

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

Tuesday, April 30, 2024

7:30 AM

Waunakee Community School District  
905 Bethel Circle  
Waunakee, WI 53597

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

Public comments will be limited to 3 minutes. The Board will allow 30 Minutes for public comments.

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

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

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

**AGENDA**

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. APPROVE AGENDA**

**IV. PUBLIC COMMENTS**

**V. CONSIDERATION OF PAY INCREASES FOR 2024-2025 FOR**

**3**

**ADMINISTRATION, ADMINISTRATIVE SUPPORT,  
ADMINISTRATIVE ASSISTANTS, CLASSIFIED STAFF, CUSTODIAL /  
MAINTENANCE STAFF AND SUPPLEMENTAL PAY FOR  
TEACHERS.**

This action item is to approve wage increases for all non-represented employee groups. Wage increases include the WERC-calculated CPI increase of 4.12% for all groups. Administrative / Administrative Support roles with compensation below the average of peer districts are raised within CatchUp pay. Total cost also involves advancement within

the salary schedule for hourly employees based upon their hire dates. Within the Teacher's group, the costing information includes operation of the Teacher Compensation system as Supplemental Wages.

A 4.12% Base Wage increase for the Waunakee Teacher's Association was tentatively agreed upon at Negotiations on 4/15/2024. This is a separate action item for the whole Board on 5/13/2024.

**VI. DISCUSS THE CONCEPT OF ADJUSTED SCHOOL DISTRICT OFFICE HOURS DURING THE SUMMER MONTHS AND POSSIBLE EXPANSION OF THE CONCEPT.**

Review last summer's practice of closing public access to offices on Fridays for the last two weeks of June through the first two weeks of August. The practice was well received by affected employees and administration didn't receive any concerns. Consider expanding the practice to other hourly employee groups, as long as district operations are not negatively affected.

Summer hours overview: Those weeks are a historically very low to non-existent volume of public visitors. Administration did not have any adjustments to their work calendars. Administrative Assistants could adjust their weekly summer schedules with the permission of their supervisors to maintain their hours or continue to work as normally scheduled. Hourly employees were only paid for hours worked.

**VII. 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.”



**STAFF COSTING SALARY & WAGES for 2024-25**  
**For the HR Committee April 2024**

2/5/2024 & 2.27.24. 3.8.24, 3.20.24 final je

	CPI INCREASE					
<b>Administrator / Admin Support</b>	<b>Current</b>		<b>4.12%</b>		<b>Total Cost</b>	<b>% Increase</b>
Returning Staff + Vacancies + Summer School Coord	\$5,492,794	+	\$226,303	=	\$5,719,097	
Catchup Pay				=	\$57,000	
<b>Total Increase</b>					5,776,097	5.16%
<a href="#">24-25 Detail Costing sprdsh 2.5.24 je</a>						

	CPI INCREASE					
<b>Hourly Employee Groups</b>	<b>Current</b>		<b>4.12%</b>		<b>Total Cost</b>	<b>% Increase</b>
Give step increase if anniversary date falls: JUL 1 - DEC 31 --> Full year step movement 1st PR of fiscal year JAN 1 - JUN 30 --> Step movement effective Jan 30 PR						
				<b>Step Movement. OPTION 1 ONE STEP</b>		<b>With step movement</b>

<b>Administrative Assistants</b>	Total work day changes from last year: 12M 260 to 261. 11M 239 to 238.					
Returning Staff & Vacancies. 1 Step increase.	\$1,973,537	+	\$81,310	+	\$25,484	= \$2,080,331 5.41%
<a href="#">Detail Costing - 1 Step</a>						
<a href="#">Salary Matrix 24-25 same as 23-24</a>						

<b>Classified Staff / Para Educators / Crossing Guards</b>	Total work day changes from last year: 12M 260 to 261.					
Returning Staff & Vacancies. 1 Step increase.	\$3,410,746	+	\$140,523	+	48,224	= \$3,599,493 5.53%
<a href="#">Budgeted Positions Classified_XingGuard</a>						
<a href="#">Detail Costing - 1 Step</a>						
<a href="#">Salary Matrix 24-25 same as 23-24</a>						

<b>Custodian / Maintenance</b>	Total work day changes from last year: 12M 260 to 261.					
Returning Staff & Vacancies. 1 Step increase.	\$2,146,579	+	\$88,439	+	27,836	= \$2,262,854 5.42%
<a href="#">Budgeted Positions 2-8-24</a>						
<a href="#">Detail Costing- 1 Step 2-8-24</a>						
<a href="#">Salary Matrix 24-25 same as 23-24</a>						

	CPI INCREASE					
<b>Teachers</b>	<b>Current</b>		<b>4.12%</b>		<b>Total Cost</b>	<b>% Increase</b>
23-24 Teacher Contract Total	26,716,155	+	1,100,706	+		= 27,816,861
Compensation System Supplemental Wages:						
\$400 Returning Teacher Yr Exp					148,000	
\$750 Prof Dev Points Redeemed					287,250	
\$750 Year 5 Prof Dev Points Redeemed					39,000	
Advance Degree Earners					??	
Estimated Advancement Total						= 474,250
23-24 Teacher Overloads	17,803		733			= 18,536
<b>Total Increase</b>						28,309,647 5.96%
<a href="#">24-25 Detail Costing Spreadsheet started 2.5.24 je</a>						
Vacancies. Included in above returning staff figures.						

	CPI INCREASE		Supplemental Wages			
<b>Teachers</b>	<b>Current</b>		<b>4.12%</b>		<b>Total Cost</b>	<b>% Increase</b>
				Hourly Step & Tchr Points Advance		
<b>Admin/AS Total</b>	\$5,492,794		\$226,303		5,776,097	
<b>Hourly Total</b>	\$7,530,862		\$310,272	\$101,544	7,942,678	
<b>Teacher Total</b>	26,733,958		1,101,439	474,250	28,309,647	
<b>GRAND TOTAL</b>	\$39,757,614		\$1,638,014	\$575,794	42,028,422	
						5.71%