACATION SCHEDULE			
12-Month, Full-Time	5 days during first year		
	10 days during 2nd year	16 days during 7th year	21 days during 13th & 14th year
	11 days during 3rd year	17 days during 8th year	22 days during 15th & 16th year
	12 days during 4th year	18 days during 9th year	23 days during 17th & 18th year
	14 days during 5th year	19 days during 10th year	24 days during 19th & 20th year
	15 days during 6th year	20 days during 11th & 12th year	25 days during 21st year and thereafter
11-Month, Full-Time	2 days during first year		
	5 days during 2 nd year	10 days during 6 th & 7 th year	14 days during 14 th & 15th year
	6 days during 3 rd year	11 days during 8 th & 9 th year	15 days during 16 th year and thereafter
	7 days during 4 th year	12 days during 10 th & 11th year	
	9 days during 5 th year	13 days during 12 th & 13th year	
Less Than 11-Months	5 days during 6 th year	7 days during 8 th year	9 days during 10 th year
	6 days during 7 th year	8 days during 9 th year	10 days during 11 th year and thereafter
	To a maximum of 10 days		
Administrative Assistants who were actively employed prior to July 1, 1996 are eligible for this vacation benefit. Those hired after that date shall not be eligible for vacation.			

6.7 UNPAID LEAVE

~~**A. Eligibility:** After one (1) year of employment, staff shall be able to take one (1) unpaid leave day per year of employment cumulative to a maximum of three (3) days at any time. An employee could take one (1) day per year, or they could choose not to use any for two (2) years and in the third year, they could take three (3) days. No more than three (3) unpaid days can accumulate. Once three (3) unpaid leave days were used, there would be no unpaid leave days available until the following year, when there would be one (1).~~

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~~**B. Use:**
a. Unpaid leave requests may be requested for situations that do not fall under any other time off category and are considered "once-in-a-lifetime" requests.~~

~~Applicable paid time off should be exhausted prior to requesting unpaid leave.~~

~~Any unpaid time off qualifies as a once-in-a-lifetime leave, even if for a single day, and must be pre-approved by your principal/supervisor and the Director of Human Resources prior to submitting an unpaid leave request in Skyward-Employee Access.~~

~~These requests must be submitted prior to submitting a time off request via a TalentEd/PowerSchools form. Log into your TalentEd/PowerSchools account to submit an Employee Special Time Off Request Form (Not extended leave).~~

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~~(in current handbook, just moved it): Taking unpaid leave without having received prior approval for the leave is a serious offense which may result in an unpaid suspension or discharge.~~

b. ~~The allowance for unpaid leave days will be on a first come, first served basis with each building.~~

c. ~~Unpaid leave may be used for education, medical reasons, maternity, military or National Guard service, civic duties or for other purposes approved by the District.~~

d. ~~After the initial thirty (30) days of unpaid leave, no benefits shall be received nor shall the leave serve as experience credit for seniority or for any other purposes. Employees may continue District insurance coverage at their own expense if permitted by District policies in effect at the time.~~

C. Restrictions on Use:

~~. No more than two (2) staff members per classification per day may use unpaid leave at any time.~~

a. ~~Unpaid leave shall be taken in increments of not less than one (1) full day. [still true w/hourly time off?]~~

b. ~~Unpaid leave requests must be submitted at least five (5) days prior to the absence date(s).~~

c. ~~Unpaid leave may not be used to extend holidays.~~

d. ~~Employees who work less than 12-months per year:~~

~~i. Unpaid leave may not be used before or after an unpaid break.~~

~~ii. Unpaid leave may not be used on the last ten (10) school days of the year.~~

~~iii. Unpaid leave may not be used during the first five (5) days of school.~~

~~After one (1) year of employment, staff shall be able to take one (1) unpaid leave day per year of employment cumulative to a maximum of three (3) days at any time. An employee could take one (1) day per year, or they could choose not to use any for two (2) years and in the third year, they could take three (3) days. No more than three (3) unpaid days can accumulate. Once three (3) unpaid leave days were used, there would be no unpaid leave days available until the following year, when there would be one (1).~~

~~B. The allowance for unpaid leave days will be on a first come, first served basis with no more than two (2) staff members per classification per day on leave without pay.~~

~~The granting of unpaid leave, the length of time for such leave, and the number of employees taking this leave, shall be at the sole discretion of the District. Requests for unpaid leave are nonprecedental and will be dealt with on an individual basis.~~

~~Leaves of absence without pay may be for education, medical reasons, maternity, military or National Guard service, civic duties or for other purposes approved by the District.~~

~~Staff members must have approval via Employee Access from their immediate supervisor and the Director of Human Resources prior to taking leave without pay. Taking on unpaid leave without having received prior approval for the leave is a serious offense which may result in an unpaid suspension or discharge.~~

~~Leave without pay shall be taken in increments of not less than one (1) full day. Requests for leave without pay must be submitted at least five (5) days prior to the time off~~

~~being requested and shall include reasons for the request and the expected duration of the leave, not to exceed one (1) year. This requirement may be waived in case of an emergency.~~

~~Leave without pay may not be used to extend holidays. For staff working less than 12-months per year, leave without pay may not be used to extend a recess (a recess is defined as any break in the regular five (5) day school week).~~

~~Leave without pay shall not be granted for days during the first five (5) days of school or the last ten (10) days of school.~~

~~After the initial thirty (30) days of unpaid leave, no benefits shall be received nor shall the leave serve as experience credit for seniority or for any other purposes. Employees may continue District insurance coverage at their own expense if permitted by District policies in effect at the time.~~

~~The Director of Human Resources may approve additional unpaid leave at any time at their discretion.~~

6.8 PAID HOLIDAYS

(If the holiday falls within the employee’s regular work schedule.)

12-Month, Full-Time Employees		
1. Fourth of July	5. Christmas Eve Day	9. Good Friday
2. Labor Day	6. Christmas Day	10. Memorial Day
3. Thanksgiving Day	7. New Years Eve Day	
4. Day After Thanksgiving Day	8. New Years Day	

11-Month, Full-Time Employees		
1. Labor Day	5. Christmas Day	9. Memorial Day
2. Thanksgiving Day	6. New Years Eve Day	
3. Day After Thanksgiving Day	7. New Years Day	
4. Christmas Eve Day	8. Good Friday	

Less Than 11-Month Employees	
1. Labor Day	3. Day After Thanksgiving Day
2. Thanksgiving Day	4. Memorial Day

- A. If a paid holiday falls on a Saturday, the previous Friday shall be considered the holiday. If a paid holiday falls on a Sunday, the following Monday shall be construed the holiday. These holidays may be adjusted to best fit the work year.
- B. Holidays Falling on Student Contact Days: If any of the holidays listed above, fall on a student contact day, the employees shall work their regular hours that day, and shall instead receive a holiday on a date determined by the Administration.
- C. Any employee required to work on a holiday for which they are eligible to receive holiday pay shall receive two times the regular hourly rate of pay.
- D. To qualify for holiday pay an eligible employee must be on the active payroll of the District and must have worked on their regularly scheduled work day immediately preceding and immediately following the paid holiday, unless a scheduled vacation is taken, an illness is verified by a physician's certificate, or the employee is otherwise excused by the District Administrator.

7.0 BENEFITS

All insurance carriers, programs, and coverages in this Benefits section will be selected and determined by the Board of Education.

When an employee resigns or retires health, dental, vision insurances will end on the last day of month of employment with the district, during the school year or on last day of June at the end of the school year.

When an employee resigns or retires, short-term disability, long-term disability and life insurance(s) end on the last day worked with the district.

7.1 HEALTH INSURANCE

Employees who work 30 or more hours per week shall be eligible to enroll in the district's health insurance. The district shall pay premiums as indicated below ~~when the employee enrolls in the HMO Plan or High Deductible Health Plan (HDHP). For employees enrolling in a single or family Point of Service (POS) health plan, the employer contribution dollar amount will match the employer contribution dollar amount paid towards the HMO health plan. The high deductible health plan is the lowest cost plan and is the single rate offer for the Federal Affordable Care Act. Employees who work less than 30 hours and were employed by the district prior to July 1, 2015 and were enrolled in the district's health insurance prior to July 1, 2015 shall be grandfathered in, as long as allowable by applicable employment law.~~

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~~Single Coverage: For eligible full-time employees who select single coverage, the Board of Education shall provide eighty-five percent (85%) of the premium~~

Employer health insurance contribution rate when both spouses are employed by the district. This paragraph defines employer contribution rates when one family health insurance policy is selected when both spouses are district employees and both are eligible for health insurance. The contribution varies whether at least one of the spouses is eligible for the Alternative Benefit Plan. The percent contribution will be based on the employee enrolled in health insurance. When neither spouse is eligible for the Alternative Benefit Plan, the district percentage paid will be based on the family plan rate in the chart below of the HMO or HDHP premium (or if enrolling in the POS Plan, the percentage district paid of the HMO Plan premium). When at least one spouse is eligible for and elects to enroll in the Alternative Benefit Plan, the district percentage paid will be based on the family plan rate in the chart below of the HMO or HDHP premium (or if enrolling in the POS Plan, the percentage district paid of the HMO Plan premium).

<u>Family plan employer percent paid when both spouses are employed at the district. This chart is based on the employee who carries the health insurance, works 8 hours per day with no participation in the health assessment.</u>	<u>11 or 12-Month Staff Family Rate</u>	<u>School Year Only Staff Family Rate</u>
<u>Neither spouse eligible ABP</u>	<u>95%</u>	<u>77%</u>
<u>One spouse eligible & elects enrollment in ABP</u>	<u>85%</u>	<u>67%</u>

When an employee resigns or retires, his or her health and dental insurance coverage will end on the last day of the final month of employment with the district. No eligible employee shall be required to contribute more than the federal poverty contribution limit, as defined by the Federal Affordable Care Act, for their share of single health insurance premiums. See Appendix G for health insurance legacied language. Employees who work less than 30 hours and were employed by the district prior to July 1, 2015 and were enrolled in the district's health insurance prior to July 1, 2015 shall be grandfathered in, as long as allowable by applicable employment law.

Premiums for employees who do not work full time will be pro-rated as indicated below:

The following rate charts will be deleted out

7.2 ANNUAL HEALTH ASSESSMENT INCENTIVE

The annual health assessment incentive is designed to engage employees in identifying health risks and to improve their health and prevent chronic disease. Participation in the program is voluntary. If individuals do not participate in the annual health assessment process established by the district, the district's contribution towards the single or family coverage health insurance premiums are the employer contribution rate outlined in the health insurance section of this handbook. The following employer contribution rates apply towards single or family health coverage for individuals participating in the health assessment.

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3% rate savings. The individual is required to visit and meet with the Nurse Practitioner at the district Staff Wellness Clinic.

5% rate savings (3% plus an additional 2% rate savings). The individual is required to visit and meet with the Nurse Practitioner at the district Staff Wellness Clinic and the individual is required to be current or have completed all recommended age / gender appropriate screenings.

Human Resources will provide individuals with the last date to complete their annual health assessment to receive the above rate savings. Participation in the annual health assessment affects the premium rates for the following insurance plan year. The only information Human Resources receives from the health assessment provider is whether the individuals meet with the Nurse Practitioner, is current on age / gender appropriate screenings and a summary report of aggregate data with no identifiable individual data.

Premiums for employees who do not work full-time will be pro-rated as indicated below:

Health Insurance (Percentages Paid By The District)					
11 to 12 Month Employees					
Single Coverage			Family Coverage		
With Participation		Without Participation in health assessment	With Participation		Without Participation in health assessment
88%—40 Hours (8)		85%—40 Hours (8)	88%—40 Hours (8)		85%—40 Hours (8)
9 to 10 Month Employees					
Single Coverage			Family Coverage		
Hours	With Participation	Without Participation in health assessment	Hours	With Participation	Without Participation in health assessment
40 (8)	88%	85%	40 (8)	70%	68%
38.75 (7.75)	85%	82%	38.75 (7.75)	69%	67%
37.5 (7.5)	83%	80%	37.5 (7.5)	66%	64%
36.25 (7.25)	80%	77%	36.25 (7.25)	64%	62%
35 (7)	77%	74%	35 (7)	62%	60%
32.5 (6.5)	71%	69%	32.5 (6.5)	57%	55%
30 (6)	66%	64%	30 (6)	53%	51%

No eligible employee shall be required to contribute more than the federal poverty contribution limit, as defined by the Federal Affordable Care Act, for their share of single health insurance premiums.

8-27.3 HEALTH SAVINGS ACCOUNT (HSA)

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The district maintains a health savings account (HSA) for eligible employees in accordance with IRS 969 plan regulations. A health savings account (HSA) is a benefits plan designed to allow employees to set aside pre-tax dollars to pay for eligible medical expenses such as co-pays, deductibles and other qualifying out-of-pocket medical expenses. Employees must be enrolled in a high deductible health plan in order for contributions to be made to an HSA. The district will make a defined employer contribution towards a single or family HSA and district contributions will only be made for the months that an employee is enrolled in the HDHP. The combined district and voluntary employee contribution shall not exceed the annual IRS limit. The account is owned by the employee and unused funds rollover year to year. It is the employee's responsibility to manage their HSA account according to IRS 969 plan regulations.

7.2-3 4 ALTERNATIVE BENEFIT PLAN (ABP) in LIEU OF HEALTH INSURANCE

Custodial & Maintenance Employee Group Only - See Appendix GF

7.2-4 5 DENTAL INSURANCE

~~Employees who work 20 or more hours per week shall be eligible to enroll in the district's dental insurance. The district shall pay premiums as indicated below. A. If both spouses husband and wife are employed by the District, and both are eligible for health and dental insurance benefits, the Board shall pay 100% of the lowest cost family plan for family dental insurance. B. If an eligible employee waives health insurance but elects single or family dental insurance, the District will pay 100% of the dental premium. C. When an employee resigns or retires, his or her health and dental insurance coverage will end on the last day of the final month of employment with the district. The employee will have the opportunity to continue the coverage at his or her own expense in accordance with COBRA laws. See Appendix G for dental insurance legacied language.~~

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<u>11 & 12 Month Hourly Staff</u>	<u>Single Coverage</u>	<u>Family Coverage</u>	<u>School Year Only Hourly Staff</u>	<u>Single Coverage</u>	<u>Family Coverage</u>
<u>8 hours</u>	<u>88%</u>	<u>88%</u>	<u>8 hours</u>	<u>88%</u>	<u>70%</u>
<u>7+ hours</u>	<u>83%</u>	<u>83%</u>	<u>7+ hours</u>	<u>83%</u>	<u>66%</u>
<u>6+ hours</u>	<u>78%</u>	<u>78%</u>	<u>6+ hours</u>	<u>78%</u>	<u>58%</u>

~~Employees who work 20 or more hours per week shall be eligible to enroll in the district's dental insurance. The district shall pay premiums as indicated below.~~

<u>Dental Insurance</u> <u>(Percentages Paid By The District)</u>	
<u>11 to 12 Month Employees</u>	
<u>Single Coverage</u>	<u>Family Coverage</u>
<u>88% - 40 Hours (8)</u>	<u>88% - 40 Hours (8)</u>
<u>9 to 10 Month Employees</u>	

Single Coverage		Family Coverage	
88%—40 Hours (8)	66%—30 Hours (6)	70%—40 Hours (8)	53%—30 Hours (6)
85%—38.75 Hours (7.75)	61%—27.5 Hours (5.5)	69%—38.75 Hrs (7.75)	48%—27.5 Hours (5.5)
83%—37.5 Hours (7.5)	55%—25 Hours (5)	66%—37.5 Hours (7.5)	44%—25 Hours (5)
80%—36.25 Hours (7.25)	49%—22.5 Hours (4.5)	64%—36.25 Hrs (7.25)	40%—22.5 Hours (4.5)
77%—35 Hours (7)	44%—20 Hours (4)	62%—35 Hours (7)	35%—20 Hours (4)
71%—32.5 Hours (6.5)		57%—32.5 Hours (6.5)	

~~A.—If both husband and wife are employed by the District, and both are eligible for insurance benefits, the Board shall pay 100% of the lowest cost family plan for dental insurance.~~

~~C.—If an eligible employee waives health insurance but elects single or family dental insurance, the District will pay 100% of the dental premium.~~

~~D.A. _____ When an employee resigns or retires, his or her health and dental insurance coverage will end on the last day of the final month of employment with the district. The employee will have the opportunity to continue the coverage at his or her own expense in accordance with COBRA laws.~~

7.75 6 VISION INSURANCE

The employer shall offer a voluntary, employee-paid vision policy for employees working 30 or more hours per week. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board of Education.

7.6 7 COBRA LAW INSURANCE CONTINUATION

Both state and federal laws give certain individuals, who would otherwise lose their employer health insurance coverage, the right to continue their coverage for a period of time. The district follows applicable Federal and State COBRA laws when offering employees, at their own expense, the opportunity to continue district health, dental and vision insurance plan(s).

7.8 FLEXIBLE SPENDING PLAN

The district maintains medical and dependent care flexible spending plans (FSA) under IRS section §125 cafeteria plan regulations for eligible employees to make pre-tax contributions for qualifying dependent care, health, dental, vision and other qualifying expenses. To participate in this benefit, eligible employees must complete the enrollment process. It is necessary that interested employees re-enroll during each annual open enrollment period to maintain continued participation. It is the employee’s responsibility to manage their FSA account(s) as

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per IRS section §125 cafeteria plan regulations. Individuals enrolling in a HDHP may not participate in a medical FSA.

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7. ~~4.7~~ 9 LIFE INSURANCE

~~The district shall provide a 100% employer premium paid life insurance policy shall be provided for to employees working ~~twenty~~ 20 30 or more hours per week. The district will contribute one hundred percent (100%) of the cost for a term life insurance policy that will provide a benefit amount equal to the employee's annual earnings rounded to the nearest one thousand dollars (\$1000).~~

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\$35,000 - Hourly school year only staff

\$85,000 - 11 and 12-month year-round staff

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See current life insurance policy booklet for benefit limitations and/or exclusions. When an employee resigns or retires, his or her life insurance ends on the last day worked of employment with the district. See Appendix G for life insurance legacy language.

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~~Life insurance shall be provided for employees working twenty (20) or more hours per week. The district will contribute one hundred percent (100%) of the cost for a term life insurance policy that will provide a benefit amount equal to the employee's annual earnings rounded to the nearest one thousand dollars (\$1000). See current life insurance policy booklet for benefit limitations and/or exclusions. When an employee resigns or retires, his or her life insurance ends on the last day of employment with the district.~~

7. ~~5.8~~ 10 LONG-TERM DISABILITY (LTD)

The employer shall pay for a disability insurance plan for all employees working ~~20~~ 30 hours or more per week. The benefit is 90% of salary after 60 calendar days. See the current long-term policy booklet for benefit limitations and/or exclusions.

~~When an employee resigns or retires, his or her long-term disability insurance ends on the last day of employment worked with the district. See Appendix G for disability insurance legacy language.~~

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7. ~~6.9~~ 11 SHORT-TERM DISABILITY

The employer shall offer a voluntary, employee-paid short-term disability policy for support staff working ~~20~~ 30 or more hours per week. See the current short-term policy booklet for benefit limitations and/or exclusions. ~~When an employee resigns or retires, his or her short-term disability insurance ends on the last day of employment with the district worked with the district. See Appendix G for disability insurance legacy language.~~

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~~7.7 VISION INSURANCE (moved to section 7.6)~~

~~The employer shall offer a voluntary, employee-paid vision policy for~~

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~~employees working 30 or more hours per week. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board of Education.~~

8.0 OTHER BENEFITS

8.1 FLEXIBLE SPENDING PLAN (move to 7.8)

~~The district maintains medical and dependent care flexible spending plans (FSA) under cafeteria plan regulation IRS section §125 cafeteria plan regulations for eligible employees to make pre-tax contributions for qualifying dependent care, health, dental, vision and other qualifying expenses. To participate in this benefit for medical and dependent care FSA, eligible employees must complete the enrollment process. It is necessary that interested employees re-enroll during each annual open enrollment period to maintain continued participation. It is the employee's responsibility to manage their FSA account(s) as per IRS section §125 cafeteria plan regulations. Individuals enrolling in a HDHP may not participate in a medical FSA.~~

~~The district maintains a flexible spending plan under cafeteria plan regulation section §125 for eligible employees to make elections to participate in the plan pre-tax or receive taxable compensation for qualified benefits. Eligibility and enrollment election information is noted below:~~

~~AAAA. — Payment of Health Insurance Premiums. Employees who work 30 hours per week or more are eligible on their hire date to enroll in the district's health plan and pay premiums pre-tax through code section §106.~~

~~DDDD. — Payment of Dental Insurance Premiums. Employees who work 20 hours per week or more are eligible on their hire date to enroll in the district's dental plan and pay premiums pre-tax through code section §106.~~

~~FFFF. — Medical Care Expenses. Employees who work 30 hours per week or more are eligible on their hire date to enroll in the district's health care flexible spending arrangement (FSA) and elect an amount not to exceed the plan's annual maximum as a pre-tax deduction from their payroll for reimbursement of medical care expenses not reimbursed by any other plan through code section §105.~~

~~GGGG. — Day Care Expenses. Employees who work 30 hours per week or more are eligible on their hire date to enroll in the district's dependent care flexible spending arrangement (FSA) and elect an amount not to exceed the IRS' annual maximum as a pre-tax deduction from their payroll for reimbursement of day care expenses through code section §129.~~

~~HHHH. — Payments and the designation of amounts to be contributed to the employee's account will be subject to the procedures, rules and regulations of the plans' administrating agency. The provision of this plan shall be contingent~~

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upon the continuance of this benefit under the applicable Internal Revenue Code Sections (§105, §106, §125 and §129). The district shall pay the monthly participation fee for each eligible employee who opts to utilize the program.

8.2 HEALTH SAVINGS ACCOUNT (move to section 7.3)

~~A. The district maintains a health savings account (HSA) for eligible employees in accordance with IRS 969 plan regulations. A health savings account (HSA) is a benefits plan designed to allow employees to set aside pre-tax dollars to pay for eligible medical expenses such as co-pays, deductibles and other qualifying out-of-pocket medical expenses. Employees must be enrolled in a high deductible health plan in order for contributions to be made to an HSA. The district will make a defined employer contribution towards a single or family HSA and district contributions will only be made for the months that an employee is enrolled in the HDHP. The combined district and voluntary employee contribution shall not exceed the annual IRS limit. The account is owned by the employee and unused funds rollover year to year. It is the employee's responsibility to manage their HSA account according to IRS 969 plan regulations.~~

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8.2.1 WISCONSIN RETIREMENT/EMPLOYEE TRUST FUNDS

The Board will contribute the employer's share for all eligible employees who qualify for enrollment under the rules of the Department of Employee Trust Funds. The employee will pay the employee's required Wisconsin Retirement System contribution pursuant to state statute requirements.

~~The Board shall pay the employer's required contribution to the Wisconsin Retirement Fund. Each employee shall pay the employee's required contribution.~~

8.2.2 403(b) EMPLOYEE SAVINGS PLAN

1. The Board of Education maintains a 403(b) Employee Savings Plan to help employees save for retirement via district approved 403(b) investment vendors. The 403(b) plan is a voluntary retirement savings program funded solely by the employee via payroll salary reduction contributions on a pre-tax or ROTH after-tax basis. The district does not make any contributions to employee 403(b) employee savings plans. It is the employee's responsibility to manage their 403(b) plan participation in accordance with 403(b) rules and regulations and district plan documents. If the employees's 403(b) calendar year annual deposits exceed the IRS standard calendar year maximum, it is the employees's responsibility to properly calculate and determine their annual 403(b) deferral eligible amount when submitting salary reduction agreement payroll deduction requests related to 403(b) age 50 catch ups and 15 years of service catch ups.

~~The Board of Education does allow employees to establish a 403(b) Employee Savings Plan to be funded solely by voluntary employee salary reduction contributions which will be, in part, administered by Board of Education. The Board of Education does not maintain a 403(b) Employee Savings Plan which provides for contributions by the Board of Education~~

~~or matching contributions. In order to participate, employees must comply with all rules and regulations as established by the Board of Education in compliance with Internal Revenue Service code(s).~~

8.4 3 457(b) DEFERRED COMPENSATION PLAN

~~The Board of Education maintains an IRS Section 457(b) deferred compensation plan to help employees save for retirement. The 457(b) plan is a voluntary retirement savings program funded solely by the employee via payroll salary reduction contributions on a pre-tax or ROTH after-tax basis. The district does not make any contributions to employee 457(b) deferred compensation plans. It is the employee's responsibility to manage their 457(b) deferred compensation plan participation in accordance with 457(b) rules and regulations.~~

~~The Board of Education has established a deferred compensation plan under Section 457(b) of the Internal Revenue Code (the "457(b) Deferred Compensation Plan") that allows employees to elect to defer on a tax preferred basis a portion of their current compensation until retirement, termination of employment, or other similar events defined by the 457(b) Deferred Compensation Plan. Participation in the 457(b) Deferred Compensation Plan is voluntary, however, in order to participate an employee must comply with the terms and conditions of the 457(b) Deferred Compensation as established by the Board of Education in accordance with the Internal Revenue Code and Treasury Department regulations. The benefits available under the 457(b) Deferred Compensation Plan are funded solely by an employee's contributions. The Board of Education does not provide elective, non-elective or matching contributions to the 457(b) Deferred Compensation Plan.~~

8.5 4 UNIFORMS (Custodial & Maintenance)

The district shall provide each employee with five (5) uniform shirts or the equivalent dollar value in other apparel upon satisfactory completion of his/her probationary period. The district shall provide each employee with three (3) shirts or the equivalent dollar value in other apparel on an annual basis thereafter. Maintenance staff shall receive four (4) shirts or the equivalent dollar value in other apparel on an annual basis. All custodial/maintenance staff member shall be required to wear the district-purchased apparel during their work shift. Uniform shirts shall be mandatory, except as approved by the Director of Facilities.

8.6 5 PHONES (HEAD CUSTODIANS & MAINTENANCE DEPARTMENT)

The Board of Education shall provide a smartphone device to the Head Custodian and Maintenance employee. The Head Custodian and Maintenance employee is expected to carry the smartphone device at all times, including nights and weekends. The Board of Education will allow personal use of the smartphone device as the Head Custodian and Maintenance employee is not expected to carry both a work and personal device at all times.

8.7 6 WORKERS COMPENSATION COVERAGE AND REPORTING RESPONSIBILITIES

All employees shall be covered by Worker's Compensation Insurance. Any employee who is injured on the job shall report the injury to the employee's supervisor and human resources via the schools worker's compensation carrier's injury reporting phone line (24 hours per day, 7 days a week) prior to seeking medical attention, if at all possible. In the event of an emergency, the employee shall provide notification within twenty-four (24) hours after the occurrence of the injury. Phone reporting procedures are located on the Human Resources For Staff internal web page.

Benefits While on Worker's Compensation

Employees who incur injury or illness in the conduct of their employment with the District that is compensable under the Worker's Compensation laws of the State of Wisconsin may be eligible to receive payments. Payment shall be accomplished as follows:

1. Up to day sixty (60) of Worker's Compensation Leave: The employee will be paid income equivalent to the income the employee would have earned had the employee not been injured. This income will be generated by combining worker's compensation insurance with prorated accumulated sick leave as necessary through a deduction of one-third (1/3) of a day of sick leave for each day while on worker's compensation. This provision will apply up until the sixtieth (60th) consecutive day of leave, or as long as the employee has accumulated sick leave available, whichever occurs first.
2. Day Sixty-One (61) and thereafter of Worker's Compensation Leave: The employee will receive his/her worker's compensation payment. No other leaves will be applied to the worker's compensation leave. The employee, subject to the rules and regulations of the carrier, may be eligible for long-term disability leave.
3. Injuries Not Covered by Worker's Compensation
Some types of injuries suffered while at work may not be covered by worker's compensation insurance. Examples of non-covered injuries suffered at work include, but are not limited by enumeration to, the following:
 - A. Injuries because of a self-inflicted wound.
 - B. Injuries sustained because of an employee's horseplay.
 - C. Injuries sustained while an employee does an activity of a strictly private nature.
4. Additionally, absence from work during the first three days due to injury or illness allowed under Worker's Compensation shall not be fully charged to the employee's accumulated paid leave.
5. The district does not make or influence the determination of eligibility for a worker's compensation claim. Our carrier reviews the situation and the medical records to

make the decision.

6. Temporary Transitional Duty

Purpose:

In the case of an employee receiving or applying for workers' compensation benefits whose injuries were incurred during the course and scope of employment, a temporary, transitional work assignment within the limits of imposed restrictions will be made whenever appropriate.

Following a work-related injury, health care providers might find that an employee has restrictions limiting normal duties and activities during the healing period. Such restrictions might include lifting limitations and/or limited movements such as avoidance of bending and twisting. WCSD realizes the importance of a transitional work assignment in assisting an employee's return to their normal course of employment in as short a time period as possible. The temporary, transitional work program aids reintegration into the work environment and assists the injured employee in returning to a productive lifestyle. This program provides service to the district while the injured employee recovers and benefits the employee by reducing sick leave usage had the employee remained off work.

Assignments:

A temporary work assignment is work that an employee may perform during a work-related injury recovery period. It may be either a full-time or part-time assignment. The rate of pay during such a temporary work assignment will be the employee's regular wage in effect at the time of such a temporary work-related injury. Temporary, transitional work assignments may include the following:

- A. Modification of an employee's regular work assignment.
- B. Temporary reassignment to another shift.
- C. Temporary reassignment to another position within the employee's department and/or,
- D. Temporary reassignment to another department.

9.0 RETIREMENT ELIGIBILITY AND DISTRICT RETIREE BENEFITS

1. Employees who plan to retire shall notify the Director of Human Resources in writing of their intent to do so three months prior to the date on which they wish to retire.

2. If the employee provides proper notice outlined above in item 1 of this Retirement Section, and Employees who have been employed at least one (1) year in the Waunakee School District and who have reached the age of 55 shall be eligible to receive retirement benefits as follows.

a.. If permitted by the health care and dental insurance providers, an employee may continue District coverage as a retiree by paying the monthly plan premium directly to the insurance provider(s). The effective retiree insurance date will be the date after active employee insurance(s) end which is outlined in 7.0 Benefits. The offer of retiree insurance(s) will be the same insurance plans and coverage the employee was enrolled in on the last day of active employee insurance coverage.

b.. A District post-retirement HRA employer contribution benefit shall be provided based on the years of service schedule in Section 9.1e below.

—3. Any employee hired after June 30, 2012 will not be eligible for district provided post-employment benefits if they are receiving an annuity from the WRS. No employee shall be eligible to retire from the district more than once.

3. 4. If an employee meets the 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.

~~Employees who plan to retire shall notify the Director of Human Resources in writing of their intent to do so three months prior to the date on which they wish to retire.~~

~~Any employee hired after June 30, 2012 will not be eligible for district provided post-employment benefits if they are receiving an annuity from the WRS. No employee shall be eligible to retire from the district more than once.~~

9.1 RETIREMENT HEALTH REIMBURSEMENT ACCOUNT (HRA)

a..The HRA provider and plan shall be selected and determined by the Board of Education. No HRA plan shall be made available unless the provider of such plan executes a hold harmless provision in favor of the District against any liabilities arising from mistakes of the vendor.

b..This HRA account is intended to be accessed during retirement years, subject to the terms and conditions of the HRA provider. The HRA is a portable post-employment benefit that can be accessed by the employee to pay eligible health care expenses, subject to the terms and conditions of the HRA. All withdrawals and payments from the HRA Plan shall cease when the funds in the plan are exhausted.

c..Survivorship Rights for Retirees Receiving the Health Reimbursement Account Plan: Benefits payable to the spouse and/or dependents will not exceed, in combination with those already provided to the retiree before their death, those that would have been available to the retiree if they had survived. Such benefits are subject to the terms and conditions of the HRA plan and applicable Internal Revenue Service Code and rules.

d..The retired employee shall pay the distribution fee to access the HRA funds.

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e.. Post-Retirement Employer Contribution and Retiree HRA Benefit. The district shall fund a post-employment Health Reimbursement Account (HRA) for employees who elect to retire pursuant to and who meet district retiree eligibility requirements outlined in 9.0 Retirement items 1 and 2 above.

Prorated HRA Benefit. Staff must complete a minimum of ten years of service to earn the full HRA benefit value. Employees that have completed less than 10 years of service are eligible for a prorated portion of the HRA benefit payment following this HRA Vesting Schedule.

HRA Vesting Schedule

<u>After # Years Experience in the Waunakee Community School District</u>	<u>HRA Benefit Eligibility</u>
<u>After 1 year</u>	<u>10%</u>
<u>After 2 years</u>	<u>20%</u>
<u>After 3 years</u>	<u>30%</u>
<u>After 4 years</u>	<u>40%</u>
<u>After 5 years</u>	<u>50%</u>
<u>After 6 years</u>	<u>60%</u>
<u>After 7 years</u>	<u>70%</u>
<u>After 8 years</u>	<u>80%</u>
<u>After 9 years</u>	<u>90%</u>
<u>After 10 years</u>	<u>100%</u>

Sick Leave Value Definition. The sick leave per day maximum value is based on the employee's per diem salary (hourly rate at time of retirement x hours per day work schedule) and the maximum sick leave value shall not exceed \$130 (~~\$125~~) per day. The maximum unused sick day credit shall not exceed 120 unused sick days.

Years of Service Definition. The years of service maximum value is \$500 per each full year of service to the district.

<u>Post-Employment Employer HRA Contribution Calculation</u>
<u>+\$ Sick Leave Value = Up to \$130 (\$125) x # Unused sick on last day of employment</u>
<u>+\$ Years of Service Value = \$500.00 x # Years of Service</u>
<u>= \$ Net Total Post-Employment HRA Value</u>
<u>x \$ HRA Vesting Schedule Percent (See Vesting Schedule chart above)</u>
<u>= \$ Final Total Post-Employment HRA Value</u>

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Deposit by the District in the HRA Upon Retirement. The final total post-employment HRA value is a one-time deposit into the employee’s HRA by the District. ~~Payments~~The payment shall occur on ~~each~~ either September 15th or ~~and each~~ January 15th, whichever date occurs first following the effective date of the employee’s retirement.

~~Benefits: Employees retiring shall receive a credit (the “retirement credit”) for unused sick days of up to \$125 130 per day based on their per diem salary up to a maximum of 120 unused sick days. The District will contribute the credited amount to a post-employment Health Reimbursement Account (“HRA”) in one payment following the district deposit schedule of either September 15th or January 15th, depending upon retirement date. The first payment will be made on the September 15th immediately following the employee’s date of retirement and the second payment will be made on the next following January 15th. The HRA is a portable post-employment benefit that can be accessed by the employee to pay eligible health care expenses, subject to the terms and conditions of the HRA.~~

~~For any retirement occurring after June 8, 2022, hourly staff shall receive a contribution to their HRA of \$500 per each full year of service to the district. This benefit is in addition to HRA contributions based upon unused sick leave. The \$500 per full year of service benefit will be deposited into the employee HRA at one time, following the district deposit schedule of either September 15 or January 15, depending upon retirement date.~~

~~Staff must complete a minimum of ten years of service to earn the full \$500 per year of service payment at full sick leave value. Staff that have completed less than 10 years of service are eligible for a prorated portion of the payment following the schedule listed in the handbook.~~

After # Years Experience in the Waunakee Community School District	HRA Benefit Eligibility
After 1 year	10%
After 2 years	20%
After 3 years	30%
After 4 years	40%
After 5 years	50%
After 6 years	60%
After 7 years	70%
After 8 years	80%
After 9 years	90%
After 10 years	100%

~~Upon the death of the retired employee, the unused balance of the retiree’s HRA may be available to reimburse eligible expenses incurred by the retiree’s surviving spouse and/or dependents. Such benefits, if any, shall be subject to the terms and conditions of the HRA plan, the Internal Revenue Code, and applicable rules and regulations. However, in no event will the benefits available to the retiree’s surviving spouse and/or~~

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~~dependents exceed, in combination with those already provided to the retired employee before his or her death, the benefits available to the retiree if they had survived.~~

~~No retired employee shall have any right to receive any portion of their retirement credit in any manner other than as provided in this section.~~

~~The Waunakee School District reserves the right to unilaterally modify, amend or terminate the HRA and/or the retirement credits provided to eligible employees. The Waunakee School District also reserves the right at any time to unilaterally offer additional retirement benefits during a time related window for employees who meet certain minimum age and service requirements.~~

10.0 SUPERVISION & EVALUATION

- A. Employees shall be evaluated annually during their first three years of employment in the district and every third year thereafter, or more often if necessary as determined by their immediate supervisor. Direct supervisors shall meet with each employee to discuss their written evaluation.
- B. Employees on an improvement plan shall not receive an increase in pay. If, after a period of time, the employee's performance does not improve, notice of termination shall be given.
- C. In-Service: All classified staff are encouraged to attend in-service sessions or take courses for professional development as recommended and approved by their immediate supervisor. The district will pay registration fees and employees will be paid their regular hourly rate for time spent attending pre-approved in-service or training sessions outside of their regular work hours. Employees are encouraged to discuss their individual training needs and suggestions with their immediate supervisor.

11.0 ASSIGNMENTS, VACANCIES, TRANSFERS, LAYOFFS

11.1 PHYSICAL EXAMINATION

Upon initial employment, an employee must have a limited physical examination, including a chest x-ray or TB test, and a physician must certify the employee to be free from communicable disease. The District shall provide for the physical at one of the local clinics at employer expense. The employee may elect to have a physical at another clinic or provider at their own expense.

11.2 JOB POSTINGS / VACANCIES

- A. Any job opening within the hourly employment groups shall be posted for a minimum of five (5) working days. The notice shall include the date of posting, a description of the position available, hours of work, shift, work location, pay range,

and the qualifications required for the position It shall be the responsibility of the employee to check the postings and to apply for the vacant positions.

- B. In situations where administration determines that the needs of the students and the district will be best served by doing so, an employee may be reassigned to an open position in lieu of posting the particular vacancy.
- C. An employee who wishes to transfer to a vacant position shall file a written application for the position with the Director of Human Resources or other person designated by the District on the job posting.
- D. Qualified personnel may apply for the vacant position without resigning their present position in the District, and if selected shall retain their seniority within the same classification within their current employee group.
- E. An employee who applies for a vacant position prior to the end of the posting period may be granted an interview for the position, and if qualified, may be awarded the position. The District retains the right to determine the qualifications needed for any vacant position.
- F. The employer may select the best qualified applicant based upon an impartial assessment of the relative ability, training, qualifications, experience, and performance among the applicants. The term applicant refers to internal and external applicants. In the event two or more equally qualified applicants shall apply for a position, the internal applicant will be selected.

11.3 JOB CHANGES / TRANSFERS

When employees within the classified staff move from one position to another, pay and benefits shall be determined as follows:

- A. There shall be no hourly wage increase when employees move between positions within the same classification or pay range. Exceptions may be made at the discretion of the Human Resources Director, based upon experience and qualifications.
- B. When an employee moves into a position that has a higher wage scale than their current position, they shall be placed within the pay range to insure that they have received a pay increase. If the beginning hourly wage for the new position is higher than the employee's current hourly wage, they may be placed at the minimum hourly wage for the new position. If the employee is currently earning more than the beginning hourly wage for the new position, they will be placed higher within the range to insure a pay increase.
- C. If an employee moves from a position that doesn't earn vacation into a position that does earn vacation, they will have to work in the new position for the length of

time indicated in order to qualify for vacation. Previous time worked in a position that does not earn vacation will not apply. If, however, an employee has been earning vacation, they will retain their earned vacation and previous time worked will apply toward vacation in the new position.

11.4 LAY-OFF LANGUAGE

- A. The District may subcontract for goods and services. No employee will be reduced in regular hours or laid off as a result of the operation of this provision.
- B. The District will, if practicable, give at least thirty (30) calendar days' notice of layoff. The layoff notice shall specify the effective date of layoff.
- C. Normal attrition resulting from employees retiring or resigning will be relied upon to the extent that it is administratively feasible in implementing layoffs.
- D. If layoff becomes necessary, seasonal and temporary employees will be laid off before regular employees.
- E. Layoff decisions shall be based upon the relative ability, training, qualifications, experience, performance, and seniority of the employees within affected classifications. Seniority shall be defined as continuous, permanent employment with the District. An employee's wages shall not be a factor considered in selection for layoff.
- F. Seniority shall be broken if an employee:
 - 1. Quits.
 - 2. Is discharged.
 - 3. Fails to report to work upon expiration of a leave of absence.
 - 4. Retires.
 - 5. Voluntarily transfers out of a custodial or maintenance position.
 - 6. Failure to report to work within the time frame set forth in a recall notice.
- G. An employee who is to be laid off or reduced in hours shall not be allowed to replace (bump) a less senior employee in another classification.
- H. Laid off (full or partial) employees shall not lose any seniority, sick leave, and vacation earned as employees. Fully laid off employees shall not accrue any sick or vacation time. Reduced in time employees shall have all the rights and privileges of full-time employees except that economic provisions will be prorated to be consistent with the portion of a full-time position held.
- I. Employees on lay-off shall be recalled to vacancies in their classification in the

inverse order of lay-off. If an employee refuses the position, they shall be removed from the re-call list.

1. If the District has a vacant position available for which a laid-off employee is qualified as determined by the District, the employee shall be notified of such position and offered employment in that position, commencing as of the date specified in the notice but no earlier than fifteen (15) days from the date of notice
 2. Employees shall be notified of recall by registered mail. The employee shall respond to the recall within five (5) days of receipt of the notice. It shall be the responsibility of the employee to keep the District advised of their current whereabouts. An employee's failure to respond to the recall will be considered a waiver of that employee's recall rights.
- J. Laid-off employees who are eligible may continue group insurance coverage available through the District during the 18 month recall period by reimbursing the District for premium costs. Nothing in this section shall be construed as expanding upon state or federal COBRA rights.
- K. No new custodial or maintenance hires will be made by the District while there are custodian or maintenance employees who have been laid off or reduced in hours who are willing, available, and qualified to fill the vacancy.

12.0 CRIMINAL BACKGROUND CHECKS/CHARGES/CONVICTIONS – OBLIGATION TO REPORT CRIMINAL RECORD

12.1 Job Applicants

- A. All individuals applying for employment with the District are required to file in writing, in advance of employment and on forms provided by the District, a statement identifying whether the applicant has been convicted of a misdemeanor or felony in this state or any other state or country; and has been dismissed or non-renewed, or has resigned from employment in-lieu-of a potential dismissal or non-renewal, for any of the following causes: failure to meet the District's performance expectations, incompetence, inefficiency, neglect of duty, unprofessional conduct or insubordination. Knowingly falsifying information shall be sufficient grounds for refusal to hire or termination of employment. Omission or withholding of information may be grounds for refusal to hire or termination of employment.
- B. Additionally, all persons applying for any position shall be required to agree to the release of all investigative records to the Board for examination for the purpose of verifying the accuracy of criminal violation information. Employment will be offered pending the return and disposition of such background checks. All offers of employment are contingent upon the results of such checks.

12.2 Current Employees

- A. Current District employees shall be required to notify Human Resources as soon as possible, before reporting to their next scheduled day of work but no more

than three calendar days after any arrest, indictment, conviction, no contest plea or guilty plea, or other adjudication of the employee for any felony, misdemeanor or other offense.

- B. Employees are not required to report minor traffic violations. However, for positions requiring driving duties, an offense of operating a vehicle while under the influence, revocation or suspension of a license, and driving after revocation or suspension are required to be reported.
- C. The District shall conduct an annual driver's license record check on all District employees who drive a District vehicle, operate mobile equipment for the District, or transport children. The District may also conduct criminal history and background checks on current District employees as deemed appropriate.
- D. An employee's arrest, indictment or conviction of a crime shall not be an automatic basis for termination. The District shall consider the criminal record information and make related employment decisions in accordance with provisions of the District's current Employee Handbook and applicable legal requirements.

Failure to report under this section may result in disciplinary action, up to and including termination of employment.

WCSD Policies 522.3, 533.1, 541.1, 751.22, 752

13.0 GRIEVANCE PROCEDURE

13.1 Definitions:

A grievance shall mean a dispute regarding the application of School Board policies regarding an employee's discipline or termination of employment, or a dispute concerning workplace safety. No grievance shall be processed under this policy unless it is in writing and contains all of the following:

- A. The name and position of the grievant;
- B. a clear and concise statement of the grievance;
- C. the issue involved;
- D. the relief sought;
- E. the date the incident or alleged violation took place;
- F. the specific section of the Policy or workplace safety rule alleged to have been violated; and

G. the signature of the grievant and the date.

1. The term "days" means regular business days, Monday through Friday, other than weekends and holidays regardless of whether the employee or his or her classification is scheduled to work.
2. A "grievant" is an employee as defined by state statutes governing this grievance procedure. At the grievant's cost and request they may be represented by a person of their choice.
3. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under federal or state law, or District rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk.
4. "Discipline" means oral reprimands (where a written record of the reprimand is placed in the employee's file), written reprimands, suspension and demotion. Discipline does not include performance reviews, work plans or corrective actions that do not include a reprimand or other adverse employment action.
5. "Termination" means discharge from employment. Non-renewals and layoffs (reduction in force) are not considered terminations and are not subject to this procedure.

13.2 Procedures:

First Step

Within fifteen (15) days after the facts upon which the grievance is based or should have reasonably become known the employee shall present the written grievance to their immediate supervisor. The immediate supervisor shall give a written answer within ten (10) days of receipt of the grievance, with a copy to the District Office. An employee who has been notified of termination may process the grievance commencing at Step 3.

Second Step

If the grievance is not satisfactorily resolved at Step 1, it may be submitted by the grievant to the District Administrator within five (5) days after having received the answer in the First Step. After receipt of the written grievance by the District Administrator, they or the designated representative of the District Administrator will meet with the grievant in an effort to resolve the issue(s) raised by the grievance. Within ten (10) days after the meeting, the District Administrator shall respond to the grievance in writing. The District Administrator shall also determine if the grievance is timely, if the subject matter of the grievance is within the scope of this policy and

otherwise properly processed as required by this policy. If the District Administrator is aware of other similar pending grievances, they may consolidate those matters and process them as one grievance.

Third Step

Upon the written request of the grievant in response to an adverse decision, the decision at the Second Step may be appealed to the District Administrator by a written statement particularly describing the reason for appeal. If the decision at Step 2 is based in whole or in part on the basis of timeliness, scope of the grievance process or other failure of the Grievant to properly follow the process the matter shall be referred to the Board who shall determine whether the matter should be processed further. If the Second Step decision is on the merits of the grievance only the grievance will be referred to an Impartial Hearing Officer (IHO). The IHO will be designated by the District Administrator. Any costs incurred by the (IHO) will be paid by the School District. The IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The burden of proof shall be "a preponderance of the evidence". In termination and discipline cases, the District shall have the burden. In workplace safety cases, the employee shall have the burden. The IHO may request oral or written arguments and replies. The IHO shall provide the parties a written decision. The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add to subtract from or modify the terms of the Board policy or rule that forms the basis for the grievance.

Fourth Step

Either party may appeal an adverse determination at Step 3 to the Board of Education, by filing written notice appealing the decision of the IHO in the District Office within ten (10) days of the decision of the IHO. The Board of Education shall within thirty (30) days after submission of the appeal schedule the review of the IHO's decision. The review will be conducted by the Board during a closed session meeting unless an open session is requested by the employee. The Board may make its decision based on the written decision of the IHO or the Board may examine any records, evidence and testimony produced at the hearing before the IHO. A simple majority vote of the Board membership shall decide the appeal within twenty (20) days following the last session scheduled for review. The Board will issue a final written decision which shall be binding on all parties.

13.3 Timelines

Failure to process a grievance by the grievant within the time limit, or agreed upon extensions, shall constitute waiver of the grievance and will be considered resolved on the basis of the District's last answer. Failure of a management representative to meet the time limits shall cause the grievance to move automatically to the next step in the

procedure. To encourage that grievances are addressed in a prompt manner the time limits set by this policy are intended to be strictly observed and may not be extended except in extreme circumstances and then only upon the express written consent of the parties.

13.4 Exclusive Remedy

This procedure constitutes the exclusive process for the redress of any employee grievances as defined herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by administration which has final authority, subject to any applicable Board policy or directive, to resolve the matter.

14.0 OTHER DUTIES

14.1 Voluntary Special Education Duties

Staff that voluntarily accept additional hours to transport students in school van shall be paid \$20 per hour.

Staff that voluntarily accept additional hours to supervise and support students in after school co-curricular activities shall be paid \$20 per hours.

14.2 School Bus Driving

Staff that have a CDL permitting school bus operation may drive for the WCSD bus service and simultaneously be paid for their regularly scheduled daily work hours and as a bus driver for the service. Supervisors must approve of these schedule arrangements in advance and not all positions will be eligible due to student care responsibilities.

The district will also provide a \$500 bonus to any staff person that earns their CDL and/or becomes a bus driver for the WCSD bus service after 90 days of driving services.

15.0 SPECIAL EDUCATION PROGRAM AIDE LICENSE

Effective for licenses obtained or renewed on July 1, 2023 or later

15.1 Initial Licensure Upon Hire

Staff hired to work as special education para educators can submit for WI licensure fee reimbursement after working for WCSD for 90 days.

15.2 Licensure Renewal – Returning Staff

Returning staff hired to work as special education para educators can submit for licensure fee reimbursement after incurring such fees. Reimbursement will occur on a regularly scheduled pay period via the Accounts Payable office.

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EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

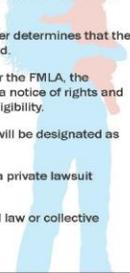
Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



WH1420 REV 04/16

Appendix B Administrative Assistant Job Titles and Pay Ranges

*AA = Administrative Assistant

Years of Experience	AA - Attendance AA - Guidance Receptionist	AA-Asst. Principal AA-Principal Receptionist/AA-Asst. HS Principal	AA-Activities Director AA-Asst. Director of Instruction AA-Asst. Director of Student Services AA-Data and Scheduling AA-Director of Building/Grounds AA-Director of Human Resources AA-Director of Instruction AA-Director of Special Education AA-Director of Technology AA-Executive Director of Operations AA-Summer School District Receptionist/AA-Auxiliary Services	Accounting Specialist Accounts Payable Specialist AA-Superintendent District Registrar Employment & Benefits Specialist Payroll Specialist Payroll & Benefits Specialist
Minimum	\$16.41	\$18.76	\$21.14	\$24.10
1 Year	\$16.89	\$19.32	\$21.76	\$24.81
2 Years	\$17.37	\$19.88	\$22.38	\$25.54
3 Years	\$17.84	\$20.44	\$23.00	\$26.25
4 Years	\$18.33	\$20.99	\$23.63	\$26.95
5 Years	\$18.83	\$21.56	\$24.28	\$27.68
6 Years	\$19.08	\$21.83	\$24.59	\$28.05
7 Years	\$19.31	\$22.11	\$24.91	\$28.39
8 Years	\$19.57	\$22.40	\$25.22	\$28.76
9 Years	\$19.80	\$22.68	\$25.55	\$29.13
10 Years	\$20.05	\$22.95	\$25.85	\$29.47
11 Years	\$20.29	\$23.23	\$26.16	\$29.83
12 Years	\$20.52	\$23.52	\$26.48	\$30.20
13 Years	\$20.77	\$23.79	\$26.79	\$30.54
14 Years	\$21.01	\$24.07	\$27.12	\$30.91
15+ Years	\$21.26	\$24.35	\$27.41	\$31.27

Appendix C Custodial and Maintenance Job Titles and Pay Ranges

	Job Titles			
Years of Experience	Custodian Courier	Head Custodian	Maintenance <u>HS Head Custodian</u>	Electrician <u>Plumber</u>
Minimum	\$18.17	\$23.03	\$24.09	\$29.94
1 Year	\$18.44	\$23.56	\$24.77	\$30.78
2 Years	\$18.71	\$24.08	\$25.43	\$31.61
3 Years	\$19.00	\$24.60	\$26.14	\$32.48
4 Years	\$19.22	\$24.87	\$26.48	\$32.90
5 Years	\$19.45	\$25.13	\$26.83	\$33.32
6 Years	\$19.68	\$25.39	\$27.17	\$33.73
7 Years	\$19.92	\$25.65	\$27.50	\$34.15
8 Years	\$20.17	\$25.91	\$27.83	\$34.58
9 Years	\$20.39	\$26.18	\$28.17	\$35.00
10 Years	\$20.63	\$26.44	\$28.51	\$35.41
11 Years	\$20.85	\$26.70	\$28.86	\$35.85
12 Years	\$21.09	\$26.96	\$29.20	\$36.27
13 Years	\$21.33	\$27.22	\$29.53	\$36.70
14 Years	\$21.57	\$27.48	\$29.85	\$37.13
15+ Years	\$21.81	\$27.75	\$30.17	\$37.56

Appendix D Classified Staff Job Titles and Pay Ranges

CLASSIFICATIONS

Hourly Classification	Hours per Week During the School Year Only
A	30 to 40 hrs/week
B	20 to 29 hrs/week
C	Less Than 20 hrs/week
D	40 hrs/week during the full calendar year

Years of Experience	Job Titles			
	LMTC Assistant Para Educator-Regular	Health Assistant Technology Assistant	Para Educator-Special Education/ELL	Copy Clerk Crossing Guard
Minimum	\$16.49	\$16.78	\$17.64	\$17.28
1 Year	\$16.93	\$17.22	\$18.08	\$17.80
2 Years	\$17.36	\$17.66	\$18.52	\$18.32
3 Years	\$17.80	\$18.12	\$18.97	\$18.85
4 Years	\$18.02	\$18.33	\$19.21	\$19.37
5 Years	\$18.23	\$18.56	\$19.43	\$19.89
6 Years	\$18.45	\$18.77	\$19.68	
7 Years	\$18.67	\$19.00	\$19.91	
8 Years	\$18.88	\$19.21	\$20.17	
9 Years	\$19.10	\$19.44	\$20.40	
10 Years	\$19.32	\$19.66	\$20.64	
11 Years	\$19.54	\$19.88	\$20.88	
12 Years	\$19.75	\$20.10	\$21.12	
13 Years	\$19.96	\$20.32	\$21.36	
14 Years	\$20.18	\$20.54	\$21.60	
15+ Years	\$20.40	\$20.76	\$21.84	

Appendix E True Time

HOURLY STAFF – TRUE TIME

Skyward Abbreviated Instructions

To report time worked, as well as submitting weekly time sheets.

Reporting time worked is often referred to as “Punching In / Punching Out”:

Devices to use to complete this action are:

- A computer
- Skyward Mobile Access (mobile device)

Punch in / out as follows:

Beginning of Day: In
Lunch Start: Lunch
Lunch End: In
End of Day: Gone

Submit Timesheet at end of each week:

It is the employee’s responsibility to submit their timesheet to their True Time approver / supervisor at the end of each workweek. A workweek consists of Sunday 12:00 AM through Saturday 11:59 PM. Timesheets need to be submitted by no later than 8:00 AM Monday morning.

Denied timesheet:

If your True Time approver / supervisor denies your timesheet, you will receive an email indicating denial. You will need to figure out why it was denied, make the edits and submit again in a timely manner (Monday for the previous week).

For assistance, please visit the Human Resources (For Staff) website, or send an email to your True Time approver / supervisor.

Appendix F
Alternative Benefit Plan [ABP] in Lieu of Health Insurance
Custodial & Maintenance Employee Group

The Alternative Benefit Plan (ABP) is maintained under the District's IRS Section 125 Cafeteria Plan. If an employee is eligible for health insurance from the District and can demonstrate they have health insurance coverage by a health insurance policy outside of the District, the employee may choose to waive District health insurance coverage. The employee may then choose to accept a "cash in lieu" payment through the Alternative Benefit Plan (ABP). It is the employee's responsibility to enroll with the Human Resources Department for this benefit including: electing cash in lieu (ABP) at the time of employment, when eligible to enroll due to a qualifying event occurring mid-plan year, and annually at the district's annual open enrollment if choosing to maintain the ABP benefit. The cash payment amount for full-time (8 hours per day) is \$300 per month.

- A. ~~Employees who are eligible for insurance as defined by the District's health insurance carrier and their Employment Guidelines may elect through the flexible reimbursement/cafeteria plan, as set forth in Article 12.6, either to be provided with the District's health insurance coverage as described above in Article 12.1 or to receive additional payment of cash compensation as set forth below. Where the District employs both spouses, one spouse will be eligible for participation in the ABP.~~
- B. ~~Employees eligible for insurance may annually choose, consistent with the terms of the District's flexible reimbursement/cafeteria plan as set forth in Article 12.6, between:~~
- ~~1. Participation in the District's health plan, with the premium payment specified in Article 12.1 or~~
 - ~~2. A cash payment of \$300 per month
Part-time employees who are employed 30 hours per week or more who select the cash compensation shall receive a pro-rated amount of the District's contribution based upon the part-time employee's percentage of full-time employment.~~
- C. ~~The cash compensation amount shall be paid to the employee as additional taxable earnings which are not subject to Wisconsin Retirement System (WRS) contributions to the extent permitted by WRS rule or law, with the appropriate employee F.I.C.A., state and federal taxes deducted from the employee's payroll check.~~
- D. ~~Where the employee chooses cash, the District shall facilitate the deferral of cash to a 403(b) plan.~~

1. ~~An employee electing taxable cash in lieu of health insurance is deemed to request the District to pay the employee cash unless the employee requests in writing to have the cash paid to a 403(b) vendor. The employee shall be permitted to change the 403(b) amount or vendor pursuant to Article 12.12, Salary Deferral Contributions to Tax Sheltered Annuities.~~
2. ~~The District shall pay the cash to the 403(b) vendor over twenty-four (24) pay periods. Amounts received as additional compensation, and deferred to a 403(b) vendor, shall be subject to all applicable payroll taxes, including FICA and Medicare.~~

~~Any employee whose 403(b) salary reduction amount exceeds the limitations of law is ineligible for additional deferrals to the 403(b). The amount, which would have been contributed to the 403(b) except for the limitations of law, will be added to the employee's paycheck as taxable compensation subject to all applicable payroll taxes, including FICA and Medicare.~~

~~E. Beginning Eligibility Date for Alternative Benefit Plan Payments:~~

1. ~~New Employees. Payments shall be based on the employee's eligibility date. For new employees, this constitutes the employee's first day of active service. Employees not electing health coverage must enroll in the cafeteria plan prior to or on the employee's first day of active service. Thereafter, an annual election must be made prior to the beginning of each cafeteria plan benefit year. The plan year shall be ~~January July 1~~ ~~December 31st June 30~~. However, the district shall use the same rule for contributions as for health insurance payments; if the employee's first date of active service is after the 15th of the month, no ABP contribution is required in that month. If the employee's first date of active service is on the 1st through the 15th of the month, the District will contribute the payment.~~
2. ~~Current Employees. Current employees changing to the ABP when permitted by applicable Internal Revenue Code section 125 "cafeteria plan" rules are only eligible to waive coverage for the health insurance and begin the ABP on the second payroll of any month. Absent a mid-year cafeteria section 125 exception [such as an employee getting married, loss of spouse coverage, etc.], employees must make a written annual cafeteria plan election prior to each ~~January July 1st~~ to permit the election of the cash option in the next cafeteria plan year. The plan year shall be ~~January July 1~~ ~~December 31st June 30~~. ~~In the 2020/2021 school year, WCSD will transition to a synchronous plan year for all insurances. As a result, the plan year of January 1, 2021 to June 30, 2021 will be shortened. Subsequent plan years will run July 1 to June 30. After that time,~~~~

~~employees must make a written election prior to July 1 to permit the election of the cash option. Once the employee is eligible to begin ABP status, contributions will begin in that month.~~

~~F. Any employee who waives participation in the District group health insurance plan and elects to receive cash compensation in lieu of health insurance may enroll in the group health insurance plan at a later date, pursuant to the late enrollment terms, timelines and conditions set forth in the group health insurance contract and the plan's cafeteria rules. The cash compensation payments shall cease effective with the month in which the employee commences participation in the group health insurance plan.~~

Appendix G

Benefits and Insurance Legacy Language

Health Insurance

Employees who work less than 30 hours and were employed by the district prior to July 1, 2015 and were enrolled in the district's health insurance prior to July 1, 2015 shall be legacied in, as long as allowable by applicable employment law.

Dental, Life, Short-Term Disability and Long-Term Disability Insurances

Employees who work less than 30 hours and were employed by the district prior to July 1, 2023 and were enrolled in the district's dental, life, short-term disability and long-term disability insurances prior to July 1, 2023 shall be legacied in, as long as allowable by applicable employment law.

The contents of this handbook are presented as a matter of information only. The procedures described are not conditions of employment. The school district reserves the right to modify, revoke, suspend, terminate, or change any or all such procedures, in whole or in part, at any time with or without notice. The language which appears in this handbook is not intended to create, nor is it to be construed to constitute, a contract between the school district and any one or all of its employees or a guarantee of continued employment. Notwithstanding any provisions of this handbook, employment may be terminated at any time, with or without cause, except as explicitly provided for in any other pertinent section of this handbook or individual contract.

The Waunakee School District is an equal opportunity employer and does not discriminate against any individual on the basis of age, race, religion, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, gender identity, transgender status, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political or religious affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law, or according to District policy.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.



Teacher Employment Guidelines

BOE Adopted: April, 2012
Updated: 7/1/22

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The purpose of this Employee Handbook is to inform employees about District expectations and policies, provide legal protection for the District, notify employees of their legal rights, serve as a reference guide on important terms and conditions of employment and clarify questions that an employee may have about their working relationship with the District.

All cited references are to sections of the Wisconsin Statutes and WCSD policies as amended to date. This handbook is part of School Board policy. As with any School Board policy, the information contained in this Handbook is subject to change. This Employee Handbook replaces any and all prior verbal and written communications regarding the Waunakee Community School District’s working conditions, policies, procedures, appeal processes, and benefits.

PREAMBLE

The educational welfare of the children of the district is paramount in the operation of the schools. The community rightfully expects men and women of the highest caliber and unbiased in their opinions to serve in the most important task of teaching its children.

It is recognized that education consists of the reciprocal processes of teaching and learning. The effectiveness of these processes is dependent upon the dedication of the teachers and the motivation of their students.

Therefore, the community, through the Board of Education, will endeavor to acquire and maintain teachers who recognize teaching as an honorable profession. The Board of Education and the teaching staff shall endeavor to provide both equal and varied opportunities for a sound education based on excellence of instruction, study, high scholastic standards, participation, good health, the spirit of fair play, and joy in work well done to insure that our students shall be responsible citizens serving as a perpetuation of the American freedoms. Through leadership and proper teacher-student relationship, we hope to create an atmosphere conducive to educational advancement, friendship, fellowship, and loyalties while always forging toward new and enriched goals.

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Definitions of Staff and Relation Information

Article A - Part Time Teachers

A part time teacher is a teacher who is employed by the District for less than a full 100% contract.

1. **Determination of Contract Percentage/Salary**

The contract percentage for a part time teacher is determined in the fashion below.

- a. Elementary (K-6) (including specials of art, music, P.E.) (Full time is 315 minutes)
Contract Percentage = assigned minutes divided by 315.
- b. Middle school (7-8) (full time is six assignments)
Contract Percentage = number of assignments divided by 6/semester or
= number of assignments divided by 12/year.
- c. High school (9-12) (full time is six assignments or 3 blocks)
Contract Percentage = number of assignments divided by 6/semester or
= number of assignments divided by 12/year.

Contract percentage for part time positions such as library, guidance, SWD or similar positions will be determined by the Administrator.

2. **Pay for Extra Partial Days**

The formula for pay for the nine (9) full time days worked in the contract will be determined as follows:

Full time salary amount divided by one hundred and eighty-eight (188) days - Daily Rate

Daily Rate x Contract Percentage = Contracted Pay

Daily Rate minus Contracted Pay x (nine) 9 = Additional Compensation

Example

Employee works ninety percent 90% contract

Full time salary amount = \$45,000

45,000 divided by 188 = \$239/day

\$239 x .90 = \$215.43

\$239 minus \$215.43 = \$23.57 x 9 = \$212.13 (adjustment)

3. **Full Day/Partial Week Computation**

A part time teacher that works full days but not full weeks (e.g. Monday, Wednesday, Friday) will have their contract established on a per diem basis.

1 Days worked will include parent-teacher conference days, workshop and staff
2 development days. For example: a teacher works Mondays, Wednesdays, and Fridays
3 and the actual days worked with students total 102 plus the 9 days above (7
4 work/convention days and 2 conference days) $102 + 9 = 111$ days worked; 111 days
5 divided by 185 = 60% contract; $60\% \times \text{salary} = \text{salary}$.

6
7 Holiday pay would be calculated at the daily rate times contract percentage times three
8 and added to the computed salary. In the example above, for a teacher with a \$45,000
9 salary, it would be daily rate ($\$239$) $\times 60\%$ ($\$143.62$) $\times 3$ (holidays) = $\$430.85$

10
11 4. Nine Additional Days

12 The nine (9) full time days referenced in subsection (3) above are the seven (7)
13 workshop/staff development days and two (2) parent-teacher conference days

14
15 5. Department and Faculty Meetings

16 Part time staff will attend all department and faculty meetings if required by the principal.
17 If they are not normally scheduled at this time, they will receive an hourly wage according
18 to the extended year schedule.

19
20 5. Sick Leave Accumulation

21 Part time teachers' sick days accumulate at the same rate as their contract percentage.
22 (A fifty percent (50%) teacher who used no sick days in a year has twelve (12) days \times fifty
23 percent (50%), or six (6) full days accumulated for future use).

24
25 6. Fringe Benefits

26 Teachers working at least 30 hours but less than 40 hours per week shall be eligible to
27 receive the following benefits: prorated health insurance benefits or cash in lieu of
28 insurance, prorated dental benefits, prorated enrollment in long-term disability,
29 optional enrollment in the voluntary short-term disability and vision plans, a life
30 insurance policy with the value equal to a teacher working 100% FTE, and participation
31 in the District's Flexible Spending Plan(s) if meeting the plan's eligibility criteria.

32
33 Teachers working less than 40 hours per week shall be eligible for the following benefits:
34 enrollment in the Wisconsin Retirement System if meeting the Employee Trust Funds
35 eligibility criteria, prorated District contributions to a retirement health reimbursement
36 arrangement account and enrollment in voluntary retirement 403(b) and 457 plans.

37
38 ~~Teachers working less than a 100% contract (40 hours per week) are eligible for benefits~~
39 ~~as follows: Teachers must work 30 or more hours per week (75% contract) to be eligible~~
40 ~~for health insurance and cash in lieu of insurance. Eligible teachers who work at least 30~~
41 ~~hours per week but less than 40 hours per week shall receive prorated health insurance~~
42 ~~benefits or cash in lieu of insurance, based upon their FTE. Teachers with a 50% or more~~
43 ~~contract (20 or more hours per week) are eligible for prorated dental, disability and life~~
44 ~~insurance benefits based on their FTE. Enrollment eligibility criteria for the District's~~

1 ~~Flexible Spending Plan is referenced in Part VI, Article K. All teachers are eligible to~~
2 ~~participate in the following retirement plans—health reimbursement accounts, 403(b),~~
3 ~~and 457 plans. Part-time teachers meeting the Employee Trust Funds eligibility criteria~~
4 ~~will be enrolled in Wisconsin Retirement.~~

5
6 ~~Part-time employees who were employed by the district prior to July 1, 2015 and were~~
7 ~~enrolled in the district's health insurance prior to July 1, 2015 shall be grandfathered in,~~
8 ~~as long as allowable by applicable employment law.~~

9
10 7. Job Security

11 Part-time teachers will have the same rights as full-time teachers in regard to probationary
12 period, (three years of employment) just cause, grievance, and discharge.

13 **Article B - Job Sharing Assignment**

14
15 A job share is defined as one full-time position with two teachers sharing the position. Approval
16 of a job share is solely at the discretion of the Superintendent. A job share will not be approved
17 if there is already a job share in the same grade level in the same building or in the same
18 department in the same building. A job share will only be approved if it is evident that it will
19 benefit both the teachers and the students. A job share may only be created between two
20 existing employees. The district will not hire a part-time teacher to become part of a job share.
21 If two teachers wish to request a job sharing assignment, they should approach their building
22 administrator and discuss the request. If the building administrator is willing to consider the
23 request, they will schedule a meeting with the teachers, the Director of Human Resources, and
24 the Superintendent. In order to be considered for a job sharing assignment, the two teachers
25 must agree to the following:

- 26
27
- 28 • Both teachers understand they are sharing one position and they will split the workload
29 equally
 - 30 • Both teachers understand that they relinquish the right to a full-time position as a result
31 of the job share
 - 32 • Both teachers understand that in the event one individual leaves the job share, it ceases
33 to exist
 - 34 • If one member of the job share substitutes for the other, they will be paid the current
35 daily substitute rate
 - 36 • Seniority will accumulate at 50% of the full-time rate for each individual
 - 37 • Each individual will work full days on staff development days and parent-teacher
38 conference days and have their pay adjusted accordingly
 - 39 • Sick and personal days are based on the contract percentage
 - 40 • Principals may require both individuals to attend staff meetings
 - 41 • Each teacher will be responsible for all normal administrative tasks, record keeping,
42 plans, etc.
 - 43 • Each teacher will be evaluated separately based upon the normal evaluation rotation
 - 44 • Both teachers will be responsible for providing ongoing and consistent communication
regarding students and parents

- 1 • After July 1, 2015, language under Part I, Article A-6 applies

2

3 **Part II**

4 **GRIEVANCE PROCEDURE**

5

6 Article A - Definitions

7

8 Article B – Procedures

9

10 Article C – Timelines

11

12 Article D – Exclusive Remedy

1
2
3
4 **Article A - Definitions**
5

- 6 1. A grievance shall mean a dispute regarding the application of School Board
7 policies regarding an employee's discipline or termination of employment, or a
8 dispute concerning workplace safety. No grievance shall be processed under
9 this policy unless it is in writing and contains all of the following:
10
11 a. the name and position of the grievant;
12
13 b. a clear and concise statement of the grievance;
14
15 c. the issue involved;
16
17 d. the relief sought;
18
19 e. the date the incident or alleged violation took place;
20
21 f. the specific section of the Policy or workplace safety rule
22 alleged to have been violated; and
23
24 g. the signature of the grievant and the date.
25
26 2. The term "days" means regular business days, Monday through Friday, other
27 than weekends and holidays regardless of whether the employee or his or her
28 classification is scheduled to work.
29
30 3. A "grievant" is an employee as defined by state statutes governing this grievance
31 procedure. At the grievant's cost and request they may be represented by a person of
32 their choice.
33
34 4. "Workplace safety" means those conditions related to physical health and safety
35 of employees enforceable under federal or state law, or District rule related to:
36 safety of the physical work environment, the safe operation of workplace
37 equipment and tools, provision of protective equipment, training and warning
38 requirements, workplace violence and accident risk.
39
40 5. "Discipline" means oral reprimands (where a written record of the reprimand is
41 placed in the employee's file), written reprimands, suspension and demotion.
42 Discipline does not include performance reviews, work plans or corrective actions
43 that do not include a reprimand or other adverse employment action.
44

1 6. "Termination" means discharge from employment. Non-renewals and layoffs
2 (reduction in force) are not considered terminations and are not subject to this
3 procedure.
4

5 **Article B - Procedures**
6

7 First Step

8 Within fifteen (15) days after the facts upon which the grievance is based or should have
9 reasonably become known the employee shall present the written grievance to their
10 immediate supervisor. The immediate supervisor shall give a written answer within ten
11 (10) days of receipt of the grievance, with a copy to the District Office. An employee
12 who has been notified of termination may process the grievance commencing at Step 3.
13

14 Second Step

15 If the grievance is not satisfactorily resolved at Step 1, it may be submitted by the
16 grievant to the District Administrator within five (5) days after having received the
17 answer in the First Step. After receipt of the written grievance by the District
18 Administrator, they or the designated representative of the District Administrator will
19 meet with the grievant in an effort to resolve the issue(s) raised by the grievance.
20 Within ten (10) days after the meeting, the District Administrator shall respond to the
21 grievance in writing. The District Administrator shall also determine if the grievance is
22 timely, if the subject matter of the grievance is within the scope of this policy and
23 otherwise properly processed as required by this policy. If the District Administrator is
24 aware of other similar pending grievances, they may consolidate those matters and
25 process them as one grievance.
26

27 Third Step

28 Upon the written request of the grievant in response to an adverse decision, the
29 decision at the Second Step may be appealed to the District Administrator by a written
30 statement particularly describing the reason for appeal. If the decision at Step 2 is based
31 in whole or in part on the basis of timeliness, scope of the grievance process or other
32 failure of the Grievant to properly follow the process the matter shall be referred to the
33 Board who shall determine whether the matter should be processed further. If the
34 Second Step decision is on the merits of the grievance only the grievance will be
35 referred to an Impartial Hearing Officer (IHO). The IHO will be designated by the District
36 Administrator. Any costs incurred by the (IHO) will be paid by the School District. The
37 IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall
38 have the authority to administer oaths, issue subpoenas at the request of the parties,
39 and decide if a transcript is necessary. The IHO may require the parties to submit
40 grievance documents and witness lists in advance of the hearing to expedite the
41 hearing. The burden of proof shall be "a preponderance of the evidence". In termination
42 and discipline cases, the District shall have the burden. In workplace safety cases, the
43 employee shall have the burden. The IHO may request oral or written arguments and
44 replies. The IHO shall provide the parties a written decision. The IHO may only consider

1 the matter presented in the initial grievance filed by the employee. The IHO shall have
2 no power to add to subtract from or modify the terms of the Board policy or rule that
3 forms the basis for the grievance.
4

5 **Fourth Step**

6 Either party may appeal an adverse determination at Step 3 to the Board of
7 Education, by filing written notice appealing the decision of the IHO in the District Office
8 within ten (10) days of the decision of the IHO. The Board of Education shall within thirty
9 (30) days after submission of the appeal schedule the review of the IHO's decision. The
10 review will be conducted by the Board during a closed session meeting unless an open
11 session is requested by the employee. The Board may make its decision based on the
12 written decision of the IHO or the Board may examine any records, evidence and
13 testimony produced at the hearing before the IHO. A simple majority vote of the Board
14 membership shall decide the appeal within twenty (20) days following the last session
15 scheduled for review. The Board will issue a final written decision which shall be binding
16 on all parties.
17

18 **Article C - Timelines**

19
20 Failure to process a grievance by the grievant within the time limit, or agreed upon
21 extensions, shall constitute waiver of the grievance and will be considered resolved on
22 the basis of the District's last answer. Failure of a management representative to meet
23 the time limits shall cause the grievance to move automatically to the next step in the
24 procedure. To encourage that grievances are addressed in a prompt manner the time
25 limits set by this policy are intended to be strictly observed and may not be extended
26 except in extreme circumstances and then only upon the express written consent of the
27 parties.
28

29 **Article D - Exclusive Remedy**

30
31 This procedure constitutes the exclusive process for the redress of any employee
32 grievances as defined herein. However, nothing in this grievance procedure shall
33 prevent any employee from addressing concerns regarding matters not subject to the
34 grievance procedure with administration and employees are encouraged to do so.
35 Matters not subject to the grievance procedure that are raised by employees shall be
36 considered by administration which has final authority, subject to any applicable Board
37 policy or directive, to resolve the matter.
38

1	Part III
2	LAYOFFS, TRANSFERS, NON-RENEWALS
3	
4	Article A - Layoff and Recall Procedure
5	
6	Article B – Vacancies and Transfers
7	
8	Article C - Non-Renewal/Renewal
9	
10	Article D - Late Resignations
11	
12	Article E – Rehired Teachers
13	

Article A - Layoff and Recall Procedure

1. This procedure shall apply when the Board of Education reduces the teaching staff of all part-time and full time teachers. The Board shall have the sole right to determine the teaching position or positions to be eliminated.

2. Layoff shall occur when one or more of the following circumstances are present:

- a. A substantial decrease in pupil population within the School District.
- b. Loss of operating revenues.
- c. A substantial decrease in the enrollment in a specific grade level or program area or the elimination of a program(s).
- d. The return of a teacher from a leave of absence.
- e. Other legitimate reasons which require a reduction in staff. The Board shall not apply this section in an arbitrary or capricious manner.

3. Procedures and timelines in WI SS 118.22 will be followed in the event of a layoff.

4. The selection of the teachers to be laid off shall be made according to the following guidelines:

- a. Normal attrition resulting from teachers retiring or resigning will be relied upon to the extent possible.
- b. Volunteers will be considered next. Voluntary layoff shall occur only by mutual agreement between the teacher who volunteers for layoff and the Board.
- c. Teachers on intensive supervision will be considered next.
- d. If steps (a), (b) and (c) are insufficient to accomplish the desired reduction in staff, the following will occur:

Layoff decisions will be based upon a-c above, and longevity in the District. The teachers with the fewest years of service shall be considered first for layoff.

The Board shall determine the employee for layoff. The Board will notify the teacher in the notice of layoff of the reason for the layoff and of the teacher's re-employment rights. Layoff decisions shall not be based upon salary.

1 5. Recall

2 Teachers laid off under the terms of this article will be given priority for such vacancies
3 that occur in their area of certification for a period of two (2) years following the layoff if
4 the employee is certified and qualified for the position as determined by the district.
5 Reinstatements shall be made without loss of credit or accrued benefits from prior years
6 of service in the District. Within ten (10) calendar days after a teacher received a notice
7 of re-employment, they must advise the district, in writing, that they accept the position
8 offered by such notice and will be able to commence employment on the date specified
9 therein. Any notice shall be considered received when sent by registered letter, return
10 receipt requested, to the last known address of the teacher in question as shown on the
11 district's records. It shall be the responsibility of each teacher on layoff to keep the district
12 advised of their current whereabouts. Any and all re-employment rights granted to a
13 teacher on layoff shall terminate upon such teacher's failure to accept within said ten (10)
14 calendar days any position for which they are certified, offered to them by the district.

15
16 6. No teacher may be prevented from seeking and securing other employment during the
17 period they are laid off under this article.

18
19 7. During the two (2) year recall period, the teacher on layoff shall be allowed to participate
20 in the group health and life insurance plans then in effect at their own expense, provided
21 such participation is permitted under the insurance contract and provided the teacher
22 has not been re-employed in a position where health and life insurance coverage is
23 available.

24
25 **Article B – Vacancies and Transfers**

26
27 1. When the Board of Education officially accepts a resignation (teaching assignment, co-
28 curricular, or special services), and the Board of Education decides to fill the vacancy, it
29 will be listed as an official opening on the professional staff and posted in designated
30 areas in each school center. Qualified and interested personnel may apply for vacant
31 positions without resigning their current positions in the District.

32
33 2. Teachers who desire a change in grade and/or subject assignment or who desire to
34 transfer to another building shall file a written statement of such desire with their building
35 administrator and/or the Human Resources Director. Such statement shall include the
36 grade and/or subject to which the teacher desires to be assigned, the reason for the
37 request, and the school or schools to which they desire to be transferred, in order of
38 preference. Transfer decisions shall be made at the discretion of administration, based
39 upon district, school and student needs. Teachers will be required to interview for vacant
40 positions in other buildings prior to transfer decisions being made. Any teacher who
41 meets posted requirements for the vacancy, has received satisfactory evaluations, and is
42 not on a plan of improvement shall be granted an interview upon request.

43

- 1 3. Involuntary Transfers - No transfer of an individual's position or responsibility shall be
2 made without prior consultation with the teacher. Such transfers shall be made to meet
3 the needs of the assigned school and grade as determined by the building principal or
4 Director of Student Services and the District Administrator.
5
6

7 **Article C - Non-Renewal/Renewal**
8

- 9 1. In accordance with the provisions of Section 118.22, Wis. Stats., and any successor
10 thereto, at least fifteen (15) days prior to giving written notice of refusal to renew a full-
11 time teacher's contract for the ensuing school year, and not later than the last day in April,
12 the Board of Education, through the District Administrator, shall inform the full-time
13 teacher by preliminary notice, in writing, that the Board is considering non-renewal of the
14 full-time teacher's contract. The full-time teacher shall then be granted either a private
15 or public conference, at the full-time teacher's option with the Board, if he files such
16 notice within five (5) days of receipt of the notice of refusal. At the time of the conference
17 with the Board, the full-time teacher and the Board may each be represented by one (1)
18 individual of their own choosing. School District Administrator(s) may be present at the
19 conference and represented by one (1) individual of their choosing.
20
21 2. Teachers employed in the District are subject to non-renewal on a statutory basis, as
22 prescribed in Section 118.22 of the State Statutes during the first three years of
23 continuous employment in the District. Non-renewals of teachers with three (3) years or
24 less of continuous employment in the school district are at the discretion of the Board of
25 Education.
26
27 3. After completing the probationary period, the following procedure for non-renewal shall
28 be followed:
29
30 a. A non-probationary teacher who has not been placed on a plan of improvement
31 under the District's evaluation procedures for three consecutive semesters will
32 only be non-renewed for just cause.
33 b. A non-probationary teacher who has been placed on a plan of improvement
34 under the District's evaluation procedures for three or more consecutive
35 semesters may be non-renewed for reasons that are not arbitrary or capricious.
36
37 4. The action of the Board either to renew or not to renew such full-time teacher's contract,
38 whether or not the full-time teacher has requested a conference, shall not be taken until
39 at least fifteen (15) days following the receipt by the full-time teacher of the written
40 notice provided in Step 1, but, in no event, later than May 15. The action of the Board in
41 following this non-renewal procedure shall not be subject to the grievance procedure.
42
43
44

1 5. Renewal

2 According to Section 118.22 Wis. Stats, full-time teachers are to receive written notice of
3 renewal of contract for the ensuing school year by May 15th and they shall accept or
4 reject in writing such contract not later than the following June 15th.
5

6 6. Discharge/Discipline

7 Discharge and discipline for non-probationary teachers shall be based on just cause and
8 is subject to the grievance procedure.
9

10
11 **Article D - Late Resignations**
12

13 1. Teachers who request a release from their teaching contract with the district assume a
14 legal obligation to pay for the reasonable expense incurred by the district in securing a
15 replacement. That reasonable amount shall be:

16 a. Five hundred dollars (\$500) after June 15 but before July 15 of a newly contracted
17 year.
18

19 b. Seven hundred and fifty dollars (\$750) after July 15 but before the first day all
20 teachers report for a newly contracted year.
21

22 c. One thousand five hundred dollars (\$1,500) after the first day all teachers report
23 for a contract year.
24

25
26 2. A release from a teaching contract is at the discretion of the Board of Education as the
27 teacher is expected to honor their contract to teach in the district except in cases where
28 the circumstances are beyond the teacher's control. The Board may waive or reduce the
29 above fees at their discretion in such cases. The Board will not consider reducing or
30 waiving the late resignation fee unless a specific written request is submitted by the
31 teacher.
32

33 3. Part time employees will have the penalties prorated based on their FTE level.
34
35

36 **Article E - Rehired Teachers**
37

38 If a teacher resigns his or her position with the district and is subsequently rehired to teach in the
39 district, all other terms and conditions of employment, e.g. salary, probationary period, and sick
40 leave accrual, shall be applied as if the teacher was new to the District, with the option for
41 Human Resources to offer credit for prior service.
42

1	Part IV
2	TEACHING LOAD AND WORKDAY
3	
4	Article A - Normal Teaching Load
5	
6	Article B – Workday
7	

Article A - Normal Teaching Load

1. Thirty minutes must be scheduled for a duty free lunch period.
2. A normal elementary (Pre K-6) teaching load per day shall consist of a maximum of 315 minutes of instructional teaching per day averaged per week. The principal shall schedule and assign classes. No teacher will be assigned more than 315 minutes of instructional teaching per day averaged per week, without compensation for an overload. The K-6 building principals will structure the teacher workday and utilize the assistants in such a way as to maximize teacher classroom management and planning times as much as reasonably possible. The work day will be structured in such a way as to insure that the classroom teachers will not need to be present with their students for library study skills instruction or guidance instruction, and so that a single longer recess period could be scheduled instead of two shorter periods at appropriate grade levels as determined by the building principal and grade level staff.
3. The middle school (7 - 8) teaching load shall be six class periods. There shall be no less than eight periods in the normal day. If a teacher is assigned an additional assignment in a semester, they shall be compensated an additional eight and fifteen-hundredths percent (8.15%) of their base salary as part of their normal monthly salary. The principal shall be responsible for scheduling and assigning classes.
4. Prior to each year, a joint review of specialist's schedules for the upcoming school year will be conducted by a teacher representing specialists and the District Administrator with the intent being to keep schedules as reasonable as physically possible. This review process will begin no later than June 1. A reasonable schedule shall not include scheduled overlapping classes.
5. A normal high school teaching load shall consist of twelve instructional periods per year (six per semester or 3 blocks per day each semester) with at least one of these twelve assignments being a study hall, resource room or supervision. A teacher may be assigned, with no additional compensation, another assignment in lieu of the study hall, resource room or supervision (section split of 6/5 or 5/6);. If a teacher is assigned twelve classes (6/6), they shall be compensated an additional eight and fifteen-hundredths percent (8.15%) of their base salary as part of their normal monthly salary. The principal shall be responsible for scheduling and assigning classes.
6. The following departments/teachers are excluded in the normal teaching load outlined above: library services, counselors, instructional coaches, interventionists, and teachers of children with disabilities. Personnel in those roles are expected to use the inherent flexibility in daily schedules of that nature to provide for the preparation of the activities

1 required therein and should create a schedule accordingly that includes a 30 minute duty
2 free lunch.

3
4 7. In order to facilitate flexibility in scheduling classes, teachers may accept teaching
5 assignments outside of the normal workday or structure in lieu of the normal assignment,
6 or for additional compensation at the per diem hourly rate, as agreed upon by the Board
7 and individual teachers.

8
9 8. All staff members will be a member of at least one department or grade level committee.

10
11 9. Teachers shared between buildings will only be assigned supervisory duties (e.g. bus duty,
12 lunch duty) at one of the buildings. This assignment should be scheduled so as to avoid
13 the teachers having to travel between buildings to fulfill a supervisory role.

14
15 10. A resource room or center is defined as a small group of fewer than twenty-five (25)
16 students that requires the teacher to provide supervisory and tutorial assistance to
17 students. No additional planning time or preparation is required by the teacher for this
18 assignment.

19
20 11. A study hall is generally a large group assignment where a teacher's main responsibility is
21 to supervise and manage assigned students. The teacher does provide general learning
22 assistance to students as requested. Study hall supervisors will not be assigned the role
23 of 'tutor' for failing students.

24
25 Supervision for purposes of this article involves the supervision of students for a period
26 of time generally associated with a full class period such as lunchroom, open gym, weight
27 room, hallways, etc. It does not include the duties all staff share such as bike duty, bus
28 duty, playground duty, hall monitoring between classes, etc., that are considered basic
29 functions of the job and the responsibility of teachers.

30
31 12. Travel time is defined as travel between building assignments within the district during
32 the teacher's regular work day. Travel time will be included as a contract percentage for
33 the purposes of scheduling and compensation. Travel will not be scheduled during the
34 employee's thirty (30) minute duty free lunch period. The travel time allotments will be
35 no less than listed below.

36		
37	Middle School (MS) to High School (HS):	Ten (10) minutes
38	Intermediate School (IS) to Heritage Elementary (HE):	Twenty (20) minutes
39	MS/HS to HE	Fifteen (15) minutes
40	MS/HS to IS	Twenty (20) minutes
41	PE to HE:	Fifteen (15) minutes
42	MS/HS to Prairie Elementary (PE):	Twenty (20) minutes
43	PE to IS	Twenty (20) minutes
44	Arboretum Elementary (AE) to IS/HE/PE/MS/HS:	Twenty (20) minutes

1
2 Travel time contract percentage will be calculated using the basis of the day that
3 constitutes the majority of the teacher's schedule. If equal time is spent between
4 building assignments, travel time percentage will be based on the school in which the
5 teacher work day starts on the first day of school.
6

7 Example: Travel from Arboretum Elementary to Heritage Elementary for an Art teacher.
8 Travel time allotment divided by full time instructional minutes = contract percentage
9 20 minutes travel / 300 daily instructional minutes = 0.0667 = 6.7% of the assigned
10 teacher's contract
11

12 **Article B – Workday**

- 13
- 14 1. The normal workday for all teachers shall be a continuous eight hours. The actual workday
15 for each building shall be established by the Board. Teachers may leave fifteen minutes
16 earlier, but not before the student release time, on Fridays and days preceding a holiday.
17
- 18 2. All faculty and department meetings will be held during normal working hours except that
19 two staff meetings per month may begin fifteen (15) minutes before the normal workday
20 begins or go fifteen (15) minutes later than the end of the normal workday.
21
- 22 3. The provisions of Paragraph 2 above do not include nor shall they apply to meetings of
23 IEP teams, the preparation of individual education plans, parent-teacher conferences, or
24 activities of similar nature, which are normally conducted at other times.
25
- 26 4. Department meetings will be held on workshop days and early release days as defined
27 below.
28
- 29 5. Individual teacher workdays may be altered from the continuous eight-hour day
30 described above with mutual agreement of the teacher and District Administrator.
31
- 32 6. Professional Hours
 - 33
 - 34 a. The starting and dismissal times for students will be established by the Board
35 (paragraph 1), provided, however, that no change in the present schedule will
36 increase the length of the teacher work day.
37
 - 38 b. Teachers are professional employees as defined by the federal Fair Labor
39 Standards Act and the Wisconsin Municipal Employee Relations Act, section
40 111.70(1)(L), Wis. Stats.
41
 - 42 c. The concept of professional hours means that a teacher and their appropriate
43 supervisor(s) will determine the teacher's hours based upon the completion of
44 their duties and the needs of their student(s).

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- d. Teachers are responsible for the completion of their duties as set forth in the teacher job description and those other duties specific to each teacher’s position. Professional hours do not abrogate the teacher’s duty to supervise pupils as assigned.
- e. Professional work hours are governed by the following:
 - i. The starting and ending times for teachers are determined by the Board. The normal work day will be eight continuous hours. (See Part IV, Article B, Paragraph 1).
 - ii. All teachers are required to attend up to two (2) evening events per contract year as directed by the applicable teacher’s building administrator. These events, though not limited by enumeration, may be an open house, music program, art show and/or other District or building events that occur after the normal workday. Teachers shall be given no less than thirty (30) calendar days notice of such events. Teachers are required to attend administratively called meetings before, during, and/or after the normal workday. Examples of administratively called meetings are, but are not limited by enumeration to: staff meetings and meetings with parents/guardians. Teachers who are required to attend administratively called meetings will receive no additional remuneration, above their regularly paid salaries, for attending such meetings. (Non-public school student IEP’s outside the normal day are compensated as noted per the teacher employment guidelines.)

Teachers will not be adversely affected because they do not attend meetings called before or after the normal school day due to reasonable professional or personal conflicts. However, a pattern of non-attendance would be indicative of unprofessional behavior and should be reflected in the teacher’s evaluation.

Teachers will be evaluated based upon the completion of their duties rather than on adherence to a fixed time schedule.
- f. It is not the intent of the professional hours section to require more or fewer meetings and conferences, nor is it the intent to have teachers present only in the classroom during instructional time and disregard their normal teaching responsibilities. In order to provide a means to resolve disagreements a joint teacher/administrator Professional Hours Council will be established. This Council shall be made up of the District Administrator, two administrators, and three teachers. The Council’s decisions shall be binding and are not subject to the grievance procedure.

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g. Inservice compensation for inservice meetings outside the “normal school day” will not be abrogated by professional hours.

7. Individualized Educational Program (IEP) Meetings / 504 Meetings

a. All teachers are responsible for IEP and 504 related meetings with parents and other professionals.

b. The Director of Student Services will authorize compensation to special education teachers and regular instructional staff for their required attendance at IEP meetings or Section 504 meetings.

c. Compensation shall be twenty-five dollars (\$25.00) per hour paid to the nearest quarter hour.

d. Any teacher workday/non-student contact days where IEP or Section 504 meetings are required shall be considered eligible hours. Staff may also submit time used to attend a required IEP or Section 504 meeting during the scheduled student contact day, if attendance occurs during their “verified/scheduled” preparation period, non-scheduled student contact time or if the meeting occurs before or after their primary building’s student contact day schedule. If the staff member has no “verified” preparation period or non-scheduled student contact time within their student contact day, attendance at an IEP/504 during their scheduled student contact time IS NOT to be considered eligible time. If the district provides a substitute to allow for staff participation, no compensation will be provided. If a staff member submits “fraudulent” hours that do not meet the validity criteria as outlined in this provision, they may be subject to disciplinary action. All staff members who submit hours for reimbursement within the IEP \$10,000 fund MUST have a current daily schedule on file with the Director of Special Education or the hours may be rejected for payment.

e. Staff members are required to submit their hours within TrueTime to the Director of Special Education on or before the last day of school in order to receive reimbursement. No late submissions will be accepted.

1	Part V
2	LEAVES
3	
4	Article A - Absences with Pay
5	
6	Article B - Absences without Pay
7	
8	Article C - General Provisions for Absences with Pay and without Pay
9	

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4 **Article A - Absences with Pay**

5 **Eligibility and Paid Time Off Allocations**

6 All employees classified in these Employment Guidelines shall be eligible for time off as
7 outlined in the following sections. Paid time off allocations occur on the first day of July each
8 year.

9
10 Employees hired after July 1st or after the school year begins will be allocated paid time off on
11 a prorated basis based on a proration of the remaining days in their assignment.

12
13 Employees who resign or are terminated before the end of the work year, or assigned number
14 of work days, will have their paid time off prorated (reduced) based on the number of days
15 actually worked.

16
17 Employees who do not work the same number of hours on each workday shall have their
18 allocations determined by the average number of hours per day calculated on a weekly basis.
19 Part-time employees shall receive allocations prorated for their FTE. The district utilizes
20 electronic systems for tracking time off entries. It is your responsibility as an employee to use
21 the systems correctly. All time off requests should be initiated through an entry within the
22 Employee Access portal of Skyward.

23
24 All paid leaves may be requested in hourly increments of 0.25 hours.

25
26 External substitutes (substitutes in Frontline) only are hired for minimum of two hours per day.
27 Therefore, substitute requests in Frontline must be a minimum of two hours up to eight hours
28 per day.

29
30 **Administration**

31 The Board of Education may implement and/or change policies to prevent misuse of time off at
32 any time upon their discretion.

33
34 The Director of Human Resources, or their designee, may request verification of the need for an
35 employee's time off at their discretion.

36
37 Employees are responsible for adhering to the time off guidelines and to use the electronic time
38 off system, Skyward - Employee Access, correctly.

39
40 Time off requests should be entered into Skyward prior to the absence being taken.
41

1 **Time Off Use**

2 All time off requests may be requested in hourly increments of 0.25 hours and must be
3 submitted in Skyward - Employee Access. If time off requests are less than a full day, employees
4 are expected to work for the remaining workday.

5
6 Full-time (100% FTE) Teachers: paid time off is allocated based on eight (8) hours per day. If
7 you will be absent the entire day, including prep time, you must submit eight (8) hours of time
8 off.

9
10 External substitutes (substitutes in Frontline) only are hired for a minimum of two (2) hours per
11 day. Frontline substitute requests must be a minimum of two (2) hours up to eight (8) hours
12 per day. Absences less than two (2) hours are submitted to the building office.

13
14
15 1. Sick Leave

16 a. **New Teacher Eligibility:** A new teacher to the district must teach at least one day
17 in the district in order to be eligible to use sick leave. ~~Sick leave shall be ten (or up~~
18 ~~to 80 hours sick) days per year cumulative to one hundred eighty-eight days (188).~~
19 ~~The maximum number of sick days to be applied toward retirement benefits shall~~
20 ~~be 120 days (960 hours).~~

21
22 b. **Allocation Amounts:** Employees shall be given one day of sick leave per month
23 worked, accumulative to 188 days (1,504 hours). The maximum number of sick
24 days to be applied toward retirement benefits shall be 120 days (960 hours).
25 Unused sick leave is only paid out upon meeting the district's retirement
26 eligibility. Sick leave includes:

27
28 i. Ten (10) days of sick leave are allocated each year. ~~Personal illness~~
29 ~~including medical appointments to care for illness. This does not include~~
30 ~~periodic or annual* check-ups that can be scheduled outside of normal~~
31 ~~workdays.~~

32
33 ii. For each experienced teacher entering the school system, five (5)
34 additional days of sick leave shall be granted per semester for the first
35 year of teaching in the system if the individual has accumulated ten (10)
36 days of sick leave in another system. If these additional days are not
37 used, they shall be added to their accumulation of their first year of
38 teaching in the system. Teachers are responsible for obtaining proof of
39 ten (10) unused sick days from another school district and emailing it to
40 the Director of Human Resources by Jan. 1st. If the other school district
41 paid for these unused sick days, they will not be accepted. ~~Illness in the~~
42 ~~immediate family. Immediate family includes spouse, child, step-child,~~
43 ~~parent, step-parent, grandparent, grandchild, brother, sister, parent-in-~~
44 ~~law, brother or sister-in-law, son or daughter-in-law.~~

1
2 ~~iii. A teacher may request the use of sick leave benefits in an emergency~~
3 ~~situation by making such request in writing to the District Administrator.~~

4
5 ~~d. c. Use: Sick leave may be used for:~~ For each experienced teacher
6 ~~entering the school system, five additional days of sick leave shall be granted per~~
7 ~~semester for the first year of teaching in the system if the individual has~~
8 ~~accumulated ten (10) days of sick leave in another system. If these additional days~~
9 ~~are not used, they shall be added to their accumulation at the end of their first~~
10 ~~year of teaching in the system.~~

11 i. Personal illness.

12 ii. Doctor and/or dentist appointment for self that cannot be scheduled
13 outside of normal work hours.

14 iii. Immediate family* member illness, or doctor and/or dentist appointment
15 that cannot be scheduled outside of normal work hours.

16 iv. Care for a child in their immediate family that cannot safely be left alone
17 in situations of canceled or closed childcare.

18 v. Funeral or wake of a friend or a relative that is defined as an immediate
19 family* member.

20 vi. If an employee exhausts all available sick leave, they must use any available
21 personal leave prior to requesting unpaid sick leave. There may be certain
22 exceptions under the State and Federal Family and Medical Leave Laws.

23
24 * Immediate family includes: spouse, child, step-child, parent, step-
25 parent, grandparent, grandchild, brother, sister, parent-in-law, brother or
26 sister-in-law, son or daughter-in-law, or grandparent-in-law.

27
28 ~~d. Sick leave benefits include the base contract plus fringe benefits. Sick leave~~
29 ~~benefits exclude co-curricular and/or special services and extended school year~~
30 ~~assignments. Teachers are responsible for obtaining proof of ten (10) days of~~
31 ~~unused sick days from another school district by January 1st. If the other school~~
32 ~~district paid for these unused sick days, they will not be accepted.~~

33
34
35
36 **2. Family and Medical Leave**

37 a. Under the State and Federal Family and Medical leave Acts, employees may be
38 entitled to leave above and beyond the leaves provided in these guidelines.
39 Any absence of more than three days that qualifies as Family and Medical leave
40 will be counted as Family and Medical leave. The District administers the State
41 and Federal Family and Medical Leave Acts concurrently. A ~~12-month~~12-month
42 period starting July 1 and ending on June 30, is used for calculating leave
43 eligibility under the Federal Family and Medical Leave Act. Employees should
44 contact the Director of Human Resources to request Family and Medical leave or

1 to discuss their options for time off under the State and Federal laws. Please see
2 Appendix C for employee rights and responsibilities under the Family and
3 Medical Leave Act.
4

5 3. Bereavement Leave

- 6 a. Bereavement leave shall be provided for death in the immediate family for up to
7 three (3) days per occurrence. These days will not be deducted from sick leave.
8 An additional three (3) days of sick leave may be used as bereavement leave for
9 deaths in the immediate family. The Director of Human Resources may grant
10 additional days, either as paid leave deducted from sick leave or as unpaid days,
11 at their discretion.
12

13 Immediate family includes spouse, child, step-child, parent, step-parent,
14 grandparent, grandchild, brother, sister, parent-in-law, brother or sister-in-law,
15 son or daughter-in-law, grandparent-in-law.
16

- 17 b. Teachers may request sick leave for attendance at funerals, not covered under
18 bereavement leave. Verification of attendance may be required.
19

20 ~~Clarifications~~

21
22 ~~Administrators shall have the right to require a medical provider's statement of
23 illness or verification of an appointment.~~

24
25 ~~A new teacher to the system shall teach at least one day in order to be eligible to
26 use sick leave.~~

27
28 ~~Sick leave, though credited at the beginning of each fiscal year is accrued as
29 worked. Any employee leaving employment will be credited only with those days
30 earned at the time employment is ended.~~

31
32 ~~Sick leave benefits include the base contract plus fringe benefits. Sick leave benefits exclude co-
33 curricular and/or special services and extended school year assignments.~~
34
35
36

37 5. Personal Leave

- 38
39 a. Allocation Amounts: Each employee will be credited with two (2) days of personal
40 leave per year. These days are separate from sick leave and are allocated as
41 personal leave. ~~Each teacher shall receive two (2) personal days to be used each~~
42 ~~school year. These days/hours may be taken for any reason deemed necessary by~~
43 ~~the teacher.~~
44

1 b. Use:~~The allowance for personal days will be on a first come, first served basis~~
2 ~~within each building.~~

3
4 i. Personal days can be used for anything.

5 ii. Unused personal leave is added to accrued sick leave at the end of each
6 school year, which is accumulative to 188 days (1,504 hours), 120 days (960
7 hours) of which can be applied toward retirement.

8 iii. Teachers may request to be paid out for up to two (2) unused personal
9 days per year rather than use them or roll them over as sick leave. Unused
10 personal leave is paid out at the current daily external substitute teacher
11 rate.

12
13 Requests must be submitted electronically via Skyward-Employee Access,
14 following the same process used in requesting time off, with the following
15 information in the description area of the request: "Unused personal leave
16 payout _____ request."

17
18 These requests must be made no later than May 30th of the current school
19 year. Payment will be included in the last check of the year.

20
21
22 c. The personal days shall be subtracted from sick leave days for the year
23 Restrictions on Use:-

24 i. District-Wide: No more than twelve (12) teachers may use personal leave
25 on _____ any _____ one _____ day.

26
27 Per Building: Less than 800 students: no more than four (4) teachers may
28 use personal leave on any one day; More than 800 students: no
29 more than six (6) teachers may use personal leave on any one day.

30 ii. Personal leave should be submitted forty-eight (48) hours in advance of
31 the actual absence date whenever possible.

32 iii. Personal leave may not be used before or after an unpaid break or holiday.

33 iv. Personal leave may not be used on the last ten (10) school days of the year.

34 v. Personal leave may not be used during the first week of school.

35 vi. Personal leave may not be used for parent-teacher conference time.

36
37 ~~b.d. A forty eight (48) hour advance notice shall be given whenever possible. This~~
38 ~~would be waived in case of family illness.~~ **Requests for Exceptions of Use:** The
39 Director of Human Resources may grant approval for use of personal leave for
40 extenuating circumstances or once-in-a-lifetime events. These requests must be
41 submitted prior to submitting a time off request via a TalentEd/PowerSchools
42 form. Log into your TalentEd/PowerSchools account to submit an Employee
43 Special Time Off Request Form (Not extended leave).
44

1 ~~e. Personal days may not be used to extend holidays or recesses as determined on~~
2 ~~an individual case basis by the Director of Human Resources. A recess is any break~~
3 ~~in the regular five (5) day week.~~

4
5 ~~e. No more than twelve (12) teachers per district with a maximum of four (4)~~
6 ~~teachers per building under 800 students or 6 per building of over 800 students~~
7 ~~may use personal days on any day available for this purpose under the teacher~~
8 ~~guidelines. The district office will keep records on this and it will be on a first~~
9 ~~come, first served basis. Teachers who do not need a substitute will not be~~
10 ~~counted toward the maximum.~~

11
12 ~~e. No personal day may be taken on the last ten (10) school days of the year. The~~
13 ~~Director of Human Resources may waive this restriction for good cause. "Good~~
14 ~~Cause" shall be determined by the Director of Human Resources after consulting~~
15 ~~with the teacher's supervisor.~~

16
17 ~~e. No personal day may be used for parent teacher conference time.~~

18
19 ~~e. Teachers may request to be paid out for up to two unused personal days per year~~
20 ~~rather than use them or roll them over as sick leave. Unused personal days shall~~
21 ~~be paid out at the current daily substitute teacher rate. Requests must be made~~
22 ~~via Employee Access, following the same process used in requesting time off.~~
23 ~~Requests must be made no later than May 30th of the current school year and~~
24 ~~payments will be included in the last check of the year.~~

25
26 6. Professional Leave

27
28 a. Professional leave is defined as release from classroom duties for the purpose of
29 attending professional meetings, seminars, workshops, conferences, conventions,
30 institutes, and others of a similar nature. In order to be considered professional,
31 a meeting must meet one or more of the following requirements:

32
33 i. It must be in one's teaching field or in the general field of education.

34
35 ii. It must be designed to increase knowledge, skills, and understanding of
36 subject or related educational matter.

37
38 iii. It must be designated to update knowledge in rapidly changing fields.

39
40 iv. It must be designed to improve teaching methods which will, in turn,
41 improve instruction of students.

42
43 b. Professional leave may be granted upon request to the Building Principal or
44 Supervising Administrator. The request will, if possible, be submitted at least

1 three (3) weeks prior to date of leave to allow for processing. Principals will create
2 a rotation schedule for professional days to allow all teachers opportunities to use
3 professional days. The Board may reimburse the teacher for all reasonable
4 expenses incurred as defined in Policy 671.2.
5

- 6 c. Professional visit: Each faculty member may be granted one (1) day each year to
7 visit a related professional department in another school. The request must be
8 submitted in advance to the appropriate administrator. A report of such visit is to
9 be made to that administrator and department head within one week of the
10 teacher's return to their own school.
11

12 7. Military Leave
13

14 A teacher who is a member of a reserve component of the armed forces, who is required
15 to enter into active training duty or temporary special service will be granted leave and
16 be reimbursed for time spent in necessary classroom preparation prior to the teacher's
17 departure and the necessary preparation upon return from the leave. The hours of
18 reimbursement will be determined by the District Administrator.
19

20 8. Pregnancy Leave
21

- 22 a. The Board of Education shall consider pregnancy to be medically related work
23 interruption. A pregnant staff member shall be permitted to use sick leave as in
24 other cases of staff members' illness or injury.
25

- 26 b. In instances where the building administrator has serious doubts as to the ability
27 of the pregnant staff member to perform the duties of the job, the District
28 Administrator may require the pregnant staff member to secure a medical
29 statement of fitness to perform such duties.
30

- 31 c. The length of leave for childbearing shall be jointly determined by the staff
32 member and the personal physician. The District reserves the right to request a
33 medical exam by a doctor of the District's choosing, at District expense for
34 employee substitute costs and exam costs, to determine a teacher's fitness and
35 availability for normal teaching duties. The District Administrator shall then
36 approve the length of leave for childbearing.
37

- 38 d. Teachers who return after the approved leave will be placed on the salary
39 schedule to which they are entitled and retain all benefits afforded to them under
40 the educational agreement.
41

42 9. Jury Duty
43

1 The District Administrator shall grant leave for any teacher who is summoned for jury duty
2 on a scheduled workday. The District Administrator shall determine the difference
3 between base salary paid by the district and the per diem paid by the court and establish
4 the share to be assumed by the district.
5

6 **Article B - Absences without Pay**
7

8 1. Personal Leave Without Pay
9

10 ~~A teacher shall be able to take up to three (3) unpaid leave days after completing five (5)~~
11 ~~full years of employment in the district. After a teacher has utilized the three (3) days~~
12 ~~they will be eligible for another three (3) unpaid leave days after completing each~~
13 ~~additional three years of employment in the district. These days are not cumulative.~~
14

15 a. Eligibility: A teacher shall be able to take up to three (3) unpaid leave days after
16 completing five (5) full years of employment in the district. After a teacher has
17 utilized the three (3) days they will be eligible for another three (3) unpaid leave
18 days after completing each additional three years of employment in the district.
19 These days are not cumulative.~~The allowance for unpaid leave days will be on a~~
20 ~~first come, first served basis with each building.~~
21

22 b. Use:~~These unpaid days may be taken without providing an explanation.~~
23

24 i. Unpaid leave requests may be requested for situations that do not fall
25 under any other time off category and are considered “once-in-a-lifetime”
26 requests.
27

28 Applicable paid time off should be exhausted prior to requesting unpaid
29 leave.
30

31 Any unpaid time off qualifies as a once-in-a-lifetime leave, even if for a
32 single day, and must be pre-approved by your principal/supervisor and the
33 Director of Human Resources prior to submitting an unpaid leave request
34 in _____ Skyward-Employee _____ Access.
35

36 These requests must be submitted prior to submitting a time off request
37 via a TalentEd/PowerSchools form. Log into your TalentEd/PowerSchools
38 account to submit an Employee Special Time Off Request Form (Not
39 extended leave).
40

40 ~~ii.~~ The allowance for unpaid leave days will be on a first come, first served
41 basis with each building.
42

43 c. Restrictions on Use: ~~No more than eight (8) teachers per district and four (4) per~~
44 ~~building may use unpaid leave at any time.~~

- i. No more than eight (8) teachers per district and four (4) per building may use unpaid leave at any time.
- ii. Unpaid leave requests must be submitted at least forty-eight (48) hours prior to the absence date(s). This may be waived in case of a family emergency/illness.
- iii. Unpaid leave may not be used during Parent-Teacher Conferences.
- iv. Unpaid leave may not be used to extend holidays, or recesses, except for emergency or educational reasons.
- ii.v. Unpaid leave may not be used on the last ten (10) school days of the year.

~~a. A forty-eight (48) hour advance notice shall be given whenever possible. This notification would be waived in case of a family emergency/illness.~~

~~a. No unpaid leave may be used during Parent Teacher Conferences.~~

~~a. No unpaid leave time may be used to extend holidays or recesses, except for emergency or educational reasons.~~

~~a. No unpaid leave time may be taken the last ten (10) school days of the year. The Director of Human Resources may waive this restriction for good cause.~~

~~a. The Director of Human Resources may give additional unpaid leave at any time at their discretion.~~

2. A one-time leave of absence of up to one year shall be granted upon written request by any teacher providing the teacher has been teaching in the school system for at least twelve (12) consecutive years. A one-time leave of absence for up to one year may be granted to any teacher upon written request providing the teacher has been teaching in the school system for at least five (5) consecutive years. The request for a leave of absence shall be made before March 1 of the school year preceding the beginning of the absence. During the one-time leave of absence, the teacher on leave will communicate to the Director of Human Resources by March 1st their intent to return. Upon return from such leave, the teacher shall be allowed to advance to the salary they had attained before the leave of absence, and will be assigned to a position that is consistent with their qualifications and certification. The Board of Education has discretion related to leaves for staff wherever it states they (BOE) "may" grant a leave. Its decision as to whether to grant or deny a leave in these cases is not precedent setting.

If, however, the District Administrator and the Board of Education determine the experience to have been of value to the school system in improving instruction of students, upon return the teacher may be given the salary and benefits that would have accrued had they never left to take the leave of absence.

3. Unpaid Child Rearing Leave

- 1
2 a. An unpaid child rearing leave shall be provided to teachers who have completed
3 at least one contract year with the District subject to the application requirements
4 in subsection c-i.
5
6 b. The unpaid child rearing leave of absence shall be for up to eighteen (18) weeks
7 duration. The date for the commencement of the unpaid child rearing leave is
8 either:
9
10 i. The date of the commencement of the teacher’s pregnancy leave under
11 Part V, Article A, Section 8, if the child rearing leave is to run consecutive
12 to the teacher’s pregnancy leave or
13
14 ii. The date of the commencement of the teacher’s family leave request
15 under the applicable State and/or Federal family and medical leave acts if
16 the child rearing leave is not going to run consecutive to the teacher’s
17 pregnancy leave.
18
19 c. Leave for child rearing purposes will be granted according to the following
20 process:
21
22 i. To be granted such leave, a teacher must make a written application at
23 least forty-five (45) days prior to the effective date of such leave. The
24 leave must be requested within twelve (12) months of the birth or
25 adoption of the teacher’s child.
26
27 ii. The teacher shall notify the Director of Human Resources of the teacher’s
28 intent to return to work at least forty-five (45) days prior to the
29 expiration of the leave. This notification may be given in the initial
30 application by indicating the expected date the teacher intends to return
31 to their position. If the teacher does not provide such notice they will be
32 deemed to have resigned from their position with the District as of the
33 expiration date of the leave. Teachers returning from leave shall be
34 subject to the layoff policy as contained in Part III, Article A of these
35 guidelines, if applicable.
36
37 iii. Child rearing leave as provided for above shall run concurrent with any
38 family leave(s) provided for under the Wisconsin Family and Medical
39 Leave Act and/or under the Federal Family and Medical Leave Act.
40

41 **Article C - General Provisions for Absence with Pay and without Pay**
42

- 43 1. Any time a leave is granted under the above provisions, the teacher will not be required
44 to pay the cost of the substitute.

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2. During a leave of absence, a teacher may continue to participate in the district's insurance programs during this absence, but must reimburse the district for all premiums. The teacher on leave will reimburse the district for insurance premiums at the same rate as the percentage of leave taken (one hundred percent (100%) leave = one hundred percent (100%) of premiums; fifty percent (50%) leave = fifty percent (50%) premiums, etc.)

This applies to all types of unpaid leaves with the exception of those leaves taken under the federal or state Family and Medical Leave Act.

3. Teachers shall not accrue additional paid leaves while on an unpaid leaves of absence, unless the specific leave provision, under which they take such leave provides for the accrual of additional paid leave for teachers during the period of such leave.

1 **Part VI**

2 **BENEFITS**

3
4 Article A - Health Insurance

5 Article B – Annual Health Assessment Incentive

6 Article C – Health Savings Account (HSA)

7 Article D – Alternative Benefit Plan (ABP)/Cash in Lieu of Health Insurance

8 ~~Article B~~ E - Dental Insurance

9 Article F – Vision Insurance

10 Article G - COBRA Continuation Insurance

11 Article H - Flexible Spending Account (FSA) Cafeteria Plan

12 Article I – Long-Term and Short-Term Disability

13 ~~Article C – Income Protection Insurance~~ (this is now Article I – Disability)

14

15 Article ~~D~~ J- Life Insurance

16

17 ~~Article E – Vision Insurance~~ (this is now Article F)

18

19 Article ~~F~~ K- District Contribution to Wisconsin Retirement System WRS ~~W.R.S.~~ (Retirement
20 Fund)

21

22 Article ~~G~~ L - Retirement Eligibility and District Teacher Retiree Benefits

23

24 Article ~~H~~ M - Retirement Health Reimbursement Account (HRA)

25 Employees Hired before April 1, 2008 – Retirement (HRA) Benefits

26 Employees Hired on or after April 1, 2008 – Retirement (HRA) Benefits

27

28 Article ~~J~~ N – 403(b) Employee Savings Plan and Universal Availability Notice

29

30 Article ~~K~~ O– 457(b) Deferred Compensation Plan

31

32 ~~Article L – Flexible Spending Account/Cafeteria Plan~~ (this is now Article H)

33

34 ~~Article M – Alternative Benefit Plan [ABP] in Lieu of Health Insurance~~ (this is now Article D)

35

36 Article ~~N~~ P– Workers Compensation Coverage and Reporting Responsibilities

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Part VI
Benefits

All insurance carriers, programs, and coverages in this Part VI Benefits section will be selected and determined by the Board of Education.

When an employee resigns or retires health, dental, vision insurances will end on the last day of month of employment with the district, during the school year or on last day of August at the end of the school year.

When an employee resigns or retires, short-term disability, long-term disability and life insurance(s) end on the last day worked with the district.

Article A - Health Insurance

~~1. The Board of Education shall provide health insurance to teachers who work 30 hours or more per week. Eligible teachers who work at least 30 hours per week but less than 40 hours per week shall receive prorated health insurance benefits or cash in lieu of insurance, based upon their FTE. Part-time teachers who were employed by the district prior to July 1, 2015 and were enrolled in the district's health insurance prior to July 1, 2015 shall be grandfathered in, as long as allowable by applicable employment law. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board of Education.~~

2. (1) The district shall maintain an insurance advisory committee that will be responsible for gathering information about insurance options for the Board. The advisory committee shall consist of two BOE members, two teachers, Director of Human Resources who shall serve as the chairperson and either the Business Manager or Executive Director of Operations and two members of the classified staff. The committee shall meet once per quarter. The District's Employment and Benefits Specialist shall serve on the committee as a non-voting member.

3. (2) Employees who work 30 or more hours per week shall be eligible to enroll in district health insurance. The district shall pay premiums as indicated below when the employee enrolls in the HMO Plan or High Deductible Health Plan (HDHP). For employees enrolling in a single or family Point of Service (POS) health plan, the employer contribution dollar amount will match the employer contribution dollar amount paid towards the HMO health plan. The High Deductible Health Plan is the

1 lowest cost plan and is the single rate offer for the Federal Affordable Care Act.

2
3 Employees completing the established district annual assessment process will receive an
4 additional employee premium savings as outlined in the annual health assessment
5 incentive section of these guidelines. The rates in the chart below represent no health
6 assessment participation.

7
8 **HMO and HDHP health insurance employer percent paid based on an employee's**
9 **weekly work hours over a five (5) day work week.**

10

<u>Teacher</u>	<u>Single Coverage</u>	<u>Family Coverage</u>
<u>8 hours (100% FTE)</u>	<u>85%</u>	<u>85%</u>
<u>7+ hours (88% - 99% FTE)</u>	<u>80%</u>	<u>80%</u>
<u>6+ hours (75% - 87% FTE)</u>	<u>75%</u>	<u>85%</u>

11
12 Employer health insurance contribution rate when both spouses are employed by the
13 district and are both eligible for health insurance. The contribution varies depending on
14 eligibility and participation in the Alternative Benefit Plan. The percent contribution will
15 be based on the employee enrolled in health insurance. The district percentage paid will
16 be based on the family plan rate in the chart below of the HMO or HDHP premium (or if
17 enrolling in the POS Plan, the percentage district paid of the HMO Plan premium).

18

<u>Family plan employer percent paid when both spouses are</u> <u>employed at the district. This table is based on the employee</u> <u>who carries the health insurance, works 8 hours per day</u> <u>(100% FTE) with no participation in the health assessment</u>	<u>Family Rate</u>
<u>Neither spouse participating in ABP</u>	<u>95%</u>
<u>One spouse eligible & elects enrollment in ABP</u>	<u>85%</u>

19 4. When an employee resigns or retires, their health insurance will end on the last day of
20 month of employment with the district, during the school year or on last day of August
21 at the end of the school year.

22
23 5. No eligible employee shall be required to contribute more than the federal poverty
24 contribution limit, as defined by the Federal Affordable Care Act, for their share of single
25 health insurance premiums.

26
27 6. No employee shall make any claim against the District for additional compensation in
28 lieu of or in addition to the cost of coverage because they do not qualify for the family
29 plan.

1 ~~2. Teachers who work 30 hours or more per week shall receive health coverage benefits as~~
2 ~~outlined below:~~

3
4 ~~Single Coverage: For eligible full-time employees who select single coverage, the Board~~
5 ~~of Education shall provide no less than eighty five percent (85%) of the premium~~
6 ~~of the lowest cost health insurance plan. If the employee completes the annual~~
7 ~~wellness assessment, including any online portions, as directed, the district shall~~
8 ~~pay 88% of the premium of the lowest cost health insurance plan. Participation~~
9 ~~in the annual health assessment affects the premium rates for the following~~
10 ~~school year.~~

11
12 ~~Family Coverage: For eligible full-time employees who select family coverage the Board~~
13 ~~of Education shall provide no less than eighty five percent (85%) of the premium~~
14 ~~of the lowest cost health insurance plan. If the employee and their spouse (if~~
15 ~~their spouse is covered under the plan) completes the annual wellness~~
16 ~~assessment, including any online portions, as directed, the district shall pay 88%~~
17 ~~of the premium of the lowest cost health insurance plan. Participation in the~~
18 ~~annual health assessment affects the premium rates for the following school~~
19 ~~year.~~

20
21 ~~Family Coverage both Spouses employed by the District and both eligible for health~~
22 ~~insurance benefits: For eligible employees who select family coverage and~~
23 ~~where both spouses are employees of the district, the Board of Education shall~~
24 ~~provide ninety seven percent (97%) of the premium of one family insurance~~
25 ~~policy unless one of spouses is eligible and elects to take the Alternative Benefit~~
26 ~~Plan as set forth in Article I, below. If both employees completes the annual~~
27 ~~wellness assessment, including any online portions, as directed, the district shall~~
28 ~~pay 100% of the premium of the lowest cost health insurance plan. Participation~~
29 ~~in the annual health assessment affects the premium rates for the following~~
30 ~~school year.~~

31
32 ~~If one of the spouses is eligible and elects the ABP the Board of Education shall~~
33 ~~provide eighty five percent (85%) of the premium of the lowest cost health~~
34 ~~insurance plan. If both employees completes the annual wellness assessment,~~
35 ~~including any online portions, as directed the district shall pay 88% of the~~
36 ~~premium of the lowest cost health insurance plan. Participation in the annual~~
37 ~~health assessment affects the premium rates for the following school year.~~

38
39 4. ~~No eligible employee shall be required to contribute more than the federal poverty~~
40 ~~contribution limit, as defined by the Federal Affordable Care Act, for their share of single~~
41 ~~health insurance premiums.~~

1 5. ~~No employee shall make any claim against the District for additional compensation in~~
2 ~~lieu of or in addition to the cost of coverage because they do not qualify for the family~~
3 ~~plan.~~
4

5 **Article B – Annual Health Assessment Incentive.**

6 The annual health assessment incentive is designed to engage employees in identifying health
7 risks and to improve their health and prevent chronic disease. Participation in the program is
8 voluntary. If individuals do not participate in the annual health assessment process established
9 by the district, the district’s contribution towards the single or family coverage health insurance
10 premiums are the employer contribution rate outlined in the health insurance section of these
11 guidelines. The following employer contribution rates apply towards single or family health
12 coverage for employees participating in the health assessment.

13 **3% rate savings.** The individual is required to visit and meet with the Nurse
14 Practitioner at the district Staff Wellness Clinic.

15 **5% rate savings (3% plus an additional 2% rate savings).** The individual is
16 required to visit and meet with the Nurse Practitioner at the district Staff Wellness Clinic and
17 the employee is required to be current or have completed all recommended age/gender
18 appropriate screenings.

19
20 Human Resources will provide employees with the last date to complete their annual health
21 assessment to receive the above rate savings. Participation in the annual health assessment
22 affects the premium rates for the following insurance plan year. The only information Human
23 Resources receives from the health assessment provider is whether the individual meets with
24 the Nurse Practitioner, is current on age/gender appropriate screenings and a summary report
25 of aggregate data with no identifiable individual data.

26
27 **Article C – Health Savings Account (HSA)**

28
29 The district maintains a health savings account (HSA) for eligible employees in accordance with
30 IRS 969 plan regulations. A health savings account (HSA) is a benefits plan designed to allow
31 employees to set aside pre-tax dollars to pay for eligible medical expenses such as co-pays,
32 deductibles and other qualifying out of pocket medical expenses. Employees must be enrolled
33 in a High deductible Health Plan in order for contributions to be made to an HSA. The district
34 will make a defined employer contribution towards a single or family HSA and district
35 contributions will only be made for the months that an employee is enrolled in the HDHP. The
36 combined district and voluntary employee contribution shall not exceed the annual IRS limit.
37 The account is owned by the employee and unused funds roll over year to year. It is the
38 employee’s responsibility to manage their HSA account according to IRS 969 plan regulations.
39

40 **Article D ~~M~~ – Alternative Benefit Plan [ABP] in Lieu of Health Insurance**

41 The Alternative Benefit Plan (ABP) is maintained under the District’s IRS Section 125 Cafeteria
42 Plan. If an employee is eligible for health insurance from the District and can demonstrate they
43 have health insurance coverage by a health insurance policy outside of the District, the
44 employee may choose to waive District health insurance coverage. The employee may then

1 choose to accept a “cash in lieu” payment through the Alternative Benefit Plan (ABP). It is the
2 employee’s responsibility to enroll with the Human Resources Department for this benefit
3 including: electing cash in lieu (ABP) at the time of employment, when eligible to enroll due to
4 a qualifying event occurring mid-plan year, and annually at the district’s annual open
5 enrollment if choosing to maintain the ABP benefit. The cash payment amount for full-time
6 (100% FTE) teachers is \$300 per month.

7
8 **Article B E - Dental Insurance**

9 Teachers who work 30 or more hours per week shall be eligible to enroll in district dental
10 insurance. The district shall pay premiums as indicated below. If both spouses are employed
11 by the District, and both are eligible for health and dental insurance benefits, the Board shall
12 pay 100% for family dental insurance. If an eligible teacher waives health insurance but elects
13 single or family dental insurance, the District will pay 100% of the dental premium.

14

<u>Teacher Staff</u>	<u>Single Coverage</u>	<u>Family Coverage</u>
<u>8 hours (100% FTE)</u>	<u>88%</u>	<u>88%</u>
<u>7+ hours (88% - 99% FTE)</u>	<u>83%</u>	<u>83%</u>
<u>6+ hours (75% - 87% FTE)</u>	<u>78%</u>	<u>78%</u>

15
16 Part-time teachers who were employed by the district prior to July 1, 2023 and were enrolled in
17 the district’s dental insurance prior to July 1, 2023 shall be legaced in.

18
19 ~~1. Full-time teachers shall receive dental insurance benefits as outlined below:~~

20
21 ~~Single Coverage: For employees who select single coverage, the Board of Education~~
22 ~~shall provide no less than eighty-eight percent (88%) of the premium of the dental~~
23 ~~insurance plan.~~

24
25 ~~Family Coverage one Spouse employed by the District: For employees who select family~~
26 ~~coverage (not covered above) the Board of Education shall provide no less than eighty-~~
27 ~~eight percent (88%) of the premium of the dental insurance plan.~~

28
29 ~~Family Coverage both Spouses employed by the District and both are eligible for dental~~
30 ~~insurance: For employees who select family coverage and where both spouses are~~
31 ~~employees of the district, the Board of Education shall provide one hundred percent~~
32 ~~(100%) of the premium of the dental insurance plan.~~

33
34 ~~The insurance carrier(s), program(s), and coverages will be selected and determined by~~
35 ~~the Board of Education.~~

36
37 ~~The district will contribute one hundred percent (100%) for the family dental plan for~~
38 ~~those employees who are eligible for health insurance, but waive coverage.~~

1 ~~Dental benefits for part time teachers are outlined in Part I, Article A, on page 6.~~

2
3 **Article E F – Vision Insurance**

4 The employer shall offer a voluntary, employee-paid vision policy for teachers working 30 or
5 more hours per week.

6
7 ~~1. The Board of Education will make vision insurance available at 100% employee cost.~~

8
9 ~~2. The insurance carrier(s), program(s), and coverages will be selected and determined by~~
10 ~~the Board of Education.~~

11
12 **Article G - COBRA Insurance Continuation**

13 Both state and federal laws give certain individuals, who would otherwise lose their employer
14 health insurance coverage, the right to continue their coverage for a period of time. The
15 District follows applicable Federal and State COBRA laws when offering employees, at their own
16 expense, the opportunity to continue district health, dental and vision insurance plan(s).

17
18 **Article L H - Flexible Spending Account (FSA) / Cafeteria Plan**

19 The district maintains medical and dependent care flexible spending plans (FSA) under IRS
20 section §125 cafeteria plan regulations for eligible employees to make pre-tax contributions for
21 qualifying dependent care, health, dental, vision and other qualifying expenses. To participate
22 in this benefit, eligible employees must complete the enrollment process. It is necessary that
23 interested employees re-enroll during each annual open enrollment period to maintain
24 continued participation. It is the employee’s responsibility to manage their FSA account(s) as
25 per IRS section §125 cafeteria plan regulations. Individuals enrolling in a HDHP may not
26 participate in a medical FSA.

27
28 **Article E I – Short-Term and Long-Term Disability ~~Income Protection Insurance~~**

29 The employer shall offer a voluntary, employee-paid short-term disability policy to teachers
30 working 30 hours or more per week. The employer shall pay for a long-term disability
31 insurance policy for all teachers working 30 hours or more per week. The long-term disability
32 benefit is 90% of salary after 60 calendar days. See the current short-term and long-term
33 policy booklets for benefit limitations and/or exclusions.

34
35 Teachers working less than 30 hours per week who were employed by the district prior to July
36 1, 2023 and were enrolled in the district’s short-term or long-term disability insurance(s) prior
37 to July 1, 2023 shall be legaced in.

38
39 ~~1. The Board of Education will provide a long-term disability plan. The benefit will be~~
40 ~~ninety percent (90%) of salary after sixty (60) days.~~

41
42 ~~2. No teacher shall be allowed to collect sick leave benefits and long-term disability~~
43 ~~benefits at the same time.~~

3. ~~The Board of Education will make short term disability insurance available at 100% employee cost.~~

~~4. 4. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board of Education.~~

Article ~~D~~ J - Life Insurance

The district shall provide a 100% employer premium paid term life insurance policy to teachers work 30 hours or more per week. The policy value is \$85,000. See current life insurance policy booklet for benefit limitations and/or exclusions.

Teachers working less than 30 hours per week who were employed by the district prior to July 1, 2023 and were enrolled in the district’s life insurance plan prior to July 1, 2023 shall be legacied in.

~~The district will contribute one hundred percent (100%) of the cost for a term life insurance policy that will provide a benefit amount equal to the teacher’s present contracted salary rounded to the nearest one thousand dollars (\$1000). See current life insurance policy booklet for benefit limitations and/or exclusions.~~

Article ~~E F~~ – Vision Insurance (moved to F)

~~1. The Board of Education will make vision insurance available at 100% employee cost.~~

~~2. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board of Education.~~

Article ~~F K~~ - District Contribution to Wisconsin Retirement System WRS (~~W.R.S.~~) (Retirement Fund)

The Board will contribute the employer’s share for all eligible employees who qualify for enrollment under the rules of the Department of Employee Trust Funds. The employee will pay the employee’s required Wisconsin Retirement System contribution pursuant to state statute requirements.

Article ~~H~~ L - Retirement Eligibility and District Teacher Retiree Benefits

1. Employees who plan to retire shall notify the District Administrator in writing, or their designee, of their intent to do so by March 15 of the school year at the conclusion of which they wish to retire.

- 1 2. If the employee provides proper retirement notice outlined above in section 1 of this
 2 Article, and who have been employed at least one (1) year in the Waunakee School
 3 District and who have reached the age of fifty-five (55) on or prior to the last day of
 4 school in the year they wish to retire, they shall be eligible to receive retirement
 5 benefits as follows.
- 6 a. If permitted by the health care and dental insurance providers, an employee may
 7 continue District coverage as a retiree by paying the monthly plan premium
 8 directly to the insurance provider(s). The effective retiree insurance date will be
 9 the date after active employee insurance(s) end which is outlined in Part VI
 10 Benefits. The offer of retiree insurance(s) will be the same insurance plans and
 11 coverage the employee was enrolled in on the last day of active employee
 12 insurance coverage.
- 13 b. District post-retirement HRA contributions are based on when the employee
 14 began employment (if hired before April 1, 2008 or hired on or after April 1,
 15 2008). The applicable Retirement Health Reimbursement Account (HRA) post-
 16 retirement benefit is outlined in Article M sections 1 and 2.
- 17 c. All Retirement Health Reimbursement Account (HRA) benefits shall be provided
 18 based on the vesting/percentage schedule in Article M below, except for those
 19 designated in either Article M, Section 1 and 2 to vest immediately.
- 20
- 21 3. Any teacher hired after June 30, 2012 will not be eligible for district provided post-
 22 employment benefits if they are receiving an annuity from the WRS. No teacher shall be
 23 eligible to retire from the district more than once.
- 24
- 25 4. If an employee meets the years of service requirement and has to retire before reaching
 26 the age of 55 due to a serious health condition that qualifies for WRS disability
 27 retirement, they shall be deemed eligible for the District's retirement benefits as well.

30

31 **Article G – Retirement Eligibility**

32

33 ~~1. Employees who have been employed at least one (1) year in the Waunakee School~~
 34 ~~District and who have reached the age of fifty five (55) on or prior to the last day of~~
 35 ~~school in the year they wish to retire shall be eligible to receive retirement benefits. All~~
 36 ~~retirement benefits shall be provided based on the vesting/percentage schedule listed~~
 37 ~~below, except for those designated to vest immediately.~~

After # Years Teaching 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 7 years	70%	30%
After 8 years	80%	20%
After 9 years	90%	10%
After 10 years	100%	0%

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~~2. Employees who plan to retire shall notify the District Administrator in writing, or their designee, of their intent to do so by March 15 of the school year at the conclusion of which they wish to retire.~~

~~3. Any teacher hired after June 30, 2012 will not be eligible for district provided post-employment benefits if they are receiving an annuity from the WRS. No teacher shall be eligible to retire from the district more than once.~~

~~4. If an employee meets the 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.~~

Article M – Retirement Health Reimbursement Account (HRA)

The HRA provider and plan shall be selected and determined by the Board of Education. No HRA plan shall be made available unless the provider of such plan executes a hold harmless provision in favor of the District against any liabilities arising from mistakes of the vendor.

The district shall provide employer contributions to a Retirement Health Reimbursement Account (HRA) for teachers during active employment each year employed with the District. The annual contribution and vesting procedures for the HRA account are set forth below and vary according to the date employment began as a teacher in the district. Contributions will cease when the teacher's employment with the District ends.

Part-time employee contributions shall be prorated based upon their percentage of full-time equivalency.

This HRA account is intended to be accessed during retirement years, subject to the terms and conditions of the HRA provider. Employees who sever employment and have a vested HRA benefit shall be able to immediately access the HRA Plan funds, irrespective of the eligibility standards set forth in Article L, above, pursuant to the terms and conditions of the HRA Plan Provider. All withdrawals and payments from the HRA Plan shall cease when the funds in the plan are exhausted.

The teacher may additionally be eligible for post-employment district HRA contributions if the employee meets the retirement eligibility criteria in Article L, Sections 1 and 2b & 2c. If eligible,

1 the post-employment district HRA contributions are set forth below and vary according to the
2 date employment began as a teacher in the district.

3
4 Non-vested contributions made on behalf of employees who terminate employment with the
5 District for any reason will revert back to the District's Fund 73 fund.

6
7 Survivorship Rights for Retirees Receiving the Health Reimbursement Account Plan: Benefits
8 payable to the spouse and/or dependents will not exceed, in combination with those already
9 provided to the retiree before their death, those that would have been available to the retiree if
10 they had survived. Such benefits are subject to the terms and conditions of the HRA plan and
11 applicable Internal Revenue Service Code and rules.

12
13 The District shall pay the HRA plan administrative fee for active employees. The retired employee
14 shall pay the distribution fee to access the HRA funds.

15
16 Active Employment Definitions.

17 Immediate Vesting. The employer annual contribution made during the teacher's active
18 employment that shall vest immediately to the employee.

19 Prorated Years of Service Vesting. The employer annual contribution made during the teacher's
20 active employment that shall have a variable years of service vesting amount based on the
21 years of service Vesting Schedule outlined below. All prior years of service with the district will
22 be included. The Vesting Schedule is to be used for the HRA benefit, except for those
23 designated in this Article, either Section 1 and 2 that vest immediately.

24
25 Vesting Schedule

<u>After # Years Teaching Experience in the</u> <u>Waunakee Community School District</u>	<u>Vested</u>	<u>Non-Vested</u>
<u>After 1 year</u>	<u>10%</u>	<u>90%</u>
<u>After 2 years</u>	<u>20%</u>	<u>80%</u>
<u>After 3 years</u>	<u>30%</u>	<u>70%</u>
<u>After 4 years</u>	<u>40%</u>	<u>60%</u>
<u>After 5 years</u>	<u>50%</u>	<u>50%</u>
<u>After 6 years</u>	<u>60%</u>	<u>40%</u>
<u>After 7 years</u>	<u>70%</u>	<u>30%</u>
<u>After 8 years</u>	<u>80%</u>	<u>20%</u>
<u>After 9 years</u>	<u>90%</u>	<u>10%</u>
<u>After 10 years</u>	<u>100%</u>	<u>0%</u>

26
27 Post-Employment Definitions.

28 Years of Service Value. A year of service shall be equivalent to an FTE of 100%. The contribution
29 shall be prorated for teachers with less than 100% FTE.

30 Unused Sick Leave Value. Up to a maximum of 120 sick days (960 hours) can be allocated to this
31 benefit. The total accumulation value cannot exceed \$12,600.00 (~~\$12,000~~).

1 Banked Points Value. This is the points value listed on the teacher's final contract issued in August
2 going into their last year of employment.

3
4 **1. Employees Hired before April 1, 2008 - Retirement (HRA) Benefits**

5
6 a. Active Employment Employer Annual HRA Contributions and Vesting Schedule. The
7 annual district HRA contribution and vesting procedures for employees within this
8 section are set forth below.

9
10
11 Active Employment Annual Employer Contribution

\$340.00 (~~\$330~~) Immediate Vesting

\$340.00 (~~\$330~~) + Prorated Years of Service Vesting

\$680.00 (~~\$660~~) = Total Annual HRA Annual Active Employment Employer
Contribution

12 The district will divide and make 10 deposits to the employee's HRA occurring each month
13 of the school year.

14 b. Post-Retirement Employer Contribution and Retiree HRA Benefit. The district shall fund
15 post-employment Health Reimbursement Account (HRA) for employees who elect to
16 retire pursuant to and who meet district retiree eligibility requirements outlined in Article
17 L section 1 and sections 2b and 2c above.

18
19 Post-Employment Employer HRA Contribution Calculation

+\$ Years of Service Value = \$1200 x # Years of service in the district

+\$ Sick Leave Value = \$105 (~~\$100~~) x # Unused sick days on last day of
employment

+\$ Banked Points Value = \$3.00 x # Banked points going into final year of employment

= \$ Net Total Post-Employment HRA Value

x \$ Vested Percent Years Experience See vesting chart above

= \$ Final Total Post-Employment HRA Value

20 Deposit Schedule by the District in the HRA upon Retirement.

21 The final total post-employment HRA value is divided by eight equal separate payments and
22 deposited into the HRA by the District. Payments shall occur on each September 15th and
23 each January 15th following the effective date of the employee's retirement.

24
25 **2. Employees Hired after April 1, 2008 - Retirement (HRA) Benefits**

1
2 a. Active Employment Employer Annual HRA Contributions and Vesting Schedule. The
3 annual district HRA contribution and vesting procedures for employees within this
4 section are set forth below.
5

Active Employment Annual Employer Contribution

\$ 340.00 (~~\$330~~) Immediate Vesting
\$ 740.00 (~~\$730~~) + Prorated Years of Service Vesting
\$1,080.00 (~~\$1,060~~) = Total Annual HRA Annual Active Employment Employer
Contribution

6
7 The district will divide and make 10 deposits to the employee's HRA occurring
8 each month of the school year.
9

10 b. Post-Retirement Employer Contribution and Retiree HRA Benefit. The district shall fund
11 a post-employment Health Reimbursement Account (HRA) for employees who elect to
12 retire pursuant to and who meet district retiree eligibility requirements outlined in
13 Article L section 1 and sections 2b and 2c above.
14

Post-Employment Employer HRA Contribution Calculation

+\$ Sick Leave Value = \$105 (~~\$100~~) x # Unused sick days on last day of
employment
+\$ Banked Points Value = \$3.00 x # Banked points going into final year of employment
= \$ Net Total Post-Employment HRA Value
x \$ Vested Percent Years Experience See vesting chart above
= \$ Final Total Post-Employment HRA Value

15
16 Deposit Schedule by the District in the HRA upon Retirement.

17 The final total post-employment HRA value is divided by two equal separate payments
18 and deposited into the HRA by the District. Payments shall occur on each September 15th
19 and each January 15th following the effective date of the employee's retirement.
20

21
22
23 ~~Article I – Retirement Benefits for Employees Hired before April 1, 2008 (moved to article M~~
24 ~~section 1)~~

25
26 1. ~~Benefit: The District shall fund a post-employment Health Reimbursement Account~~
27 ~~(HRA). The District's post-employment contributions to the HRA are based upon the~~

1 following:

2 _____
3 ~~a. Employees who elect to retire pursuant to the eligibility requirements in Article~~
4 ~~F, above, shall receive contributions to the HRA based upon the employee's years of~~
5 ~~service with the District.~~

6
7 ~~i. The employee shall receive a contribution to the HRA of one thousand~~
8 ~~two hundred dollars (\$1,200.00) for each year of service in the District.~~
9 ~~A year of service shall be equivalent to an FTE of 100%. The contribution~~
10 ~~shall be prorated for teachers with less than 100% FTE.~~

11
12 ~~ii. Employees shall also receive payments to the HRA based upon the~~
13 ~~number of accumulated sick leave days the employee has at the time of~~
14 ~~retirement. Time of retirement is defined as the employee's last day of~~
15 ~~work. Employees shall receive one hundred dollars (\$100.00) for each~~
16 ~~accumulated sick leave day up to a maximum of one hundred twenty~~
17 ~~(120) days/960 hours. The total contribution to the HRA under this~~
18 ~~subsection shall not exceed twelve thousand dollars (\$12,000.00) [i.e.~~
19 ~~\$100.00*120 sick leave days = \$12,000.00].~~

20
21 ~~iii. Teachers who meet the retirement eligibility requirements as defined in~~
22 ~~Part VI, Article G, shall be eligible for payout of banked points. Upon~~
23 ~~retirement, the district shall compare the teacher's salary placement~~
24 ~~during their final year to the unused or banked points they have available~~
25 ~~to them. The value of the banked points shall be contributed to the~~
26 ~~teacher's HRA along with the other contributions the teacher will receive~~
27 ~~per Part VI, or Article H.~~

28
29 ~~iv. Deposit Schedule by the District in the HRA upon Retirement: The dollar~~
30 ~~amounts set forth in a) (i), (ii) and (iii) above shall be deposited into the~~
31 ~~HRA by the District in eight equal separate payments. Payments shall~~
32 ~~occur on each September 15th and each January 15th following the~~
33 ~~effective date of the employee's retirement.~~

34
35 ~~b. Employees shall also receive an annual contribution to a portable post-~~
36 ~~employment HRA account for each year of service with the District. Contributions~~
37 ~~shall cease when the employee's employment with the District ends. This HRA~~
38 ~~account is a portable retirement benefit that can be accessed by the employee~~
39 ~~subject to the terms and conditions of the HRA provider. The annual contribution~~
40 ~~and vesting procedures for this HRA account are set forth below:~~

41
42 ~~i. A total annual contribution of six hundred sixty dollars (\$660.00) shall be made~~
43 ~~to the HRA account. The following details the vesting conditions for the above~~
44 ~~contribution.~~

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a) ~~Three hundred thirty dollars (\$330.00) of the above contribution of six hundred sixty dollars (\$660.00) shall immediately vest to the employee.~~

b) ~~The remaining three hundred thirty dollars (\$330.00) of the above contribution of six hundred sixty dollars (\$660.00) shall vest to the employee according to the schedule in Article G.1. This shall include all prior service to the District.~~

~~ii. Deposit Schedule by the District in the HRA during employment: The dollar amounts set forth in subsection b) above shall be deposited into the HRA in equal monthly installments.~~

~~iii. Non-vested contributions made on behalf of employees who terminate employment with the District for any reason will revert back to the District's Fund 73 fund.~~

~~iv. Contributions on behalf of part-time employees shall be prorated based upon their percentage of full-time equivalency.~~

~~2. All withdrawals and payments from the HRA Plan shall cease when the funds in the plan are exhausted. Employees who sever employment and have a vested HRA benefit shall be able to immediately access the HRA Plan funds, irrespective of the eligibility standards set forth in Article G, above, pursuant to the terms and conditions of the HRA Plan Provider.~~

~~3. No HRA plan shall be made available unless the provider of such plan executes a hold harmless provision in favor of the District against any liabilities arising from mistakes of the vendor.~~

~~4. The retired employee may, if permitted by the health care insurance provider, continue coverage under the health care insurance plan by paying the monthly plan premium directly to the insurance provider.~~

~~5. Survivorship Rights For Retirees Receiving the Health Reimbursement Account Plan: Benefits payable to the spouse and/or dependents will not exceed, in combination with those already provided to the retiree before their death, those that would have been available to the retiree if they had survived. Such benefits are subject to the terms and conditions of the HRA plan and applicable Internal Revenue Service Code and rules.~~

~~6. The District shall pay the HRA plan administrative fee for active employees. The retired employee shall pay the distribution fee to access the HRA funds.~~

~~Article I Health Reimbursement Account Retirement Benefit for Employees hired on or after April 1, 2008: (moved to article M Section 2)~~

~~1. Eligibility: The following benefit is available to employees hired on or after April 1, 2008. This benefit is in place of, and not supplemental to, the benefit set forth in Part VI, Benefits, Article H, Retirement for Employees Hired Before April 1, 2008.~~

~~2. Benefit: The District shall contribute, pursuant to the following schedule, funds into a post-employment Health Reimbursement Account. The HRA account is a portable post-employment benefit that can be accessed by the employee subject to the terms and conditions of the HRA provider. The annual contribution and vesting procedures, to this HRA account are set forth below:~~

~~a. The District shall annually contribute into an interest bearing post-employment Health Retirement Account (HRA) an amount equal to one thousand sixty dollars (\$1,060.00) for employees covered by this section. Contributions shall cease when the employee's employment with the District ends.~~

~~i. The vesting of the HRA payment is done in accordance with the following schedule;~~

~~a) Three hundred thirty dollars (\$330.00) of the above contribution of one thousand sixty dollars (\$1,060.00) shall immediately vest to the employee.~~

~~b) The remaining seven hundred thirty dollars (\$730.00) of the above one thousand sixty dollars (\$1,060.00) payment shall vest to the employee after they have worked one (1) year in the District, according to the schedule in c). This shall include all prior service to the District. If a teacher resigns his or her position with the district and is subsequently rehired to teach in the district, his or her years of service shall include all years of teaching within the Waunakee Community School District.~~

~~c)~~

ii. After # Years Teaching Experience in the Waunakee	Vested	Non-Vested

Community School District		
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 7 years	70%	30%
After 8 years	80%	20%
After 9 years	90%	10%
After 10 years	100%	0%

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- ~~e)d) Deposit Schedule by the District in the HRA during employment: The dollar amounts set forth in section 2) above shall be deposited into the HRA in equal monthly installments.~~
- ~~f)e) This annual HRA contribution shall apply only to those employees ineligible for the benefits defined in Article H, above.~~
- ~~g)f) Non-vested contributions made on behalf of employees who terminate employment with the District for any reason will revert back to the District's Fund 73 fund.~~
- ~~h)g) Contributions on behalf of part time employees shall be prorated based upon their percentage of full time equivalency.~~

- ~~3. All withdrawals and payments from the HRA Plan shall cease when the funds in the plan are exhausted. Employees who sever employment and have a vested HRA shall be able to immediately access the HRA Plan funds pursuant to the terms and conditions of the HRA Plan Provider.~~
- ~~4. No HRA plan shall be made available unless the provider of such plan executes a hold harmless provision in favor of the District against any liabilities arising from mistakes of the vendor.~~
- ~~5. The retired employee may, if permitted by the health care insurance provider, continue coverage under the health care insurance plan by paying the monthly plan premium directly to the insurance provider.~~
- ~~6. Survivorship Rights For Retirees Receiving the Health Reimbursement Account Plan:

 - ~~Benefits payable to the spouse and/or dependents will not exceed, in combination with those already provided to the retiree before their death, those that would have been available to the retiree if they had survived. Such benefits are subject to the terms and conditions of the HRA plan and applicable Internal Revenue Service Code and rules.~~~~

1
2 ~~7. Employees who elect to retire pursuant to the eligibility requirements in Article G L,~~
3 ~~above, shall also receive contributions to the HRA based upon the number of accumulated~~
4 ~~sick leave days the employee has at the time of retirement. Time of retirement is defined~~
5 ~~as the employee's last day of work. The value of the sick days is established by the years~~
6 ~~of service/vesting chart included in this section. For example, a teacher retiring after 5~~
7 ~~years of experience with WCSD will receive 50% of the value of a sick day. Employees shall~~
8 ~~receive a minimum of one hundred dollars (\$100.00) for each accumulated sick leave day~~
9 ~~up to a maximum of one hundred twenty (120) days/960 hours. The total contribution to~~
10 ~~the HRA under this subsection shall not exceed twelve thousand dollars (\$12,000.00) [i.e.~~
11 ~~\$100.00*120 sick leave days = \$12,000.00]. Deposit Schedule by the District in the HRA~~
12 ~~upon Retirement: The dollar amounts set forth above shall be deposited into the HRA by~~
13 ~~the District in two equal separate payments. Payments shall occur on September 15th and~~
14 ~~January 15th following the effective date of the employee's retirement.~~

15
16 ~~8. Teachers who meet the retirement eligibility requirements as defined in Part VI, Article G,~~
17 ~~shall be eligible for payout of banked points. Upon retirement, the district shall compare~~
18 ~~the teacher's salary placement during their final year to the unused or banked points they~~
19 ~~have available to them. The value of the banked points shall be contributed to the~~
20 ~~teacher's HRA along with the other contributions the teacher will receive per Part VI, or~~
21 ~~Article _____ H.~~

22
23 ~~9. The District shall pay the HRA plan administrative fee for active employees. The retired~~
24 ~~employee shall pay the distribution fee to access the HRA funds.~~

25
26 **Article ~~J~~ N – 403(b) Employee Savings Plan and Universal Availability Notice**

- 27
28 1. The Board of Education ~~does not maintain a 403(b) plan which provides for contributions~~
29 ~~by the Board of Education or matching contributions. The Board of Education does allow~~
30 ~~each teacher to establish two 403(b)'s to be funded solely by voluntary employee salary~~
31 ~~reduction contributions which will be, in part, administered by the Board of Education.~~
32 ~~maintains a 403(b) Employee Savings Plan to help employees save for retirement via~~
33 ~~district approved 403(b) investment vendors. The 403(b) plan is a voluntary retirement~~
34 ~~savings program funded solely by the employee via payroll salary reduction contributions~~
35 ~~on a pre-tax or ROTH after-tax basis. The district does not make any contributions to~~
36 ~~employee 403(b) employee savings plans. It is the employee's responsibility to manage~~
37 ~~their 403(b) plan participation -in accordance with 403(b) rules and regulations and~~
38 ~~district plan documents. If the teacher's 403(b) calendar year annual deposits exceed the~~
39 ~~IRS standard calendar year maximum, it is the teacher's responsibility to properly~~
40 ~~calculate and determine their annual 403(b) deferral eligible amount when submitting~~
41 ~~salary reduction agreement payroll deduction requests related to 403(b) age 50 catch ups~~
42 ~~and 15 years of service catch ups.~~
43 ~~2. In order for a teacher to establish a 403(b), the teacher must enter into a salary reduction~~
44 ~~agreement with the Board of Education on forms provided by the Board of Education.~~

1 Salary may be deferred only if earned after the date of the execution of the salary
2 reduction agreement. Salary reduction agreements must be submitted to the payroll
3 office at least fifteen (15) days prior to the regularly scheduled payroll date on which the
4 salary reduction shall begin.

5
6 ~~3.2. Teachers may select any 403(b) provider from the Board approved list. The approved list
7 will include up to ten (10) vendors selected by the Board. Teachers will have the option to
8 establish a Roth 403(b) investment plan subject to the restrictions set forth in this section
9 and in the applicable Internal Revenue Service code(s). The Board of Education will
10 require the execution of an agreement by each 403(b) provider in form and substance
11 acceptable to the Board of Education together with such other reasonable and lawful
12 conditions as the Board of Education may require.~~

13
14 ~~4.3. Each individual teacher is responsible for properly calculating the amount to be deferred
15 under the salary reduction agreement and determining that such amount is allowed under
16 the Internal Revenue Code and all applicable laws. The Board of Education may reject or
17 limit the amount requested to be deferred under a salary reduction agreement if the
18 Board reasonably believes that the amount exceeds the amount which can be deferred
19 under the Internal Revenue Code or applicable law, or if the teacher does not
20 demonstrate to the satisfaction of the Board of Education that the teacher is eligible for
21 special rules or calculations which may be available to the teacher. The teacher agrees
22 to provide the Board with all relevant information regarding past salary deferrals, past
23 earnings, and years of service as the Board may request. Teachers are expected to
24 reasonably cooperate with the third party administrator 403(b) vendor in calculating the
25 amount to be deferred. There shall be no cost to the teacher for the district's use of a
26 third party manager. Teachers will not be solicited for investment or insurance services,
27 products or sales by the third party manager.~~

28 29 30 Article ~~K~~ O – 457(b) Deferred Compensation Plan

- 31
32 1. The Board of Education ~~has established a deferred compensation plan under Section~~
33 ~~457(b) of the Internal Revenue Code (the “457(b) Deferred Compensation Plan”) that~~
34 ~~allows employees to elect to defer on a tax preferred basis a portion of their current~~
35 ~~compensation until retirement, termination of employment, or other similar events~~
36 ~~defined by the 457(b) Deferred Compensation Plan. maintains an IRS Section 457(b)~~
37 ~~deferred compensation plan to help employees save for retirement. The 457(b) plan is a~~
38 ~~voluntary retirement savings program funded solely by the employee via payroll salary~~
39 ~~reduction contributions on a pre-tax or ROTH after-tax basis. The district does not make~~
40 ~~any contributions to employee 457(b) deferred compensation plans. It is the employee’s~~
41 ~~responsibility to manage their 457(b) deferred compensation plan participation in~~
42 ~~accordance with 457(b) rules and regulations.~~

1 2. ~~Participation in the 457(b) Deferred Compensation Plan is voluntary. To participate a~~
2 ~~teacher must enter into a salary reduction agreement with the Board of Education on~~
3 ~~forms provided by the Board of Education. Salary may be deferred only if earned after~~
4 ~~the date of the execution of the salary reduction agreement. Salary reduction~~
5 ~~agreements must be submitted to the payroll office at least fifteen (15) days prior to the~~
6 ~~regularly scheduled payroll date on which the salary reduction shall begin. A teacher~~
7 ~~must also comply with all other terms and conditions of the 457(b) Deferred~~
8 ~~Compensation as established by the Board of Education in accordance with the Internal~~
9 ~~Revenue Code and Treasury Department regulations.~~

10
11 ~~3. The benefits available under the 457(b) Deferred Compensation Plan are funded solely~~
12 ~~by the teacher's salary deferrals. The Board of Education does not provide elective,~~
13 ~~non-elective or matching contributions to the 457(b) Deferred Compensation Plan.~~

14
15 ~~4. Each individual teacher is responsible for properly calculating the amount to be deferred~~
16 ~~under the salary reduction agreement and determining that such amount is allowed~~
17 ~~under Section 457(b) of the Internal Revenue Code and all applicable laws. The Board of~~
18 ~~Education may reject or limit the amount requested to be deferred under a salary~~
19 ~~reduction agreement if the Board reasonably believes that the amount exceeds the~~
20 ~~amount which can be deferred under the Internal Revenue Code or applicable law, or if~~
21 ~~the teacher does not demonstrate to the satisfaction of the Board of Education that the~~
22 ~~teacher is eligible for special rules or calculations which may be available to the teacher.~~

23
24
25 **Article L — Flexible Spending Account/Cafeteria Plan (moved to Article H):**

26
27 ~~The district maintains a flexible spending plan under cafeteria plan regulation section §125 for~~
28 ~~eligible employees to make elections to participate in the plan pre-tax or receive taxable~~
29 ~~compensation for qualified benefits. Eligibility and enrollment election information is noted~~
30 ~~below:~~

31
32 ~~1. Payment of Health Insurance Premiums or Cash in Lieu of Insurance. Employees who~~
33 ~~work 30 hours per week or more are eligible on their hire date to enroll in the district's~~
34 ~~health plan and pay premiums pre-tax through code section §106 or, if the health plan is~~
35 ~~"waived," the employee will receive a cash payment for not enrolling based on the~~
36 ~~applicable alternative benefit plan for their employment category through code section~~
37 ~~§125.~~

38 ~~2. Payment of Dental Insurance Premiums. Employees who work 20 hours per~~
39 ~~week or more are eligible on their hire date to enroll in the district's dental plan and pay~~
40 ~~premiums pre-tax through code section §106.~~

41
42 ~~3. Medical Care Expenses. Employees who work 30 hours per week or more are eligible on~~
43 ~~their hire date to enroll in the district's health care flexible spending arrangement (FSA)~~
44 ~~and elect an amount not to exceed the plan's annual maximum as a pre-tax deduction~~

1 from their payroll for reimbursement of medical care expenses not reimbursed by any
2 other plan through code section §105.

3
4 ~~4. Day Care Expenses. Employees who work 30 hours per week or more are eligible on
5 their hire date to enroll in the district's dependent care flexible spending arrangement
6 (FSA) and elect an amount not to exceed the IRS' annual maximum as a pre-tax
7 deduction from their payroll for reimbursement of day care expenses through code
8 section §129~~

9
10 ~~Payments and the designation of amounts to be contributed to the employee's account will be
11 subject to the procedures, rules and regulations of the plan's administrating agency. The
12 provision of this plan shall be contingent upon the continuance of this benefit under the
13 applicable Internal Revenue Code Sections (§105, §106, §125 and §129). The district
14 shall pay the monthly participation fee for each eligible employee who opts to utilize the
15 program.~~

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17
18 **~~Article M – Alternative Benefit Plan [ABP] in Lieu of Health Insurance (moved to Article D)~~**

19
20 ~~1. Implementation of the Alternative Benefit Plan:~~

21 ~~—The Board may, at its discretion, discontinue the cash compensation in lieu of health insurance
22 benefit by providing the participating employees with written notice of not less than sixty (60) days
23 and an "open enrollment" opportunity to enroll in the group health insurance plan.~~

24
25 ~~2. Teachers who are eligible for insurance as defined by the District's health insurance
26 carrier and their employment guidelines may elect through the flexible
27 reimbursement/cafeteria plan, as set forth in Article I, either to be provided with the District's
28 health insurance coverage as described above or to receive additional payment of cash
29 compensation as set forth below. The amount of each additional payment of cash
30 compensation shall be calculated by dividing the District's annual contribution by nineteen (19)
31 pay periods. Where the District employs both spouses, one spouse will be eligible for
32 participation in the ABP.~~

33
34 ~~3. Employees eligible for insurance may annually choose, consistent with the terms of the
35 District's flexible reimbursement/cafeteria plan as set forth in Article J, between:~~

36
37 ~~a. Participation in the District's health plan, with the premium payment specified in Article
38 A or~~

39
40 ~~b. A cash payment equal to the amount listed in Article K, paragraph 4
41 below.~~

1 ~~4. Cash Compensation: The cash contribution dollar amount shall be equal to three~~
2 ~~hundred dollars (\$300.00) per month. Part time employees who are employed 30 hours per~~
3 ~~week or more who select the cash compensation shall receive a pro-rated amount of the~~
4 ~~District's contribution based upon the part time employee's percentage of full time~~
5 ~~employment.~~

6
7 ~~5. The cash compensation amount shall be paid to the employee as additional taxable~~
8 ~~earnings which are not subject to Wisconsin Retirement System (WRS) contributions to~~
9 ~~the extent permitted by WRS rule or law, with the appropriate employee F.I.C.A., state~~
10 ~~and federal taxes deducted from the employee's payroll check.~~

11 ~~6. Where the employee chooses cash, the District shall facilitate the deferral of cash to a~~
12 ~~403(b) plan.~~

13
14 ~~a. An employee electing taxable cash in lieu of health insurance is deemed to~~
15 ~~request the District to pay the employee cash unless the employee requests in writing to~~
16 ~~have the cash paid to a 403(b) vendor. The employee shall be permitted to change the~~
17 ~~403(b) amount or vendor pursuant to Part VI, Article I.~~

18
19 ~~b. The District shall pay the cash to the 403(b) vendor according to the number~~
20 ~~of pay periods you selected. Amounts received as additional compensation, and~~
21 ~~deferred to a 403(b) vendor, shall be subject to all applicable payroll taxes, including~~
22 ~~FICA and Medicare.~~

23
24 ~~Any employee whose 403(b) salary reduction amount exceeds the limitations of law is~~
25 ~~ineligible for additional deferrals to the 403(b). The amount, which would have been~~
26 ~~contributed to the 403(b) except for the limitations of law, will be added to the~~
27 ~~employee's paycheck as taxable compensation subject to all applicable payroll taxes,~~
28 ~~including FICA and Medicare.~~

29
30 ~~7. Beginning Eligibility Date for Alternative Benefit Plan Payments:~~

31 ~~a. New Employees. Payments shall be based on the employee's eligibility date. For~~
32 ~~new employees, this constitutes the employee's first day of active service. Employees not~~
33 ~~electing health coverage must enroll in the cafeteria plan prior to or on the employee's first day~~
34 ~~of active service. Thereafter, an annual election must be made prior to the beginning of each~~
35 ~~cafeteria plan benefit year. The plan year shall be January July 1 — December 31st June 30.~~
36 ~~However, the district shall use the same rule for contributions as for health insurance payments;~~
37 ~~if the employee's first date of active service is after the 15th of the month, no ABP contribution~~
38 ~~is required in that month. If the employee's first date of active service is on the 1st through the~~
39 ~~15th of the month, the District will contribute the payment.~~

40 ~~b. Current Employees. Current employees changing to the ABP when permitted by~~
41 ~~applicable Internal Revenue Code section 125 "cafeteria plan" rules are only eligible to waive~~
42 ~~coverage for the health insurance and begin the ABP on the second payroll of any~~
43 ~~month. Absent a mid-year cafeteria section 125 exception [such as an employee getting~~
44 ~~married, loss of spouse coverage, etc.], employees must make a written annual cafeteria plan~~

1 election prior to each January July 1* to permit the election of the cash option in the next
2 cafeteria plan year. The plan year shall be July 1—June 30. Once the employee is eligible to begin
3 ABP status, contributions will begin in that month.
4

5 ~~8. Any employee who waives participation in the District group health insurance plan and elects to~~
6 ~~receive cash compensation in lieu of health insurance may enroll in the group health insurance~~
7 ~~plan at a later date, pursuant to the late enrollment terms, timelines and conditions set forth in~~
8 ~~the group health insurance contract and the plan's cafeteria rules. The cash compensation~~
9 ~~payments shall cease effective with the month in which the employee commences participation~~
10 ~~in the group health insurance plan.~~

11 12 13 **Article N - P – Workers Compensation Coverage and Reporting Responsibilities**

14
15 All employees shall be covered by Worker's Compensation Insurance. Any employee who is
16 injured on the job shall report the injury to the employee's supervisor and human resources via
17 the schools worker's compensation carrier's injury reporting phone line (24 hours per day, 7
18 days a week) prior to seeking medical attention, if at all possible. In the event of an emergency,
19 the employee shall provide notification within twenty-four (24) hours after the occurrence of
20 the injury. Phone reporting procedures are located on the Human Resources For Staff internal
21 web page.
22

23 **Benefits While on Worker's Compensation**

24 Employees who incur an injury or illness in the conduct of their employment with the
25 District that is compensable under the Worker's Compensation laws of the State of
26 Wisconsin may be eligible to receive payments. Payment shall be accomplished as
27 follows:
28

- 29 1. Up to day sixty (60) of Worker's Compensation Leave: The employee will be paid income
30 equivalent to the income the employee would have earned had the employee not been
31 injured. This income will be generated by combining worker's compensation insurance
32 with prorated accumulated sick leave as necessary through a deduction of one-third
33 (1/3) of a day of sick leave for each day while on worker's compensation. This provision
34 will apply up until the sixtieth (60th) consecutive day of leave, or as long as the
35 employee has accumulated sick leave available, whichever occurs first.
36
- 37 2. Day Sixty-One (61) and thereafter of Worker's Compensation Leave: The employee will
38 receive their worker's compensation payment. No other leaves will be applied to the
39 worker's compensation leave. The employee, subject to the rules and regulations of the
40 carrier, may be eligible for long-term disability leave.
41
- 42 3. Injuries Not Covered by Worker's Compensation

1 Some types of injuries suffered while at work may not be covered by worker's
2 compensation insurance. Examples of non-covered injuries suffered at work include, but
3 are not limited by enumeration to, the following:

4
5 A. Injuries because of a self-inflicted wound.

6
7 B. Injuries sustained because of an employee's horseplay.

8
9 C. Injuries sustained while an employee does an activity of a strictly private
10 nature.

11
12 4. Additionally, absence from work during the first three days due to injury or illness
13 allowed under Worker's Compensation shall not be fully charged to the employee's
14 accumulated paid leave.

15
16 5. The district does not make or influence the determination of eligibility for a worker's
17 compensation claim. Our carrier reviews the situation and the medical records to make
18 the decision.

19
20
21 6. Temporary Transitional Duty

22 **Purpose:**

23 In the case of an employee receiving or applying for workers' compensation benefits
24 whose injuries were incurred during the course and scope of employment, a temporary,
25 transitional work assignment within the limits of imposed restrictions will be made
26 whenever appropriate.

27
28 Following a work-related injury, health care providers might find that an employee has
29 restrictions limiting normal duties and activities during the healing period. Such
30 restrictions might include lifting limitations and/or limited movements such as
31 avoidance of bending and twisting. WCSD realizes the importance of a transitional work
32 assignment in assisting an employee's return to their normal course of employment in
33 as short a time period as possible. The temporary, transitional work program aids
34 reintegration into the work environment and assists the injured employee in returning
35 to a productive lifestyle. This program provides service to the district while the injured
36 employee recovers and benefits the employee by reducing sick leave usage had the
37 employee remained off work.

38
39 **Assignments:**

40 A temporary work assignment is work that an employee may perform during a work-
41 related injury recovery period. It may be either a full-time or part-time assignment. The
42 rate of pay during such a temporary work assignment will be the employee's regular
43 wage in effect at the time of such a temporary work-related injury. Temporary,
44 transitional work assignments may include the following:

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- A. Modification of an employee's regular work assignment.
- B. Temporary reassignment to another shift.
- C. Temporary reassignment to another position within the employee's department and/or,
- D. Temporary reassignment to another department.

1	Part VII
2	BUSINESS/PERSONNEL ISSUES
3	
4	Article A - Pay Dates/Direct Deposits
5	
6	Article B - Personnel Files
7	
8	Article C - Use of Vehicles
9	
10	Article D - Attending School Activities
11	
12	Article E – Criminal Background Checks/Charges/Convictions – Obligation to Report Criminal
13	Record
14	

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3 **Article A - Pay Dates/Direct Deposits**
4

- 5 1. Method of Payment: Payments for the year will begin on September 15th and will end
6 after nineteen (19) regular bi-monthly payments have been made. (15th and 30th). When
7 the fifteenth (15th) or the thirtieth (30th) of the month falls on a Saturday, Sunday or on a
8 bank holiday, payment shall be made on the preceding business day. Teachers will
9 annually have the opportunity to voluntarily choose an alternate 24 payroll cycle. Under
10 the alternate cycle, payments for the year will begin on August 30th and will end on June
11 30th with the last 4 payments coming at the same time.
12
13 2. The district shall provide payment via electronic deposit. The district will provide all
14 payroll information electronically.
15

16 **Article B – Personnel Files**
17

- 18 1. A teacher shall have the right, upon request to the Director of Human Resources or
19 designee, and on an appointment basis, to review the contents of their personnel file
20 compiled within the District, and to receive copies at the teacher's personal expense of
21 any documents contained therein. The teacher shall have the right to attach a rebuttal
22 statement to the said document or other District accumulated materials located in their
23 file. All personnel file materials examined by the teacher shall be signed by the teacher.
24 Any document placed in the teacher's personnel file shall be copied to the teacher at time
25 of placement in the file.
26

27 **Article C - Use of Vehicles**
28

29 Teachers who incur expense, through the authorized use of their private automobile for
30 sanctioned school business, shall be reimbursed from school district funds at the rate equal to
31 that allowed by the Internal Revenue Service (IRS) for business travel per miles traveled.
32 Teachers who drive district or private vehicles must comply with all school transportation state
33 statutes.
34

35 **Article D - Attending School Activities**
36

37 Teachers will be admitted to at-home conference and non-conference events if they present their
38 ID badge. Tournaments and other special events are excluded. The District supports and
39 encourages attendance of the staff at academic, social, athletic, and other school related
40 activities during the school year.
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1 **Article E Criminal Background Checks/Charges/Conviction–Obligation to Report Criminal**
2 **Record**

3 1. Job Applicants

- 4 a. All individuals applying for employment with the District are required to
5 file in writing, in advance of employment and on forms provided by the
6 District, a statement identifying whether the applicant has been
7 convicted of a misdemeanor or felony in this state or any other state or
8 country; and has been dismissed or non-renewed, or has resigned from
9 employment in-lieu-of a potential dismissal or non-renewal, for any of
10 the following causes: failure to meet the District’s performance
11 expectations, incompetence, inefficiency, neglect of duty, unprofessional
12 conduct or insubordination. Knowingly falsifying information shall be
13 sufficient grounds for refusal to hire or termination of employment.
14 Omission or withholding of information may be grounds for refusal to
15 hire or termination of employment.
- 16 b. Additionally, all persons applying for any position shall be required to
17 agree to the release of all investigative records to the Board for
18 examination for the purpose of verifying the accuracy of criminal
19 violation information. Employment will be offered pending the return
20 and disposition of such background checks. All offers of employment are
21 contingent upon the results of such checks.

22
23 2. Current Employees

- 24 a. Current District employees shall be required to notify Human Resources
25 as soon as possible, before reporting to their next scheduled day of work
26 but no more than three calendar days after any arrest, indictment,
27 conviction, no contest plea or guilty plea, or other adjudication of the
28 employee for any felony, misdemeanor or other offense.
- 29 b. Employees are not required to report minor traffic violations. However,
30 for positions requiring driving duties, an offense of operating a vehicle
31 while under the influence, revocation or suspension of a license, and
32 driving after revocation or suspension are required to be reported.
- 33 c. The District shall conduct an annual driver’s license record check on all
34 District employees who drive a District vehicle, operate mobile
35 equipment for the District, or transport children. The District may also
36 conduct criminal history and background checks on current District
37 employees as deemed appropriate.
- 38 d. An employee’s arrest, indictment or conviction of a crime shall not be an
39 automatic basis for termination. The District shall consider the criminal
40 record information and make related employment decisions in
41 accordance with provisions of the District’s current Employee Handbook
42 and applicable legal requirements.

- 1 Failure to report under this section may result in disciplinary action, up to and including
- 2 termination of employment.
- 3 WCSD Policies 522.3, 533.1, 541.1, 751.22, 752
- 4

1	Part VIII
2	EVALUATION
3	
4	Article A – Evaluation
5	

Article A – Evaluation

1. The overall goal of an evaluation should be to help the teacher improve their instruction. The district will use the Wisconsin Educator Effectiveness Model for the evaluation process.
2. The Model includes Educator Practice and Student Outcomes. Educator Practice includes classroom activities, team meetings, parent/guardian meetings, and involvement in IEP's and staffings. Student Outcomes are Student Learning Objectives (SLO's). Educators also create Professional Practice Goals (PPG's).
3. Teachers will be assigned one evaluator by the District. The teacher may request an additional evaluator by providing written notice to the Director of Human Resources within ten (10) days of the teacher being notified of their primary evaluator. The second evaluator shall be assigned by the District.
4. Every teacher shall be formally evaluated at least every three years. Teachers new to the district (probationary teachers) with less than 10 years of teaching experience, shall be formally evaluated each of their first three years in the district. Teachers new to the district (probationary teachers) with 10 or more years of K-12 teaching experience, shall be formally evaluated their first year in the district. If the evaluating administrator has absolutely no concerns, the teacher shall be placed on the regular three (3) year Educator Effectiveness evaluation cycle. Over a three (3) year cycle for non-probationary teachers, observations of educator practice will occur in each year.
5. In a summary year, each evaluator shall observe a minimum of ninety (90) minutes of educator practice within no less than three (3) observations. Feedback will be provided within one week of an observation. A follow-up conference may be held upon request by the evaluator or teacher to discuss or clarify aspects of the observation. During a summary year, a minimum of three (3) follow up conferences will be held, and can be in conjunction with SLO/PPG conferences.
6. For probationary teachers, at least thirty (30) minutes of educator practice will be observed and one follow up conference will be completed by December 15 of the school year.
7. For all teachers in their summary year, an evaluation planning session will be conducted by October 31. A final evaluation conference on educator practice and student outcomes may be combined and will be conducted by June 30.

- 1 8. Teachers in their first three years in the profession will be supported in the evaluation
2 process by their mentor for formative feedback and coaching on the process.
3
- 4 9. The evaluator(s) may visit the teacher's classroom for unannounced visits of any duration
5 and frequency at any time. Only visits made and other information gathered prior to the
6 final evaluation conference shall be included in the formal evaluation reports.
7
- 8 10. Teachers may be placed on a plan of improvement (intensive supervision) at any time if
9 the level of performance demands significant improvement. The plan of improvement
10 shall include the following:
11
- 12 • Explanation of what the deficiencies are, including specific examples
 - 13 • Summary of previous discussions about/documentation of deficiencies
 - 14 • Specific and measurable objectives aimed at improvement that are achievable,
15 relevant and time-bound
 - 16 • Details on how often the administrator and teacher will meet to discuss progress
 - 17 • Guidance on what administration will do or provide to assist the teacher in achieving
18 these goals
 - 19 • Clearly stated consequences for not meeting the objectives of the plan
- 20

21 A teacher shall no longer be on a plan of improvement when their performance
22 consistently meets established expectations.
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5 **Article A – Salary Schedule**

6
7 1. The District Administrator or his or her designee shall determine the initial compensation
8 plan offered to each teacher upon hire.

9 2. Starting in the 2022-23 school year and moving into the future, annual salary increases
10 will be determined by the compensation plan enacted by the Board on June 14, 2021 as
11 outlined in Part X.

12 3. Points are worth \$3 each. ~~A single year’s professional development points advancement~~
13 ~~is worth up to \$750, based on the number of points a teacher has earned or has available~~
14 ~~in their bank. A teacher will be paid for the number of points earned, if less than the~~
15 ~~maximum. Example: Teacher X has 200 points available and redeems them for a~~
16 ~~professional development points raise of \$600.~~

17 ~~3.~~_____

18 4. Teachers will be awarded a \$400 raise at the conclusion of each teaching year ~~due to~~
19 ~~experience.~~

20 a. All teachers who work for the full school year will be granted full experience raise
21 regardless of their FTE. Teachers who work less than a full year will have their
22 experience raise pro-rated.

23 b. If a teacher is placed onto a plan of improvement and does not make appropriate
24 progress to be taken off the plan in a given year they may not receive their experience
25 raise for that year.

26 ~~4. A full year of experience is worth a salary increase of \$400, regardless of FTE. Teachers~~
27 ~~that work less than a full year will have that amount pro-rated.~~

28 5. In order to be eligible for a points-related salary increase, teachers must have the points
29 available. Those may be points earned during the year or banked from previous years.

30 6. Points that are not used ~~to move up a step~~ for a professional development raise will be
31 banked.

32 ~~7.~~ Points will be redeemed in a manner that is consistent with the dollar increase that is
33 given. For example, when \$750 is paid, 250 points will be redeemed.

34 8. Upon the enactment* of the salary system at the completion of a teacher’s fifth year of
35 employment with WCSD and upon five year intervals after that, teachers with a points
36 bank balance permitting it, can redeem up to an additional 250 points for an additional
37 \$750 salary increase. Example: Teacher Y has completed their fifth year of employment
38 with WCSD. They have 600 points in their bank. In addition to the annual professional
39 development points raise of \$750 (250 points used) an additional 250 points will be used
40 for another \$750 professional development points raise.

1 ~~7-9.~~ The Board will continue to have a goal of honoring the parameters of the compensation
2 system on an annual basis.

3 ~~8-10.~~ If the District finds itself in a financial situation that will allow for payment beyond
4 parameters of the system in any given year, a decision may be made to allow teachers to
5 redeem additional banked points up to an amount that is affordable that year.

6 ~~9-11.~~ The Board and parameters of the salary system will determine the number of points that
7 will be paid out in any given year. Teachers may not individually determine the number
8 of points they will redeem.

9 ~~12.~~ Teachers who earned an advanced degree (Masters, Ed. Specialist, Doctorate, National
10 Board Certification/re-certification, or Wisconsin Master Educator (WMEAP)
11 Certification/re-certification) during that year may redeem points for an additional
12 professional development points raise corresponding to that degree or certificate.

13 ~~13.~~ The base salary for a teacher with a bachelor’s degree and zero (0) experience is XXXXX.

14 ~~14.~~ -Staff Compensation Preamble

15 **What characteristics are important in the salary system?**

16 After reviewing the current language, the 2019 WTA survey of all teaching staff, Board
17 feedback, and receiving anecdotal feedback from teachers across the district, the committee
18 has identified the following characteristics of an effective salary system:

- 19 Objective
- 20 Predictable
- 21 Equitable
- 22 Easy to understand and user friendly
- 23 Values both professional growth and experience
- 24 System is fiscally sustainable

25
26 Professional development must be applicable in some way to the teacher’s employment with the
27 district. Teachers should attempt to achieve a reasonable balance between co-curricular and
28 classroom related staff development activities.

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3 **Article B – Extended School Year**
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- 5 1 Extended contracts – School Counselors will be based on one hundred percent (100%) of
6 the per diem salary.
7
8 2 Extended School Year (ESY) and Student Services Student Evaluations completed during
9 the summer will be based on one hundred percent (100%) of the per diem salary, paid
10 on an hourly basis by ~~timecard~~[timesheet](#).
11

12 **Article C - Curriculum Planning Project and Summer School Pay Plan**
13

- 14 1. Curriculum projects shall be paid at the rate of thirty dollars (\$30.00) per hour. The length
15 of time and maximum number of hours for completion of the project shall be jointly
16 determined by the staff member and Director of Instruction. Disagreements would be
17 appealable to the District Administrator. The per person compensation above will be paid
18 when the project has been completed and approved by the Director of Instruction.
19
20 2. Summer school teachers shall be compensated according to the following schedule.
21

POSITION	HOURLY WAGE
Teachers/Coordinators - Enrichment class	\$30.00 \$31.41
Teachers/Coordinators - Remedial class/Summer School	\$35.00 \$36.65
Substitute Teachers	\$31.41
Classified Staff – Administrative support	\$16.49
Para-Educators – Regular Education and Substitutes	\$16.49

- 22
23 3. Other projects approved by the District Administrator (or designee) shall be paid at the
24 curriculum projects rate.
25

26 **Article D - Department Chairs**
27

- 28 1. The district will have designated department chairs and building coordinators as
29 determined and designated by administration. Individuals for these positions will be
30 selected by administration from staff members that apply. The department chairs will
31 coordinate department business and tasks. Department chairs are responsible to the
32 Director of Instruction. These positions will be posted annually for review by interested
33 staff.
34
35 2. Compensation for Department Chairpersons/Building Coordinators
36

- 1 a. Department chairpersons shall be compensated at the rate of two thousand five
2 hundred dollars (\$2,500.00) per year. This compensation will include payment for
3 two days during the summer as assigned by administration.
4
- 5 b. Building Coordinators shall be compensated at one thousand two hundred fifty
6 dollars (\$1,250.00) per year, which will include two (2) days during the summer as
7 assigned by administration.
8
- 9 c. Additional summer work for department chairpersons, building coordinators, or
10 department members to complete department business will be compensated at
11 the summer curriculum per hour rate. Scheduled work hours and activities will be
12 reviewed and approved by the Director of Instruction prior to any work
13 commencing.
14
- 15 3. Evaluations of department chairs will be done yearly by the administration. These
16 evaluations will not be combined with their regular classroom evaluations.
17

18 **Article E – Advancement**

19
20 Any teacher on a plan of improvement will not receive a salary increase until they receive a
21 satisfactory evaluation.
22

23 **Article F - National Emergency**

24
25 The Board of Education reserves the right to exceed the provisions of the daily schedule when a
26 national emergency is declared.
27

28 **Article G – Substitute Pay for Classroom Teachers**

29
30 Whenever a teacher is asked by their supervisor (principal) to cover a class assignment for an
31 absent teacher or para educator they shall be reimbursed at the rate of twenty five dollars
32 (\$~~25~~30.00) per hour. Grade 7-12 teachers may substitute during their scheduled prep
33 time. Grade K-6 teachers may substitute during non-supervisory and non-teaching times, for
34 up to 2 hours per day. Teachers called into action as part of an established Emergency
35 Response Team during non-supervisory and non-teaching time may also submit a
36 ~~timecard~~timesheet. The teacher shall submit a ~~timecard~~timesheet with the actual hours
37 assigned to the nearest quarter (1/4) hour to the principal. The absent teacher must be on sick
38 or other approved leave. (not the informal “quid pro quo” arrangements some teachers
39 currently make with administrative knowledge.)
40

41 **Article H- Extended Supervision/Proctoring**

42
43 Whenever a teacher is assigned by their supervisor (principal) to perform extended supervision
44 duties, such as after school detention or “Saturday School” detentions, they shall be reimbursed

1 at the rate of ~~twenty five~~thirty dollars (~~\$25~~\$30.00) per hour. The teacher shall submit a
2 ~~timecard~~timesheet with the actual hours assigned to the nearest quarter (1/4) hour to the
3 principal. This includes standardized test proctoring outside of the school day.
4

5 **Article I – Special Education Extra Duties**

6 1. Before and after school student transport (van driver) thirty dollars (\$30) per hour

7 ~~1-2.~~ Student support at co-curricular activities outside of the school day thirty dollars
8 (\$30) per hour.
9

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14 **Part X**

15 **PROFESSIONAL EXPERIENCE AND PROFESSIONAL DEVELOPMENT POINTS**

16
17 Preamble

18
19 Article A – Experience

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21 Article B – Professional Development Point Accumulation

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23 Article C – New Teachers to the District

24
25 Article D – Degrees or Certificates

26
27 Article E – Activities for Point Acquisition

28
29 Article F - Teacher Incentives and Evaluation Review Committee (TIERC)

30 Article G – Professional Development Points Guidelines and Dates
31
32
33

STAFF COMPENSATION PREAMBLE

~~What characteristics are important in the salary system?~~

~~After reviewing the current language, the 2019 WTA survey of all teaching staff, Board feedback, and receiving anecdotal feedback from teachers across the district, the committee has identified the following characteristics of an effective salary system:~~

- ~~Objective~~
- ~~Predictable~~
- ~~Equitable~~
- ~~Easy to understand and user friendly~~
- ~~Values both professional growth and experience~~
- ~~System is fiscally sustainable~~

~~Professional development must be applicable in some way to the teacher’s employment with the district. Teachers should attempt to achieve a reasonable balance between co-curricular and classroom related staff development activities.~~

Article A - Experience

1. Starting in the 2021/2022 school year, experience points will no longer be granted to teachers at the conclusion of the teaching year.

~~2.1. Teachers will be awarded a \$400 raise at the conclusion of each teaching year.~~

~~a. All teachers who work for the full school year will be granted full experience raise regardless of their FTE. Teachers who work less than a full year will have their experience raise pro-rated.~~

~~a. If a teacher is placed onto a plan of improvement and does not make appropriate progress to be taken off the plan in a given year they may not receive their experience raise for that year.~~

Article B – Professional Development Point Accumulation

1. The point acquisition timeframe is June 15 through June 14 of the following year. Exceptions may be granted with the approval of the District Administrator.

2. Teachers will be awarded 10 points per hour of professional development and five (5) points for each one-half hour of an approved activity. Fractional hours will be rounded up to nearest one-half (½) hour.

3. Each point is worth \$3. ~~A single year’s professional development points advancement is worth up to \$750, based on the number of points a teacher has earned or has available in their bank. A teacher will be paid for the number of points earned, if less than the~~

~~maximum. Example: Teacher X has 200 points available and redeems them for a professional development points raise of \$600.~~

- ~~4. Upon the enactment* of the salary system at the completion of a teacher's fifth year of employment with WCSD and upon five year intervals after that, teachers with a points bank balance permitting it, can redeem up to an additional 250 points for an additional \$750 salary increase. Example: Teacher Y has completed their fifth year of employment with WCSD. They have 600 points in their bank. In addition to the annual professional development points raise of \$750 (250 points used) an additional 250 points will be used for another \$750 professional development points raise.~~

6. Time spent working towards professional development points will be outside of school hours unless a waiver has been granted by the District Administrator.

7. Points, once approved by the required administrators, cannot be rescinded unless the teacher does not complete the credit successfully (passing grade) or has failed to meet the reporting and verification procedures outlined in Part X of these guidelines.

Article C – New Teachers to the District

Teachers new to the District may be required to attend staff development outside of the normal workday during the first year of employment in WCSD to assist them in learning district procedures and policies and state and federal requirements. Each teacher new to the district may have a "New Teacher Advisor" assigned to him/her by administration to serve as a coach and advisor. Veteran teachers hired by the district may have a reduced requirement for being mentored and/or attendance at district required in-service programs. The actual requirements in both of these regards will be determined by the hired teacher's primary evaluator and the Curriculum and Instruction office after consulting with the teacher to determine prior knowledge of district curriculum, state instructional standards and district evaluation/assessment expectations.

New to the Profession Teachers are those in their first three years in the profession. New hires to the district can be either A) New to the Profession or B) Experienced Educators.

All teachers, regardless of their level of experience, after joining the district will be able to submit for 100 points (10 hours/ 10 points per hour) for their work with their New Teacher Advisor during their first year of employment with WCSD.

All teachers hired in their first three years in the profession will be assigned a New Teacher Mentor for those first three years. New to the Profession Teachers will be able to submit for 100 points (10 hours / 10 points per hour) for their work with their New Teacher Mentor, even if those meetings occur during the school day. Each of the first three years in the teaching profession is eligible for 100 points of work with the New Teacher Mentor.

1 New to the Profession Teachers can submit for points for both New Teacher Advisor (100 points)
2 and New Teacher Mentor (100 points) work during their first year of employment with WCSD.

3

4 **Article D – Designated Degrees or Certificates**

5

6 A teacher will be awarded the following points for completing designated degrees upon
7 submission of a diploma or other official program completion documentation, (not a transcript),
8 which may include but is not limited to, a letter verifying successful completion of the degree
9 from a college/university official or the registrar’s office.

10	i. Master’s Degree	\$2400/800 points
11	ii. Educational Specialist	\$2400 /800 points
12	iii. Doctoral Degree	\$3000 /1000 points
13	iv. National Board Certificate	\$2400/800 points
14	1. Renewal	\$1200 / 400 points
15	v. Wisconsin Master Educator (WMEAP)	\$2400 / 800 points
16	1. Renewal	\$1200 / 400 points

17 In the year in which the advanced degree or certificate is credited, the teacher is permitted to
18 make an additional professional development points raise by using the points conferred for the
19 degree or certificate. Example: Teacher W earns their National Board Certificate Renewal. In
20 addition to the initial 250 points/ \$750 professional development raise, they will be advanced an
21 additional \$1200 by using 400 additional points.

22 **Article E – Activities for Point Acquisition**

23 1. Pre-Approved Professional Development Activities -

24 Professional development activities offered by the local district either through the
25 Annual Staff Development Program established by the Curriculum and Instruction office
26 and the Systemwide Curriculum Committee or programs offered as a result of approval
27 by the district. Pre-approved professional development activities are posted within
28 Eduphoria.

29

30 No pre-approval is necessary on the application form; however, verification of
31 attendance at the activity must be indicated on the individual teacher’s form and
32 returned within two weeks of the activity to the District Administrator’s administrative
33 assistant.

34

35 In lieu of receiving points for local professional development activities offered outside of
36 the regular school day, administration may offer teachers the opportunity to submit
37 [timecardtimesheets](#) for payment at the rate of \$20.00 per hour.

1 Facilitators may submit for professional development points for preparation. Preparation
2 time will be approved on a one-time basis and will be awarded points equal to two (2)
3 hours for every one (1) hour of presentation. Points will not be awarded for preparation
4 for the second and subsequent presentation of the same program.

5 2. Professional Development Activities that Require Pre-Approval

6 Points approval forms are submitted electronically to a teacher's supervisor. Until a
7 teacher receives approval, points are not guaranteed. Teachers may apply to the District
8 Administrator for points for an activity that is not outlined below. The District
9 Administrator has discretionary authority to grant points for such requests.

10
11 Application Timelines

- 12 a. College Credit - Pre-approval or by the end of the first week of class. Transcript,
13 grade statement or institutional verification shall be forwarded to the District
14 Administrator or his/her designee by the July 1st after the completion of the class
15 unless the class is completed between June 15 and July 1, in which case the report
16 shall be filed not later than July 1 of the following year.
- 17 b. Other activities - Pre-approval in advance of participation and verification of
18 completion by the staff member to be returned to the District Administrator's
19 administrative assistant prior to June 30th.

20
21 Activities that Require Pre-Approval

22 a. College Credit

23 A teacher will be awarded one hundred and fifty (150) points for each college
24 credit earned.

25 Accumulation of points for college credits or degrees begins on June 15 and
26 concludes on June 14 of the following year. Exceptions may be granted with the
27 approval of the District Administrator. College credits and degrees must be
28 earned at accredited colleges, technical colleges or universities granting at least a
29 bachelor's degree. The course must be applicable in some way to the teacher's
30 employment with the district. In case of doubt concerning the standing of an
31 institution in which credits have been earned, or interpretation of courses and/or
32 credits applicable to salary schedule benefits, the decision of the District
33 Administrator and Board of Education shall rule.

34 July 1 - Transcripts, grade sheets or institutional verification of completion of
35 courses or other activities completed by June 14th must be submitted to the
36 District Administrator to be credited for the next contract year.

1 It is recommended that a teacher may not take more than eight (8) credits per
2 semester for fall and spring semesters. A teacher interested in taking more than
3 eight (8) credits in the fall or spring can request approval from their supervisor.
4 During the summer, a teacher may take as many credits for points as they desire.

5 b. Clinics/Conferences/Conventions/Workshops - Educational gatherings sponsored
6 by educational institutions or organizations that provide information sharing,
7 experiences or instruction that is related to education, teaching assignment or co-
8 curricular assignment. Collective bargaining activities are excluded.

9 c. Professional Meetings/Professional Leadership - Formal presentations to
10 educational groups by Waunakee staff. Preparation time will be approved on a
11 one-time basis and will be awarded points equal to two (2) hours for every one (1)
12 hour of presentation. Points will not be awarded for preparation for the second
13 and subsequent presentation of the same program.

14 WCSD values professional leadership for the improvement of the education
15 profession. Teachers serving in non-paid leadership roles in regional, state or
16 national educational organizations excluding unions can submit for points for time
17 spent preparing for and meeting with those teams. Serving in that type of role
18 will be awarded 100 points.

19 d. Evaluation Teams - Serving on an S.E.C., North Central, Career and Technical
20 Education or other evaluation visitation committee. Serving on SEC or similar
21 audit teams will be awarded 100 points.

22 e. Work Experience - The work experience must be part of a pre-approved and
23 established work experience program which is related to the teacher's licensure
24 or position within the district to be eligible for points. A teacher will be awarded
25 one (1) point for each one (1) hour and one-half (.5) point for each one-half (½)
26 hour of approved work experience. Questions about work experience can be
27 directed to the School to Career Coordinator, Curriculum and Instruction Office or
28 Human Resources.

29 f. Ad Hoc District-Wide Committee Participation - Participation on ad hoc district-
30 wide committees that meet outside of the school day whose direction or activities
31 have been established by the Board to complete a specific project or initiative may
32 be awarded a stipend or points at the discretion of the District Administrator. Ad
33 Hoc committees will have an established end point and will not be annually
34 recurring.

35 g. Editing Professional Publications - Editing for any statewide or nationally
36 recognized professional journal (not union publications). The articles must pertain
37 to the teacher's teaching or co-curricular assignment. Each teacher shall be able
38 to submit up to a maximum of 10 hours (100 points) for participation in such
39 activities per year. A copy of the publication will serve as verification.

- 1 h. Writing for Professional Publications - An original article, which is published by
2 statewide or nationally recognized professional journals (not union publications).
3 The article must pertain to the teacher's teaching or co-curricular assignment. In
4 order to receive points, the published article must be at least five hundred (500)
5 words in length. Subsequent publications of the same or edited article are not
6 eligible for points. Point value will be based on the following scale: 500-1000
7 words = 5 hours; 1000-1500 words = 10 hours; over 1500 words = 15 hours. A
8 copy of the publication will serve as verification.
- 9 i. Book Studies - Book studies may be sponsored by educational institutions or
10 organizations related to the field of education, teaching assignment, or co-
11 curricular assignment. PD Points may be earned at the normal rate for group
12 discussion time. Additionally, PD Points may be earned for reading based on the
13 following formula: number of pages/50 pages per hour. Total points = 50
14 pages/hour + points per hour of discussion.
- 15 This pertains to externally sponsored book studies. WCSD-sponsored book studies
16 will be posted within Eduphoria and will use the same formula.
- 17 j. On-line Professional Learning – Examples include: live or recorded webinars, on-
18 demand courses, and virtual learning. Certification of completion, when
19 applicable is to be submitted within two weeks of completion.

20 3. Activities Not Approved for Point Acquisition:

- 21 a. Department Business/Meetings - If a department wishes to provide a workshop
22 that is beyond normal departmental business, it could apply under the
23 "Workshop" provision to the TIERC. Regular department business and meetings
24 are not applicable for points.
- 25 b. Repeat Activities - Under usual circumstances, repeat activities will not be
26 approved.
- 27 c. Curriculum Orientation - Waunakee School District curriculum orientation is the
28 responsibility of the teacher and school district and is not eligible for points.
- 29 d. Travel and Lodging – Travel and lodging itself will not be eligible for points.
- 30 e. Student Field Trips / School Group Trips - These activities are not eligible for
31 points.
- 32 f. Museums, Athletics, Concert Activities - Visits to museums; attendance at athletic
33 contests, public concerts, or similar activities are generally not applicable for point
34 acquisition.
- 35 g. Sports Clinics/Similar Activities - Working at sports clinics or similar activities are
36 not eligible for points.

1 h. Other Basic Information –

2 i. Activities, if taken for points, cannot take place during normal contract
3 hours unless the teacher uses a personal day. Personal days may not be
4 used on scheduled staff development days for the purpose of earning
5 points.

6 ii. The teacher may not receive tuition or registration reimbursement by the
7 district. Points will be granted for the credits when paid for by the district
8 when it is a Board sponsored program.

9 **Article F - Teacher Incentives and Evaluation Review Committee (TIERC)**

10 If a teacher's request for points is denied by their immediate supervisor, they may appeal the
11 decision by emailing the pertinent information to the District Superintendent and asking for their
12 review. A denial of a points request by the superintendent may be appealed to TIERC for review
13 as per current guidelines or for possible addition or modification to the guidelines. The TIERC
14 shall consist of five members of the teaching staff and five administrators. The WTA President
15 and District Administrator will be part of the 10-member committee and will co-chair the
16 committee. The TIERC shall have the authority to hear and act on appeals related to point
17 acquisition and review proposed local in-service activities for point acquisition. The authority of
18 this committee does not extend beyond the above and it can act only within the definitions and
19 framework of the salary schedule adopted through negotiations. The activities outlined in Article
20 E entitled "Activities Eligible for Point Acquisition" shall serve as a guide for this committee.
21

22 **Article G – Professional Development Points Guidelines/Dates**

23 1. Dates of Importance

24 a. June 15 - June 14

25 The school year for professional development points

26 b. July 1

27 Transcripts, grade sheets or institutional verification of completion of courses or other
28 activities completed by June 14th must be submitted to the District Administrator to be
29 credited for the next contract year.

30 2. Leave or Sabbatical

31 Any teacher who requests a leave or sabbatical must negotiate the point values of any
32 activities that will be engaged in while on the leave or sabbatical.

33 3. Application Timelines

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- a. College Credit - Pre-approval or by the end of the first week of class. Transcript, grade statement or institutional verification shall be forwarded to the District Administrator or his/her designee by the July 1st after the completion of the class unless the class is completed between June 15 and July 1, in which case the report shall be filed not later than July 1 of the following year.

- b. Workshops/Conferences - Pre-approval by the District Administrator and verification of completion in writing by the staff member. This will be returned to the District Administrator's administrative assistant prior to June 30th.

1

2 **Part XI**

3 **CO-CURRICULAR SALARY SCHEDULE**

4

5 Article A - Schedule

6

7 Article B - Other Positions

8

Article A**Waunakee Community School District Co-Curricular Salary Schedule**

2022-23 base = \$46,172. Percentages in the chart below are multiplied by this base salary to determine the dollar amount paid for the assignment. For example, a head baseball coach with 9+ years of experience will be paid \$46,172X 13% or \$6,002.36.

SENIOR HIGH CO-CURRICULARS - ATHLETICS

Years of Experience	0-1	2-3	4-6	7-8	9+
BASEBALL					
Head Baseball	9.0	10.0	11.0	12.0	13.0
Assistant Baseball	7.0	7.50	8.0	8.50	9.0
Frosh Baseball	5.0	5.50	6.0	6.50	7.0
BASKETBALL					
Head Basketball	13.0	14.0	15.0	16.0	17.0
Assistant Basketball	10.0	10.5	11.0	11.5	12.0
Frosh Basketball	7.0	7.5	8.0	8.5	9.0
Asst Frosh Basketball	4.5	5.0	5.5	6.0	6.5
CHEERLEADING					
Head Football Cheerleading	6.0	6.0	7.0	8.0	9.0
Head Winter Cheerleading	6.0	6.0	7.0	8.0	9.0
Asst. Cheerleading	4.0	4.0	5.0	6.0	7.0
CROSS COUNTRY					
Head Cross Country	7.0	8.0	9.0	10.0	11.0
Asst. Cross Country	5.0	5.5	6.0	6.5	7.0
DANCE TEAM					
Head Dance Team	6.0	6.0	7.0	8.0	9.0
EQUESTRIAN					
Head Equestrian	3.0	3.5	4.0	4.5	5.0
FOOTBALL					
Head Football	13.0	14.0	15.0	16.0	17.0
Assistant Football	10.0	10.5	11.0	11.5	12.0
Frosh Football	7.0	7.5	8.0	8.5	9.0
GOLF					
Head Golf	7.0	8.0	9.0	10.0	11.0
Assistant Golf	5.0	5.5	6.0	6.5	7.0
GYMNASTICS					
Head Gymnastics	9.0	10.0	11.0	12.0	13.0
Asst. Gymnastics	7.0	7.5	8.0	8.5	9.0
HOCKEY					
Head Hockey	13.0	14.0	15.0	16.0	17.0
Assistant Hockey	10.0	10.5	11.0	11.5	12.0

Years of Experience	0-1	2-3	4-6	7-8	9+
MOUNTAIN BIKE					
Head Mountain Bike	3.0	3.5	4.0	4.5	5.0
SKI/SNOWBOARD TEAM					
Ski/Snowboard Team	3.0	3.5	4.0	4.5	5.0
Assistant Ski	2.0	2.5	3.0	3.5	4.0
SOCCER					
Head Soccer	9.0	10.0	11.0	12.0	13.0
Assistant Soccer	7.0	7.5	8.0	8.5	9.0
Freshman Soccer	5.0	5.5	6.0	6.5	7.0
LACROSSE					
Head Lacrosse	7.0	7.5	8.0	8.5	9.0
Assistant Lacrosse	5.0	5.5	6.0	6.5	7.0
SOFTBALL					
Head Softball	9.0	10.0	11.0	12.0	13.0
Assistant Softball	7.0	7.5	8.0	8.5	9.0
Frosh Softball	5.0	5.5	6.0	6.5	7.0
SWIMMING					
Head Swim	9.0	10.0	11.0	12.0	13.0
Assistant Swim	7.0	7.5	8.0	8.5	9.0
TENNIS					
Head Tennis	7.0	8.0	9.0	10.0	11.0
Assistant Tennis	5.0	5.5	6.0	6.5	7.0
TRACK					
Track Coordinator	13.0	14.0	15.0	16.0	17.0
Assistant Track	7.0	7.5	8.0	8.5	9.0
VOLLEYBALL					
Head Volleyball	9.0	10.0	11.0	12.0	13.0
Assistant Volleyball	7.0	7.5	8.0	8.5	9.0
Frosh Volleyball	5.0	5.5	6.0	6.5	7.0
Asst. Frosh Volleyball	3.5	4.0	4.5	5.0	5.5
WRESTLING					
Head Wrestling	13.0	14.0	15.0	16.0	17.0
Assistant Wrestling	10.0	10.5	11.0	11.5	12.0
SPECIAL OLYMPICS					
Agency Manager	2.5	3.0	3.5	4.0	4.5
Head Basketball	2.5	3.0	3.5	4.0	4.5
Head Bowling	2.5	3.0	3.5	4.0	4.5
Head Swimming	2.5	3.0	3.5	4.0	4.5
Head Track	2.5	3.0	3.5	4.0	4.5
Head Bocce Ball	2.5	3.0	3.5	4.0	4.5
Assistant Basketball	1.0	1.5	2.0	2.5	3.0
Assistant Bowling	1.0	1.5	2.0	2.5	3.0
Assistant Swimming	1.0	1.5	2.0	2.5	3.0
Assistant Track	1.0	1.5	2.0	2.5	3.0

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SENIOR HIGH CO-CURRICULARS – NON-ATHLETIC

Years of Experience	0-1	2-3	4-6	7-8	9+
DRAMA					
Accompanist Musical	2.5	3.0	3.5	4.0	4.5
Director–One Act, Play, Musical, Vocal	9.0	10.0	11.0	12.0	13.0
Director Assistant-One Act, Play	5.0	5.5	6.0	6.5	7.0
Director Costume-One Act, Play, Musical	4.0	5.0	6.0	7.0	8.0
Director Tech-One Act, Play, Musical	4.0	5.0	6.0	7.0	8.0
Director Pit, Dance	4.0	5.0	6.0	7.0	8.0
FORENSICS					
Head Forensics	7.0	8.0	9.0	10.0	11.0
Assistant Forensics	5.0	5.5	6.0	6.5	7.0
MUSIC					
Consort	5.0	6.0	7.0	8.0	9.0
Jazz Ensemble	7.0	8.0	9.0	10.0	11.0
Marching Band Co-Dir.	9.0	10.0	11.0	12.0	13.0
Music Solo Ensemble	5.0	6.0	7.0	8.0	9.0
Music Assistant Solo Ensemble	4.0	5.0	6.0	7.0	8.0
Head Pep Band	6.0	7.0	8.0	9.0	10.0
Head Advisor Vocal Jazz Ensemble	6.0	7.0	8.0	9.0	10.0
Head Advisor A Capella Singers	6.0	7.0	8.0	9.0	10.0
Jazz Combo	5.0	6.0	7.0	8.0	9.0
Folk Band	5.0	6.0	7.0	8.0	9.0
Chamber Orchestra	5.0	6.0	7.0	8.0	9.0
Symphony Winds	2.5	3.0	3.5	4.0	4.5
OTHER					
H.S. Student Council	4.5	5.5	6.5	7.5	8.0
Head Skills USA	7.0	8.0	9.0	10.0	11.0
Head DECA	7.0	8.0	9.0	10.0	11.0
Head FBLA	7.0	8.0	9.0	10.0	11.0
Head FFA	7.0	8.0	9.0	10.0	11.0
Head Yearbook	7.0	8.0	9.0	10.0	11.0
HOSA	7.0	8.0	9.0	10.0	11.0
<u>FCCLA Club</u>	<u>7.0</u>	<u>8.0</u>	<u>9.0</u>	<u>10.0</u>	<u>11.0</u>
Livestream Coordinator	9.0	10.0	11.0	12.0	13.0
Newspaper/Literary	7.0	8.0	9.0	10.0	11.0
Video Production Coordinator	9.0	10.0	11.0	12.0	13.0

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SENIOR HIGH CLUB ADVISORS

Years of Experience	0-2	3-7	8+
Above the Influence	2.5	3.5	5.0
Art Club	2.5	3.5	5.0
Black Student Union Club	2.5	3.5	5.0
Drama Club	2.5	3.5	5.0
ECO Club	2.5	3.5	5.0
FCCLA Club	3.5	4.5	6.0
Fishing Club	2.5	3.5	5.0
French Club	2.5	3.5	5.0
Future Problem Solvers	3.5	4.5	6.0
Garden of Dreams	2.5	3.5	5.0
Justice League Advisor	2.5	3.5	5.0
Los Sonadores Club	2.5	3.5	5.0
Math Team Advisor	3.5	4.5	6.0
Mental Wellness	2.5	3.5	5.0
Mock Trial	3.5	4.5	6.0
Model United Nations	3.5	4.5	6.0
National Honor Society	2.5	3.5	5.0
Pay it Forward	2.5	3.5	5.0
Robotics Club	3.5	4.5	6.0
Schmidt's Woods	2.5	3.5	5.0
Science Club	2.5	3.5	5.0
Science Olympiad	2.5	3.5	5.0
Spanish Club	2.5	3.5	5.0
Spanish Honor Society	2.5	3.5	5.0
WI Civics	3.5	4.5	6.0
Young Conservatives	2.5	3.5	5.0

5 Club advisors are expected to coordinate a minimum of two club sponsored social activities
6 after school hours per year. In addition, clubs are encouraged to sponsor at least one all school
7 social activity after school hours either independently or in conjunction with other clubs.
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MIDDLE SCHOOL CO-CURRICULARS

Years of Experience	0-1	2-3	4-6	7-8	9+
Head Football	4.5	5.5	6.5	7.5	8.0
Head Basketball	4.5	5.5	6.5	7.5	8.0
Head Wrestling	4.5	5.5	6.5	7.5	8.0
Head Drama/ Musical	4.5	5.50	6.5	7.5	8.0
Head Dance	4.0	5.0	6.0	7.0	7.5
Head Football Cheerleading	4.0	5.0	6.0	7.0	7.5
Assistant Football	4.0	5.0	6.0	7.0	7.5
Assistant Basketball	4.0	5.0	6.0	7.0	7.5
Assistant Wrestling	4.0	5.0	6.0	7.0	7.5
Head Volleyball	4.5	5.5	6.5	7.5	8.0
Head Track	4.5-4.0	5.50-5.0	6.5-6.0	7.5-7.0	8.0-7.5
Head Cross Country	4.5-4.0	5.50-5.0	6.5-6.0	7.5-7.0	8.0-7.5
Music Solo/ Ensemble	4.0	5.0	6.0	7.0	7.5
Head Forensics	4.0	5.0	6.0	7.0	7.5
Jazz Ensemble	4.0	5.0	6.0	7.0	7.5
Head Yearbook	4.0	5.0	6.0	7.0	7.5
M.S. Student Council	4.5	5.5	6.5	7.5	8.0
One Act Play	4.0	5.0	6.0	7.0	7.5
Junior Science Olympiad	4.0	5.0	6.0	7.0	7.5
Assistant Cross Country	3.5	4.0	4.5	5.0	5.5
Assistant Volleyball	3.5	4.0	4.5	5.0	5.5
Assistant Track	3.5	4.0	4.5	5.0	5.5
Assistant Drama/Musical/ Tech	3.0	3.5	4.0	4.5	5.0
Assistant Forensics	3.0	3.5	4.0	4.5	5.0
Art Club	3.0	3.5	4.0	4.5	5.0
Assistant Art Club	2.0	2.5	3.0	3.5	4.0
Jazz Ensemble – Vocal	3.0	3.5	4.0	4.5	5.0
Comedy Sports	3.0	3.5	4.0	4.5	5.0
Future Problem Solvers	2.5	3.0	3.5	4.0	4.5
Int. Student Council	2.5	3.0	3.5	4.0	4.5
Asst M.S./Inter. Student Council	1.5	2.0	2.5	3.0	3.5
Skills USA	2.5	3.0	3.5	4.0	4.5

5 The above pay schedule is total compensation for duties associated with the activity including
6 those performed during vacations, breaks, holidays, or weekends.

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Article B - Other Positions

1. New Teacher Advisor – A new teacher advisor will be hired at each building at a salary of eight hundred dollars (\$800) with an additional one hundred dollars (\$100) to be paid for each additional mentee.

2. Chaperoning, Ticket Sellers, Scorers, etc. Assignments are voluntary.
 - a. Chaperoning, buses, dances (7-12) Twenty dollars (\$20.00)
 - b. Cashiers, ticket sellers and/or takers will be paid twenty dollars (\$20.00)/hour.
 - c. Scorers, timekeepers, starters, crowd control, before and after school weight room supervision, and statisticians will be paid twenty dollars (\$20.00)/hour per event (basketball, football - minimum of 2 hours/game).
 - d. Announcers - Twenty dollars (\$20.00)/per hour - voluntary.
 - e. Lack of participation in a, b, c, or d above shall not be considered in one's evaluation.

4. Clarification: The head coach and assistant coaches in the specific sport in which a tournament is held shall assume assigned responsibilities as part of their coaching assignments.

5. Payment for items covered in Part XI will be made at the next convenient pay period not to exceed thirty-one (31) days.

1	Part XII
2	CALENDAR CLARIFICATION
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4	Article A - Calendar Clarification
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Article A – Calendar Clarification

The school calendar shall be determined by the Board. The determination of the structure of the days, e.g. instructional, inservice, workdays, etc. shall be at the discretion of the Board.

1. Calendar Revisions due to weather:

The first four (4) full days lost to inclement weather shall not be made up unless the District is required by state statutes to make up such day(s) and/or hours of instruction with pupils.

Teachers shall not receive additional compensation in the event the District requires such day(s) and/or hours of instruction to be made up with pupils

Last day for teachers (when a snow day is made up after the last student day) – Local staff development time or other administrative recommendation.

2. Total Days for Staff

- | | |
|----------------------|------------------------------------|
| a) K-12 new teachers | One hundred and ninety two (192) |
| b) K-12 teachers | One hundred and eighty-eight (188) |

3. Paid Holidays

- | | |
|-----------------|---------------------|
| a) Labor Day | b) Thanksgiving Day |
| c) Memorial Day | |

4. Workshop/Staff Development Days

The following will be used as guidelines in the development of the calendar:

Four Days before Students Report:

First Teacher Day of the year. Morning consisting of meetings and inservice including an all district session, department meetings for at least ninety minutes, and possibly other meetings. Afternoon consisting of building meetings. (Lunch release of one hour)

The other three days will include: two staff development days and one day for classroom/work time.

5. Parent-Teacher Conference Days/Times

Teachers are responsible for 16 hours of formal parent-teacher conferences.

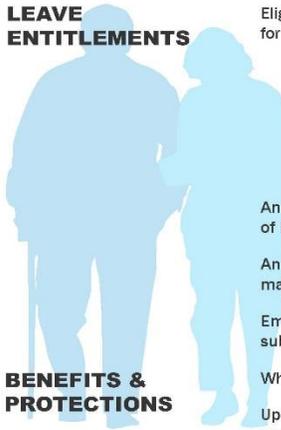
6. Check Out

Teachers will check out at the end of the school year on the last scheduled workday or a day determined by the Board of Education if inclement weather days need to be made up.

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

BENEFITS & PROTECTIONS

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

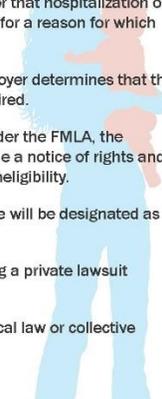
Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



The contents of this handbook are presented as a matter of information only. The procedures described are not conditions of employment. The school district reserves the right to modify, revoke, suspend, terminate, or change any or all such procedures, in whole or in part, at any time with or without notice. The language which appears in this handbook is not intended to create, nor is it to be construed to constitute, a contract between the school district and any one or all of its employees or a guarantee of continued employment. Notwithstanding any provisions of this handbook, employment may be terminated at any time, with or without cause, except as explicitly provided for in any other pertinent section of this handbook or individual contract.

The Waunakee School District is an equal opportunity employer and does not discriminate against any individual on the basis of age, race, religion, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, gender identity, transgender status, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political or religious affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law, or according to District policy.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.



**Administrator
&
Administrative Support
Employment Guidelines**

| BOE Adopted: 6/13/23~~2~~

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PURPOSE

The purpose of this Employee Handbook is to inform employees about District expectations and policies, provide legal protection for the District, notify employees of their legal rights, serve as a reference guide on important terms and conditions of employment and clarify questions that an employee may have about their working relationship with the District.

All cited references are to sections of the Wisconsin Statutes and WCSO policies as amended to date. This handbook is part of School Board policy. As with any School Board policy, the information contained in this Handbook is subject to change. This Employee Handbook replaces any and all prior verbal and written communications regarding the Waunakee Community School District's working conditions, policies, procedures, appeal processes, and benefits.

SECTION I

Administrative Positions

Position	Contracted Days (for 100% FTE)
District Administrator	261 days
Executive Director of Operations	261 days
Director of Elementary Curriculum & Instruction	261 days
Director of Secondary Curriculum & Instructions	261 days
Business Manager	261 days
Director of Student Services	261 days
Director of Special Education	261 days
Director of Human Resources	261 days
Director of Technology	261 days
High School Principal	261 days
Middle School Principal	261 days
Intermediate Principal	261 days
Elementary Principal	261 days
Assistant High School Principal	238 days
Assistant Middle School Principal	238 days
Assistant Intermediate School Principal	238 days
Assistant Elementary Principal	210 days
Athletic Director	261 days

Administrative Support Positions

<u>Position</u>	Contracted Days
Aquatics Director	261 days
COTA	# of student days
Communications & Engagement Specialist	261 days
Computer Technician	261 days
Director of Facilities	261 days
Network Administrator	261 days
Network Engineer	261 days
Nurse	200 days
Psychologist	238 days
School-to-Career Coordinator	238 days
*Sign Language Interpreter	# of student days
Social Worker	210 days
Translation & Interpretation Coordinator	238 days

*Covered by these guidelines only to the extent outlined in letter of employment.

COMPENSATION PLAN

A goal of the Waunakee Community School District is to attract, retain, and recognize the highest level of competent Administrative staff possible. The beginning salaries are intended to be internally and externally consistent and to be competitive with comparable school districts in Dane County.

Factors used to determine appropriate beginning salaries include:

- the administrative / administrative support position's role within the organization
- the number of contract day
- the reporting relationship of the position

- the scope of responsibilities of the position
- the diversity of functions performed within the position
- the required level of experience for the position
- the required level of education for the position

Initial compensation plan placement and future advancement are determined by the Superintendent of Schools, subject to the approval of the Board of Education. Any part-time employee shall have their salary pro-rated based upon their FTE.

Employees will receive paychecks on the 15th and 30th of each month. When the fifteenth or thirtieth day of the month falls on a Saturday, Sunday, or on a bank holiday, payment shall be made on the preceding business day. The District shall provide all payments via electronic deposit, and all payroll information shall be provided electronically.

Administrators / Administrative Support Staff who work less than 238 days will receive less than 24 paychecks depending upon their annual payroll cycle election as follows: 24 payrolls July 15 – June 30; 22 payrolls August 15 – June 30; 19 payrolls September 15 – June 15. All other administrators will be paid year round.

I. PART-TIME POSITIONS

Each administrative / administrative support staff position has a specific number of work days and paid holidays established for that position. A work day is considered to be an eight hour day even though these are salaried positions.

Any staff member that is contracted for less than the specified number of work days/holidays and/or is contracted for less than eight hour days is considered a part time employee.

II. PART TIME SALARY COMPUTATION

An employee working less than the specified number of days for a full time employee will have their salary computed by multiplying the per diem salary by the number of days contracted. An employee working the number of days specified as full time but for less than eight hours on those days shall have their salary computed based on the number of days worked times the per diem rate times the percentage of 8 hours worked each day.

SECTION II

GUIDELINES FOR SALARY INCREASES

Each administrator's / administrative support staff's performance evaluation will be reviewed annually. Based on that review an appropriate salary adjustment will be made. The following process will serve as a guideline for the review.

- a) Annually, all administrator / administrative support staff evaluations will be reviewed by the appropriate supervisor no later than May 1st.
- b) Determination of salary adjustments will be made by the superintendent and his recommendation will be submitted to the Board of Education for adoption.
- c) The Board of Education will annually authorize an amount of money to be made available for administrator compensation.
- d) The allocation of annual pay adjustments for each administrator will be determined by the superintendent. The superintendent will consider and recommend adjustments to the Board of Education which reflect annual increases, job performance increases, or role adjustment increases.

If the budget allows, an annual increase will be granted for work performance which is at the "satisfactory" level based on the annual evaluation. If an administrator is on an improvement plan, they shall not receive a salary increase.

A role adjustment increase or decrease and a corresponding salary range increase or decrease may be made in those instances where the length of the annual contract is substantially changed, the organizational role is substantially modified, a salary inequity exists, or other non-performance factors warrant such a change.

SECTION III

GRIEVANCE PROCEDURE

Definitions:

A grievance shall mean a dispute regarding the application of School Board policies regarding an employee's discipline or termination of employment, or a dispute concerning workplace safety. No grievance shall be processed under this policy unless it is in writing and contains all of the following:

1. The name and position of the grievant;
2. a clear and concise statement of the grievance;
3. the issue involved;
4. the relief sought;
5. the date the incident or alleged violation took place;
6. the specific section of the Policy or workplace safety rule alleged to have been violated; and
7. the signature of the grievant and the date.
 - a. The term "days" means regular business days, Monday through Friday, other than weekends and holidays regardless of whether the employee or their classification is scheduled to work.
 - b. A "grievant" is an employee as defined by state statutes governing this grievance procedure. At the grievant's cost and request they may be represented by a person of their choice.
 - c. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under federal or state law, or District rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk.
 - d. "Discipline" means oral reprimands (where a written record of the reprimand is placed in the employee's file), written reprimands, suspension and demotion. Discipline does not include performance reviews, work plans or corrective actions that do not include a reprimand or other adverse employment action.
 - e. "Termination" means discharge from employment. Non-renewals and layoffs (reduction in force) are not considered terminations and are not subject to this procedure.

Procedures:

First Step

Within fifteen (15) days after the facts upon which the grievance is based or should have reasonably become known the employee shall present the written grievance to their immediate supervisor. The immediate supervisor shall give a written answer within ten (10) days of receipt of the grievance, with a copy to the District Office. An employee who has been notified of termination may process the grievance commencing at Step 3.

Second Step

If the grievance is not satisfactorily resolved at Step 1, it may be submitted by the grievant to the District Administrator within five (5) days after having received the answer in the First Step. After receipt of the written grievance by the District Administrator, they or the designated representative of the District Administrator will meet with the grievant in an effort to resolve the issue(s) raised by the grievance. Within ten (10) days after the meeting, the District Administrator shall respond to the grievance in writing. The District Administrator shall also determine if the grievance is timely, if the subject matter of the grievance is within the scope of this policy and otherwise properly processed as required by this policy. If the District Administrator is aware of other similar pending grievances, they may consolidate those matters and process them as one grievance.

Third Step

Upon the written request of the grievant in response to an adverse decision, the decision at the Second Step may be appealed to the District Administrator by a written statement particularly describing the reason for appeal. If the decision at Step 2 is based in whole or in part on the basis of timeliness, scope of the grievance process or other failure of the Grievant to properly follow the process the matter shall be referred to the Board who shall determine whether the matter should be processed further. If the Second Step decision is on the merits of the grievance only the grievance will be referred to an Impartial Hearing Officer (IHO). The IHO will be designated by the District Administrator. Any costs incurred by the (IHO) will be paid by the School District. The IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The burden of proof shall be "a preponderance of the evidence". In termination and discipline cases, the District shall have the burden. In workplace safety cases, the employee shall have the burden. The IHO may request oral or written arguments and replies. The IHO shall provide the parties a written decision. The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add to subtract from or modify the terms of the Board policy or rule that forms the basis for the grievance.

Fourth Step

Either party may appeal an adverse determination at Step 3 to the Board of Education, by filing written notice appealing the decision of the IHO in the District Office within ten (10) days of the decision of the IHO. The Board of Education shall within thirty (30) days after submission of the appeal schedule the review of the IHO's decision. The review will be conducted by the Board during a closed session meeting unless an open session is requested by the employee. The Board may make its decision based on the written decision of the IHO or the Board may examine any records, evidence and testimony produced at the hearing before the IHO. A simple majority vote of the Board membership shall decide the appeal within twenty (20) days following the last session scheduled for review. The Board will issue a final written decision which shall be binding on all parties.

SECTION IV

BENEFIT PLAN

~~Any part-time administrator / administrative support staff shall have benefits for which they are eligible, pro-rated based upon their FTE. Administrators / administrative support staff shall receive any benefits not directly tied to salary amount computed based on their contract percentage, should it be less than the designated full-time position. Eligible employees who work at least 30 hours per week but less than 40 hours per week shall receive prorated health and dental insurance benefits, based upon their FTE.~~

All insurance carriers, programs, and coverages in this Benefits section will be selected and determined by the Board of Education.

When an employee resigns or retires health, dental, vision insurances will end on the last day of month of employment with the district, during the school year or on last day of June at the end of the school year.

When an employee resigns or retires, short-term disability, long-term disability and life insurance(s) end on the last day worked with the district.

I. INSURANCE BENEFITS

~~A.~~

1. Employees who work 30 or more hours per week shall be eligible to enroll in district health insurance. The district shall pay premiums as indicated below when the employee enrolls in the HMO Plan or High Deductible Health Plan (HDHP). For employees enrolling in a single or family Point of Service (POS) health plan, the employer contribution dollar amount will match the employer contribution dollar amount paid towards the HMO health plan. The High Deductible Health Plan is the lowest cost plan and is the single rate offer for the Federal Affordable Care Act.

Employees completing the established district annual assessment process will receive an additional employee premium savings as outlined in the annual health assessment incentive section of these guidelines. The rates in the chart below represent no health assessment participation.

HMO and HDHP health insurance employer percent paid based on an employee's weekly work hours over a five (5) day work week.

<u>Staff Person</u>	<u>Single Coverage</u>	<u>Family Coverage</u>
<u>8 hours (100% FTE)</u>	<u>85%</u>	<u>85%</u>
<u>7+ hours (88% - 99% FTE)</u>	<u>80%</u>	<u>80%</u>

<u>6+ hours (75% - 87% FTE)</u>	<u>75%</u>	<u>85%</u>
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Employer health insurance contribution rate when both spouses are employed by the district and are both eligible for health insurance. The contribution varies depending on eligibility and participation in the Alternative Benefit Plan. The percent contribution will be based on the employee enrolled in health insurance. The district percentage paid will be based on the family plan rate in the chart below of the HMO or HDHP premium (or if enrolling in the POS Plan, the percentage district paid of the HMO Plan premium).

<u>Family plan employer percent paid when both spouses are employed at the district. This table is based on the employee who carries the health insurance, works 8 hours per day (100% FTE) with no participation in the health assessment</u>	<u>Family Rate</u>
<u>Neither spouse participating in ABP</u>	<u>95%</u>
<u>One spouse eligible & elects enrollment in ABP</u>	<u>85%</u>

Health Insurance

1.2. No eligible employee shall be required to contribute more than the federal poverty contribution limit, as defined by the Federal Affordable Care Act, for their share of single health insurance premiums.

2.3. Should an administrator / administrative support staff die during their term of employment by the Board, their surviving spouse and dependents may remain in the group insurance plan for four months plus the month in which death occurred with the above-mentioned premium paid by the Board. The surviving spouse may continue in the District's health insurance plan at their own expense as provided by COBRA.

B. Annual Health Assessment Incentive.

The annual health assessment incentive is designed to engage employees in identifying health risks and to improve their health and prevent chronic disease. Participation in the program is voluntary. If individuals do not participate in the annual health assessment process established by the district, the district's contribution towards the single or family coverage health insurance premiums are the employer contribution rate outlined in the health insurance section of these guidelines. The following employer contribution rates apply towards single or family health coverage for employees participating in the health assessment.

3% rate savings. The individual is required to visit and meet with the Nurse Practitioner at the district Staff Wellness Clinic.

5% rate savings (3% plus an additional 2% rate savings). The individual is required to visit and meet with the Nurse Practitioner at the district Staff Wellness Clinic and the employee is required to be current or have completed all recommended age/gender appropriate screenings.

Human Resources will provide individuals with the last date to complete their annual health assessment to receive the above rate savings. Participation in the annual health assessment affects the premium rates for the following insurance plan year. The only information Human

Resources receives from the health assessment provider is whether the individual meets with the Nurse Practitioner, is current on age/gender appropriate screenings and a summary report of aggregate data with no identifiable individual data.

C. HEALTH SAVINGS ACCOUNT

The district maintains a health savings account (HSA) for eligible employees in accordance with IRS 969 plan regulations. A health savings account (HSA) is a benefits plan designed to allow employees to set aside pre-tax dollars to pay for eligible medical expenses such as co-pays, deductibles and other qualifying out-of-pocket medical expenses. Employees must be enrolled in a high deductible health plan in order for contributions to be made to an HSA. The district will make a defined employer contribution towards a single or family HSA and district contributions will only be made for the months that an employee is enrolled in the HDHP. The combined district and voluntary employee contribution shall not exceed the annual IRS limit. The account is owned by the employee and unused funds rollover year to year. It is the employee's responsibility to manage their HSA account according to IRS 969 plan regulations.

D. Dental Insurance

Employees who work 30 or more hours per week shall be eligible to enroll in district dental insurance. The district shall pay premiums as indicated below. If both spouses are employed by the District, and both are eligible for health and dental insurance benefits, the Board shall pay 100% for family dental insurance. If an eligible employee waives health insurance but elects single or family dental insurance, the District will pay 100% of the dental premium.

<u>Staff Person</u>	<u>Single Coverage</u>	<u>Family Coverage</u>
<u>8 hours (100% FTE)</u>	<u>88%</u>	<u>88%</u>
<u>7+ hours (88% - 99% FTE)</u>	<u>83%</u>	<u>83%</u>
<u>6+ hours (75% - 87% FTE)</u>	<u>78%</u>	<u>78%</u>

Single Coverage: ~~For eligible full-time employees who select single coverage, the Board of Education shall provide no less than eighty-eight percent (88%) of the premium of the dental insurance plan.~~

Family Coverage one Spouse employed by the District: ~~For eligible full-time employees who select family coverage (not covered above) the Board of Education shall provide no less than eighty-eight percent (88%) of the premium of the dental insurance plan.~~

Family Coverage both Spouses employed by the District and both are eligible for dental insurance: ~~For employees who select family coverage and where both spouses are employees of the district, the Board of Education shall provide one hundred percent (100%) of the premium of the dental insurance plan.~~

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If an eligible employee waives health insurance but elects single or family dental insurance, the district will pay 100% of the dental premium.

C. E. Vision Insurance.

The employer shall offer a voluntary, employee-paid vision policy for teachers working 30 or more hours per week.

F. COBRA Insurance Continuation

Both state and federal laws give certain individuals, who would otherwise lose their employer health insurance coverage, the right to continue their coverage for a period of time. The District follows applicable Federal and State COBRA laws when offering employees, at their own expense, the opportunity to continue district health, dental and vision insurance plan(s).

G. Flexible Spending Account (FSA) / Cafeteria Plan

The district maintains medical and dependent care flexible spending plans (FSA) under IRS section §125 cafeteria plan regulations for eligible employees to make pre-tax contributions for qualifying dependent care, health, dental, vision and other qualifying expenses. To participate in this benefit, eligible employees must complete the enrollment process. It is necessary that interested employees re-enroll during each annual open enrollment period to maintain continued participation. It is the employee's responsibility to manage their FSA account(s) as per IRS section §125 cafeteria plan regulations. Individuals enrolling in a HDHP may not participate in a medical FSA.

D. _____

~~D~~ H. Term Life Insurance

The district shall provide a 100% employer premium paid term life insurance policy to employees working 30 hours or more per week. The policy value is \$200,000. See current life insurance policy booklet for benefit limitations and/or exclusions.

Employees working less than 30 hours per week who were employed by the district prior to July 1, 2023 and were enrolled in the district's life insurance plan prior to July 1, 2023 shall be legaced in.

~~The district will contribute one hundred percent (100%) of the cost for a term life insurance policy that will provide a benefit amount equal to the employee's present contracted salary rounded to the nearest one thousand dollars (\$1000). See When an employee resigns or retires, their life insurance ends on their last day worked with the district. See current life insurance policy booklet for benefit limitations and/or exclusions.~~

~~EF~~ I. Long Term Disability Insurance

The employer shall pay for a disability insurance plan for all employees working 30 hours or more per week. The benefit is 90% of salary after 60 calendar days. See the current long-term policy booklet for benefit limitations and/or exclusions. Employees working less than 30 hours per week who were employed by the district prior to July 1, 2023 and were enrolled in the district's long-term disability insurance(s) prior to July 1, 2023 shall be legacied in.

~~The district will offer a coordinated plan of loss of wage insurance.~~

~~FG~~ J. Short-Term Disability

The employer shall offer a voluntary, employee-paid short-term disability policy for staff working 30 or more hours per week. See the current short-term policy booklet for benefit limitations and/or exclusions.

~~The employer shall offer a voluntary, employee-paid short-term disability policy for employees working 20 or more hours per week. When an employee resigns or retires, their short term disability insurance ends on the last day of employment with the district.~~

~~GH~~. Vision Insurance (moved to F above)

~~The employer shall offer a voluntary, employee-paid vision insurance policy for employees working 30 or more hours per week. The insurance carrier(s), program(s) and coverages will be selected and determined by the Board of Education.~~

II. WORKERS COMPENSATION COVERAGE AND REPORTING RESPONSIBILITIES

All employees shall be covered by Worker's Compensation Insurance. Any employee who is injured on the job shall report the injury to the employee's supervisor and human resources via the schools worker's compensation carrier's injury reporting phone line (24 hours per day, 7 days a week) prior to seeking medical attention, if at all possible. In the event of an emergency, the employee shall provide notification within twenty-four (24) hours after the occurrence of the injury. Phone reporting procedures are located on the Human Resources For Staff internal web page.

Benefits While on Worker's Compensation

Employees who incur injury or illness in the conduct of their employment with the District that is compensable under the Worker's Compensation laws of the State of Wisconsin may be eligible to receive payments. Payment shall be accomplished as follows:

1. Up to day sixty (60) of Worker's Compensation Leave: The employee will be paid income equivalent to the income the employee would have earned had the employee not been injured. This income will be generated by combining worker's compensation insurance with prorated accumulated sick leave as necessary through a deduction of one-third (1/3) of a day of sick leave for each day while on worker's compensation. This provision will apply up until the sixtieth (60th) consecutive day of leave, or as long as the employee has accumulated sick leave available, whichever occurs first.
2. Day Sixty-One (61) and thereafter of Worker's Compensation Leave: The employee will receive their worker's compensation payment. No other leaves will be applied to the worker's compensation leave. The employee, subject to the rules and regulations of the carrier, may be eligible for long-term disability leave.
3. Injuries Not Covered by Worker's Compensation
Some types of injuries suffered while at work may not be covered by worker's compensation insurance. Examples of non-covered injuries suffered at work include, but are not limited by enumeration to, the following:
 - A. Injuries because of a self-inflicted wound.
 - B. Injuries sustained because of an employee's horseplay.
 - C. Injuries sustained while an employee does an activity of a strictly private nature.
4. Additionally, absence from work during the first three days due to injury or illness allowed under Worker's Compensation shall not be fully charged to the employee's accumulated paid leave.
5. The district does not make or influence the determination of eligibility for a worker's compensation claim. Our carrier reviews the situation and the medical records to make the decision.
6. Temporary Transitional Duty
Purpose:
In the case of an employee receiving or applying for workers' compensation benefits whose injuries were incurred during the course and scope of employment, a temporary, transitional work assignment within the limits of imposed restrictions will be made whenever appropriate.

Following a work-related injury, health care providers might find that an employee has restrictions limiting normal duties and activities during the healing period. Such restrictions might include lifting limitations and/or limited movements such as

avoidance of bending and twisting. WCSO realizes the importance of a transitional work assignment in assisting an employee's return to their normal course of employment in as short a time period as possible. The temporary, transitional work program aids reintegration into the work environment and assists the injured employee in returning to a productive lifestyle. This program provides service to the district while the injured employee recovers and benefits the employee by reducing sick leave usage had the employee remained off work.

III. _____

FLEXIBLE SPENDING PLAN [\(Moved to G above\)](#)

The district maintains a flexible spending plan under cafeteria plan regulation section §125 for eligible employees to make elections to participate in the plan pre-tax or receive taxable compensation for qualified benefits. Eligibility and enrollment election information is noted below:

1. ~~Payment of Health Insurance Premiums. Employees who work 30 hours per week or more are eligible on their hire date to enroll in the district's health plan and pay premiums pre-tax through code section §106.~~

2. ~~Payment of Dental Insurance Premiums. Employees who work ~~20~~ 30 hours per week or more are eligible on their hire date to enroll in the district's dental plan and pay premiums pre-tax through code section §106.~~

3. ~~Medical Care Expenses. Employees who work 30 hours per week or more are eligible on their hire date to enroll in the district's health care flexible spending arrangement (FSA) and elect an amount not to exceed the plan's annual maximum as a pre-tax deduction from their payroll for reimbursement of medical care expenses not reimbursed by any other plan through code section §105.~~

4. ~~Day Care Expenses. Employees who work 30 hours per week or more are eligible on their hire date to enroll in the district's dependent care flexible spending arrangement (FSA) and elect an amount not to exceed the IRS' annual maximum as a pre-tax deduction from their payroll for reimbursement of day care expenses through code section §129.~~

~~Payments and the designation of amounts to be contributed to the employee's account will be subject to the procedures, rules and regulations of the plans' administrating agency. The provision of this plan shall be contingent upon the continuance of this benefit under the applicable Internal Revenue Code Sections (§105, §106, §125 and §129). The district shall pay the monthly participation fee for each eligible employee who opts to utilize the program.~~

IV. WISCONSIN RETIREMENT [SYSTEM \(WRS\) \(RETIREMENT FUND\)](#) /EMPLOYEE TRUST FUNDS

The Board will contribute the employer's share for all eligible employees who qualify for enrollment under the rules of the Department of Employee Trust Funds. The employee will pay the employee's required Wisconsin Retirement System contribution pursuant to state statute requirements.

~~The Board shall pay the employer's required contribution to the Wisconsin Retirement Fund. The administrator shall pay the employee's required contribution.~~

V. 403(b) EMPLOYEE SAVINGS PLAN

The Board of Education maintains a 403(b) Employee Savings Plan to help employees save for retirement via district approved 403(b) investment vendors. The 403(b) plan is a voluntary retirement savings program funded solely by the employee via payroll salary reduction contributions on a pre-tax or ROTH after-tax basis. The district does not make any contributions to employee 403(b) employee savings plans. It is the employee's responsibility to manage their 403(b) plan participation in accordance with 403(b) rules and regulations and district plan documents. If the teacher's 403(b) calendar year annual deposits exceed the IRS standard calendar year maximum, it is the teacher's responsibility to properly calculate and determine their annual 403(b) deferral eligible amount when submitting salary reduction agreement payroll deduction requests related to 403(b) age 50 catch ups and 15 years of service catch ups.

~~The Board of Education allows employees to establish a 403(b) Employee Savings Plan to be funded solely by voluntary employee salary reduction contributions which will be, in part, administered by Board of Education. The Board of Education does not maintain a 403(b) Employee Savings Plan which provides for contributions by the Board of Education or matching contributions. In order to participate, employees must comply with all rules and regulations as established by the Board of Education in compliance with Internal Revenue Service code(s).~~

VI. 457(b) DEFERRED COMPENSATION PLAN

The Board of Education maintains an IRS Section 457(b) deferred compensation plan to help employees save for retirement. The 457(b) plan is a voluntary retirement savings program funded solely by the employee via payroll salary reduction contributions on a pre-tax or ROTH after-tax basis. The district does not make any contributions to employee 457(b) deferred compensation plans. It is the employee's responsibility to manage their 457(b) deferred compensation plan participation in accordance with 457(b) rules and regulations.

~~The Board of Education has established a deferred compensation plan under Section 457(b) of the Internal Revenue Code (the "457(b) Deferred Compensation Plan") that allows employees to elect to defer on a tax preferred basis a portion of their current compensation until retirement, termination of employment, or other similar events defined by the 457(b) Deferred Compensation Plan. Participation in the 457(b) Deferred Compensation Plan is voluntary, however, in order to participate an employee must comply with the terms and conditions of the 457(b) Deferred Compensation as established by the Board of Education in accordance with the Internal Revenue Code and~~

~~Treasury Department regulations. The benefits available under the 457(b) Deferred Compensation Plan are funded solely by an employee's contributions. The Board of Education does not provide elective, non-elective or matching contributions to the 457(b) Deferred Compensation Plan.~~

VII. TUITION REIMBURSEMENT

The Board shall reimburse administrators /administrative support personnel (with a Master's Degree or more) for full tuition of credit earned from a recognized college or university up to a maximum of twenty-one (21) credits in any rolling 5 year period. To be eligible for such reimbursement, the administrator / administrative support staff member must receive at least a "B" grade and a "pass" for a pass or fail course. Authorization of the superintendent shall be obtained by an administrator / administrative support personnel prior to enrollment to be eligible for such reimbursement.

Administrators will be required to follow established DPI procedures for maintaining current licensure. Administrative support personnel will be required to take sufficient training to meet the minimum requirements for renewal of their respective licenses or certifications.

VIII. VACATION

Experience	261 Day Contracts	238 Day Contracts	210 Day Contracts
0 - 5 years	3 weeks	2 weeks	1 week
6 - 10 years	4 weeks	3 weeks	2 weeks
Over 10 years	5 weeks	4 weeks	3 weeks

* Administrative Support Personnel hired after March 1, 2011 and working less than 238 days are not eligible for vacation.

A. Unused Vacation Days

Administrators /Administrative Support Personnel may carry over ten (10) unused vacation days to the next year. Accumulated vacation may not exceed the normal allocation plus 10 days at the beginning of any contract year.

Up to ten (10) unused vacation days may annually be placed in a "bank" of vacation days to a maximum of sixty (60) days. Upon retirement (not resignation) these days shall be converted to a one time retirement payment based on the last year's per diem wage rate for the retiring administrator/ administrative support staff member.

Retiring Administrators /Administrative Support Personnel are also entitled to receive a payment of their last year’s unused vacation days in addition to the maximum of sixty (60) days in their “bank”.

IX. PERSONAL LEAVE (Not deducted from sick leave)
Unused personal leave is added to accrued sick at the end of each school year.

238 day contracts	3 days
261 day contracts	4 days
Less than 238 days	2 days

- X. SICK LEAVE (Any accumulated days over 120 may be banked to be used for sickness)
 Sick leave may be used for personal illness and health-related appointments. Sick leave may also be used for illness or health-related appointments for members of the immediate family or care for a child in their immediate family that cannot safely be left alone in situations of cancelled or closed childcare. Immediate family includes spouse, child, step-child, parent, step-parent, grandparent, grandparent-in-law, grandchild, brother, sister, parent-in-law, brother or sister in law.

238 day contracts	11/120 days
261 day contracts	12/120 days
Less than 238 days	10/120 days

Under the State and Federal Family and Medical Leave Acts, employees may be entitled to leave above and beyond the leaves provided in these guidelines. Any leave of more than three consecutive days that qualifies as Family and Medical leave shall be counted as such. The District administers the State and Federal Family and Medical Leave Acts concurrently. A 12 month period starting July 1 and ending on June 30, is used for calculating leave eligibility under the Federal Family and Medical Leave Act. If employees have questions they should contact the Director of Human Resources.

XI. BEREAVEMENT LEAVE

Administrators /Administrative Support Personnel shall be entitled to up to three days of paid leave for death in the immediate family. These days shall not be deducted from sick leave. An additional 3 days of sick leave may be used as bereavement leave for deaths in the immediate family. Immediate family includes spouse, child, step-child, parent, step-parent, grandparent, grandchild, brother, sister, parent-in-law, brother or sister in law, son or daughter-in-law. Administrators may request sick leave for attendance at funerals not covered under

bereavement leave. Verification of attendance may be required. The Director of Human Resources may grant additional days as unpaid days at their discretion.

XII. HOLIDAYS

Administrators /Administrative Support Personnel are eligible for the following holidays:

If a paid holiday falls on a Saturday, the previous Friday shall be considered the holiday.
If a paid holiday falls on a Sunday, the following Monday shall be construed the holiday.
These holidays may be adjusted to best fit the work year.

261 day contract

New Year's Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving
Memorial Day	Christmas Eve Day
4th of July	Christmas Day
Labor Day	New Year's Eve Day

200, 210 & 238 day contracts

New Year's Day	Friday After Thanksgiving	
Good Friday	Christmas Eve Day	
Memorial Day	Christmas Day	
Labor Day	New Year's Eve Day	Thanksgiving Day

of student day contracts

Labor Day
Thanksgiving Day
Friday After Thanksgiving
Memorial Day

XIII. COMP TIME

Because of the many extra hours that administrators / administrative support personnel in beyond the normal day, 238 and 261 contract day employees will receive 7 comp days to be taken during Spring or Winter break.

XIV. PROFESSIONAL LEAVE

Professional leave is defined as release from regular duties for the purpose of attending professional meetings, seminars, workshops, conferences, conventions, institutes, and others of similar nature. Professional leave may be granted upon request to the District Administrator.

XV. JURY DUTY

Any employee who is required to respond to a call for jury duty as a witness in court not involving a party to this employer shall be excused from work and the employer agrees to pay the difference between jury fees paid the employee (excluding mileage and parking fees or Saturday or Sunday fees) and the employee's regular daily rate. Employees are asked to submit to the

payroll office a copy of the check they receive for jury duty within 3 days of their receipt of the check.

XVI. OTHER LEAVES

Administrators/ Administrative Support Personnel will not be able to take more than five (5) consecutive days off while students are in session. Approval is necessary from the District Administrator.

XVII. EXPENSE ACCOUNTS

Actual expenses will be paid for travel to and expenses for meetings, workshops, conferences and conventions in Wisconsin as approved by the superintendent. Note the national convention restrictions that follow.

XVIII. SMARTPHONE

The Board of Education shall provide a smartphone device to the administrator / administrative support personnel employed for 200 or more days per year. The employee is expected to carry the smartphone device at all times including nights and weekends. The Board of Education will allow personal use of the smartphone device as the employee is not expected to carry both a work and personal device at all times.

XIX. MEMBERSHIP DUES

The Board of Education shall provide up to \$900 per year for 261 day contracts, up to \$800 per year for 238 day contracts, and up to \$700 per year for less than 238 day contracts . This may be distributed among one or more professional organizations.

XX. NATIONAL CONVENTION

The Board of Education shall provide reimbursement of expenses up to \$1,500.00 for National Conventions every other year for administrators / administrative support personnel employed for 200 or more days per year. The district administrator may increase, at their discretion, the maximum expense allowance to \$2,000.00 for administrators attending national conventions at expensive locations such as San Francisco, Boston, New York.

XXI. REDUCTION IN FORCE

In the event of any reduction of administrative / administrative support personnel, the employee, if appropriate, shall have the opportunity to be reassigned to a suitable position if it does not violate state law and the district's policies or existing contracts. However, administrative / administrative support personnel assignments will be decided on the needs of the district and the individual's record of performance notwithstanding any other contract provisions.

XXII RETIREMENT

A. Eligibility

Administrators / administrative support personnel are eligible for retirement benefits at age 55. No more than two (2) administrators and two (2) administrative support personnel shall be eligible for retirement in any one year. In the event more than two (2) persons apply for retirement in any one year, preference will be given on the basis of years of service. The Board of Education reserves the right to approve more than two (2) retirement requests in any one year.

If an employee 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.

B. Notification

Notification for retirement must be given in writing to the superintendent on or before January 2nd preceding the requested retirement date. The normal retirement date shall be June 30th or the last regular work day in June if June 30th falls on a Saturday or Sunday. These dates may be waived by the Board of Education, upon recommendation of the superintendent.

C. Benefits

The following benefits are provided to retiring administrators / administrative support personnel in recognition for the years of service provided the Waunakee Community School District. No other payment for retirement such as severance pay or payment for unused sick days will be granted as the cost of the outlined benefits is already substantial. Any employee hired after June 30, 2012 will not be eligible for district provided post-employment benefits if they are receiving an annuity from the WRS. No employee shall be eligible to retire from the district more than once.

FOR ADMINISTRATORS / ADMINISTRATIVE SUPPORT STAFF HIRED BEFORE APRIL 1, 2010

1. Health Reimbursement Account Retirement Benefit

a. Eligibility. Administrators / Administrative Support Staff hired before April 1, 2010, will be eligible for a benefit upon retirement based on their years of administrative / administrative support experience with the District.

b. Benefit. An employee who elects to retire after their 55th birthday shall receive health and dental retirement benefit amounts based upon the following schedule, or to the age at which the retired employee is eligible for Medicare, whichever comes first:

After # Years Administrative Experience in the Waunakee Community School District	Premium Amount Contributed of lowest cost family health and family dental plan	Maximum # Years of Contribution
Less than 6 years	0%	0
After 6 years	10%	10
After 7 years	20%	10
After 8 years	30%	10
After 9 years	40%	10
After 10 years	50%	10

After # Years Administrative Experience in the Waunakee Community School District	Premium Amount Contributed of lowest cost family health and family dental plan	Maximum # Years of Contribution
After 11 years	60%	10
After 12 years	70%	10
After 13 years	80%	10
After 14 years	90%	10
After 15 years	100%	10

For purposes of determining the health benefit amount, the “premium amount” shall be the premium amount for the lowest cost family health plan offered by the District in effect on the Administrator’s / Administrative Support Personnel’s date of retirement.

For purposes of determining the dental benefit amount, the “premium amount” shall be the premium amount for a family dental plan offered by the district in effect on the administrator’s / administrative support personnel’s date of retirement.

The District will contribute the benefit amount to a post-employment Health Reimbursement Account (“HRA”). The HRA is a portable post-employment benefit that can be accessed by the Administrator / Administrative Support Personnel subject to the terms and conditions of the HRA provider.

The HRA vendor/plan administrator shall be selected by the District. The retired employee shall pay the distribution fee to access the HRA funds.

The retired employee may, if permitted by the health and dental insurance provider(s), continue coverage under the health and dental insurance plan by paying the monthly plan premium directly to the insurance provider. The program offered to district employees is subject to change on an annual basis.

Deposits shall be made to the HRA by the district via semi-annual payments on January 15 and September 15 for up to 10 years following retirement, or until Medicare eligible.

All withdrawals and payments from the HRA Plan shall cease when the funds in the plan are exhausted.

No HRA plan shall be made available unless the provider of such plan executes a hold harmless provision in favor of the District against any liabilities arising from mistakes of the vendor.

Survivorship Rights For Retirees Receiving the Health Reimbursement Account Plan: Benefits payable to the spouse and/or dependents will not exceed, in combination with those already provided to the retiree before their death, those that would have been available to the retiree if they had survived. Such benefits are subject to the terms and conditions of the HRA plan and applicable Internal Revenue Service Code and rules.

Conditions

This program is subject to annual review and, when deemed appropriate, revisions shall be made. However, individuals already participating in the program shall continue to receive payment and benefits under the retirement program in effect at the time of their retirement and shall do so through the month of such individual's 65th birthday, or the age at which the retired employee is eligible for Medicare, or death, whichever occurs first.

The Waunakee Community School District reserves the right at any time to unilaterally offer additional retirement benefits during a time-related window for employees who meet certain minimum age and service requirements.

2. Life Insurance

An administrator / administrative support person who elects to retire after their 55th birthday, shall have their life insurance premium paid by the district for the number of years as detailed above. The premium rate shall be the same as that paid during the employee's last year of employment.

FOR ADMINISTRATORS / ADMINISTRATIVE SUPPORT STAFF HIRED ON OR AFTER APRIL 1, 2010

Health Reimbursement Account Retirement Benefit

1. Eligibility: The following benefit is available to administrators / administrative support personnel hired on or after April 1, 2010. This benefit is in place of, and not supplemental to, the benefit set forth in Section C. for Administrators / Administrative Support Personnel Hired Before April 1, 2010.
2. Benefit: The District shall contribute, pursuant to the following schedule, funds into a post-employment Health Reimbursement Account. The HRA vendor/plan administrator shall be selected by the district. The HRA account is a portable post-employment benefit that can be accessed by the Administrator /Administrative Support Personnel subject to the terms and conditions of the HRA provider. The annual contribution and vesting procedures, to this HRA account are set forth below:

The District shall annually contribute into an interest bearing post-employment Health Retirement Account (HRA) an amount for Administrators / Administrative support staff covered by this section who are employed by the District during the 2010-2011 contract year and thereafter. Contributions shall cease when the administrators / administrative support person's employment with the District ends. Contributions shall be pro-rated for FTE's less than 100%, and for contracts of less than 238 days.

# of student day contracts	\$2,790
200 day contracts	\$3,065
210 day contracts	\$3,220
238 day contracts	\$3,650
261 day contracts	\$4,000

The vesting of the HRA payment is done in accordance with the following schedule;

After # Years Administrative Experience in the Waunakee	Vested	Non-Vested

After # Years Administrative Experience in the Waunakee Community School District	Vested	Non-Vested

Community School District		
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 7 years	70%	30%
After 8 years	80%	20%
After 9 years	90%	10%
After 10 years	100%	0%

- a. Deposit Schedule by the District in the HRA during employment: The dollar amounts set forth above shall be deposited into the HRA in equal monthly installments.
 - b. The employee must complete the contract year in order to receive the benefit provided for under this Article.
 - c. This annual HRA contribution shall apply only to those Administrators / Administrative Support Personnel ineligible for the benefits defined in Section C. above.
 - d. Non-vested contributions made on behalf of employees who terminate employment with the District for any reason will revert back to the District's Fund 73 fund. The schedule above will determine the amount of non-vested contributions compared to vested contributions.
 - e. Contributions on behalf of part-time administrators / administrative support personnel shall be prorated based upon their percentage of full-time equivalency, and their number of contract days.
3. All withdrawals and payments from the HRA Plan shall cease when the funds in the plan are exhausted.
 4. No HRA plan shall be made available unless the provider of such plan executes a hold harmless provision in favor of the District against any liabilities arising from mistakes of the vendor.
 5. The retired employee may, if permitted by the health and dental care

insurance provider, continue coverage under the health and dental care insurance plan by paying the monthly plan premium directly to the insurance provider.

6. Survivorship Rights For All Retirees Receiving the Health Reimbursement Account Plan

Benefits payable to the spouse and/or dependents will not exceed, in combination with those already provided to the retiree before their death, those that would have been available to the retiree if they had survived. Such benefits are subject to the terms and conditions of the HRA plan and applicable Internal Revenue Service Code and rules.

7. The District shall pay the HRA plan administrative fee for active administrators / administrative support personnel. The retired employee shall pay the distribution fee to access the HRA funds.

D. Conditions

This program is subject to annual review and, when deemed appropriate, revisions shall be made. However, individuals already participating in the program shall continue to receive payment and benefits under the retirement program in effect at the time of their retirement and shall do so through the month of such individual's 65th birthday, or the age at which the retired employee is eligible for Medicare, or death, whichever occurs first.

E. The Waunakee Community School District reserves the right at any time to unilaterally offer additional retirement benefits during a time-related window for employees who meet certain minimum age and service requirements.

XXIII. LIQUIDATED DAMAGES

Administrative / administrative support personnel who request a release from their contract with the district assume a legal obligation to pay for the reasonable expense incurred by the district in securing a replacement. That reasonable amount shall be: \$500 after June 1st but before July 15th, \$750 after July 15th but before the first day teachers report for the new school year, and \$1500 after the first day teachers report for the new school year.

A release from an administrative / administrative support contract is at the discretion of the Board of Education as the employee is expected to honor their contract except in cases where the circumstances are beyond their control. The Board may waive or reduce the above fees at their discretion in such cases. Part-time employees will have the penalties prorated based upon their FTE

XXIV. CRIMINAL BACKGROUND CHECKS/CHARGES-OBLIGATION TO REPORT CRIMINAL RECORD

1. Job Applicants

- a. All individuals applying for employment with the District are required to file in writing, in advance of employment and on forms provided by the District, a statement identifying whether the applicant has been convicted of a misdemeanor or felony in this state or any other state or country; and has been dismissed or non-renewed, or has resigned from employment in-lieu-of a potential dismissal or non-renewal, for any of the following causes: failure to meet the District's performance expectations, incompetence, inefficiency, neglect of duty, unprofessional conduct or insubordination. Knowingly falsifying information shall be sufficient grounds for refusal to hire or termination of employment. Omission or withholding of information may be grounds for refusal to hire or termination of employment.
- b. Additionally, all persons applying for any position shall be required to agree to the release of all investigative records to the Board for examination for the purpose of verifying the accuracy of criminal violation information. Employment will be offered pending the return and disposition of such background checks. All offers of employment are contingent upon the results of such checks.

2. Current Employees

- a. Current District employees shall be required to notify Human Resources as soon as possible, before reporting to their next scheduled day of work but no more than three calendar days after any arrest, indictment, conviction, no contest plea or guilty plea, or other adjudication of the employee for any felony, misdemeanor or other offense.
- b. Employees are not required to report minor traffic violations. However, for positions requiring driving duties, an offense of operating a vehicle while under the influence, revocation or suspension of a license, and driving after revocation or suspension are required to be reported.
- c. The District shall conduct an annual driver's license record check on all District employees who drive a District vehicle, operate mobile equipment for the District, or transport children. The District may also conduct criminal history and background checks on current District employees as deemed appropriate.
- d. An employee's arrest, indictment or conviction of a crime shall not be an automatic basis for termination. The District shall consider the criminal record information and make related employment decisions in accordance with provisions of the District's current Employee Handbook and applicable legal requirements.

Failure to report under this section may result in disciplinary action, up to and including termination of employment.

WCSD Policies 522.3, 533.1, 541.1, 751.22, 752

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

ELIGIBILITY REQUIREMENTS

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

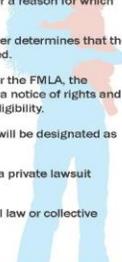
Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE
(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



WI 11420 REV 04/16

The contents of this handbook are presented as a matter of information only. The procedures described are not conditions of employment. The school district reserves the right to modify, revoke, suspend, terminate, or change any or all such procedures, in whole or in part, at any time with or without notice. The language which appears in this handbook is not intended to create, nor is it to be construed to constitute, a contract between the school district and any one or all of its employees or a guarantee of continued employment. Notwithstanding any provisions of this handbook, employment may be terminated at any time, with or without cause, except as explicitly provided for in any other pertinent section of this handbook or individual contract.

The Waunakee School District is an equal opportunity employer and does not discriminate against any individual on the basis of age, race, religion, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, gender identity, transgender status, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political or religious affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law, or according to District policy.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.

School Board

6.8.2023

Employee Guideline Modifications

This summary focuses on changes to offerings, whether added or taken out, not modified language or location of language for clarity, condensing or for formatting purposes.

In all three guidelines

Benefit eligibility changes approved by the Board in the spring of 2023

Legacy language to maintain eligibility for those working less than 30 hours

Additional employer contribution to health insurance of 2%

Table of contents / page numbers will not be accurate until strikethrough language is removed and the whole document is re-formatted.

Teacher

Part V - Leaves

Added grandparent-in-law to definition of family

Added daycare/school closure to appropriate reasons for sick leave

Part VI - Benefits

All benefit eligibility to 30 hours

Article J - Changed life term life to \$85,000

Article M - HRA increased annual contributions \$20 per individual

Increased sick day value \$5

Part IX

Article A - Moved compensation language from Experience & Development to compensation

Added Base Salary indicator

Article C - Adjusted summer school hourly rates per earlier approval

Article G - Increased hourly teacher subbing rate \$5 per hour

Article H - Increased extended supervision / added Proctoring by \$5 per hour

Article I - Added Special Education Extra Duties and defined pay rates

Part XI

Article A - Added Agency Manager - state required

Moved FCCLA to be with other like CTE's

Added previously approved co-curriculars

Increased MS Head Track / Cross Country to be consistent w/ other sports

Hourly Staff

4.0 - Comp Time must be used or paid out by June 15 / December 15

6.0 - Added grandparent-in-law to definition of family
Added daycare/school closure to appropriate reasons for sick leave

7.0 - All benefit eligibility to 30 hours (unless legacy)
Added 2% employer incentive
Added language about term insurance coverage levels of \$35,000 and \$85,000

9.0 - Added \$5 to value of sick day

14.0 - New section

15.0 - New section

Appendix B - Removed roles no longer in service

Appendix C - HS Custodian added to CM Lane 3
Plumber added to CM Lane 4

Appendix G - Legacy language added for staff working <30 hours for benefits

Admin / Admin Support

Section IV - Benefit eligibility to 30 hours (unless legacy)
Removed stipend for life insurance; increased coverage level to \$200,000

Section IX - Personal Leave not used is added to sick leave
Added grandparent-in-law to definition of family
Added daycare/school closure to appropriate reasons for sick leave

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
<u>Detail Costing - TWO STEP</u>	<u>Detail Costing - ONE STEP</u>					
<u>Salary Matrix 23-24 same as 22-23</u>	Total work days decreased: 12M 261 to 260. 11M 240 to 239.					
Classified Staff / Para Educators / Crossing Guards						
<i>Returning Staff & Vacancies</i>	\$2,912,886	+	\$189,338	+	30,090	= \$3,132,314 107.53%
Vacancies. All included above.						
<u>Budgeted Positions</u>						
<u>Detail Costing</u>						
<u>Salary Matrix 23-24 same as 22-23</u>						
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.						
<u>Budgeted Positions</u>						
<u>Detail Costing- ONE STEP</u>						
<u>Salary Matrix 23-24 same as 22-23</u>						
Hourly Grand Totals	<u>\$6,538,025</u>		<u>\$424,972</u>		<u>\$99,263</u>	<u>7,027,260</u> 107.48%



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

**2022-23 Board of Education Goal
Professional Learning Communities (PLC)**

June 12, 2023



Professional Learning Communities (PLC) Board of Education Goal

- Professional Learning Communities (PLC) in each school will utilize the developed PLC Rubric to establish a baseline of performance in the first 30 days of the 2022-23 school year.
- Based on the results of the baseline data for each collaborative team, the team will identify 1-2 growth areas and an action plan.
- Each collaborative team will evaluate their progress on their identified goal area(s) at the end of the 2022-23 school year.



Professional Learning Community (PLC)

An ongoing process in which educators work collaboratively in recurring cycles of collective inquiry and action research to achieve better results for the students they serve.

Professional learning communities operate under the assumption that the key to improved learning for students is continuous job-embedded learning for educators.



Professional Learning Community (PLC)

At the heart of the PLC at Work process are four critical questions that drive the daily actions of every team member:

1. What is it we want our students to know and be able to do?
2. How will we know if each student has learned it?
3. How will we respond when some students do not learn it?
4. How will we extend the learning for students who have demonstrated proficiency?

WCSD PLC Rubric

- Helps guide a team in a discussion around their collective journey in establishing an impactful professional learning community (PLC)
- Key descriptors range from what might be happening along the journey of a Starting Out PLC to a model Self-Sustaining PLC. The rubric progression includes:
 - **Starting out;** acquiring information and beginning to use ideas.
 - **Developing;** experimenting with strategies and building on initial commitment.
 - **Deepening;** well on the way, having achieved a degree of mastery and feeling the benefits.
 - **Sustaining;** introducing new developments, re-evaluating quality – PLC as a way of life.

Purpose of the WCSD PLC Rubric...

- Use common language so all stakeholders have a shared understanding
- Provide clarity around criteria for PLC processes and characteristics
- Articulate qualities of a PLC at various stages (starting out through sustaining)
- Provide opportunities for reflection
- Understand the status quo
- Focus on a few key areas to target for improvement
- Value each team's individual journey

Waubesa Community School District PLC Rubric

PLC Characteristics	PLC Processes
Collaborative Processes (Working Agreements & Norms)	Essential Learning Outcomes (ELOs) ((Q1)
Collective Responsibility	Unwrapping ELOs (Q1)
Learning-Focused Collaboration	Universal Instructional Strategies & Practices (Q1)
Reflective Professional Inquiry Using Data (Q3 & Q4)	Assessment Literacy & Data (Q2)
Trust/Participation	Assessment Design (Q2)
	Feedback (Q2)
	Student Engagement (Q2)
	Scoring & Grading (Q2)
	Process for Universal Intervention (Q3)
	Process for Enrichment (Q4)

Waubesa Community School District PLC Rubric

PLC Characteristics	PLC Processes	
Collaborative Processes (Working Agreements & Norms)	Essential Learning Outcomes (ELOs) ((Q1)	
Collective Responsibility	Unwrapping ELOs (Q1)	
Learning-Focused Collaboration	Universal Instructional Strategies & Practices (Q1)	
Reflective Professional Inquiry Using Data (Q3 & Q4)	Assessment Literacy & Data (Q2)	
Trust/Participation	Assessment Design (Q2)	
Top three areas that teams selected following the September self-assessment	Feedback (Q2)	
	Student Engagement (Q2)	
	Scoring & Grading (Q2)	315
	Process for Universal Intervention (Q3)	
	Process for Enrichment (Q4)	



The Process

- Collaborative teams identified action steps based on their identified goal area
- Principals revisited the rubric and action plans through guiding coalition meetings, staff meetings, and PLC meetings
- In the spring, teams re-assessed themselves on their goal area

The Results

- 66.3% of teams increased one level
- 2.2% of teams increased two levels
- 31.5% of teams maintained their level/grew within their level

The Next Steps

- First time using the rubric in this way; would like to repeat process in 2023-24
- Teams re-assess in September
- Identify 1-2 growth areas and action steps
- Principals work with guiding coalitions and PLCs on strategies teams used last year to encourage more growth in the upcoming year
- Solution Tree experts coming into the district in November to support this work
- Teams assess their growth in spring



WAUNAKEE
COMMUNITY SCHOOL DISTRICT

Social Emotional Learning and Mental Health

BOARD GOAL REVIEW

June 12, 2023

Social Emotional Learning/Mental Health

BOARD FOCUS

SEL

SEL is the process through which all young people and adults acquire and apply the knowledge, skills, and attitudes to develop healthy identities, manage emotions and achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions (*Collaborative for Academic Social Emotional Learning - CASEL and DPI adopted definitions*).

Research Bit #1

SEL has a positive impact on students' academic performance.

Research Bit #2

SEL contributes to healthy well-being and safe schools

Research Bit #3

Students with stronger social and emotional skills are more likely to graduate high school/postsecondary and obtain stable employment.

SEL/Mental Health Board Goals

REVIEW

5 Domains

1. Self Awareness
2. Self Management
3. Responsible Decision-Making
4. Relationship Skills
5. Social Awareness

Increase Staff Capacity

Continue developing staff capacity around the five domains 320

Coordinators and Teams

Collaboration to provide support in buildings around the five domains

Community Engagement

Community engagement plan implemented on topic of student social, emotional, and mental health

SEL/Mental Health Board Goals

REVIEW

MH Needs Assessment

Facilitate needs assessment and identify gaps and entry points.

Mental Health Academy Team

- Completed comprehensive assessment
- Identified gaps and resources
- Created visual resource map

Comprehensive MH System

Develop a shared plan for implementing a comprehensive system including selecting and implementing tools and curriculum through continuous cycles.

Mental Health Academy Team

- Multiple Plan, do, study, act (PDSA) cycles
- Universal strategies (screening)
- Expansion of PCOW for 23-24

Data Collection

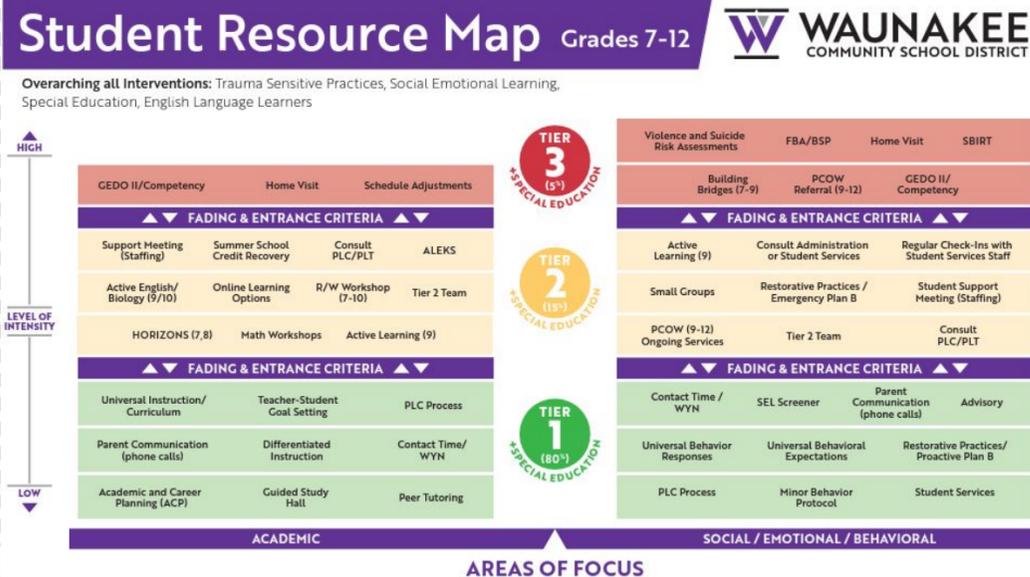
Data collected and shared to track progress supporting social, emotional, and mental health needs. 321

SEL District/Building Teams

- Data can be difficult to quantify
- Only surveyed teachers

Mental Health needs

- PCOW update at Aug meeting
- Annual data



Self Management Data

K-2

My students can use their words to tell how they feel.

	Fall 2022	Spring 2023
Few (0-64%) of my students are able to do this.	10%	3%
Some (65-79%) of my students are able to do this.	47.5%	12%
Almost all (80%+) of my students are able to do this.	42.5%	85%

3-6

My students can explain how the way they express their emotions can influence how others respond to them.

	Fall 2022	Spring 2023
Few (0-64%) of my students are able to do this.	35.8%	13%
Some (65-79%) of my students are able to do this.	49.2%	40%
Almost all (80%+) of my students are able to do this.	15%	47%

Self Management Data

MS

My students can manage strong emotions in ways that don't negatively impact others.

	Fall 2022	Spring 2023
Never	1.50%	0%
Sometimes	50%	46%
Often	37.90%	46%
Almost Always	10.60%	8%

HS

323

	Fall 2022	Spring 2023
Never	4%	1.5%
Sometimes	8%	14.9%
Often	44%	29.9%
Almost Always	44%	53.7%

Self Management Data

K-2

My students can use their calming and coping strategies when they feel strong emotions.

	Fall 2022	Spring 2023
Few (0-64%) of my students are able to do this.	32.5%	3%
Some (65-79%) of my students are able to do this.	50%	29%
Almost all (80%+) of my students are able to do this.	17.5%	68%

3-6

My students can plan and prepare to manage their emotions.

	Fall 2022	Spring 2023
Few (0-64%) of my students are able to do this.	40.3%	9%
Some (65-79%) of my students are able to do this.	41.8%	49%
Almost all (80%+) of my students are able to do this.	17.9%	42%

Self Management Data

MS

My students can calm themselves when they feel stressed or nervous.

	Fall 2022	Spring 2023
Never	3%	0%
Sometimes	54.5%	46.9%
Often	30.3%	48.4%
Almost Always	12.1%	4.7%

HS

325

	Fall 2022	Spring 2023
Never	1.3%	1.5%
Sometimes	26.7%	22.1%
Often	53.3%	42.6%
Almost Always	18.7%	33.8%

Self Management Data

K-2

My students can focus their attention using a variety of tools.

	Fall 2022	Spring 2023
Few (0-64%) of my students are able to do this.	23%	3%
Some (65-79%) of my students are able to do this.	59%	39%
Almost all (80%+) of my students are able to do this.	18%	58%

3-6

My students can use organizational skills and strategies to focus their attention.

326

	Fall 2022	Spring 2023
Few (0-64%) of my students are able to do this.	38.5%	6%
Some (65-79%) of my students are able to do this.	55.4%	63%
Almost all (80%+) of my students are able to do this.	6.1%	31%

Self Management Data

MS

My students can advocate for themselves and the things they care about.

	Fall 2022	Spring 2023
Never	3%	0%
Sometimes	60.6%	51.6%
Often	25.8%	40.6%
Almost Always	10.6%	7.8%

HS

327

	Fall 2022	Spring 2023
Never	2.7%	2.9%
Sometimes	29.3%	23.5%
Often	52%	52.9%
Almost Always	16%	20.6%

Self Management Data

MS

My students can balance their school work, family obligations, and things they like to do for fun.

	Fall 2022	Spring 2023
Never	6.1%	3.1%
Sometimes	56.1%	53.1%
Often	30.3%	37.5%
Almost Always	7.6%	6.3%

HS

	Fall 2022	Spring 2023
Never	1.3%	2.9%
Sometimes	26.7%	30.9%
Often	62.7%	57.4%
Almost Always	9.3%	8.8%

SEL/Mental Health

NEXT STEPS

Continued Work

1. Self Awareness
2. Self Management
3. Responsible Decision-Making
4. Relationship Skills
5. Social Awareness

Increase Staff Capacity

Continue developing staff capacity around the five domains 329

Coordinators and Teams

Support district and building goals

Data Collection

Develop an effective data collection that provides insights for continuous improvement



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WAUNAKEE COMMUNITY SCHOOL DISTRICT
CASH RECONCILIATION FOR THE MONTH OF April 2023

	OCB	OCB	OCB	OCB	LGIP	LGIP	WISC	MIDAMERICA	WISC	WISC	WISC-209 2022 BOND	WISC-210 2023 BOND	WISC	TOTALS
	PAYROLL CHECKING	DEPOSIT ACCT	OPERATING ACCT	Construction ACCT	GENERAL ACCOUNT	DENTAL ACCT	CAPITAL PROJECTS ACCT	TRUST ACCT	DEBT SERVICE	SCHOLARSHIP ACCT	Referendum ACCT	Referendum ACCT	GENERAL	
	(FUND 10)	(FUNDS 10,21,27,50,60,80,99)	(FUNDS 10,21,27,50,60,80,99)	Checking (Fund 49)	(FUNDS 10,27,50,80,99)	(FUND 10)	(FUND 41)	(FUND 73)	(FUNDS 38,39)	(FUND 21)	(FUND 49)	(FUND 49)	(FUNDS 39 AND 49)	
BEGINNING BALANCE	38,836.55	10,787,292.59	172,152.74	9,150,750.08	9,560,364.33	660,414.69	8.71	1,860,583.05	21,727.43	322,703.96	10,094,989.05	87,684,529.34	288,504.79	130,642,857.31
REVENUES:														
+ DEPOSITS	4,390,041.20	10,181,135.74	10,674,503.70	0.00	704,905.95	65,342.20	0.00	0.00	89,585.00	0.00	0.00	0.00	0.00	26,105,513.79
+ INTEREST	882.70	71,844.50	2,560.35	34,493.11	3,282.08	2,453.95	0.00	2,119.94	321.69	989.58	40,148.88	71,268.78	1,113.39	231,478.95
TOTAL REVENUES	4,390,923.90	10,252,980.24	10,677,064.05	34,493.11	708,188.03	67,796.15	0.00	2,119.94	89,906.69	989.58	40,148.88	71,268.78	1,113.39	26,336,992.74
EXPENSES:														
ACCOUNTS PAYABLE	0.00	560,991.38	10,705,682.42	964,164.00	10,043,760.19	70,648.51	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	22,345,246.50
PAYROLL	4,356,875.58	4,390,041.19				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,746,916.77
TOTAL EXPENSES	4,356,875.58	4,951,032.57	10,705,682.42	964,164.00	10,043,760.19	70,648.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31,092,163.27
ENDING BALANCE	72,884.87	16,089,240.26	143,534.37	8,221,079.19	224,792.17	657,562.33	8.71	1,862,702.99	111,634.12	323,693.54	10,135,137.93	87,755,798.12	289,618.18	125,887,686.78
BANK BALANCES														
ENDING BANK BALANCE	72,884.87	16,089,240.26	143,534.37	8,221,079.19	224,792.17	657,562.33	8.71	1,862,702.99	111,634.12	323,693.54	10,135,137.93	87,755,798.12	289,618.18	125,887,686.78
OUTSTANDING ACH	457,288.36		207.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	457,495.86
ACTUAL BALANCE	-384,403.49	16,089,240.26	143,326.87	8,221,079.19	224,792.17	657,562.33	8.71	1,862,702.99	111,634.12	323,693.54	10,135,137.93	87,755,798.12	289,618.18	125,430,190.92
J. TOPEL QUICK VOID 8/30 PR- HRA G	258.55													
	-384,144.94													

No Change April 23

This account can have a negative balance due to the WRS pymt. outstanding due at the end of the following month.

2022-23 Budget Status Report - May 31, 2023

GENERAL FUND 10 EXPENSES

Salary & Benefits (no grants)	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Personnel Costs: Salaries	29,041,344	29,359,264	25,035,021.57	0.00	85.27%	4,324,242.43
Personnel Costs: Benefits	9,790,434	9,790,434	9,333,634.74	0.00	95.33%	456,799.26
Total	38,831,778	39,149,698	34,368,656.31	0.00	87.79%	4,781,041.69
Buildings	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Prairie School	89,830	89,830	85,307.49	4,452.10	99.92%	70.41
Prairie School CSF	19,266	25,811	20,327.68	4,943.70	97.91%	539.94
Heritage School	92,060	92,060	95,823.54	6,083.69	110.70%	-9,847.23
Heritage School CSF	18,633	24,963	14,756.99	4,732.27	78.07%	5,474.02
Arboretum School	74,035	74,035	78,466.30	996.15	107.33%	-5,427.45
Arboretum School CSF	17,090	22,896	21,463.52	1,666.25	101.02%	-233.65
Intermediate School	152,470	152,470	108,359.98	18,804.57	83.40%	25,305.45
Intermediate School CSF	24,804	33,191	31,684.88	1,809.81	100.92%	-304.07
Middle School	163,790	163,790	123,675.45	8,754.40	80.85%	31,360.15
Middle School CSF	25,040	33,494	33,469.88	67.45	100.13%	-43.51
High School	476,918	476,918	458,620.73	19,599.03	100.27%	-1,301.76
High School CSF	51,705	69,016	61,301.38	3,607.43	94.05%	4,107.03
Athletics	414,477	414,477	360,741.58	57,027.47	100.79%	-3,292.05
Departments						
Utilities	1,073,260	1,300,000	1,213,448.43	116,213.08	102.28%	-29,661.51
Maintenance	723,990	723,990	782,231.93	186,817.60	133.85%	-245,059.53
Capital Projects	150,000	150,000	16,052.98	0.00	10.70%	133,947.02
Contingency Fund	100,000	100,000	59,935.38	5,000.00	64.94%	35,064.62
Energy Conservation	0	0	0.00	0.00	---	0.00
Transportation	1,273,528	1,273,528	1,788,482.04	314,602.72	165.14%	-829,556.76
Technology	718,079	718,079	800,083.49	195,815.54	138.69%	-277,820.03
Technology Erate/Fees	53,600	53,600	9,384.00	83,940.71	174.11%	-39,724.71
Curriculum-Secondary	366,529	416,529	327,838.27	6,137.10	80.18%	82,553.63
Curriculum-Elementary Operations	292,782	292,782	179,218.57	29,665.96	71.34%	83,897.47
Curriculum-4K District	889,200	889,200	899,561.44	166.54	101.18%	-10,527.98
Human Resources	33,650	33,650	37,229.23	340.66	111.65%	-3,919.89
Superintendent	84,600	84,600	159,364.17	2,424.95	191.24%	-77,189.12
Student Services-Operations	71,250	71,250	47,856.42	2,086.00	70.09%	21,307.58
Student Services-District	92,500	92,500	66,404.55	0.00	71.79%	26,095.45
Business Office	444,673	444,673	417,979.17	23,613.38	99.31%	3,080.45
District Wide	1,256,378	1,256,378	804,060.43	25,187.48	66.00%	427,130.09
Special Projects	0	0	0.00	0.00	---	0.00
Summer School	69,940	69,940	67,978.21	0.00	97.20%	1,961.79
Grants-Fund 10						
Common School Fund-District	5,800	5,800	5,891.70	0.00	101.58%	-91.70
Title 1 Grant (Public)	85,798	85,798	67,995.90	0.00	79.25%	17,802.10
Title 1 Grant (Private)	6,429	6,429	4,521.35	0.00	70.33%	1,907.65
Title 2 Grant (Public)	45,675	49,052	46,169.96	0.00	94.12%	2,882.04
Title 2 Grant (Private)	6,519	6,472	0.00	0.00	---	6,472.28
Title 3 Grant	16,468	16,468	16,452.90	0.00	99.91%	15.10
Title 4A Grant (Public)	8,822	8,822	0.00	0.00	0.00%	8,822.00
Title 4A Grant (Private)	1,178	1,178	0.00	0.00	0.00%	1,178.00
Career/Tech Ed Grant	73,654	73,654	29,506.82	0.00	40.06%	44,147.18
CEIS Federal Flo-Through	74,530	177,650	81,684.23	0.00	---	95,965.77
Ed. Effectiveness Grant	30,080	30,960	30,960.00	0.00	100.00%	0.00
ESSER2	11,172	11,172	11,172.00	0.00	100.00%	0.00
ESSER3	2,049,766	2,383,450	1,912,783.18	0.00	80.25%	470,667.10
Peer Mentor Grant	2,975	2,975	15,050.00	0.00	---	-12,075.00
Perkins Grant	18,182	22,801	19,006.99	0.00	83.36%	3,794.01
Reading Readiness	8,375	8,375	0.00	0.00	0.00%	8,375.00
Dane Co. Mental Health	8,511	8,511	8,510.35	0.00	99.99%	0.65
School-Based Mental Health	139,670	139,670	47,307.00	59,560.00	76.51%	32,803.00
Other Program Totals						
Transfer to Fund 27	6,416,057	6,611,610	0.00	0.00	0.00%	6,611,610.00
Wellness Clinic	242,250	242,250	215,118.86	24,563.32	98.94%	2,567.82
Subtotals	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Salary & Benefits Totals	38,831,778	39,149,698	34,368,656.31	0.00	87.79%	4,781,041.69
Building Totals	1,620,118	1,672,951	1,493,999.40	132,544.32	97.23%	46,407.28
Department Totals	7,693,959	7,970,699	7,677,108.71	992,011.72	108.76%	-698,421.43
Grant Totals	2,593,604	3,039,238	2,297,012.38	59,560.00	77.54%	682,665.18
Other Program Totals	6,658,307	6,853,860	215,118.86	24,563.32	3.50%	6,614,177.82
Total Fund 10 Expenditures	57,397,766	58,686,446	46,051,895.66	1,208,679.36	80.53%	11,425,870.54

2022-23 Budget Status Report - May 31, 2023

GENERAL FUND 10 REVENUES

Building/Department	Original Budget	Revised Budget	Received	Ordered	% Received	Unreceived
Prairie School	4,600	4,600	11,309.90	0.00	245.87%	-6,709.90
Heritage School	4,900	4,900	5,080.00	0.00	103.67%	-180.00
Arboretum School	4,000	4,000	7,960.46	0.00	199.01%	-3,960.46
Intermediate School	35,650	35,650	24,671.64	0.00	69.21%	10,978.36
Middle School	22,300	22,300	32,428.72	0.00	145.42%	-10,128.72
High School	91,400	91,400	122,308.02	0.00	133.82%	-30,908.02
Curriculum - Elementary	0	0	299.69	0.00	---	-299.69
Curriculum - Secondary	8,800	8,800	5,818.80	0.00	66.12%	2,981.20
Maintenance	6,000	6,000	4,133.30	0.00	68.89%	1,866.70
Energy Conservation	0	0	5,907.00	0.00	---	-5,907.00
Athletic Dept	38,000	38,000	24,454.14	0.00	64.35%	13,545.86
Human Resources	0	0	0.00	0.00	---	0.00
Technology	2,750	4,650	7,359.72	0.00	158.27%	-2,709.72
E-Rate	55,500	55,500	0.00	1,200.00	2.16%	54,300.00
District	54,436,330	55,654,406	48,880,591.35	0.00	87.83%	6,773,814.65

Grants - Fund 10

Common School Fund-District	162,337	215,170	215,170.00	0.00	100.00%	0.00
Title 1 Grant (Public)	85,798	85,798	38.37	0.00	0.04%	85,759.63
Title 1 Grant (Private)	6,429	6,429	0.00	0.00	0.00%	6,429.00
Title 2 Grant (Public)	45,675	49,052	1,674.56	0.00	3.41%	47,377.44
Title 2 Grant (Private)	6,519	6,379	0.00	0.00	0.00%	6,378.84
Title 3 Grant	16,468	16,468	0.00	0.00	0.00%	16,468.00
Title 4A Grant (Public)	8,822	8,822	0.00	0.00	0.00%	8,822.00
Title 4A Grant (Private)	1,178	1,178	0.00	0.00	0.00%	1,178.00
Career/Tech Ed Grant	73,654	73,654	0.00	0.00	0.00%	73,654.00
CEIS Federal Flo-Through	0	103,120	64,459.23	0.00	---	38,660.77
Ed. Effectiveness Grant	30,080	30,960	0.00	0.00	0.00%	30,960.00
ESSER2	0	0	198,548.17	0.00	---	-198,548.17
ESSER3	2,060,938	2,383,450	685,335.06	0.00	28.75%	1,698,114.94
Peer Mentor Grant	0	0	0.00	0.00	---	0.00
Perkins Grant	18,182	22,801	11,984.74	0.00	52.56%	10,816.26
Reading Readiness	8,375	8,375	0.00	0.00	0.00%	8,375.00
Dane Co. Mental Health	8,511	8,511	4,836.85	0.00	56.83%	3,674.15
School-Based Mental Health	139,670	139,670	47,307.00	0.00	33.87%	92,363.00
SAODA	0	0	0.00	0.00	---	0.00
Early College Credit						
Total Fund 10 Revenues	57,382,866	59,090,043	50,365,535.32	1,200.00	85.24%	8,723,307.52

SPECIAL EDUCATION FUND 27 EXPENSES

Salaries & Benefits (no grants)	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Salaries & Benefits	8,814,479	9,010,032	7,250,721.23	0.00	80.47%	1,759,310.77
Departments						
Special Ed-Operations	28,839	28,839	11,412.16	4,360.00	54.69%	13,066.84
Special Ed-District	126,557	126,557	110,790.17	35,336.09	115.46%	-19,569.26
Transportation	173,008	173,008	127,006.53	73,450.31	115.87%	-27,448.84
Medicaid	9,000	9,000	9,474.54	0.00	105.27%	-474.54
Grants-Fund 27						
IDEA FlowThrough Grant	905,100	982,669	742,728.14	60,448.19	81.73%	179,492.37
IDEA PreSchool Grant	17,400	30,500	14,406.46	770.42	49.76%	15,323.12
Total Fund 27 Expenditures	10,074,383	10,360,605	8,266,539.23	174,365.01	81.47%	1,919,700.46

SPECIAL EDUCATION FUND 27 REVENUES

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
IDEA FlowThrough Grant	905,100	982,669	378,271.54	0.00	38.49%	604,397.16
IDEA FlowThrough Grant-ESSER3	0	0	0.00	0.00	---	0.00
IDEA PreSchool Grant	17,400	30,500	13,890.29	0.00	---	16,609.71
IDEA PreSchool Grant-ESSER3	0	0	0.00	0.00	---	0.00
Special Ed Revenues	0	0	610.00	0.00	---	-610.00
Other Fund 27 Revenues	9,151,883	9,347,436	2,075,866.43	0.00	22.21%	7,271,569.57
Total Fund 27 Revenues	10,074,383	10,360,605	2,468,638.26	0.00	23.83%	7,891,966.44

FOOD SERVICE FUND 50 EXPENSES

Function	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
All	87,139,295	89,666,675	72,226,044.94	4,301,291.72	85.35%	13,139,338.60

FOOD SERVICE FUND 50 REVENUES

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
All	87,332,236	197,771,545	167,177,302.30	1,200.00	84.53%	30,593,012.24

2022-23 Budget Status Report - May 31, 2023

CALCULATION OF BUILDING/DEPARTMENT BUDGET BALANCES									
Building/Department	21-22 Carryover	22-23 Revenue Budget	22-23 Rec'd	22-23 Revenue Balance	22-23 Expense Budget	22-23 Spent / Encumbered	22-23 Expense Balance	22-23 Balance	Funds Available
Prairie School	25,743.93	4,600.00	11,309.90	-6,709.90	89,830	89,759.59	70.41	6,780.31	32,524.24
Heritage School	18,658.69	4,900.00	5,080.00	-180.00	92,060	101,907.23	-9,847.23	-9,667.23	8,991.46
Arboretum School	21,718.99	4,000.00	7,960.46	-3,960.46	74,035	79,462.45	-5,427.45	-1,466.99	20,252.00
Intermediate School	64,889.99	35,650.00	24,671.64	10,978.36	152,470	127,164.55	25,305.45	14,327.09	79,217.08
Middle School	44,460.64	22,300.00	32,428.72	-10,128.72	163,790	132,429.85	31,360.15	41,488.87	85,949.51
High School	123,019.12	91,400.00	122,308.02	-30,908.02	476,918	478,219.76	-1,301.76	29,606.26	152,625.38
Athletic Dept	60,229.50	38,000.00	24,454.14	13,545.86	414,477	417,769.05	-3,292.05	-16,837.91	43,391.59
Curriculum-Elementary (Oper)	112,292.23	0.00	0.00	0.00	292,782	208,884.53	83,897.47	83,897.47	196,189.70
Curriculum-Secondary	20,932.26	8,800.00	5,818.80	2,981.20	416,529	333,975.37	82,553.63	79,572.43	100,504.69
CTE Grant	37,711.34	73,654.00	0.00	73,654.00	73,654	29,506.82	44,147.18	-29,506.82	8,204.52
Energy Conservation	461.82	0.00	5,907.00	-5,907.00	0	0.00	0.00	5,907.00	6,368.82
Human Resources	3,639.87	0.00	0.00	0.00	33,650	37,569.89	-3,919.89	-3,919.89	-280.02
Maintenance	311,049.57	6,000.00	4,133.30	1,866.70	723,990	969,049.53	-245,059.53	-246,926.23	64,123.34
Special Education-Operations	19,227.32	0.00	610.00	-610.00	28,839	15,772.16	13,066.84	13,676.84	32,904.16
Student Services-Operations	75,977.25	0.00	610.00	-610.00	71,250	49,942.42	21,307.58	21,917.58	97,894.83
Superintendent	35,998.23	0.00	0.00	0.00	84,600	161,789.12	-77,189.12	-77,189.12	-41,190.89
Technology	498,345.83	60,150.00	7,359.72	52,790.28	771,679	1,089,223.74	-317,544.74	-370,335.02	128,010.81
Capital Projects (Fund 10)	10,333.09	0.00	0.00	0.00	0	10,934.45	-10,934.45	-10,934.45	-601.36
	1,484,689.67							-469,609.81	1,015,079.86



ADMINISTRATION OFFICE

905 Bethel Circle
Waunakee, Wisconsin 53597
(608) 849-2000

Facilities and Maintenance

The Board of Education for the Waunakee Community School District has reviewed the School Violence Evaluation Reports for scheduled drills held during the month of May 2023.

	School Address	Type of Drill	Date of Drill
AES	Arboretum Elementary School 1350 Arboretum Drive Waunakee, WI 53597	Fire	05/25/2023
HES	Heritage Elementary School 501 South Street Waunakee, WI 53597	Fire	05/30/2023
PES	Prairie Elementary School 700 N. Madison Street Waunakee, WI 53597	Fire	05/15/2023
WIS	Waunakee Intermediate School 6273 Woodland Drive Waunakee, WI 53597	Evacuation	05/25/2023
WMS	Waunakee Middle School 1001 South Street Waunakee, WI 53597	Fire	05/15/2023
WHS	Waunakee High School 301 Community Drive Waunakee, WI 53597	Fire	05/30/2023

Board of Education Representative: _____
Joan Ensign, President

School Violence Drill Evaluation Report
Waunakee Community School District
Must be completed with 30 days of the drill and sent to
Superintendent for submission to Board of Education

School Site and Address	Intermediate 6273 Woodland Dr.	Drill Date	05/25/2023
Type of Drill/Exercise	Alice Evacuation Drill	Drill Supervisor	Tim Mommaerts
Number of Students Present	616	Number of Staff Present	94
Duration of Drill	9 Minutes	Assisting Staff	Lindsey Laufenberg, Chris Vlachakis, Sarah Wendorf, Dawn Maier, Stacey Barmore, Polly Sharpe

<u>Pre-Drill Planning</u>	Yes	No	N/A
Have Staff been trained in the procedure for this scenario?	X		
Have Students been trained in the procedures for the scenario?	X		
Were parents notified prior to the drill?		X	
Were staff notified prior to the drill?	X		
Were police, fire or other emergency responders invited to attend?		X	
<u>During the Drill</u>	Yes	No	N/A
Was plain language used to initiate the drill?	X		
Were any code words used during the drill? "HOLD"	X		
Was the announcement/alert heard in every location occupied by students?	X		
Were there any problems during the drill(Explain in narrative section)		X	



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

2023-2024

Pupil Transportation Handbook

Revised 06/07/23

New language is included on Page 8, Section II



Waunakee Community School District Transportation Handbook 2023-2024

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Section I – Eligibility for Student Transportation

WAUNAKEE COMMUNITY SCHOOL DISTRICT STUDENT TRANSPORTATION SERVICES AND POLICIES

The Waunakee Community School District will comply with all state regulations concerning the transportation of regular education students and students with disabilities. All transportation arrangements will be made by Lamers Bus Lines in coordination with the Waunakee Community School District.

This handbook shall be distributed to all students, parents/guardians, teachers, school bus drivers, and school administrators to be used as a quick reference guide on transportation rules and guidelines. More specific information is found in Board of Education Policies (750's) which are available at: https://www.waunakee.k12.wi.us/district/boe_policy_700.cfm .

ELIGIBILITY FOR TRANSPORTATION SERVICES

The Waunakee Community School District provides transportation for:

1. Students in grades Kindergarten through fourth grade who reside more than 1.0 miles from their assigned school. The district shall provide transportation to students in grades 5-6 who live more than 1.75 miles from the intersection of Aldora Lane and Woodland Drive. The district shall provide transportation to students in grades 7-12 who live more than 1.75 miles from the intersection of Knightsbridge and South Street.
2. Students in grades K-8 will be transported to school from hazardous areas as defined by the Dane County Sheriff. Streets that are hazardous to cross for K-8 students include: Main Street; Division Street (south of Main Street); County Highway Q; portions of Woodland Drive, and Highway 113. Please call Lamers at 850-5253 option #2 with questions about your home address.
3. Students who are placed in a special education program if the IEP team deems transportation necessary for the safety of the child.
4. Students who participate in the Early Childhood or 4K program.

SCHOOL CLOSING AND CANCELLATIONS

Announcements for closing of schools will be made via local radio, television stations, news web-sites, the district messaging system and the district web-site between 6:00AM and 7:00AM or during the day if a storm develops after the students arrive at school. School closings are determined by the District Administrator. Tune to the following stations to learn about emergency school closings:

<u>RADIO</u>	<u>TV</u>	<u>Web-sites</u>
WOLX (94.9 FM)	Channel 3 WISC	https://www.channel3000.com/
WMMM (105.5 FM)	Channel 15 WMTV	https://www.nbc15.com/
WMHX(105.1 FM)	Channel 27 WKOW	https://wkow.com/
WMLI Lite 96 (96.3 FM)	Channel 47 WMSN	http://fox47.com/
WZEE Z104 (104.1 FM)		https://waunakee.k12.wi.us/
WMAD (92.1 FM)	<u>SOCIAL MEDIA</u>	https://www.facebook.com/WaunakeeCSD/
WTSO (1070 AM)		
WNNO 106, (106.9 FM)		
WBKY (95.9 FM)		
WIBU (1240 AM)		
WDLS (900 AM)		
WRDB (1400 AM)		
WBDL (102.9 FM)		
WNFM (104.9 FM)		
WIBA (1310 AM/101.5 FM)		

TRANSPORTATION GUIDELINES AND PROCEDURES

The following information pertains to transportation practices in the Waunakee Community School District. This information is intended to provide each eligible student with safe, efficient transportation to and from school.

Bus Schedules:

1. Will be established which will cause pupils to be picked up at a set time
2. Arrive at school before the start of the school day
3. Generally no earlier than twenty (20) minutes before the first bell.

Bus Route Number, Pick-up Time and Approved bus stop location:

1. Will be provided to scheduled riders and their families before school begins. Will be mailed from Lamers Bus Lines LLC, not the school district.

Students must be out at the bus stop location:

1. A minimum of five (5) minutes prior to the scheduled pick up time.
2. The bus will not wait or return for students.

Only Students Assigned On The Route Will Be Allowed To Ride:

1. Space and liability issues do not allow for additional or unauthorized riders.
2. A bus student who needs to accompany another bus student to/from home or who needs to use a different bus or bus stop
 - a. Are required to have a note of explanation written by his/her parent/guardian
 - b. This note must be approved by the Principal.
 - c. The student will then receive a bus pass for a specific date or time period.
3. Students who are not eligible to ride the bus
 - a. Are not allowed to ride with another student even with a parent note.
 - b. Exceptions may be granted by the building principal. See above (#2) for the required notes requesting exceptions.
4. Students will be picked up and dropped off
 - a. Only at designated stops along the route that are approved by the School District.
 - b. It is the parent/guardian's responsibility to instruct his/her child where to get on and off and how to get to and from the bus stop locations.
 - c. It is strongly suggested that a parent/guardian or a neighbor wait at the bus stop location to supervise younger students.
5. Bus routes
 - a. Will not enter private driveways, cul-de-sacs, dead-end roads and areas that would create an unsafe situation or require the bus to back-up unless specifically authorized.
6. District Shuttle System
 - a. Elementary (K-4) students will use the District shuttle system when necessary to transfer between the elementary school attendance areas.
 - b. This service shall be provided for intra-district transfer students, students with disabilities, and students whose approved day care provider is in another attendance area.
 - c. This service is NOT available for 4K students.
7. Special Education, Early Childhood Student or 4K Student
 - a. Attempts to contact emergency caregivers will be made by Lamers Bus Service and school district personnel.
 - b. Drivers will attempt to drop the child off again at the end of the route.
 - c. If there is still no one at the stop to receive the child, the Lamers Bus Service will bring the child to the local police and/or contact the appropriate county social services department.
 - d. Parents will be responsible to pick up their child.

8. Day Care Providers:

- a. Requests for a student to ride a route bus to get on or off at a bus stop near a childcare provider must be in writing on the Request for Alternate Pick Up/Drop Off Online Form. (<https://www.waunakee.k12.wi.us/district/Transportation.cfm>)
- b. This form must be submitted to the WCSD before the routes are finalized for the start of the school year.
- c. These routes are finalized no later than 5 business days prior to the start of the school year.
- d. Bus routes and pick up/drop off locations will not change during the first two weeks of school.
- e. The District will consider requests only if the route bus can accommodate additional riders and if the ridership will be on a consistent basis.
- f. The District will permit only two (2) pick up/drop off locations including home.
- g. Route buses will not make additional bus stops along the route to accommodate a childcare provider.
- h. Fees apply when the home is not eligible for transportation or when the childcare provider's location is not eligible for transportation.
- i. No refunds will be provided after fees have been paid and service has begun.
- j. The Waunakee Community School District reserves the right to cancel or revoke the request at any time during the school year.

Section II – Bus Conduct Rules

STUDENT RIDERSHIP EXPECTATIONS

The following section explains student behavior expectations while on the bus. The Waunakee Community School District views transportation as part of the school day. Therefore, behavior expectations of the students riding the school bus shall be no less than what is required in the classroom. From a safety standpoint, the fact that students are on a moving vehicle requires rules that are even stricter than those for the classroom. Each bus driver carries the responsibility of ensuring transportation for students and is authorized to enforce all established rules. The Waunakee Community School District reserves the right to modify the following rules, expectations and consequences at any time. In addition, the District authorizes the use of video cameras on school buses to assist with student management issues.

The following includes most, but not all, of the basic Student Expectations.

1. Students may ride only on assigned routes and vehicles. Students should respect private property while waiting at the bus stop and wait only in designated locations. Students should not move toward the bus until it has stopped and the driver has motioned the students to board. Students should always cross the street in front of the bus.
2. Students should avoid crowding or pushing when getting on or off the bus. The use of the emergency door is restricted for emergency evacuations only.
3. Students should take a seat as soon as they board the bus and remain seated at all times until the bus has stopped completely at the destination or bus stop. Students must share seats with other riders. Students may be required to sit three (3) to a seat and/or sit in assigned seats.
4. The district reserves the right to assign seats to students. Students in grades Pre-K-4th and 5th through 12th will be assigned seats according to a seating diagram. (See “Assigned Seating Diagram” on page 7 and 8 of this handbook.)
5. All students are to be seated prior to the bus proceeding on its route. Students should keep arms, legs, head and other objects inside the bus and out of the aisle. Each student must keep arms, hands and legs to him/herself while riding the bus.
6. Students should use quiet and normal voices in conversations with fellow riders. Yelling, screaming or profane language is not acceptable and will not be tolerated. Harassing behavior, disorderly conduct, hazing, or anti-social behavior will not be tolerated. Sexually harassing behavior (obscene language and actions) will not be tolerated.

7. **Electronic Devices on the bus:** Student use of electronic devices on the bus must comply with the Student Internet Safety and Acceptable Use policy (363.2, Rule 2).

8. For safety reasons, students are not allowed to carry onto the bus any live reptiles, animals, insects, firearms, explosives, flammable materials, scented items or items that can be sprayed, i.e. breath spray, hair spray, scented markers, etc.; slingshots, rubber band guns, water pistols, knives or other sharp objects, any other unsafe items or oversized items that would block an aisle, cause loss of passenger seat space, obstruct the drivers' view or create a safety hazard. If a student needs to bring such items to school, it shall be the parent's or guardian's responsibility to transport.

9. When getting off the bus, the student should immediately move away from the side and never toward the rear of the bus. If a student must cross the street, s/he must wait for the driver's signal and cross in front of the bus. If a student needs to cross the street in a different area, s/he must wait on the sidewalk until the bus leaves the area and cross at the nearest crosswalk.

10. Students should show respect for all bus drivers, adults assisting students and fellow students riding on the bus.

11. Bus drivers shall be responsible for the orderly conduct of all passengers and will report any behavior problems.

12. Students may not litter. Please help us keep our buses safe and clean.

Section III – Discipline Process

MINOR RULE VIOLATIONS

EXAMPLES OF MINOR RULE VIOLATIONS:

1. Yelling, screaming, singing or talking loudly.
2. Using profane or unacceptable language.
3. Failure to remain seated or to sit in an assigned seat if required by the driver.
4. Not keeping hands, arms and legs to oneself or out of the aisle.
5. Blocking the aisle.
6. Littering or spitting on the bus.
7. Showing disrespect toward the driver or another person.
8. Riding on another route without approval or a bus pass from the school office.
9. Throwing items in or out of the bus.
10. Failure to share seats.
11. Teasing, name calling, bullying, threatening violence, etc.

MINOR RULE VIOLATION CONSEQUENCES

In general, minor rule violations will result in a verbal warning from the driver to the student. Multiple minor rule violations will result in a consequence determined by the driver. An example would be an assigned seat in the front of the bus. If the consequence is unsuccessful, Lamers Bus Lines shall report the violations to the school principal and the parent/guardian. The school principal and Lamers Bus Lines will cooperatively determine additional consequences. An example could be a temporary or permanent suspension of rider privileges from the bus.

MAJOR RULE VIOLATIONS

EXAMPLES OF MAJOR RULE VIOLATIONS

1. Smoking, chewing or possessing tobacco or related products. This includes vaping and JUULing.
2. Possessing prescription drugs not prescribed for the student(s), illegal drugs, related drug paraphernalia which includes devices used to abuse inhalants and /or alcoholic beverages.
3. Vandalizing or damaging bus property (restitution will be required from the offender).
4. Tampering with bus emergency equipment.
5. Possessing a firearm, knife, explosive, flammable material or other object that may be considered dangerous or could be used as a weapon.
6. Interfering with the safe operation and travel of the bus and/or other motor vehicle.
7. Physically assaulting (hitting, punching, kicking, etc.) or verbally threatening the well-being of another person.
8. Any act that seriously jeopardizes the safety of the student, passengers or the bus driver.

MAJOR RULE VIOLATION CONSEQUENCES

The incident will be documented by the driver and shared with Lamers Bus Lines management immediately after the route. Lamers Bus Lines management shall immediately investigate the report and will contact the parent/guardian and school principal. The school principal and Lamers Bus Lines will cooperatively determine consequences. An example would be a temporary or permanent suspension of rider privileges from the bus.

Section IV – Additional Information

ASSIGNED SEATING DIAGRAM FOR STUDENTS IN GRADES PreK-4th

<u>Driver</u>	78 Passenger Bus				<u>Driver</u>	82 Passenger Bus			
	W	M	A	1 <4K/RSV>2	M	W			
	W	M	A	3 <4K/Kdg>4	A	M	W		
	W	M	A	5 <Kdg/1st>6	A	M	W		
	W	M	A	7 <1st> 8	A	M	W		
	W	M	A	9 <1st> 10	A	M	W		
	W	M	A	11 <1st/2nd> 12	A	M	W		
	W	M	A	13 <2nd> 14	A	M	W		
	W	M	A	15 <2nd> 16	A	M	W		
	W	M	A	17 <3rd> 18	A	M	W		
	W	M	A	19 <3rd> 20	A	M	W		
	W	M	A	21 <4th> 22	A	M	W		
	W	M	A	23 <4th> 24	A	M	W		
	W	M	A	25 <4th/STJ*>26	A	M	W		
	*STJ is for Saint John's Grades 5-7 that ride elementary routes								
	W	M	A	1 <4K/RSV>2	A	M	W		
	W	M	A	3 <4K/Kdg>4	A	M	W		
	W	M	A	5 <Kdg/1st>6	A	M	W		
	W	M	A	7 <1st> 8	A	M	W		
	W	M	A	9 <1st> 10	A	M	W		
	W	M	A	11 <1st/2nd> 12	A	M	W		
	W	M	A	13 <2nd> 14	A	M	W		
	W	M	A	15 <2nd> 16	A	M	W		
	W	M	A	17 <2nd/3rd>18	A	M	W		
	W	M	A	19 <3rd> 20	A	M	W		
	W	M	A	21 <3rd> 22	A	M	W		
	W	M	A	23 <4th> 24	A	M	W		
	W	M	A	25 <4th> 26	A	M	W		
	W	M	A	27 <4th/STJ*>28	A	M	W		

ASSIGNED SEATING DIAGRAM FOR STUDENTS IN GRADES 5-12

<u>Driver</u>	78 Passenger Bus						<u>Driver</u>	83 Passenger Bus							
	W	M	A	1	<RSV>	2	M	W	M	A	1	<RSV>	2	M	W
	W	M	A	3	<INT>	4	A M	W	M	A	3	<INT>	4	A M	W
	W	M	A	5	<INT>	6	A M	W	M	A	5	<INT>	6	A M	W
	W	M	A	7	<INT>	8	A M	W	M	A	7	<INT>	8	A M	W
	W	M	A	9	<INT>	10	A M	W	M	A	9	<INT>	10	A M	W
	W	M	A	11	<INT/MS>	12	A M	W	M	A	11	<INT/MS>	12	A M	W
	W	M	A	13	<MS>	14	A M	W	M	A	13	<MS>	14	A M	W
	W	M	A	15	<MS>	16	A M	W	M	A	15	<MS>	16	A M	W
	W	M	A	17	<MS>	18	A M	W	M	A	17	<MS>	18	A M	W
	W	M	A	19	<MS>	20	A M	W	M	A	19	<MS>	20	A M	W
	W	M	A	21	<HS>	22	A M	W	M	A	21	<MS/HS>	22	A M	W
	W	M	A	23	<HS>	24	A M	W	M	A	23	<HS>	24	A M	W
	W	M	A	25	<HS>	26	A M	W	M	A	25	<HS>	26	A M	W
								W	M	A	27	<HS>	28	A M	W

THE SCHOOL

BUS

Danger From Passing
Cars

DANGER ZONE

DANGER
ZONE

10 Feet



MOST DANGEROUS

MOST
DANGEROUS

DANGER
ZONE

10 Feet

Walking Area

Walking Area

GRANT AGREEMENT

THIS GRANT AGREEMENT is made and entered into, by and between the County of Dane (hereafter referred to as "GRANTOR") and Waunakee School District (hereafter, "GRANTEE"),

WITNESSETH:

WHEREAS, GRANTOR, whose address is Department of Administration, 210 Martin Luther King, Jr. Blvd, Room 425, Madison, WI 53703, and desires to support GRANTEE's project to construct a new food pantry facility in Madison, Wisconsin; and

WHEREAS GRANTEE, is a Wisconsin nonprofit corporation, whose address is 905 Bethel Circle, Waunakee, WI 53597 and is able and willing to complete such a project;

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, GRANTOR and GRANTEE do agree as follows:

I. TERM:

The term of this Agreement shall commence as of the date by which all parties have executed this Agreement ("Effective Date") and shall end as of December 31, 2023 ("Expiration Date") unless terminated pursuant to this Agreement.

II. PURPOSE AND SCOPE:

A. In consideration of a grant in the amount of \$4000 ("Grant Funds"), GRANTEE agrees to administer a Driver's Education Scholarship Program ("Project"). Notwithstanding any other provision of this Agreement to the contrary, GRANTOR shall never pay more than the amount of the Grant Funds.

B. GRANTEE shall commence, carry on and complete its obligations under this Agreement with all deliberate speed and in a sound, economical and efficient manner, in accordance with this Agreement, including the Scope of Work set forth in Exhibit A, which is fully incorporated herein by reference, and all applicable laws.

C. GRANTEE agrees to secure at GRANTEE's own expense all personnel necessary to carryout GRANTEE's obligations under this Agreement. Such personnel shall not be deemed to be employees of GRANTOR nor shall they or any of them have or be deemed to have any direct contractual relationship with GRANTOR

III. ASSIGNMENT:

GRANTEE shall neither assign nor transfer any interest or obligation in this Agreement, without the prior written consent of GRANTOR unless otherwise provided herein.

IV. TERMINATION:

A. Failure of GRANTEE to fulfill any of its obligations under this Agreement in a timely manner, or violation by GRANTEE of any of the covenants or stipulations of this Agreement, shall constitute grounds for GRANTOR to terminate this Agreement by giving a thirty (30) day written notice to GRANTEE.

B. The following shall constitute grounds for immediate termination:

1. Violation by GRANTEE of any State, Federal or local law, or failure by GRANTEE to comply with any applicable States and Federal service standards, as expressed by applicable statutes, rules and regulations.
2. Failure by GRANTEE to carry applicable licenses or certifications as required by law.
3. Failure of GRANTEE to comply with reporting requirements contained herein.
4. Inability of GRANTEE to perform the work provided for herein.

C. In the event GRANTOR terminates this Agreement as provided in Subsections A or B, GRANTEE shall, within thirty (30) days of termination of this Agreement, return to the GRANTOR the full amount of the Grant Funds minus any amount that should be paid to GRANTEE for work that has been completed and which costs can be substantiated. GRANTOR may seek any and all other remedies available to it against the GRANTEE.

D. Failure of the Dane County Board of Supervisors or the State or Federal Governments to appropriate sufficient funds to carry out GRANTOR's obligations hereunder, shall result in automatic termination of this Agreement as of the date funds are no longer available, without notice.

V. PAYMENT:

GRANTOR's obligation to make payments under this Agreement is contingent upon GRANTEE demonstrating to GRANTOR'S satisfaction that GRANTEE has arranged sufficient funding to complete the project in a timely manner. It is currently estimated that the cost to complete the project is \$ 4000.

VI. REPORTS:

GRANTEE agrees to make such reports as are required in the attached Exhibit C, which is fully incorporated herein by reference. With respect to such reports it is expressly understood that time is of the essence and that the failure of GRANTEE to comply with the time limits set forth in said Exhibit C shall result in the penalties set forth herein.

VII. DELIVERY OF NOTICE:

Notices, bills, invoices and reports required by this Agreement shall be deemed delivered as of the date of postmark if deposited in a United States mailbox, first class postage attached, addressed to a party's address as set forth above. It shall be the duty of a party changing its address to notify the other party in writing within a reasonable time.

VIII. INSURANCE:

A. GRANTEE shall indemnify, hold harmless and defend GRANTOR, its boards, commissions, agencies, officers, employees and representatives against any and all liability, loss (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses which GRANTOR, its officers, employees, agencies, boards, commissions and representatives may sustain, incur or be required to pay by reason of GRANTEE's work or obligations under this Agreement, provided, however, that the provisions of this paragraph shall not apply to liabilities, losses, charges, costs, or expenses caused by or resulting from the acts or omissions of GRANTOR's, its agencies, boards, commissions, officers, employees or representatives. The obligations of GRANTEE under this paragraph shall survive the expiration or termination of this Agreement.

B. In order to protect itself and GRANTOR, its officers, boards, commissions, agencies, agents, volunteers, employees and representatives under the indemnity provisions of the subparagraph above, GRANTEE shall, at GRANTEE's own expense, obtain and at all times during the term of this Agreement keep in full force and effect the insurance coverages, limits, and endorsements listed below. When obtaining required insurance under this Agreement and otherwise, GRANTEE agrees to preserve GRANTOR's subrogation rights in all such matters that may arise that are covered by GRANTEE's insurance. Neither these requirements nor the GRANTOR's review or acceptance of GRANTEE's certificates of insurance is

intended to limit or qualify the liabilities or obligations assumed by the GRANTEE under this Agreement. The GRANTOR expressly reserves the right to require higher or lower insurance limits where GRANTOR deems necessary.

Commercial General Liability.

GRANTEE agrees to maintain Commercial General Liability insurance at a limit of not less than \$1,000,000 per occurrence. Coverage shall include, but not be limited to, Bodily Injury and Property Damage to Third Parties, Contractual Liability, Personal Injury and Advertising Injury Liability, Premises-Operations, Independent GRANTEEs and Subcontractors, and Fire Legal Liability. The policy shall not exclude Explosion, Collapse, and Underground Property Damage Liability Coverage. The policy shall list DANE COUNTY as an Additional Insured.

Commercial/Business Automobile Liability.

GRANTEE agrees to maintain Commercial/Business Automobile Liability insurance at a limit of not less than \$1,000,000 Each Occurrence. GRANTEE further agrees coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event GRANTEE does not own automobiles, GRANTEE agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

Workers' Compensation.

GRANTEE agrees to maintain Workers Compensation insurance at Wisconsin statutory limits.

Umbrella or Excess Liability.

GRANTEE may satisfy the minimum liability limits required above for Commercial General Liability and Business Auto Liability under an Umbrella or Excess Liability policy.

There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for the Commercial General Liability and Business Auto Liability. GRANTEE agrees to list DANE COUNTY as an "Additional Insured" on its Umbrella or Excess Liability policy.

C. Upon execution of this Agreement, GRANTEE shall furnish GRANTOR with a Certificate of Insurance listing DANE COUNTY as an additional insured and, upon request, certified copies of the required insurance policies. If GRANTEE's insurance is underwritten on a Claims-Made basis, the Retroactive Date shall be prior to or coincide with the date of this Agreement, the Certificate of Insurance shall state that professional malpractice or errors and omissions coverage, if the services being provided are professional services coverage is Claims-Made and indicate the Retroactive Date, GRANTEE shall maintain coverage for the duration of this Agreement and for six (6) years following the completion of this Agreement. GRANTEE shall furnish GRANTOR, annually on the policy renewal date, a certificate of Insurance as evidence of coverage. It is further agreed that GRANTEE shall furnish the GRANTOR with a 30-day notice of aggregate erosion, in advance of the Retroactive Date, cancellation, or renewal. It is also agreed that on Claims-Made policies, either GRANTEE or GRANTOR may invoke the tail option on behalf of the other party and that the Extended Reporting Period premium shall be paid by GRANTEE. In the event any action, suit or other proceeding is brought against GRANTOR upon any matter herein indemnified against, GRANTOR shall give reasonable notice thereof to GRANTEE and shall cooperate with GRANTEE's attorneys in the defense of the action, suit or other proceeding. GRANTEE shall furnish evidence of adequate Worker's Compensation Insurance. In case of any sublet of work under this Agreement, GRANTEE shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of GRANTEE. In case of any sublet of work under this Agreement, GRANTEE shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of GRANTEE.

D. The parties do hereby expressly agree that GRANTOR, acting at its sole option and through its Risk Manager, may waive any and all requirements contained in this Agreement, such waiver to be in writing only. Such waiver may include or be limited to a reduction in the amount of coverage required above. The extent of waiver shall be determined solely by GRANTOR's Risk Manager taking into account the nature of the work and other factors relevant to GRANTOR's exposure, if any, under this Agreement.

IX. NO WAIVER BY PAYMENT OR ACCEPTANCE:

In no event shall the making of any payment required by this Agreement constitute or be construed as a waiver by GRANTOR of any breach of the covenants of this Agreement or a waiver of any default of GRANTEE and the making of any such payment by GRANTOR while any such default or breach shall exist shall in no way impair or prejudice the right of GRANTOR with respect to recovery of damages or other remedy as a result of such breach or default.

X. NON-DISCRIMINATION:

During the term of this Agreement, GRANTEE agrees not to discriminate on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or political beliefs against any person, whether a recipient of services (actual or potential) or an employee or applicant for employment. Such equal opportunity shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, rates of pay, and any other form of compensation or level of service(s). GRANTEE agrees to post in conspicuous places, available to all employees, service recipients and applicants for employment and services, notices setting forth the provisions of this paragraph. The listing of prohibited bases for discrimination shall not be construed to amend in any fashion state or federal law setting forth additional bases, and exceptions shall be permitted only to the extent allowable in state or federal law.

XI. CIVIL RIGHTS COMPLIANCE:

A. If GRANTEE has 20 or more employees and receives \$20,000 in annual contracts with GRANTOR, the GRANTEE shall submit to GRANTOR a current Civil Rights Compliance Plan (CRC) for Meeting Equal Opportunity Requirements under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title VI and XVI of the Public Service Health Act, the Age Discrimination Act of 1975, the Omnibus Budget Reconciliation Act of 1981 and Americans with Disabilities Act (ADA) of 1990. GRANTEE shall also file an Affirmative Action (AA) Plan with GRANTOR in accordance with the requirements of chapter 19 of the Dane County Code of Ordinances. GRANTEE shall submit a copy of its discrimination complaint form with its CRC/AA Plan. The CRC/AA Plan must be submitted prior to the effective date of this Agreement and failure to do so by said date shall constitute grounds for immediate termination of this Agreement by GRANTOR. If an approved plan has been received during the previous CALENDAR year, a plan update is acceptable. The plan may cover a two-year period. GRANTEES who have less than twenty employees, but who receive more than \$20,000 from the GRANTOR in annual contracts, may be required to submit a CRC Action Plan to correct any problems discovered as the result of a complaint investigation or other Civil Rights Compliance monitoring efforts set forth herein below. If GRANTEE submits a CRC/AA Plan to a Department of Workforce Development Division or to a Department of Health and Family Services Division that covers the services purchased by GRANTOR, a verification of acceptance by the State of GRANTEE's Plan is sufficient.

B. GRANTEE agrees to comply with the GRANTOR's civil rights compliance policies and procedures. GRANTEE agrees to comply with civil rights monitoring

reviews performed by the GRANTOR, including the examination of records and relevant files maintained by the GRANTEE. GRANTEE agrees to furnish all information and reports required by the GRANTOR as they relate to affirmative action and non-discrimination. GRANTEE further agrees to cooperate with GRANTOR in developing, implementing, and monitoring corrective action plans that result from any reviews.

C. GRANTEE shall post the Equal Opportunity Policy, the name of GRANTEE's designated Equal Opportunity Coordinator and the discrimination complaint process in conspicuous places available to applicants and clients of services, applicants for employment and employees. The complaint process will be according to GRANTOR's policies and procedures and made available in languages and formats understandable to applicants, clients and employees. GRANTEE shall supply to GRANTOR's Contract Compliance Officer upon request a summary document of all client complaints related to perceived discrimination in service delivery. These documents shall include names of the involved persons, nature of the complaints, and a description of any attempts made to achieve complaint resolution.

D. GRANTEE shall provide copies of all announcements of new employment opportunities to GRANTOR's Contract Compliance Officer when such announcements are issued.

E. If GRANTEE is a government entity having its own compliance plan, GRANTEE'S plan shall govern GRANTEE's activities.

XII. MISCELLANEOUS:

A. Registered Agent. GRANTEE warrants that it has complied with all necessary requirements to do business in the State of Wisconsin, that the persons executing this Agreement on its behalf are authorized to do so, and, if a corporation, that the name and address of GRANTEE's registered agent is readily available and current. GRANTEE shall notify GRANTOR immediately, in writing, of any change in its registered agent, his or her address, and GRANTEE's legal status. For a partnership, the term 'registered agent' shall mean a general partner.

B. Controlling Law and Venue. It is expressly understood and agreed to by the parties hereto that in the event of any disagreement or controversy between the parties, Wisconsin law shall be controlling. Venue for any legal proceedings shall be in the Dane County Circuit Court.

C. Limitation of Agreement. This Agreement is intended to be an agreement solely between the parties hereto and for their benefit only. No part of this Agreement shall be construed to add to, supplement, amend, abridge or repeal

existing duties, rights, benefits or privileges of any third party or parties, including but not limited to employees of either of the parties.

D. Entire Agreement. The entire agreement of the parties is contained herein and this Agreement supersedes any and all oral agreements and negotiations between the parties relating to the subject matter hereof. The parties expressly agree that this Agreement shall not be amended in any fashion except in writing, executed by both parties.

E. Counterparts. The parties may evidence their agreement to the foregoing upon one or several counterparts of this instrument, which together shall constitute a single instrument.

F. Limitation of Agreement. This Agreement is intended to be an agreement solely between the parties hereto and for their benefit only. No part of this Agreement shall be construed to add to, supplement, amend, abridge or repeal existing duties, rights, benefits, or privileges of any third party or parties, including but not limited to employees of either of the parties.

G. Counterparts. The parties may evidence their agreement to the foregoing upon one or several counterparts of this instrument, which together shall constitute a single instrument.

IN WITNESS WHEREOF, GRANTOR and GRANTEE, by their respective authorized agents, have caused this Agreement and its Schedules to be executed, effective as of the date by which all parties hereto have affixed their respective signatures, as indicated below.

FOR GRANTEE:

Alexandra Dye
Director of Business Services

4/4/23
Date

Date

* * *

FOR GRANTOR:

Joseph T. Parisi, Dane County Executive

Date

Scott McDonell, Dane County Clerk

Date

EXHIBIT A (SCOPE OF WORK)

- I. Pursuant paragraph #2 of the attached AGREEMENT, the GRANTEE shall provide the following services:
 - a. GRANTEE shall coordinate with CESA #2 School or any other driver's agency for the provision of a driver education course approved by the Department of Public Instruction to up to 10 selected District selected students in the Waunakee Community School District.
 - b. GRANTEE shall use means-tested selection criteria to target low-income students for the program. Classroom instruction shall be provided by CESA #2 instructors from January 1, 2023 to December 31, 2023.
 - c. Behind-the-wheel instruction shall be provided by CESA #2 School or any other driver's agency instructors approved by the Department of Public Instruction to commence as soon as instruction permits are obtained and to continue until students have the requisite number of hours driving and observation to enable them to take a driver's test.
- II. COUNTY personnel shall cooperate with the GRANTEE and its agents in the performance of the GRANTEE'S obligations hereunder.

EXHIBIT B (PAYMENT TERMS)

- I. GRANTEE shall be paid on the basis of work completed, when completed at the following rates:
 - a. District shall pay CESA #2 \$400.00 per student for the course and behind-the-wheel instruction and the DMV fees associated with the instruction permit (\$35) or current price as set by WI Department of Transportation (WI DOT) and the probationary license (\$28) or the current price as set by WI DOT.
 - b. All invoices for payment must be received no later than last day in January 2024.
 - c. Send Invoices to invoices-oei@countyofdane.com . The OEI invoice e-mail address.

- II. If GRANTEE is timely with respect to all its obligations under this AGREEMENT, the COUNTY shall reimburse District for the foregoing amounts within 30 days after presentation of an invoice(s) in a form indicated by the County. County's costs for the services provided by this Agreement shall not exceed \$4,000.

EXHIBIT C (REPORTS)

- I. District shall provide invoice(s) for reimbursement for costs of students successfully completing course on or before November 30, 2023. The District shall provide a written report of the number students that successfully obtaining probationary licenses by January 30 and June 30. The written report shall provide information which includes the number of students enrolled in the program, the number of students who obtained probationary licenses and identification of any known barriers to completing the program.

Primary 2023 School Program Contact

Name: Alexandra Dye

Email: alexandradye@wauwatosa.k12.wi.us

Telephone: 608-849-2000 x 8426

Second 2023 School Program Contact

Name: _____

Email: _____

Telephone: _____



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

WAUNAKEE COMMUNITY MIDDLE SCHOOL

1001 South Street
Waunakee, Wisconsin 53597
(608) 849-2060

TO: WCSD School Board

FROM: Jeff Kenas, WCMS Principal

DATE: 6.7.2023

RE: 2023-2024 Middle School Handbook

Policy changes incorporated:

P.7 Added section on chain of communication

P. 8-9 Updated attendance expectations and new Infinite Campus portal procedures

P.22 Added section on use of AI under academic honesty

P.43 Section on use of artificial intelligence added



WAUNAKEE

COMMUNITY HIGH SCHOOL

301 Community Drive
Waunakee, Wisconsin 53597
(608) 849-2100

TO: WCSD School Board

FROM: Eric Huttenburg, WCHS Associate Principal

DATE: 6.7.2023

RE: [2023.2024 High School Student Handbook](#)

Policy changes incorporated:

P.4 Added section on chain of communication

P.8 Added section on use of AI under academic dishonesty

P. 14-16 Updated attendance expectations and new Infinite Campus portal procedures

P.17 Section on use of artificial intelligence added

P.19 More detail added to language around drug free schools, including defining what under the influence means

P.29 Work permit language removed

Updated dates – throughout

Updated fees - throughout



WAUNAKEE

COMMUNITY HIGH SCHOOL

301 Community Drive
Waunakee, Wisconsin 53597
(608) 849-2100

May 11, 2023

TO: Mr. Guttenberg
Board of Education Members

FROM: Brian Borowski

RE: Exchange Student for 2023-2024 School-Year

Ms. Mary Bays, representative for International Student Exchange (ISE) recently contacted me to request placement of a foreign exchange student from Italy at Waunakee Community High School for the 2023-2024 School Year. This host family for the placement would be with Sara and Gregory Boettcher of Waunakee. The name of the exchange student is Elisa Gamba.

Ms. Bays is aware that the request to place Elisa is subject to Board of Education approval. If the Board chooses to accept Elisa, Ms. Bays will be informed of the decision and the enrollment agreement will be completed. The Counseling Staff and Administration would then do their best to welcome Elisa and schedule her into classes that will help her be successful both on an academic and social level. Elisa has also shared her interest in co-curricular based activities such as Drama, One Act, Choir, and Cultural Heritage.

The School Board has approved previous placement requests at the High School and we have hosted students from a variety of countries. I am respectfully requesting that Elisa Gamba be allowed to be placed at Waunakee Community High School. Please consider this request at the June 2023 Board of Education Meeting.

Please contact me with questions or concerns regarding this request.

Thank you.

cc: Aaron May, Activities Director
Mrs. Bunkleman, School Counselor
Mr. Steven Hernandez, Associate Principal
Foreign Exchange File – 2023-2024



WAUNAKEE

COMMUNITY HIGH SCHOOL

301 Community Drive
Waunakee, Wisconsin 53597
(608) 849-2100

June 1, 2023

TO: Randy Guttenberg
Board of Education

FROM: Brian Borowski

RE: CIEE High School Exchange Student for 2023-2024 School Year
Felix Niklas Sommer of Germany

Please accept this letter on behalf of Moriah Davis, Regional Placement Manager of International Educational Exchange (CIEE), who is requesting permission for Felix Sommer of Germany to attend Waunakee Community High School for the 2023-2024 school year. I approve of this request and hope that you will consider it at the June 2023 Board of Education Meeting.

Felix's full application as well as his enrollment form are both included with this request. His host family is listed as Scott and Jaime Brunet of Waunakee.

I'm aware that the request to place Felix at Waunakee High School is subject to Board of Education approval. I would also like to point out that Board Policy 422 reads, "All Foreign Exchange Students must apply for admission to Waunakee Community High School. Applications for admittance must be received by July 15th if the applications are to be considered for the start of the Fall semester of the upcoming school year".

Therefore, I am respectfully requesting that Felix Sommer be allowed placement at Waunakee Community High School for the 2023-2024 School Year.

Please contact me if you have any questions regarding this request.



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

ADMINISTRATION OFFICE

905 Bethel Circle
Waunakee, Wisconsin 53597
(608) 849-2000

Superintendent's Office

05/25/23

Memo To: WCSD Board of Education

From: Randy Guttenberg

Re: Pride Pump Donation

Meffert Oil Co. 300 South Division St. PO Box 157 Waunakee WI 53597. Made a donation of \$1000.00 to the WCSD from the proceeds of their Pride Pump Campaign. This donation will be put into a fund that will be used for student need.



WAUNAKEE

COMMUNITY HIGH SCHOOL

301 Community Drive
Waunakee, Wisconsin 53597
(608) 849-2100

Athletics Office

TO: RANDY GUTTENBERG, SCHOOL BOARD MEMBERS
FROM: AARON MAY, ACTIVITIES DIRECTOR
RE: VOLLEYBALL TRAVEL TO ILLINOIS
DATE: 5/24/2023

School Board Members:

The varsity volleyball would like the opportunity to go to Plainfield, Illinois to participate in a volleyball tournament on October 13th and 14th. This is a great opportunity for our girls to play against different competition and a higher level of volleyball prior to playoffs.

Only the varsity team, 18 members (15 players and 3 managers) will be making the trip to Illinois and they will be chaperoned by Head Coach Anne Denkert and her assistant Maddie McCarthy. The team will leave at approximately noon on Friday, October 13th and will return Saturday, October 14th after the completion of their matches.

In accordance to Activities Department practice with regards to overnight stays the Activities Department will pay for the tournament entry fee and all other costs will be paid by the Volleyball Boosters. This includes: hotel rooms, charter bus, and potential team meals. This is an opportunity for the volleyball team to compete at a level against some of the top level teams in Illinois. Except for the 2020 season the volleyball team has made this trip to Illinois every year since 2017.

I am requesting the volleyball team be given permission to compete in Illinois this fall.

Professionally,

Aaron A. May