Wausau School District
Board of Education Meeting Agenda
In Compliance with the Wisconsin Open Meeting Law

James Bouché, President
Public Notice s.19.84 (3)

Cory Sillars, Clerk
Exemptions s.19.85

A **Regular Meeting** of the BOARD OF EDUCATION will be held in the **Nicholson Board Room, 415 Seymour Street, Wausau, Wisconsin 54403** at **5:00 PM** on **Monday, June 8, 2026.**

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. READING OF THE MISSION STATEMENT

V. Excellence in Action: Art

VI. PUBLIC AND STUDENT COMMENT

VII. APPROVE CONSENT AGENDA **(Action Requested)**

- VII.A. Appointments (Additional Staff, Replacement Staff, Contract Increases)
- VII.B. Separations (Resignations, Contract Decreases, Terminations)
- VII.C. Leaves of Absence
- VII.D. Retirements
- VII.E. Minutes: Regular Session of May 11, 2026; and Special Session of May 18, 2026.
- VII.F. Payment of Bills/Budget Status and Investment Report
- VII.G. Donations to the District

VIII. OLD/RECURRING BUSINESS

- VIII.A. Education/Operations Committee Meeting
- VIII.B. Recommendation for Preliminary 2026-27 Budget **(Action Requested)**

IX. NEW BUSINESS

- IX.A. Education/Operations Committee Meeting
  - IX.A.1. Employee Handbook Updates for 2026-27 **(Action Requested)**

IX.A.2. 2026-2027 Paid Meal Price Update **(Action Requested)**

IX.A.3. Activities & Athletics Code **(Action Requested)**

IX.A.4. Policy 9270 - Home-Based, Private, or Tribal Schooling **(Action Requested)**

IX.A.5. Policy 2431.01 - High School Activities Code **(Action Requested)**

IX.A.6. Riverview RFP Approval **(Action Requested)**

IX.B. Resolution Authorizing the Transfer of Funds, the Establishment of an Escrow Account with Respect to and the Defeasance of Certain of the General Obligation School Building and Facility Improvement Bonds, Series 2022, dated July 6, 2022 **(Action Requested)**

IX.C. 2026 Summer Learning Update

IX.D. DPI CEP Update

X. OPEN FORUM

X.A. Board Member Professional Growth & Development Report

X.B. Legislative Liaison

X.C. Superintendent Commentary

X.D. Presiding Officer Commentary

XI. REQUEST FOR CLOSED SESSION PURSUANT TO STATE STATUTES

XI.A. Preliminary Discussion Regarding Potential Litigation 19.85 (g)

XI.B. Reconvene in Open Session, to take further action if necessary and appropriate

XII. ADJOURN

NOTICE POSTED: Thursday, June 4, 2026, at 1:00 pm

By: Cassie Peck

NOTICE SENT TO:
WSAU WSAW-TV WAOW-TV WJFW-TV CITY PAGES WAUSAU PILOT & REVIEW SCHOOLS WAUSAU DAILY HERALD WAAM CITY HALL COURTHOUSE PUBLIC LIBRARY

The Wausau School District does not discriminate on the basis of race, age, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex, or gender identity), or physical, mental, emotional, or learning disability (“Protected Classes”)

WAUSAU SCHOOL DISTRICT
HUMAN RESOURCES

TO: Board of Education
FROM: Tabatha Gundrum
MEETING: June 8, 2026
SUBJECT: Staffing Consent Agenda

The Administration respectfully asks that the Board of Education approve the following staffing changes pertaining to the Consent Agenda:

APPOINTMENTS (Additional Staff, Replacement Staff, Contract Increases):

		TEACHING STAFF	
NAME	BUILDING	POSITION	EFFECTIVE DATE
Brooke Heise	Wausau West HS	1.0 FTE, Special Education Teacher	08/24/2026
Micah Kurtzman	Riverview Elementary	1.0 FTE, School Social Worker	08/24/2026
Jordan Brummond	John Marshall Elementary	1.0 FTE, School Counselor	08/24/2026
Isabella Grieser	GD Jones Elementary	1.0 FTE, 3rd Grade Teacher	08/24/2026
Morgan Paulsrud	GD Jones Elementary	1.0 FTE, 4th Grade Teacher	08/24/2026
Jill Tetzlaff	Wausau East HS	1.0 FTE, Math Teacher	08/24/2026
Jacob Pease	Horace Mann MS & John Muir MS	1.0 FTE, Physical Education Teacher	08/24/2026

		ADMINISTRATIVE STAFF	
NAME	BUILDING	POSITION	EFFECTIVE DATE
Jena Treu	WAVE	1.0 FTE, Principal	07/01/2026

SEPARATIONS (Resignations, Contract Decreases, Terminations):

		TEACHING STAFF	
NAME	BUILDING	POSITION	EFFECTIVE DATE
Kristin Widmar	Riverview Elementary	1.0 FTE, 5th Grade Teacher	06/08/2026
Debra Schultz	Rib Mountain Elementary	1.0 FTE, Special Education Teacher	06/08/2026
Haley Graves	Rib Mountain Elementary & Stettin Elementary	1.0 FTE, Music Teacher	06/08/2026
Caitlyn Gessler	GD Jones Elementary	1.0 FTE, 3rd Grade Teacher	06/08/2026
Morgan Ball	Wausau East	1.0 FTE, Math Teacher	06/08/2026
Marshall Delonay	John Marshall Elem	1.0 FTE, Music Teacher	06/08/2026

		ADMINISTRATIVE STAFF	
NAME	BUILDING	POSITION	EFFECTIVE DATE

LIMITED TERM CONTRACTS:

		TEACHING STAFF	
NAME	BUILDING	POSITION	EFFECTIVE DATE

		ADMINISTRATIVE STAFF	
NAME	BUILDING	POSITION	EFFECTIVE DATE

LEAVES OF ABSENCE:

		TEACHING STAFF	
NAME	BUILDING	POSITION	EFFECTIVE DATE

		ADMINISTRATIVE STAFF	
NAME	BUILDING	POSITION	EFFECTIVE DATE

RETIREMENTS:

		TEACHING STAFF	
NAME	BUILDING	POSITION	EFFECTIVE DATE

		ADMINISTRATIVE STAFF	
NAME	BUILDING	POSITION	EFFECTIVE DATE
Krista Tretter	Franklin Elem	Principal	06/22/2026

WAUSAU SCHOOL DISTRICT
HUMAN RESOURCES

TO: Board of Education
FROM: Tabatha Gundrum
MEETING: June 8, 2026 ADDENDUM
SUBJECT: Staffing Consent Agenda

The Administration respectfully asks that the Board of Education approve the following staffing changes pertaining to the Consent Agenda:

APPOINTMENTS (Additional Staff, Replacement Staff, Contract Increases):

		TEACHING STAFF	
NAME	BUILDING	POSITION	EFFECTIVE DATE
Madison Gamez	Franklin Elementary	1.0 FTE, Special Education Teacher	08/24/2026
Joshua Phillipps	Wausau West HS	1.0 FTE, Special Education Teacher	08/24/2026
Jennifer Krueger	Thomas Jefferson Elementary	1.0 FTE, Special Education Teacher	08/24/2026
Jennifer Prideaux	Red Granite Charter School	1.0 FTE, 4K/K Teacher	08/24/2026

		ADMINISTRATIVE STAFF	
NAME	BUILDING	POSITION	EFFECTIVE DATE

SEPARATIONS (Resignations, Contract Decreases, Terminations):

		TEACHING STAFF	
NAME	BUILDING	POSITION	EFFECTIVE DATE
Morgan Persha	Riverview Elementary	.4 FTE, Speech and Language Pathologist	06/08/2026
Bradley Bernarde	WAVE & Wausau East HS	1.0 FTE, Social Studies Teacher	06/08/2026

		ADMINISTRATIVE STAFF	
NAME	BUILDING	POSITION	EFFECTIVE DATE

LIMITED TERM CONTRACTS:

		TEACHING STAFF	
NAME	BUILDING	POSITION	EFFECTIVE DATE

		ADMINISTRATIVE STAFF	
NAME	BUILDING	POSITION	EFFECTIVE DATE

LEAVES OF ABSENCE:

		TEACHING STAFF	
NAME	BUILDING	POSITION	EFFECTIVE DATE

		ADMINISTRATIVE STAFF	
NAME	BUILDING	POSITION	EFFECTIVE DATE

RETIREMENTS:

		TEACHING STAFF	
NAME	BUILDING	POSITION	EFFECTIVE DATE

		ADMINISTRATIVE STAFF	
NAME	BUILDING	POSITION	EFFECTIVE DATE

Minutes of REGULAR MEETING

The Board of Education
Wausau School District DRAFT

A Regular Meeting of the Board of Education of the Wausau School District was held Monday, May 11, 2026, beginning at 5:00 PM in the Nicholson Board Room, 415 Seymour Street, Wausau, Wisconsin 54403.

Present: James Bouche; Sarah Brock; Charles Burger; Jon Creisher; Pat McKee; Cory Sillars; Lance Trollop; Yauo Yang.

Absent: Nick Crochiere.

I. CALL TO ORDER
The meeting was called to order at 5:00 pm.

II. ROLL CALL
Ms. Peck read the roll call.

III. PLEDGE OF ALLEGIANCE: Jim Bouché, President
President Bouche led everyone in the Pledge of Allegiance.

IV. READING OF THE MISSION STATEMENT
President Bouche read the mission statement.

V. Excellence in Action: Maine Elementary
Maine Elementary Principal Laura Pedretti, along with four Maine students, provided a brief presentation on the exciting activities that happen in their school.

VI. PUBLIC AND STUDENT COMMENT
Dana Parlier made brief comments.

VII. APPROVE CONSENT AGENDA (Action Requested)

A. Appointments (Additional Staff, Replacement Staff, Contract Increases)
Paige Blaschka (Special Education Teacher/Marshall) 1.0 FTE, effective 8/24/26; Alyssa Fecker (School Counselor/Riverview) 1.0 FTE, effective 8/24/26; Kayley Devenney (Special Education Teacher/District) 1.0 FTE, effective 8/24/26; Amy Van Alstine (School Psychologist/Marshall) 1.0 FTE, effective 8/24/26; Luke Tappan (Technology Education Teacher/East) 1.0 FTE, effective 8/24/26; Michelle Zoromski (Business Education Teacher/West) 1.0 FTE, effective 8/24/26; Madelyn Wathke (Math Teacher/West) 1.0 FTE, effective 8/24/26; Will Reiche (School Counselor/Riverview) 1.0 FTE, effective 8/24/26; Cassandra Cerny (School Counselor/East) 1.0 FTE, effective 8/24/26; Sawyer Stevens (Math Teacher/East) 1.0 FTE, effective 8/24/26; Carli Newberry-Cricks (Speech & Language Pathologist) 1.0 FTE, effective 8/24/26; Lydia Gantert (Art Teacher/Mann) 1.0 FTE, effective 8/24/26; Melissa Goessl-Heiser (Special

Education Teacher/West) 1.0 FTE, effective 8/24/26; Hannah Glaza (Special Education Teacher/Stettin) 1.0 FTE, effective 8/24/26; and Miay See Cha (School Counselor/Jefferson) 1.0 FTE, effective 8/24/26.

B. Separations (Resignations, Contract Decreases, Terminations)
Samantha Slowiak (Art Teacher/West) 1.0 FTE, effective 6/8/26; Jenna Morrow (School Counselor/Riverview) 1.0 FTE, effective 6/8/26; and Caryn Casserilla (School Psychologist/East, EEA, and WAVE) 1.0 FTE, effective 6/8/26; and Melissa Goessl-Heiser (Spanish Teacher/Muir) 0.6 FTE, effective 6/8/26.

C. Leaves of Absence
Samantha Singleton (ML Teacher/Mann) 1.0 FTE, effective 26-27 School Year; and Casey Hildebrandt (Special Education Teacher/West) 1.0 FTE, effective 26-27 School Year.

D. Retirements

E. Minutes: April 13, 2026, Special Minutes; April 13, 2026, Regular Minutes; April 27, 2026, Special Minutes; April 27, 2026, Special Minutes II; and April 30, 2026, Special Minutes.

F. Payment of Bills/Budget Status and Investment Report

G. Donations to the District
Boxes of hygiene supplies from Miron Construction to the District; Boxes of hygiene and food from Horace Mann Neighbors to Horace Mann; $92 from American Online Giving Foundation to Wausau Area Montessori Charter School; Boxes of food and hygiene items from Forest Park Neighborhood to Wausau East; and $1,450 from Charles Burger, $150 from Josh Duwe, and $2,500 from M3 Insurance to Wausau West.

Charles Burger moved to approve the consent agenda with great gratitude for donations to the District, seconded by Lance Trollop. The motion carried 8-0.

VIII. OLD/RECURRING BUSINESS

A. Committee of the Whole Meeting

B. Legal Expense Summary for 3rd Quarter
At the April Committee of the Whole, Elizabeth Channel, Assistant Superintendent of Operations, presented a summary report of all legal counsel expenses incurred during the third quarter of 2025-2026.

C. 2026-27 Budget Reconciliation Plan (Action Requested)
Sarah Brock moved to approve the 2026-27 budget reconciliation plan as presented, seconded by Charles Burger. The motion carried 7-0-1 with Lance Trollop abstaining.

IX. NEW BUSINESS

A. 2026-27 Teacher Contract Approvals (Action Requested)
Charles Burger moved to approve the list of teacher contracts for 2026-27 as presented, seconded by Yauo Yang. The motion carried 7-0-1 with Lance Trollop abstaining.

B. Various Group Wage/Salary Increase (Action Requested)

Sarah Brock moved to approve the 2.63% wage adjustment for the district's non-teacher employee groups, seconded by Jon Creisher. The motion carried 8-0.

C. Committee of the Whole Meeting

1. Charter School Contract Renewal (Action Requested)

Lance Trollop moved to approve the renewal for the 5-year charter contract for Wausau Area Montessori Charter School so that this school can continue to serve in the Wausau School District and surrounding areas, seconded by Charles Burger. The motion carried 8-0.

X. OPEN FORUM

A. Board Member Professional Growth & Development Report

Yauo Yang shared that he attended the WASB's New Board Member meeting in Marathon.

B. Legislative Liaison

Cory Sillars shared that CESA 9 met last week and that Representative Snyder was there. He also stated that he was hopeful for the special education funding and would learn more soon.

C. Superintendent Commentary

Mr. Bushman shared that the District has been a flurry of activity as the end of the year wraps up. He attended the East Scholarship night, and the 25 Year Club & Retirement banquet recently. Later this week, Wausau East would he holding their annual Café, Wausau West would have their scholarship night, and all of the graduations were right around the corner.

D. Presiding Officer Commentary

The Board Liaison Report for the month of May is as follows: Jim Bouche attended the Wausau East scholarship night; and Lance Trollop attended the 25 Year Club & Retirement Banquet and West Pop Concert.

XI. REQUEST FOR CLOSED SESSION PURSUANT TO STATE STATUTES

Jon Creisher moved to enter into closed session, seconded by Charles Burger. The motion carried via a roll call vote 8-0 at 5:22 pm.

A. Final Notice of Non-renewal ss. 19.85(1)(c)

B. Contract Evaluation S. 19.85 (1)(e)(g)

C. Reconvene in Open Session, to take further action if necessary and appropriate

Charles Burger moved to reconvene in Open Session, seconded by Cory Sillars. The motion carried 8-0 at 5:43 pm.

XII. ADJOURN

Charles Burger moved to adjourn, seconded by Pat McKee. The motion carried at 5:44 pm.

Respectfully Submitted,

Cory Sillars,
Board Clerk

CS:cp

Minutes of REGULAR MEETING

The Board of Education
Wausau School District DRAFT

A Special Meeting of the Board of Education of the Wausau School District was held Monday, May 18, 2026, beginning at 5:30 PM in the Nicholson Board Room, 415 Seymour Street, Wausau, Wisconsin 54403.

Present: James Bouche; Sarah Brock; Charles Burger; Jon Creisher; Pat McKee; Cory Sillars; and Lance Trollop.

Absent: Nick Crochiere; and Yauo Yang.

I. CALL TO ORDER

The meeting was called to order at 6:01 pm.

II. REQUEST FOR CLOSED SESSION PURSUANT TO STATE STATUTES

Lance Trollop moved to enter into closed session, seconded by Charles Burger. The motion carried 7-0 via a roll call vote at 6:02 pm.

Sarah Brock – Yes
Charles Burger – Yes
Jon Creisher – Yes
Pat McKee – Yes
Cory Sillar – Yes
Lance Trollop – Yes
Jim Bouche – Yes

A. Preliminary Discussion Regarding Potential Litigation 19.85 (g)

B. Reconvene in Open Session, to take further action if necessary and appropriate

Charles Burger moved to reconvene in Open Session, seconded by Pat McKee. The motion carried at 6:15 pm.

III. ADJOURN

Jon Creisher moved to adjourn, seconded by Pat McKee. The motion carried at 6:16 pm.

Respectfully Submitted,

Cory Sillars,
Board Clerk

CS:cp

WAUSAU SCHOOL DISTRICT

APPROVAL OF BILLS

Education/Operations Committee of the Whole - May 18, 2026

Board Meeting - June 8, 2026

25-26 Budgets
April 21, 2026 to May 11, 2026

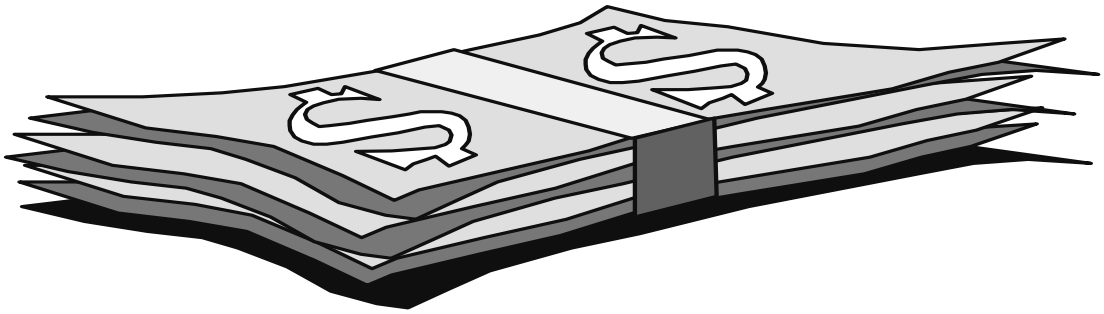
Vouchers 1067359-1067452, 252604809-252605238

General Fund - Fund 10	$873,179.57
Grants - Fund 11	$6,996.06
Federal Projects Fund - Fund 20	$1,061.16
Special Education - 27	$118,302.47
Food Service Fund - Fund 50	$125,756.36
Trust Funds - Fund 72	$0.00
Community Service Fund - Fund 80	$6,758.91
Total	**$1,132,054.53**

Vouchers 252604918, 252604920

Capital Projects - Fund 49	$1,242,209.99
Total	**$1,242,209.99**

WAUSAU SCHOOL DISTRICT



BUDGET STATUS REPORT

Month Ending

May 31, 2026

INVESTMENT PORTFOLIO
May 31, 2026

INSTITUTION	BALANCE	RATE
Associated Bank	34,266,209.56	0 to 2.38%/variable
BMO Financial Group	4,050,405.89	variable
CoVantage Credit Union	7,069.03	.27% to .40%
State of Wisconsin Investment Pool	7,070.08	3.69%
Wisconsin Investment Series Cooperative	22,019,605.53	3.465-3.603%

BALANCE SHEET SUMMARY

May 31, 2026

ASSETS	
General Fund	$10,431,789.80
Special Projects Fund	$192.97
Community Services Fund	$801,051.78
Special Education	($10,818,749.23)
Food Service Fund	$1,739,961.80
Scholarships/Donations/Activity Accounts	$2,470,855.19
HRA Account	$4,718.71
Trust Funds - OPEB	$4,050,405.89
Petty Cash Fund	$249.00
Investments	
General Fund	$14,617,673.29
Debt Service Fund	$21,496,269.44
Long Term Capital Improvement Trust Fund	$4,863,444.20
Capital Projects Fund	$12,832,482.00
Interest Receivable	$543.63
Taxes Receivable	$10,359,146.90
Accounts Receivable	($1,324,431.14)
Prepaid	$0.00
TOTAL ASSETS	$71,525,604.23
LIABILITIES	
Line of Credit	$0.00
Salaries and Benefits Payable	($739,532.37)
Accrued Interest Payable	$0.00
Accounts Payable	$267,854.86
TOTAL LIABILITIES	($471,677.51)
EQUITY - FUND BALANCE	
General Fund Balance	$34,657,227.63
Federal Programs Balance	$0.00
Special Education	($11,610,738.79)
Debt Service Balance	$21,496,462.41
Food Service Balance	$1,885,520.19
Scholarships/Donations/Activity Accounts	$2,477,941.13
Trust Fund Balance - OPEB	$3,311,494.27
Community Service Balance	$798,050.72
TOTAL FUND BALANCE	$53,015,957.56
Restricted for Insurance Claims	1,285,397.98
Restricted for Long Term Capital Improvement Trust Fund	$4,863,444.20
Restricted for Construction	$12,832,482.00
TOTAL EQUITY - FUND BALANCE	$71,997,281.74
TOTAL EQUITY AND LIABILITIES	$71,525,604.23

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	May 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
10	R	---	211	------	---	CURRENT PROPERTY TAX	23,246,150.00	0.00	23,246,150.00	0.00
10	R	---	212	------	---	PROPERTY TAX CHARGEBACKS	9,000.00	0.00	9,000.00	0.00
10	R	---	213	------	---	MOBILE HOME TAX	35,000.00	0.00	39,817.94	-4,817.94
10	R	---	219	------	---	OTHER TAXES	0.00	0.00	473,678.00	-473,678.00
10	R	---	249	------	---	TRANSPORTATION FEES-PRIVATE	20,000.00	0.00	11,815.01	8,184.99
10	R	---	271	------	---	ADMISSIONS ATHL/SPRT	60,000.00	0.00	39,970.91	20,029.09
10	R	---	279	------	---	OTH SCH ACTIVITY INC	105,000.00	800.00	70,840.00	34,160.00
10	R	---	280	------	---	INT ON INVESTMENTS	375,000.00	31,038.43	242,282.59	132,717.41
10	R	---	291	------	---	GIFTS, FUNDRAISING, CONTRIBU	0.00	0.00	50,030.00	-50,030.00
10	R	---	292	------	---	STUDENT FEES	65,000.00	648.74	58,106.35	6,893.65
10	R	---	293	------	---	RENTALS	55,000.00	10,165.00	55,857.83	-857.83
10	R	---	341	------	---	NON-OPEN ENROLL GENERAL TUIT	5,000.00	0.00	600.00	4,400.00
10	R	---	345	------	---	OPEN ENROLLMENT GEN. TUITION	2,413,714.00	0.00	0.00	2,413,714.00
10	R	---	515	------	---	STATE AID TRANSIT/INT. SOURC	35,000.00	10,000.00	34,000.00	1,000.00
10	R	---	612	------	---	TRANSPORTATION AID	175,000.00	0.00	143,315.00	31,685.00
10	R	---	613	------	---	LIBRARY AID	475,000.00	0.00	631,407.00	-156,407.00
10	R	---	618	------	---	BILINGUAL STATE AID	315,000.00	0.00	154,047.64	160,952.36
10	R	---	619	------	---	OTHER STATE CATEGORICAL AID	22,028.00	0.00	1,395.33	20,632.67
10	R	---	621	------	---	EQUALIZATION AID	75,312,316.00	0.00	48,953,005.00	26,359,311.00
10	R	---	630	------	---	SPECIAL PROJECT GRNT	429,941.00	0.00	370,263.29	59,677.71
10	R	---	641	------	---	STATE TUITION PAYMENTS	85,000.00	0.00	0.00	85,000.00
10	R	---	650	------	---	STATE SAGE AID	1,682,071.00	0.00	1,043,930.00	638,141.00
10	R	---	660	------	---	STATE REV. THROUGH LOCAL GOV	5,000.00	0.00	57,483.24	-52,483.24
10	R	---	691	------	---	STATE TAX EXEMPT AIDS	1,860,824.00	1,251,009.60	1,251,009.60	609,814.40
10	R	---	695	------	---	PER PUPIL AID	5,907,058.00	0.00	5,822,474.00	84,584.00
10	R	---	780	------	---	FED AID STATE AGENCY. NOT DP	900,000.00	643,015.82	643,015.82	256,984.18
10	R	---	861	------	---	EQUIPMENT SALES	40,000.00	29.40	22,175.24	17,824.76
10	R	---	869	------	---	OTHER PROPERTY SALES	0.00	0.00	628.85	-628.85
10	R	---	971	------	---	REFUND OF PRIOR YEAR EXPENSE	275,000.00	0.00	268,360.76	6,639.24
10	R	---	990	------	---	MISCELLANEOUS	190,000.00	826.00	569,996.51	-379,996.51
10	R	---	999	------	---		0.00	0.00	20.00	-20.00
10	-	---	---	------	---	GENERAL FUND	114,098,102.00	1,947,532.99	84,264,675.91	29,833,426.09

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	May 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
10	E	---	131	------	---	STRAIGHT TIME	27,900.00	0.00	28,891.44	991.44-
10	E	---	161	------	---	ADMIN SALARY	537,271.28	66,149.93	535,275.51	1,995.77
10	E	---	164	------	---	OTHER PROF SALARIES	1,621,144.18	124,467.99	1,466,530.53	154,613.65
10	E	---	166	------	---	PRINCIPALS SALARY	2,349,932.72	137,558.53	1,866,538.74	483,393.98
10	E	---	167	------	---	ASSIST PRINC SALARY	810,661.92	71,974.00	866,701.12	56,039.20-
10	E	---	171	------	---	INSTR SUB TEACHERS	100,001.47	14,691.22	60,429.81	39,571.66
10	E	---	172	------	---	OTHER CERT SALARIES	2,702,426.95	209,236.74	2,098,602.24	603,824.71
10	E	---	173	------	---	SUB TEACHER SALARIES	671,509.85	72,353.75	459,558.92	211,950.93
10	E	---	174	------	---	PROF HEALTH SALARIES	222,192.27	15,538.74	187,188.95	35,003.32
10	E	---	175	------	---	TEACHERS SALARIES	32,639,607.83	2,365,343.22	24,520,275.54	8,119,332.29
10	E	---	176	------	---	L-TERM SUB TCHRS	420,000.00	55,633.85	336,885.32	83,114.68
10	E	---	178	------	---	COACHING SALARIES	795,612.26	116,290.49	778,772.18	16,840.08
10	E	---	180	------	---	SUPPORT SALARIES	127,793.43	9,792.62	113,651.57	14,141.86
10	E	---	181	------	---	CUSTODIAL SALARIES	4,639,108.58	363,934.15	4,132,116.43	506,992.15
10	E	---	182	------	---	TEACHR AIDE SALARIES	3,017,313.93	257,548.46	2,332,190.27	685,123.66
10	E	---	184	------	---	ATTENDANCE OFFICE	62,992.51	5,815.84	57,364.34	5,628.17
10	E	---	185	------	---	OTHER MUNIC SALARIES	1,258,829.67	97,684.02	1,102,034.66	156,795.01
10	E	---	186	------	---	SECR-CLER SALARIES	1,997,200.61	167,089.82	1,740,940.56	256,260.05
10	E	---	187	------	---	MAINT WORKER SALARY	140,161.26	11,090.26	128,704.26	11,457.00
10	E	---	188	------	---	TEACHER AIDE-ENROLLMENT	66,950.00	1,221.50	10,976.45	55,973.55
10	E	---	194	------	---	OTHER SUPV SALARIES	289,591.76	22,949.83	264,805.62	24,786.14
10	E	---	195	------	---	MISC PAYROLLS	125,000.00	8,844.40	91,571.32	33,428.68
10	E	---	212	------	---	RET-EMPLR CONTRIBTN	3,674,682.12	287,098.94	2,961,269.25	713,412.87
10	E	---	218	------	---	CONTR TO EMPLOYEE BENEFIT TR	1,380,627.38	89,699.97	957,973.90	422,653.48
10	E	---	219	------	---	OTHER EMPLOYEE BENEFITS	20,000.00	0.00	30,000.00	10,000.00-
10	E	---	221	------	---	MEDICARE-EMPLOYER CONTRIBUTI	794,496.89	57,440.53	594,791.98	199,704.91
10	E	---	222	------	---	S S EMPLR CON	3,339,950.42	245,607.01	2,540,744.60	799,205.82
10	E	---	230	------	---	GROUP LIFE INS	207,348.27	8,793.34	88,097.73	119,250.54
10	E	---	243	------	---	DENTAL INSURANCE	705,071.48	59,029.46	547,747.90	157,323.58
10	E	---	248	------	---	HOSPITAL SURGICL INS	12,809,889.99	1,005,415.07	9,252,542.05	3,557,347.94
10	E	---	251	------	---	DISABILITY INSURANCE	305,153.61	11,429.52	110,621.05	194,532.56
10	E	---	291	------	---	COLLEGE CREDIT REIMB	40,000.00	0.00	8,045.64	31,954.36
10	E	---	293	------	---	MISC BENEFITS	170,000.00	0.00	186,229.72	16,229.72-
10	E	---	299	------	---	MISC BENEFITS	8,000.00	0.00	17,360.00	9,360.00-
10	E	---	310	------	---	PERSONAL SERVICES	865,054.00	40,760.66	775,224.95	89,829.05
10	E	---	321	------	---	TECH RELATED REPAIRS & MAINT	4,035.00	1,357.60	35,646.61	31,611.61-
10	E	---	324	------	---	MAINTENANCE SERVICES	1,680,078.00	172,628.85	1,867,872.40	187,794.40-
10	E	---	325	------	---	VEHICLE AND EQUIPMENT RENTAL	12,905.00	552.03	16,719.96	3,814.96-
10	E	---	327	------	---	CONSTRUCTION SERVICE	648,400.00	4,225.00	994,313.55	345,913.55-
10	E	---	328	------	---	BUILDING RENTAL	26,466.00	4,670.60	29,848.20	3,382.20-

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	May 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
10	E	---	329	------	---	CLEANING SERVICES	169,985.00	0.00	0.00	169,985.00
10	E	---	331	------	---	GAS FOR HEAT	527,830.00	41,478.52	533,533.86	5,703.86-
10	E	---	336	------	---	ELECT NOT FOR HEAT	1,545,303.00	117,418.11	1,201,054.77	344,248.23
10	E	---	337	------	---	WATER	120,661.00	321.91	106,777.90	13,883.10
10	E	---	338	------	---	SEWER	83,153.00	1,125.29	86,612.89	3,459.89-
10	E	---	339	------	---	OTHER UTILITIES	103,446.00	0.00	17,997.13	85,448.87
10	E	---	341	------	---	PUPIL TRANSPORTATION	2,506,815.52	753,795.47	2,200,254.83	306,560.69
10	E	---	342	------	---	EMPLOYEE TRAVEL	166,506.00	7,583.01	85,507.87	80,998.13
10	E	---	345	------	---	PUPIL LODGING & MEALS	28,190.00	96.48	18,020.65	10,169.35
10	E	---	348	------	---	VEHICLE FUEL	356,263.00	80,768.66	261,484.54	94,778.46
10	E	---	351	------	---	ADVERTISING	604.00	340.95	26,345.59	25,741.59-
10	E	---	352	------	---	PHOTOGRAPHY	11,952.00	0.00	0.00	11,952.00
10	E	---	353	------	---	POSTAGE	62,066.00	4,682.17	69,147.46	7,081.46-
10	E	---	354	------	---	PRINTING & BINDING	235,467.00	33,365.80	358,826.17	123,359.17-
10	E	---	355	------	---	TELEPHONE	120,900.00	3,112.30	60,178.48	60,721.52
10	E	---	358	------	---	ON-LINE COMMUNICATIONS	228,109.00	6,544.03	52,602.51	175,506.49
10	E	---	359	------	---	OTHER COMMUNICATIONS	29,032.00	0.00	49.61	28,982.39
10	E	---	360	------	---	INFORMATION TECHNOLOGY	1,279,693.00	154,238.53	1,341,839.76	62,146.76-
10	E	---	362	------	---	SOFTWARE AS A SERVICE	189,931.00	25,700.00	390,555.17	200,624.17-
10	E	---	382	------	---	PAYMENTS TO WI SCHOOL DISTRI	4,674,671.00	0.00	647.00	4,674,024.00
10	E	---	386	------	---	PAYMENT TO CESA-SERVICES	113,118.00	880.00	86,085.54	27,032.46
10	E	---	387	------	---	PAYMENTS TO STATE	4,328,896.00	0.00	9,366.04	4,319,529.96
10	E	---	389	------	---	PAYMENT TO WTCS	675,949.00	703.86	703,060.45	27,111.45-
10	E	---	411	------	---	GENERAL SUPPLIES	1,394,054.00	65,205.36	692,074.01	701,979.99
10	E	---	413	------	---	COMPUTER SUPPLIES	1,762.00	0.00	0.00	1,762.00
10	E	---	415	------	---	FOOD	40,251.00	23,487.25	72,936.58	32,685.58-
10	E	---	416	------	---	MEDICAL SUPPLIES	14,333.00	77.69	18,871.87	4,538.87-
10	E	---	417	------	---	PAPER	59,155.00	-14,706.82	-132,647.54	191,802.54
10	E	---	420	------	---	APPAREL	24,125.00	172.71	6,412.40	17,712.60
10	E	---	430	------	---	MEDIA	0.00	0.00	1,924.49	1,924.49-
10	E	---	431	------	---	AUDIO-VISUAL MEDIA	8,328.00	92.99	4,152.00	4,176.00
10	E	---	432	------	---	LIBRARY BOOKS	236,881.00	33,585.33	376,064.27	139,183.27-
10	E	---	433	------	---	NEWSPAPERS	343.00	0.00	0.00	343.00
10	E	---	434	------	---	PERIODICALS	19,605.00	0.00	6,335.10	13,269.90
10	E	---	439	------	---	OTHER MEDIA	210,434.00	225.68	35,857.44	174,576.56
10	E	---	440	------	---	N-CAPITAL EQUIPMENT	791,672.00	39,314.91	487,091.37	304,580.63
10	E	---	441	------	---	N/A	0.00	0.00	981.00	981.00-
10	E	---	449	------	---	OTHER NON-CAPITAL OBJECTS	691.00	0.00	0.00	691.00
10	E	---	460	------	---	EQUIPMENT COMPONENTS	5,368.00	0.00	1,325.74	4,042.26
10	E	---	470	------	---	TEXTBOOKS & WORKBOOKS	180,538.00	-296.99	95,383.33	85,154.67

Fd T Loc Obj Func Prj	OBJECT	2025-26 Revised Budget	May 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
10 E --- 471 ------ --- ---	TEXTBOOKS	0.00	0.00	269.60	269.60-
10 E --- 472 ------ --- ---	WORKBOOKS	0.00	0.00	125.36	125.36-
10 E --- 473 ------ --- ---	SHEET MUSIC	16,105.00	804.09	17,386.07	1,281.07-
10 E --- 480 ------ --- ---	NON-INSTRUCTIONAL COMPUTER S	274,183.00	0.00	26,513.04	247,669.96
10 E --- 481 ------ --- ---	TECHNOLOGY SUPPLIES	6,509.00	0.00	551.28	5,957.72
10 E --- 482 ------ --- ---	NON-CAPITAL HARDWARE	456,379.00	4,935.58	891,270.60	434,891.60-
10 E --- 483 ------ --- ---	NON-CAPITAL SOFTWARE	20,063.00	5,584.95	21,913.95	1,850.95-
10 E --- 490 ------ --- ---	OTHER NON-CAPITAL OBJECTS	0.00	0.00	989.01	989.01-
10 E --- 550 ------ --- ---	EQUIPMENT ADDITION	0.00	0.00	14,403.00	14,403.00-
10 E --- 551 ------ --- ---	EQUIP PURCHASE ADDN	7,461.00	0.00	0.00	7,461.00
10 E --- 553 ------ --- ---	EQUIP/VEHICLE PURCHASE	50,000.00	0.00	15,291.60	34,708.40
10 E --- 561 ------ --- ---	EQUIPMENT REPLACE	15,117.00	0.00	0.00	15,117.00
10 E --- 678 ------ --- ---	CAPITAL LEASE PRINCIPAL	213,531.00	5,036.88	55,890.12	157,640.88
10 E --- 688 ------ --- ---	CAPITAL LEASE INTEREST	0.00	926.60	12,414.14	12,414.14-
10 E --- 711 ------ --- ---	DIST LIABILITY INS	73,212.40	0.00	71,445.50	1,766.90
10 E --- 712 ------ --- ---	DIST PROPERTY INS	182,332.00	-3.00	392,624.00	210,292.00-
10 E --- 713 ------ --- ---	WORKERS COMPENSATION	784,101.00	90.00	696,366.77	87,734.23
10 E --- 730 ------ --- ---	UNEMPLOYMENT COMP	31,828.00	1,776.24	9,186.53	22,641.47
10 E --- 827 ------ --- ---	SPECIAL ED FUND TRANSFERS	10,041,301.00	0.00	0.00	10,041,301.00
10 E --- 838 ------ --- ---	NON-REFERENDUM DEBT FUND TRA	31,322.00	0.00	0.00	31,322.00
10 E --- 940 ------ --- ---	DUES & FEES	250.00	0.00	424.29	174.29-
10 E --- 941 ------ --- ---	DISTRICT DUES & FEES	84,955.00	3,218.39	87,861.74	2,906.74-
10 E --- 942 ------ --- ---	EMPLOYEE DUES & FEES	3,871.00	-50.00	753.40	3,117.60
10 E --- 943 ------ --- ---	PUPIL DUES & FEES	51,529.00	2,971.00	30,332.09	21,196.91
10 E --- 961 ------ --- ---	CASH ADJUSTMENTS	0.00	616.99	1,046.06	1,046.06-
10 E --- 972 ------ --- ---	REFND RECPT N-AIDBLE	6,740.00	0.00	0.00	6,740.00
10 - --- --- ------ --- ---	GENERAL FUND	114,212,230.56	7,589,138.86	75,818,823.70	38,393,406.86

Fd T Loc Obj Func Prj	OBJECT	2025-26 Revised Budget	May 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
11 R --- 630 ------ --- ---	SPECIAL PROJECT GRNT	58,640.00	0.00	96,831.00	-38,191.00
11 R --- 699 ------ --- ---	OTHER STATE REVENUE	0.00	0.00	33,794.00	-33,794.00
11 R --- 713 ------ --- ---	VOCATIONAL EDUC ACT	90,822.00	16,355.35	106,353.10	-15,531.10
11 R --- 730 ------ --- ---	SPECIAL PROJ GRANT THROUGH D	1,572,204.00	0.00	262,212.52	1,309,991.48
11 R --- 751 ------ --- ---	ESEA TITLE 1	1,758,167.00	0.00	959,497.11	798,669.89
11 - --- --- ------ --- ---	GENERAL GRANTS	3,479,833.00	16,355.35	1,458,687.73	2,021,145.27

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	May 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
11	E	---	166	------	---	PRINCIPALS SALARY	15,286.62	0.00	0.00	15,286.62
11	E	---	171	------	---	INSTR SUB TEACHERS	0.00	12,742.58	83,932.63	83,932.63-
11	E	---	172	------	---	OTHER CERT SALARIES	0.00	12,500.00	32,180.98	32,180.98-
11	E	---	175	------	---	TEACHERS SALARIES	1,118,168.14	105,428.72	987,412.40	130,755.74
11	E	---	182	------	---	TEACHR AIDE SALARIES	23,853.01	240.00	6,303.20	17,549.81
11	E	---	185	------	---	OTHER MUNIC SALARIES	70,876.62	1,860.83	17,312.49	53,564.13
11	E	---	186	------	---	SECR-CLER SALARIES	0.00	288.03	3,404.99	3,404.99-
11	E	---	212	------	---	RET-EMPLR CONTRIBTN	86,819.47	9,182.72	77,323.43	9,496.04
11	E	---	218	------	---	CONTR TO EMPLOYEE BENEFIT TR	27,642.66	2,091.80	22,063.44	5,579.22
11	E	---	221	------	---	MEDICARE-EMPLOYER CONTRIBUTI	18,159.93	1,811.14	15,441.26	2,718.67
11	E	---	222	------	---	S S EMPLR CON	77,646.35	7,744.49	66,027.61	11,618.74
11	E	---	230	------	---	GROUP LIFE INS	8,030.39	330.42	3,216.71	4,813.68
11	E	---	243	------	---	DENTAL INSURANCE	17,040.93	1,379.68	12,318.17	4,722.76
11	E	---	248	------	---	HOSPITAL SURGICL INS	289,837.72	22,804.44	202,713.68	87,124.04
11	E	---	251	------	---	DISABILITY INSURANCE	6,345.68	269.99	2,547.09	3,798.59
11	E	---	310	------	---	PERSONAL SERVICES	742,966.48	0.00	152,842.93	590,123.55
11	E	---	321	------	---	TECH RELATED REPAIRS & MAINT	9,002.00	0.00	0.00	9,002.00
11	E	---	341	------	---	PUPIL TRANSPORTATION	19,745.00	3,968.21	17,955.65	1,789.35
11	E	---	342	------	---	EMPLOYEE TRAVEL	43,137.00	2,226.61	41,289.03	1,847.97
11	E	---	354	------	---	PRINTING & BINDING	0.00	1,239.42	4,495.96	4,495.96-
11	E	---	360	------	---	INFORMATION TECHNOLOGY	59,254.00	0.00	40,148.00	19,106.00
11	E	---	362	------	---	SOFTWARE AS A SERVICE	24,098.00	0.00	42,906.70	18,808.70-
11	E	---	371	------	---	INSTR PAYMENTS-PRIV VENDOR	21,967.00	0.00	0.00	21,967.00
11	E	---	386	------	---	PAYMENT TO CESA-SERVICES	18,818.00	860.00	6,365.00	12,453.00
11	E	---	387	------	---	PAYMENTS TO STATE	0.00	0.00	-1,000.00	1,000.00
11	E	---	411	------	---	GENERAL SUPPLIES	333,303.00	8,597.59	35,071.85	298,231.15
11	E	---	415	------	---	FOOD	739.00	1,538.58	7,809.96	7,070.96-
11	E	---	420	------	---	APPAREL	0.00	0.00	50.33	50.33-
11	E	---	440	------	---	N-CAPITAL EQUIPMENT	51,879.00	6,546.61	24,554.95	27,324.05
11	E	---	470	------	---	TEXTBOOKS & WORKBOOKS	0.00	119.28	14,208.20	14,208.20-
11	E	---	482	------	---	NON-CAPITAL HARDWARE	115,819.00	449.99	8,815.33	107,003.67
11	E	---	483	------	---	NON-CAPITAL SOFTWARE	16,825.00	0.00	0.00	16,825.00
11	E	---	490	------	---	OTHER NON-CAPITAL OBJECTS	489.00	0.00	0.00	489.00
11	E	---	550	------	---	EQUIPMENT ADDITION	0.00	0.00	11,629.15	11,629.15-
11	E	---	943	------	---	PUPIL DUES & FEES	0.00	0.00	13,490.00	13,490.00-
11	-	---	---	------	---	GENERAL GRANTS	3,217,749.00	204,221.13	1,952,831.12	1,264,917.88

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	May 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
21	R	---	279	------	---	OTH SCH ACTIVITY INC	3,000,000.00	269,344.46	3,786,790.98	-786,790.98
21	R	---	291	------	---	GIFTS, FUNDRAISING, CONTRIBU	125,000.00	14,345.00	83,137.73	41,862.27
21	R	---	969	------	---	OTHER ADJUSTMENTS	0.00	405.47	0.00	0.00
21	-	---	---	------	---	DONATIONS	3,125,000.00	284,094.93	3,869,928.71	-744,928.71

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	May 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
21	E	---	175	------	---	TEACHERS SALARIES	0.00	38.46	6,662.10	6,662.10-
21	E	---	212	------	---	RET-EMPLR CONTRIBTN	0.00	2.76	463.50	463.50-
21	E	---	221	------	---	MEDICARE-EMPLOYER CONTRIBUTI	0.00	0.52	94.81	94.81-
21	E	---	222	------	---	S S EMPLR CON	0.00	2.26	405.60	405.60-
21	E	---	310	------	---	PERSONAL SERVICES	7,800.00	23,634.98	99,088.70	91,288.70-
21	E	---	328	------	---	BUILDING RENTAL	200,000.00	0.00	0.00	200,000.00
21	E	---	341	------	---	PUPIL TRANSPORTATION	0.00	28,540.99	128,397.13	128,397.13-
21	E	---	342	------	---	EMPLOYEE TRAVEL	500.00	77.09	10,892.44	10,392.44-
21	E	---	345	------	---	PUPIL LODGING & MEALS	0.00	1,714.20	165,514.64	165,514.64-
21	E	---	353	------	---	POSTAGE	1,200.00	0.00	226.00	974.00
21	E	---	354	------	---	PRINTING & BINDING	5,000.00	131.10	3,156.90	1,843.10
21	E	---	360	------	---	INFORMATION TECHNOLOGY	500.00	12.98	357.98	142.02
21	E	---	374	------	---		0.00	0.00	216,062.79	216,062.79-
21	E	---	411	------	---	GENERAL SUPPLIES	2,252,353.00	56,608.12	2,064,241.89	188,111.11
21	E	---	415	------	---	FOOD	2,024.00	41,909.99	338,480.77	336,456.77-
21	E	---	420	------	---	APPAREL	0.00	12,310.08	202,100.06	202,100.06-
21	E	---	440	------	---	N-CAPITAL EQUIPMENT	225,623.00	2,387.78	48,519.88	177,103.12
21	E	---	470	------	---	TEXTBOOKS & WORKBOOKS	0.00	0.00	1,208.40	1,208.40-
21	E	---	481	------	---	TECHNOLOGY SUPPLIES	0.00	0.00	153.72	153.72-
21	E	---	482	------	---	NON-CAPITAL HARDWARE	0.00	0.00	2,000.00	2,000.00-
21	E	---	483	------	---	NON-CAPITAL SOFTWARE	0.00	0.00	498.00	498.00-
21	E	---	550	------	---	EQUIPMENT ADDITION	40,000.00	0.00	0.00	40,000.00
21	E	---	940	------	---	DUES & FEES	383,500.00	18,265.99	209,770.92	173,729.08
21	E	---	941	------	---	DISTRICT DUES & FEES	6,500.00	835.47	3,756.48	2,743.52
21	E	---	943	------	---	PUPIL DUES & FEES	0.00	4,676.15	70,715.48	70,715.48-
21	-	---	---	------	---	DONATIONS	3,125,000.00	191,148.92	3,572,768.19	447,768.19-

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	May 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
27	R	---	110	------	---	GENERAL	10,041,301.00	0.00	0.00	10,041,301.00
27	R	---	346	------	---	NON-OPEN ENROLL SP ED TUITIO	35,000.00	0.00	0.00	35,000.00
27	R	---	611	------	---	HANDICAPPED AID	7,308,758.00	0.00	4,630,160.00	2,678,598.00
27	R	---	625	------	---	HIGH COST SPECIAL EDUC AID	95,000.00	0.00	0.00	95,000.00
27	R	---	697	------	---	AID FOR SPECIAL ED TRANSITIO	20,000.00	0.00	0.00	20,000.00
27	R	---	730	------	---	SPECIAL PROJ GRANT THROUGH D	2,184,786.00	0.00	55,982.15	2,128,803.85
27	R	---	780	------	---	FED AID STATE AGENCY. NOT DP	550,000.00	87,578.50	520,892.33	29,107.67
27	-	---	---	------	---	SPECIAL EDUCATION	20,234,845.00	87,578.50	5,207,034.48	15,027,810.52

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	May 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
27	E	---	164	------	---	OTHER PROF SALARIES	276,418.19	21,262.92	255,155.18	21,263.01
27	E	---	171	------	---	INSTR SUB TEACHERS	15,000.00	0.00	0.00	15,000.00
27	E	---	172	------	---	OTHER CERT SALARIES	1,470,733.87	112,593.41	1,136,139.79	334,594.08
27	E	---	173	------	---	SUB TEACHER SALARIES	100,000.00	25,786.76	248,407.97	148,407.97-
27	E	---	174	------	---	PROF HEALTH SALARIES	90,754.58	7,658.52	87,699.03	3,055.55
27	E	---	175	------	---	TEACHERS SALARIES	7,845,349.45	598,207.32	6,073,665.72	1,771,683.73
27	E	---	176	------	---	L-TERM SUB TCHRS	76,500.00	8,603.08	25,433.28	51,066.72
27	E	---	182	------	---	TEACHR AIDE SALARIES	2,502,924.74	268,056.49	2,311,359.25	191,565.49
27	E	---	185	------	---	OTHER MUNIC SALARIES	262,158.67	30,238.90	255,903.47	6,255.20
27	E	---	186	------	---	SECR-CLER SALARIES	90,687.26	8,307.64	83,635.73	7,051.53
27	E	---	212	------	---	RET-EMPLR CONTRIBTN	875,174.91	73,910.38	716,937.63	158,237.28
27	E	---	218	------	---	CONTR TO EMPLOYEE BENEFIT TR	247,858.17	19,139.48	194,412.75	53,445.42
27	E	---	221	------	---	MEDICARE-EMPLOYER CONTRIBUTI	182,379.80	14,536.37	141,737.50	40,642.30
27	E	---	222	------	---	S S EMPLR CON	779,830.92	62,155.16	606,050.71	173,780.21
27	E	---	230	------	---	GROUP LIFE INS	46,904.49	1,989.12	17,906.94	28,997.55
27	E	---	243	------	---	DENTAL INSURANCE	193,174.65	15,390.77	137,155.35	56,019.30
27	E	---	248	------	---	HOSPITAL SURGICL INS	3,028,430.13	270,044.01	2,415,083.73	613,346.40
27	E	---	251	------	---	DISABILITY INSURANCE	77,301.16	2,900.37	27,214.19	50,086.97
27	E	---	310	------	---	PERSONAL SERVICES	226,584.00	13,533.75	169,848.31	56,735.69
27	E	---	321	------	---	TECH RELATED REPAIRS & MAINT	0.00	460.00	1,246.99	1,246.99-
27	E	---	324	------	---	MAINTENANCE SERVICES	87,705.00	0.00	1,055.04	86,649.96
27	E	---	325	------	---	VEHICLE AND EQUIPMENT RENTAL	0.00	0.00	40.00	40.00-
27	E	---	328	------	---	BUILDING RENTAL	140,787.00	3,236.40	22,657.10	118,129.90
27	E	---	341	------	---	PUPIL TRANSPORTATION	975,702.00	345,559.61	860,702.92	114,999.08
27	E	---	342	------	---	EMPLOYEE TRAVEL	0.00	1,295.16	13,553.27	13,553.27-
27	E	---	348	------	---	VEHICLE FUEL	82,952.00	38,344.08	80,921.22	2,030.78
27	E	---	353	------	---	POSTAGE	7,527.00	185.43	1,058.82	6,468.18
27	E	---	354	------	---	PRINTING & BINDING	157,902.00	1,188.78	10,855.21	147,046.79
27	E	---	355	------	---	TELEPHONE	14,374.00	23.55	519.75	13,854.25
27	E	---	360	------	---	INFORMATION TECHNOLOGY	3,533.00	0.00	403.72	3,129.28
27	E	---	361	------	---	TECHNOLOGY SERVICES	0.00	0.00	1,482.21	1,482.21-
27	E	---	362	------	---	SOFTWARE AS A SERVICE	88,290.00	0.00	41,669.93	46,620.07
27	E	---	371	------	---	INSTR PAYMENTS-PRIV VENDOR	0.00	16,432.55	121,371.00	121,371.00-
27	E	---	373	------	---	INSTR PAYMENTS-PRIV SCHOOLS	0.00	0.00	249,713.73	249,713.73-
27	E	---	383	------	---	PAYMENT TO CCDEB	58,184.00	0.00	4,450.00	53,734.00
27	E	---	386	------	---	PAYMENT TO CESA-SERVICES	64,229.01	1,905.00	244,562.64	180,333.63-
27	E	---	387	------	---	PAYMENTS TO STATE	953.00	0.00	0.00	953.00
27	E	---	389	------	---	PAYMENT TO WTCS	117,316.04	0.00	165,265.00	47,948.96-
27	E	---	411	------	---	GENERAL SUPPLIES	7,478.00	149.33	18,716.81	11,238.81-
27	E	---	415	------	---	FOOD	0.00	1,277.46	4,875.23	4,875.23-

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	May 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
27	E	---	420	------	---	APPAREL	0.00	0.00	118.00	118.00-
27	E	---	440	------	---	N-CAPITAL EQUIPMENT	0.00	472.22	20,500.34	20,500.34-
27	E	---	470	------	---	TEXTBOOKS & WORKBOOKS	0.00	0.00	4,199.91	4,199.91-
27	E	---	471	------	---	TEXTBOOKS	0.00	0.00	35.00	35.00-
27	E	---	472	------	---	WORKBOOKS	0.00	0.00	451.50	451.50-
27	E	---	481	------	---	TECHNOLOGY SUPPLIES	0.00	0.00	1,596.28	1,596.28-
27	E	---	482	------	---	NON-CAPITAL HARDWARE	0.00	0.00	15,859.53	15,859.53-
27	E	---	490	------	---	OTHER NON-CAPITAL OBJECTS	4,396.00	812.80	12,888.68	8,492.68-
27	E	---	936	------	---	SP EDUC AID TRANSITED TO OTH	20,000.00	0.00	0.00	20,000.00
27	E	---	940	------	---	DUES & FEES	0.00	0.00	730.00	730.00-
27	E	---	941	------	---	DISTRICT DUES & FEES	0.00	0.00	1,513.43	1,513.43-
27	E	---	942	------	---	EMPLOYEE DUES & FEES	4,039.00	0.00	3,973.00	66.00
27	E	---	943	------	---	PUPIL DUES & FEES	2,568.00	0.00	0.00	2,568.00
27	E	---	949	------	---	OTHER DUES & FEES	8,744.96	594.50	7,040.75	1,704.21
27	E	---	999	------	---	OTHER MISCELLANEOUS	0.00	0.00	0.00	0.00
27	-	---	---	------	---	SPECIAL EDUCATION	20,234,845.00	1,966,251.32	16,817,773.54	3,417,071.46

Fd T Loc Obj Func Prj	OBJECT	2025-26 Revised Budget	May 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
38 R --- 110 ------ --- ---	GENERAL	31,322.00	0.00	0.00	31,322.00
38 R --- 211 ------ --- ---	CURRENT PROPERTY TAX	1,082,291.00	0.00	1,113,613.00	-31,322.00
38 R --- 280 ------ --- ---	INT ON INVESTMENTS	0.00	54.00	6,642.19	-6,642.19
38 - --- --- ------ --- ---	NON-REFERENDUM DEBT SERVICE	1,113,613.00	54.00	1,120,255.19	-6,642.19

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	May 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
38	E	---	673	------	---	PRINC L-TERM LOANS	0.00	0.00	1,110,000.00	1,110,000.00-
38	E	---	683	------	---	INT L-TERM LOANS	1,156,035.00	0.00	46,035.00	1,110,000.00
38	-	---	---	------	---	NON-REFERENDUM DEBT SERVICE	1,156,035.00	0.00	1,156,035.00	0.00

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	May 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
39	R	---	211	------	---	CURRENT PROPERTY TAX	18,924,508.00	0.00	18,924,508.00	0.00
39	R	---	280	------	---	INT ON INVESTMENTS	0.00	38,574.22	267,793.57	-267,793.57
39	-	---	---	------	---	DEBT SERVICE-REFERENDUM APPR	18,924,508.00	38,574.22	19,192,301.57	-267,793.57

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	May 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
39	E	---	675	------	---	PRINC L-TERM BONDS	15,027,353.00	0.00	2,945,000.00	12,082,353.00
39	E	---	685	------	---	INT L-TERM BONDS	3,970,780.00	0.00	3,329,812.50	640,967.50
39	-	---	---	------	---	DEBT SERVICE-REFERENDUM APPR	18,998,133.00	0.00	6,274,812.50	12,723,320.50

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	May 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
46	R	---	110	------	---	GENERAL	0.00	0.00	2,254,186.00	-2,254,186.00
46	R	---	280	------	---	INT ON INVESTMENTS	10,000.00	14,352.33	126,047.89	-116,047.89
46	-	---	---	------	---	LONG TERM CAPITAL IMPR TRUST	10,000.00	14,352.33	2,380,233.89	-2,370,233.89

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	May 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
49	R	---	280	------	---	INT ON INVESTMENTS	1,500,000.00	-3,555.44	873,675.66	626,324.34
49	R	---	990	------	---	MISCELLANEOUS	0.00	3.16	3.16	-3.16
49	-	---	---	------	---	OTHER CAPITAL PROJECTS FUND	1,500,000.00	-3,552.28	873,678.82	626,321.18

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	May 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
49	E	---	327	------	---	CONSTRUCTION SERVICE	29,852,705.00	384,446.39	14,978,498.47	14,874,206.53
49	E	---	482	------	---	NON-CAPITAL HARDWARE	0.00	0.00	1,217,001.99	1,217,001.99-
49	E	---	712	------	---	DIST PROPERTY INS	0.00	0.00	35,500.00	35,500.00-
49	E	---	941	------	---	DISTRICT DUES & FEES	20,364.00	30.00	7,486.88	12,877.12
49	E	---	964	------	---	REALIZED LOSSES ON INVESTMEN	0.00	0.00	24,211.45	24,211.45-
49	E	---	998	------	---	UNREALIZED LOSSES ON INVESTM	0.00	0.00	151,567.08	151,567.08-
49	-	---	---	------	---	OTHER CAPITAL PROJECTS FUND	29,873,069.00	384,476.39	16,414,265.87	13,458,803.13

Fd T Loc Obj Func Prj	OBJECT	2025-26 Revised Budget	May 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
50 R --- 251 ------ --- ---	PUPILS	1,250,000.00	260,412.15	950,559.72	299,440.28
50 R --- 252 ------ --- ---	ADULTS	35,000.00	6,625.45	22,470.00	12,530.00
50 R --- 259 ------ --- ---	OTH FOOD SERV SALES	105,000.00	-63,864.53	257,480.17	-152,480.17
50 R --- 280 ------ --- ---	INT ON INVESTMENTS	15,000.00	0.00	1.40	14,998.60
50 R --- 617 ------ --- ---	FOOD SERVICE AID	65,000.00	59,664.24	59,664.24	5,335.76
50 R --- 714 ------ --- ---	USDA COMMODITIES	455,000.00	0.00	0.00	455,000.00
50 R --- 717 ------ --- ---	FEDERAL FOOD SERVICE AID	3,150,000.00	302,401.03	2,669,267.06	480,732.94
50 R --- 730 ------ --- ---	SPECIAL PROJ GRANT THROUGH D	30,000.00	3,883.06	53,373.76	-23,373.76
50 R --- 861 ------ --- ---	EQUIPMENT SALES	6,000.00	0.00	0.00	6,000.00
50 - --- --- ------ --- ---	FOOD SERVICE FUND	5,111,000.00	569,121.40	4,012,816.35	1,098,183.65

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	May 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
50	E	---	181	------	---	CUSTODIAL SALARIES	65,179.00	5,054.09	58,501.45	6,677.55
50	E	---	183	------	---	COOKS SALARIES	1,403,697.50	134,530.25	1,163,660.30	240,037.20
50	E	---	185	------	---	OTHER MUNIC SALARIES	67,545.17	5,195.78	59,789.33	7,755.84
50	E	---	186	------	---	SECR-CLER SALARIES	75,191.49	5,761.80	66,382.55	8,808.94
50	E	---	191	------	---	FOOD SERVICE SUPVSR	96,177.20	7,398.24	88,778.96	7,398.24
50	E	---	212	------	---	RET-EMPLR CONTRIBTN	100,687.42	10,390.76	93,414.70	7,272.72
50	E	---	218	------	---	CONTR TO EMPLOYEE BENEFIT TR	7,213.28	554.86	6,658.33	554.95
50	E	---	221	------	---	MEDICARE-EMPLOYER CONTRIBUTI	22,522.96	2,129.32	19,555.13	2,967.83
50	E	---	222	------	---	S S EMPLR CON	96,304.99	9,104.62	83,615.36	12,689.63
50	E	---	230	------	---	GROUP LIFE INS	8,597.08	361.42	3,369.70	5,227.38
50	E	---	243	------	---	DENTAL INSURANCE	29,489.88	2,623.98	20,013.89	9,475.99
50	E	---	248	------	---	HOSPITAL SURGICL INS	419,920.09	40,009.52	341,726.47	78,193.62
50	E	---	251	------	---	DISABILITY INSURANCE	5,207.30	370.40	3,436.90	1,770.40
50	E	---	310	------	---	PERSONAL SERVICES	19,791.00	0.00	0.00	19,791.00
50	E	---	324	------	---	MAINTENANCE SERVICES	33,956.00	0.00	23,473.08	10,482.92
50	E	---	342	------	---	EMPLOYEE TRAVEL	1,989.00	0.00	1,047.68	941.32
50	E	---	348	------	---	VEHICLE FUEL	582.00	0.00	0.00	582.00
50	E	---	353	------	---	POSTAGE	0.00	0.00	1,598.65	1,598.65-
50	E	---	354	------	---	PRINTING & BINDING	6,015.00	447.66	3,785.09	2,229.91
50	E	---	360	------	---	INFORMATION TECHNOLOGY	0.00	0.00	23,008.44	23,008.44-
50	E	---	387	------	---	PAYMENTS TO STATE	2,667.00	0.00	1,466.97	1,200.03
50	E	---	411	------	---	GENERAL SUPPLIES	113,831.00	15,146.38	149,330.64	35,499.64-
50	E	---	415	------	---	FOOD	2,704,906.00	239,312.26	1,873,132.80	831,773.20
50	E	---	417	------	---	PAPER	0.00	31.50	189.00	189.00-
50	E	---	420	------	---	APPAREL	2,155.00	0.00	920.32	1,234.68
50	E	---	440	------	---	N-CAPITAL EQUIPMENT	65,241.00	336.00	26,975.53	38,265.47
50	E	---	480	------	---	NON-INSTRUCTIONAL COMPUTER S	18,867.00	0.00	0.00	18,867.00
50	E	---	482	------	---	NON-CAPITAL HARDWARE	0.00	0.00	2,311.48	2,311.48-
50	E	---	551	------	---	EQUIP PURCHASE ADDN	0.00	0.00	22,213.00	22,213.00-
50	E	---	561	------	---	EQUIPMENT REPLACE	0.00	0.00	74,204.00	74,204.00-
50	E	---	941	------	---	DISTRICT DUES & FEES	6,500.00	515.00	940.00	5,560.00
50	-	---	---	------	---	FOOD SERVICE FUND	5,374,233.36	479,273.84	4,213,499.75	1,160,733.61

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	May 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
72	R	---	280	------	---	INT ON INVESTMENTS	0.00	0.00	1,402.03	-1,402.03
72	R	---	291	------	---	GIFTS, FUNDRAISING, CONTRIBU	0.00	0.00	12,924.29	-12,924.29
72	-	---	---	------	---	EXP/NONEXP TRUST FUNDS	0.00	0.00	14,326.32	-14,326.32

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	May 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
72	E	---	991	------	--- ---	TRUST FUND EXPENDITURES	0.00	0.00	30,502.00	30,502.00-
72	-	---	---	------	--- ---	EXP/NONEXP TRUST FUNDS	0.00	0.00	30,502.00	30,502.00-

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	May 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
80	R	---	211	------	---	CURRENT PROPERTY TAX	1,575,653.00	0.00	1,092,000.00	483,653.00
80	R	---	272	------	---	COMMUNITY SERVICE FEES	0.00	110.00	33,739.00	-33,739.00
80	-	---	---	------	---	COMMUNITY SERVICES	1,575,653.00	110.00	1,125,739.00	449,914.00

Number of Accounts: 494

********** End of report **********

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	May 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
80	E	---	171	------	---	INSTR SUB TEACHERS	13,968.00	1,062.29	5,113.84	8,854.16
80	E	---	175	------	---	TEACHERS SALARIES	33,693.46	2,637.20	26,372.00	7,321.46
80	E	---	178	------	---	COACHING SALARIES	166,980.00	18,410.82	165,558.26	1,421.74
80	E	---	181	------	---	CUSTODIAL SALARIES	30,500.00	0.00	0.00	30,500.00
80	E	---	182	------	---	TEACHR AIDE SALARIES	0.00	5,860.58	65,259.90	65,259.90-
80	E	---	185	------	---	OTHER MUNIC SALARIES	193,763.43	26,266.80	238,051.54	44,288.11-
80	E	---	186	------	---	SECR-CLER SALARIES	11,957.11	1,182.30	10,412.08	1,545.03
80	E	---	195	------	---	MISC PAYROLLS	0.00	741.50	3,648.55	3,648.55-
80	E	---	212	------	---	RET-EMPLR CONTRIBTN	34,086.04	3,514.77	31,995.10	2,090.94
80	E	---	218	------	---	CONTR TO EMPLOYEE BENEFIT TR	857.09	65.92	659.20	197.89
80	E	---	221	------	---	MEDICARE-EMPLOYER CONTRIBUTI	7,799.38	780.10	7,224.38	575.00
80	E	---	222	------	---	S S EMPLR CON	35,880.98	3,336.16	30,892.66	4,988.32
80	E	---	230	------	---	GROUP LIFE INS	1,909.95	63.41	606.15	1,303.80
80	E	---	243	------	---	DENTAL INSURANCE	1,586.74	127.96	1,312.35	274.39
80	E	---	248	------	---	HOSPITAL SURGICL INS	18,818.98	1,711.67	18,961.37	142.39-
80	E	---	251	------	---	DISABILITY INSURANCE	412.84	42.88	486.80	73.96-
80	E	---	310	------	---	PERSONAL SERVICES	193,022.00	9,011.40	62,356.64	130,665.36
80	E	---	341	------	---	PUPIL TRANSPORTATION	0.00	64.45	9,137.37	9,137.37-
80	E	---	342	------	---	EMPLOYEE TRAVEL	1,561.00	250.80	1,604.39	43.39-
80	E	---	343	------	---	CONTRCT SERV TRAVEL	0.00	13,125.25	38,024.54	38,024.54-
80	E	---	353	------	---	POSTAGE	0.00	0.00	4.10	4.10-
80	E	---	354	------	---	PRINTING & BINDING	99.00	251.91	3,222.61	3,123.61-
80	E	---	355	------	---	TELEPHONE	0.00	235.50	3,023.41	3,023.41-
80	E	---	360	------	---	INFORMATION TECHNOLOGY	561.00	0.00	1,618.00	1,057.00-
80	E	---	381	------	---	PAYMENT TO MUNICIPALITY	270,000.00	0.00	26,145.38	243,854.62
80	E	---	410	------	---	SUPPLIES & MATERIALS	0.00	0.00	139.72	139.72-
80	E	---	411	------	---	GENERAL SUPPLIES	57,293.00	112.22	3,842.08	53,450.92
80	E	---	415	------	---	FOOD	113.00	93.68	930.47	817.47-
80	E	---	417	------	---	PAPER	0.00	4.56	4.56	4.56-
80	E	---	420	------	---	APPAREL	2,244.00	3,928.08	10,020.54	7,776.54-
80	E	---	440	------	---	N-CAPITAL EQUIPMENT	9,106.00	1,517.94	16,590.86	7,484.86-
80	E	---	482	------	---	NON-CAPITAL HARDWARE	337.00	0.00	0.00	337.00
80	E	---	551	------	---	EQUIP PURCHASE ADDN	1,000.00	-1,508.00	19,861.00	18,861.00-
80	E	---	940	------	---	DUES & FEES	0.00	344.00	3,378.93	3,378.93-
80	E	---	941	------	---	DISTRICT DUES & FEES	4,450.00	0.00	368.00	4,082.00
80	E	---	943	------	---	PUPIL DUES & FEES	0.00	1,200.00	4,713.84	4,713.84-
80	-	---	---	------	---	COMMUNITY SERVICES	1,092,000.00	94,436.15	811,540.62	280,459.38

Number of Accounts: 10975

********** End of report **********

BALANCE SHEET SUMMARY

May 31, 2026

ASSETS	
General Fund	$10,431,789.80
Special Education	($10,818,749.23)
HRA Account	$4,718.71
Petty Cash Fund	$249.00
Investments	
General Fund	$14,609,925.47
Interest Receivable	$543.63
Taxes Receivable	$10,359,146.90
Accounts Receivable	($592,950.64)
TOTAL ASSETS	$23,994,673.64
LIABILITIES	
Salaries and Benefits Payable	($604,406.96)
Accounts Payable	$267,193.78
TOTAL LIABILITIES	($337,213.18)
EQUITY - FUND BALANCE	
General Fund Balance	$34,657,227.63
Special Education	($11,610,738.79)
TOTAL FUND BALANCE	$23,046,488.84
Restricted for Insurance Claims	1,285,397.98
TOTAL EQUITY - FUND BALANCE	$24,331,886.82
TOTAL EQUITY AND LIABILITIES	$23,994,673.64

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	May 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
10	R	---	2--	------	---	REVENUE FROM LOCAL SOURCES	23,970,150.00	42,652.17	24,297,548.63	-327,398.63
10	R	---	3--	------	---	INTER DISTRICT PAYMENTS	2,418,714.00	0.00	600.00	2,418,114.00
10	R	---	5--	------	---	REVENUE FROM INTER. SOURCES	35,000.00	10,000.00	34,000.00	1,000.00
10	R	---	6--	------	---	REVENUE FROM STATE	86,269,238.00	1,251,009.60	58,428,330.10	27,840,907.90
10	R	---	7--	------	---	REVENUE FROM FEDERAL	900,000.00	643,015.82	643,015.82	256,984.18
10	R	---	8--	------	---	OTHER FINANCING	40,000.00	29.40	22,804.09	17,195.91
10	R	---	9--	------	---	OTHER REVENUE	465,000.00	826.00	838,377.27	-373,377.27
10	-	---	---	------	---	GENERAL FUND	114,098,102.00	1,947,532.99	84,264,675.91	29,833,426.09

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	May 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
10	E	---	1--	------	---	SALARIES	54,623,202.48	4,195,209.36	43,180,005.78	11,443,196.70
10	E	---	2--	------	---	EMPLOYEE BENEFITS	23,455,220.16	1,764,513.84	17,295,423.82	6,159,796.34
10	E	---	3--	------	---	PURCHASED SERVICES	20,795,478.52	1,456,349.83	11,329,573.89	9,465,904.63
10	E	---	4--	------	---	NON-CAPITAL OBJECTS	3,760,779.00	158,482.73	2,625,780.97	1,134,998.03
10	E	---	5--	------	---	CAPITAL OBJECTS	72,578.00	0.00	29,694.60	42,883.40
10	E	---	6--	------	---	DEBT RETIREMENT	213,531.00	5,963.48	68,304.26	145,226.74
10	E	---	7--	------	---	INSURANCE & JUDGEMENTS	1,071,473.40	1,863.24	1,169,622.80	98,149.40-
10	E	---	8--	------	---	OPERATING TRANSFERS - OUT	10,072,623.00	0.00	0.00	10,072,623.00
10	E	---	9--	------	---	OTHER OBJECTS	147,345.00	6,756.38	120,417.58	26,927.42
10	-	---	---	------	---	GENERAL FUND	114,212,230.56	7,589,138.86	75,818,823.70	38,393,406.86

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	May 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
11	R	---	6--	------	---	REVENUE FROM STATE	58,640.00	0.00	130,625.00	-71,985.00
11	R	---	7--	------	---	REVENUE FROM FEDERAL	3,421,193.00	16,355.35	1,328,062.73	2,093,130.27
11	-	---	---	------	---	GENERAL GRANTS	3,479,833.00	16,355.35	1,458,687.73	2,021,145.27

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	May 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
11	E	---	1--	------	---	SALARIES	1,228,184.39	133,060.16	1,130,546.69	97,637.70
11	E	---	2--	------	---	EMPLOYEE BENEFITS	531,523.13	45,614.68	401,651.39	129,871.74
11	E	---	3--	------	---	PURCHASED SERVICES	938,987.48	8,294.24	305,003.27	633,984.21
11	E	---	4--	------	---	NON-CAPITAL OBJECTS	519,054.00	17,252.05	90,510.62	428,543.38
11	E	---	5--	------	---	CAPITAL OBJECTS	0.00	0.00	11,629.15	11,629.15-
11	E	---	9--	------	---	OTHER OBJECTS	0.00	0.00	13,490.00	13,490.00-
11	-	---	---	------	---	GENERAL GRANTS	3,217,749.00	204,221.13	1,952,831.12	1,264,917.88

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	May 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
27	R	---	1--	------	---	---	10,041,301.00	0.00	0.00	10,041,301.00
27	R	---	3--	------	---	--- INTER DISTRICT PAYMENTS	35,000.00	0.00	0.00	35,000.00
27	R	---	6--	------	---	--- REVENUE FROM STATE	7,423,758.00	0.00	4,630,160.00	2,793,598.00
27	R	---	7--	------	---	--- REVENUE FROM FEDERAL	2,734,786.00	87,578.50	576,874.48	2,157,911.52
27	-	---	---	------	---	--- SPECIAL EDUCATION	20,234,845.00	87,578.50	5,207,034.48	15,027,810.52

Number of Accounts: 76

********** End of report **********

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	May 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
27	E	---	1--	------	---	SALARIES	12,730,526.76	1,080,715.04	10,477,399.42	2,253,127.34
27	E	---	2--	------	---	EMPLOYEE BENEFITS	5,431,054.23	460,065.66	4,256,498.80	1,174,555.43
27	E	---	3--	------	---	PURCHASED SERVICES	2,026,038.05	422,164.31	1,991,376.86	34,661.19
27	E	---	4--	------	---	NON-CAPITAL OBJECTS	11,874.00	2,711.81	79,241.28	67,367.28-
27	E	---	9--	------	---	OTHER OBJECTS	35,351.96	594.50	13,257.18	22,094.78
27	-	---	---	------	---	SPECIAL EDUCATION	20,234,845.00	1,966,251.32	16,817,773.54	3,417,071.46

Number of Accounts: 9479

********** End of report **********

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☒ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 4-29-26

Donor's Name: Cw Flybags

Donor's Address: 2601 Stewart Ave Suite B
Wausau, WI 54401

Donor's Phone: 715-298-0237

Amount of Donation: $ 150.00

School/Building Receiving Donation: Thomas Jefferson

Department/Program Receiving Donation: ML/ Equity Committee

Designation/Purpose of Donation: Hmong Heritage Assembly

The Wausau School District and ML/ Equity committee
Department/Program

of Thomas Jefferson gratefully acknowledge your gift of $150.00
School/Building Donation

to be used by the Department/Program named aboved for Hmong Heritage Assembly
Purpose

Building Principal Signature: [signature] Date: 5/6/26

ROUTING:
- Original to Donor
- Email copy to Department/Program
- Email copy to Building Administrative Assistant/Building Bookkeeper
- Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☒ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 4-29-26

Donor's Name: Hub Central Collision

Donor's Address: 1010 N. 3rd Ave

Wausau WI 54401

Donor's Phone: 715-571-0148

Amount of Donation: $100.00

School/Building Receiving Donation: Thomas Jefferson

Department/Program Receiving Donation: ML / Equity Committee

Designation/Purpose of Donation: Hmong Heritage Assembly

The Wausau School District and ML / Equity Committee (Department/Program)

of Thomas Jefferson (School/Building) gratefully acknowledge your gift of $100.00 (Donation)

to be used by the Department/Program named aboved for Hmong Heritage Assembly (Purpose)

Building Principal Signature: Meg Knoch Date: 5/6/26

ROUTING:
- Original to Donor
- Email copy to Department/Program
- Email copy to Building Administrative Assistant/Building Bookkeeper
- Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☒ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 4-29-26

Donor's Name: King Buffet of Wausau

Donor's Address: 358 S. 18th Ave

Wausau, WI 54401

Donor's Phone: 715-849-1808

Amount of Donation: $200.00

School/Building Receiving Donation: Thomas Jefferson

Department/Program Receiving Donation: ML/Equity Committee

Designation/Purpose of Donation: Hmong Heritage Assembly

The Wausau School District and ML/Equity Committee (Department/Program)

of Thomas Jefferson (School/Building) gratefully acknowledge your gift of $200.00 (Donation)

to be used by the Department/Program named aboved for Hmong Heritage Assemb (Purpose)

Building Principal Signature: [signature] Date: 5/6/24

ROUTING:
Original to Donor
Email copy to Department/Program
Email copy to Building Administrative Assistant/Building Bookkeeper
Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☒ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 4-29-26

Donor's Name: Lee Insurance

Donor's Address: 1109 N. 6th St.
Wausau, WI 54403

Donor's Phone: 715-574-2437

Amount of Donation: $100.00

School/Building Receiving Donation: Thomas Jefferson

Department/Program Receiving Donation: ML/Equity Committee

Designation/Purpose of Donation: Hmong Heritage Assembly

The Wausau School District and ML/Equity Committee (Department/Program)

of Thomas Jefferson (School/Building) gratefully acknowledge your gift of $100.00 (Donation)

to be used by the Department/Program named aboved for Hmong Heritage Assembly (Purpose)

Building Principal Signature: Meg J Kasch Date: 5/6/26

ROUTING:
- Original to Donor
- Email copy to Department/Program
- Email copy to Building Administrative Assistant/Building Bookkeeper
- Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☒ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 5/29/26

Donor's Name: Peace United Church of Christ

Donor's Address: 1530 Grand Ave
Schofield, WI 54476

Donor's Phone: _____

Amount of Donation: $300.00

School/Building Receiving Donation: Nutrition Services

Department/Program Receiving Donation: Nutrition Services

Designation/Purpose of Donation: Help students in need - school meal debt

The Wausau School District and Nutrition Services
Department/Program

gratefully acknowledge your gift of $300.00
Donation

to be used by the Department/Program named aboved for school meal debt
Purpose

Building Principal Signature: Karen Fechter Date: 5/29/26

ROUTING:
Original to Donor
Email copy to Department/Program
Email copy to Building Administrative Assistant/Building Bookkeeper
Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☐ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 5/29/26

Donor's Name: Peace United Church of Christ

Donor's Address: 1530 Grand Ave
Schofield, WI 54476

Donor's Phone: _____

Amount of Donation: $82.70

School/Building Receiving Donation: Nutrition Services

Department/Program Receiving Donation: Nutrition Services

Designation/Purpose of Donation: Help students in need - school meal debt

The Wausau School District and Nutrition Services
Department/Program

gratefully acknowledge your gift of $82.70
Donation

to be used by the Department/Program named aboved for school meal debt
Purpose

Building Principal Signature: Karen Fuchs cfp2 Date: 5/29/26

ROUTING:
Original to Donor
Email copy to Department/Program
Email copy to Building Administrative Assistant/Building Bookkeeper
Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☑ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 5/29/26

Donor's Name: Fred Prehn

Donor's Address: 6011 Big Portage Lake Rd
Land O Lakes, WI 54540

Donor's Phone: 715-218-0831

Amount of Donation: Taxidermy Displays (Turkey, Tahr, Chamois)

School/Building Receiving Donation: Wausau School Forest

Department/Program Receiving Donation: School Forest

Designation/Purpose of Donation: Takidermy displays for the ELC

The Wausau School District and Wausau School Forest (Department/Program)

of School Forest (School/Building) gratefully acknowledge your gift of Taxidermy (Donation)

to be used by the Department/Program named aboved for Education (Purpose)

Building Principal Signature: [signature] Date: 5/29/26

ROUTING:
Original to Donor
Email copy to Department/Program
Email copy to Building Administrative Assistant/Building Bookkeeper
Email copy to Superintendent's Administrative Assistant at Longfellow

Print-Friendly View Accessible Transcript View 1 / 1

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☒ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 5/7/26

Donor's Name: Safe Kids Marathon County Coalition/Aspirus Wausau Hospital

Donor's Address: 333 Pine Ridge Blvd.
Wausau, WI 54401

Donor's Phone: 715-847-2864

Amount of Donation: 100 bike helmets

School/Building Receiving Donation: Marshall, Jefferson, Franklin, Stettin, Maine

Department/Program Receiving Donation: Out of School Programming & Counselors

Designation/Purpose of Donation: get bike helmets out to students in need

The Wausau School District and Out-of-School Programming & Counselors (Department/Program)
of John Marshall, Jefferson, Franklin, Maine, Stettin (School/Building) gratefully acknowledge your gift of 100 bike helmets (Donation)

to be used by the Department/Program named aboved for giving bike helmet for students in need (Purpose)

Building Principal Signature: Vickie Christianson - lsw
Andy Grimm / sw
Date: 5/7/26

ROUTING:
- Original to Donor
- Email copy to Department/Program
- Email copy to Building Administrative Assistant/Building Bookkeeper
- Email copy to Superintendent's Administrative Assistant at Longfellow

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District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☐ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 5-4-25

Donor's Name: Wausau Breakfast Optimist Club

Donor's Address: PO Box 391
Wausau WI 54402-0391

Donor's Phone: _____

Amount of Donation: $1200.00

School/Building Receiving Donation: Wausau East High School

Department/Program Receiving Donation: HOSA

Designation/Purpose of Donation: HOSA International Leadership Conference

The Wausau School District and _____
Department/Program

of _____ gratefully acknowledge your gift of _____
School/Building Donation

to be used by the Department/Program named aboved for _____
Purpose

Building Principal Signature: Lucas Barth Digitally signed by Lucas Barth Date: 2026.05.12 10:15:37 -05'00' Date: _____

ROUTING:
Original to Donor
Email copy to Department/Program
Email copy to Building Administrative Assistant/Building Bookkeeper
Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☒ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 5/20/2026

Donor's Name: ENT & ALLERGY ASSOCIATES

Donor's Address: 512 S. 28TH AVE
WAUSAU, WI 54401

Donor's Phone: _____

Amount of Donation: $250.00

School/Building Receiving Donation: Wausau West High School

Department/Program Receiving Donation: FCCLA

Designation/Purpose of Donation: For Nationals convention

The Wausau School District and FCCLA (Department/Program)

of Wausau West HS (School/Building) gratefully acknowledge your gift of $250.00 (Donation)

to be used by the Department/Program named aboved for Nationals (Purpose)

Building Principal Signature: [signature] Date: 5/20/26

ROUTING:
Original to Donor
Email copy to Department/Program
Email copy to Building Administrative Assistant/Building Bookkeeper
Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☒ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 5/20/2026

Donor's Name: Cloverbelt Credit Union

Donor's Address: _____

_____

Donor's Phone: _____

Amount of Donation: $250.00

School/Building Receiving Donation: Wausau West High School

Department/Program Receiving Donation: FCCLA

Designation/Purpose of Donation: For Nationals convention

_____

The Wausau School District and FCCLA (Department/Program)

of Wausau West HS (School/Building) gratefully acknowledge your gift of $250.00 (Donation)

to be used by the Department/Program named aboved for Nationals (Purpose)

Building Principal Signature: [signature] Date: 5/20/26

ROUTING:
Original to Donor
Email copy to Department/Program
Email copy to Building Administrative Assistant/Building Bookkeeper
Email copy to Superintendent's Administrative Assistant at Longfellow

WAUSAU SCHOOL DISTRICT INITIAL BUDGET 2026-2027

MAY 18, 2026



Highlights of the WSD Initial Budget 2026-2027

- **Budget Calendar**
  - The budget process started in January 2026 and will continue to develop throughout the next few months until final approval in late October 2026.

- **Basis of Initial Budget**
  - This version of the 2026-2027 budget is built from the publicly presented assumptions in addition to the recently approved budget reconcilliation plan.

Highlights of the WSD Initial Budget 2026-2027

- **Budget Adjustments**
  - There are several significant factors that influence our budget including:
    - pupil count
    - private school voucher costs
    - final staffing plans
    - salary adjustments
  - All of these factors will become more clear in the following versions of the budget.

- **The Initial Budget 2026-2027 by Fund**
  - The initial District expense and revenue budgets for each fund are shown on a subsequent slide and are recommended for approval.

2026-27 Budget Calendar

May 11, 2026

- Board approval of the Budget Reconciliation Plan

May 18, 2026

- Committee approval of the initial 2026-27 budget

June 8, 2026

- School Board approval of the initial 2026-27 budget

August 24, 2026

- Share equalized value
- Set Annual Meeting date
- Recommendation for 2026-27 budget and tax levy

2026-27 Budget Calendar

September 14, 2026

- Approve the 2026-27 budget and tax levy for publication and presentation at Annual Meeting

September 28, 2026

- Regularly scheduled Committee Meeting
- Annual Meeting and Budget Hearing

October 13, 2026

- School Board approvals from September Committee meeting

October 27, 2026

- Adopt final budget
- Adopt district tax levy

Basis of Initial Budget

- Budget assumptions presented on January 2026 have been used to build the 2026-27 initial budget.
- The Budget Reconcilliation Plan approved by the Board on May 2026 accepted all presented assumptions in the development of the initial budget.
  - Expense: Increase some employee group wage/salaries by 2.63%.
  - Expense: Aggregate health insurance premiums were assumed to increase 10% for 2026-2027 and this remains the same in the intial budget.
  - Expense: Salary adjustments for some employee groups.

  - Revenue: Reduction of certified staff at the elementary level based upon pupil enrollment projections.
  - Revenue: All district budgets are being reduced by 1.5%.
  - Revenue: Adjustment to high cost special education reimbursement.

Budget Adjustments

- Annual pupil counts:
  - Conducted in September of each year that determines our state aid and revenue limit.
  - District fluctuations in revenue are somewhat protected from a decline in enrollment for the current year.
  - Open enrollment revenue for incoming students and expenses for outgoing students has an impact on the budget and will become clear in fall.

- Wisconsin Parental Choice Program (private school vouchers):
  - Costs will not be known until October 2026.
  - Impact on the General Fund tax levy - as more vouchers are used, the more local tax is needed to help fund them.

Budget Adjustments

- Tax Levy and Mill Rate
  - Are not projected in this version of the budget as they would not include accurate aid amounts, district-wide property valuations, or any final referendum debt retirement amounts.
  - As in the past several years, the structure of debt payments will contine to be a strategy used to account for changes in the mill rate while saving in interest payments.

Initial Budget 2026-2027 by Fund

Fund 10: $119,624,306 (Expense including Transfer to Fund 27) $119,624,306 (Revenue)

Fund 27: $21,209,456 (Expenses) $21,209,456 (Revenue of $10,216,624 plus $10,992,832 transfer from Fund 10)

Fund 38: $1,156,035 (Expense) $1,190,157 (Revenue of $1,158,835 plus $31,322 transfer from Fund 10)

Fund 39: $6,272,563 (Expense) $6,199,163 (Revenue)

Fund 50: $5,474,460 (Expense) $5,111,000 (Revenue)

Fund 80: $1,192,267 (Expense) $1,192,267 (Revenue)

Wausau School District
Education/Operations Committee of the Whole
May 18, 2026

	General Fund Fund 10	Special Education Fund 27	Non-Ref Debt Fund 38	Ref-App Debt Fund 39	Food Service Fund 50	Community Service Fund 80
2025-26 Surplus/(Deficit) From The Original Projection	$ (1,693,102.00)	$ -	$ 34,122.00	$ (73,400.00)	$ (363,460.00)	$ -
Expenditure Budget	$ 110,403,975.00	$ 21,024,921.00	$ 1,156,035.00	$ 6,272,563.00	$ 5,474,460.00	$ 1,092,000.00
Transfer From Fund 10 to (Fund 27 and Fund 38)	$ 10,913,433.00	$ 10,882,111.00	$ 31,322.00	$ -	$ -	$ -
Revenue Budget	$ 119,624,306.00	$ 10,142,810.00	$ 1,158,835.00	$ 6,199,163.00	$ 5,111,000.00	$ 1,092,000.00
Revised 2025-26 Surplus/(Deficit)	$ -	$ -	$ 34,122.00	$ (73,400.00)	$ (363,460.00)	$ -
Expenditure Budget	$ 108,600,152.00	$ 21,209,456.00	$ 1,156,035.00	$ 6,272,563.00	$ 5,474,460.00	$ 1,192,267.00
Transfer From Fund 10 to (Fund 27 and Fund 38)	$ 11,024,154.00	$ 10,992,832.00	$ 31,322.00	$ -	$ -	$ -
Revenue Budget	$ 119,624,306.00	$ 10,216,624.00	$ 1,158,835.00	$ 6,199,163.00	$ 5,111,000.00	$ 1,192,267.00

Recommended Motion

To recommend to the full Board, approval of the initial budget as presented in order to proceed with the 2026-27 expenditures, before final budgets are approved.

Wausau School District

415 Seymour Street

P.O. Box 359

Wausau, WI 54402-0359

715-261-0500

www.wausauschools.org



HANDBOOK UPDATES FOR THE 2026-27 SCHOOL YEAR



The Focus of our Updates

- Consistency between employee groups
- Efficiency of work required to implement
- Alignment of handbook provisions to practice
- Clear and understandable language

Housekeeping Updates

- Dates, names, titles, and contacts updated
- Calendar and other reference items updated
- Update policy references and links to ensure functional accuracy
- Update employee group wage schedules to align to Board-approved budget information

Vacation Benefits for July 1 Hires & Beyond

- Staff hired prior to July 1, 2026: Schedules remain the same
- Staff hired on or after July 1, 2026: Same schedule across all employee groups
- This applies to support staff covered in Part II of the Handbook.

Holiday Benefits for July 1 Hires & Beyond

- Staff hired prior to July 1, 2026: Schedules remain the same
- Staff hired on or after July 1, 2026: Same schedule across all employee groups
  - 10 paid for those 230 days/yr or more
  - 6 paid for those 170 days/yr through 229 days/yr
- This applies to support staff covered in Part II of the Handbook

Health and Dental for July 1 Hires & Beyond

- Staff hired prior to July 1, 2026: Schedules and eligibility remain the same
- Staff hired on or after July 1, 2026:
  - Same schedule across all employee groups
    - 85% employer paid health (FT Staff)
    - 85% employer paid dental (FT Staff)
  - Eligibility for benefits begins at 30 hrs/wk
- This applies to all employee groups within the district

Teacher Retirement Housekeeping

- Remove language regarding 10 years of service
  - Now more than 15 years since 2011 change
- Add language to clearly define a retiree as those notifying the district on or before December 1
  - Updated language in 2011 didn't include this clarification

Administrator Retirement Change

- Staff hired prior to July 1, 2026: Schedules and eligibility remain the same
- Staff hired on or after July 1, 2026:
  - Post retirement benefit (health and dental) will change from defined benefit of insurance premiums to defined contribution that retirees can use to purchase insurance

THANK YOU!



WAUSAU SCHOOL DISTRICT

2026-2027
EMPLOYEE HANDBOOK

The District does not discriminate on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices. See Nondiscrimination Notice for details of how to file complaints.

Approved by BOE on 6/9/2026

WAUSAU SCHOOL DISTRICT MISSION STATEMENT

It is the mission of the Wausau School District to advance student learning, achievement, and success.

OUR SHARED KEY INTERESTS

- Advance student learning, achievement, and success by keeping it at the heart and as the filter for our decision making.
- Utilize research-based curricula that reflects 21st Century themes and applications and are responsive to the needs and potential of all students, preparing them for a global society.
- Provide real-life, diverse learning opportunities with practical applications in the classroom and beyond.
- Inform and engage the community in shaping educational strategy and formulating responses to change.
- Attract, retain, and develop a high quality, diverse, creative, and innovative workforce of leaders.
- Provide safe, secure, flexible, inviting, and well-maintained environments that nurture student well-being and enhance teaching and learning.
- Identify, integrate, and expand technology to foster adaptability and maximize learning for all.
- Foster mutually beneficial partnerships and collaborations that expand learning opportunities and resources.

Joint Leadership Team Approval 8-10-11
Board of Education Approval 9-12-11

INSERT NEW STRATEGIC PLAN INFORMATION HERE

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

I hereby acknowledge notification and availability of the Wausau School District Employee Handbook, that can be accessed online on the District website. My electronic signature is signified by completing this SafeSchools Training course and indicates I agree to abide by the standards, policies and procedures defined or referenced in this document.

It is also important to know that there are additional regulations, policies and laws that affect my employment, including the policies set forth in the Wausau School District Board Policy Manual, job descriptions, and other state and federal laws. The Wausau School District Board Policy Manual can be located on the District's website.

I understand that this Employee Handbook includes the policies and procedures in effect at the time of publication. The information in this Employee Handbook is subject to change, which will be done consistent with the manner in which changes are made to board policy. I understand that changes in District policies may supersede, modify or eliminate the information summarized in this Employee Handbook. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that this Employee Handbook does not constitute a guarantee of future employment, future benefits, or a binding contract with the District for employment or benefits or for any other purpose or alter my status as an at-will employee. I understand that nothing in this Employee Handbook is intended to confer a property interest in my continued employment with the District. I also accept responsibility for contacting my supervisor or Human Resources if I have any questions, concerns, or need further explanation. If any written contract between the District and an employee (or group of employees) conflicts with any provision of this Employee Handbook, the contract shall govern with respect to that issue.

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Contact Information

Topic of Question	Contact	Department	Phone/Location
ADA (Americans with Disabilities Act)	Tabatha Gundrum	Human Resources	715-261-0521
Change of Address	Laxa Her~~Naomi Vang~~	Payroll	715-261-0544
Contract -Teachers	Melissa Ladika~~Ali Draeger~~	Human Resources	715-261-0523~~18~~
Contract - Administrators	Jennifer Holcomb	Human Resources	715-261-0520
Employee Handbook	Tabatha Gundrum	Human Resources	715-261-0521
Insurance (Health and Dental)	Nanlued Thao	Payroll	715-261-0544
Employee Discrimination/ Sexual Harassment	Tabatha Gundrum	Human Resources	715-261-0521
Family Medical Leave (FMLA)	Certified Staff - Nanlued Thao Support Staff - Laxa Her	Payroll	715-261-0545 715-261-0544~~0~~
Frontline - Absence Management	Jennifer Holcomb	Human Resources	715-261-0520
HIPAA	Tabatha Gundrum	Human Resources	715-261-0521
Leave Requests (personal or serious illness)	Certified Staff - Melissa Ladika~~Ali Draeger~~ Support Staff - Jen Bonke	Human Resources	715-261-0523~~18~~ 715-261-0522~~37~~
Long-term Disability Insurance	Nanlued Thao	Human Resources	715-261-0545
Name Change	Janet Tews	Payroll	715-261-0546
New Employee Orientation	Jen Winter~~Ali Draeger~~	Human Resources	715-261-0522~~18~~
Pay, Direct Deposit, Withholding	Janet Tews, Laxa Her~~Naomi Vang~~	Payroll	715-261-0546 715-261-0544
Retirement	Janet Tews	Payroll Human Resources	715-261-0546
Short-Term Disability Insurance	Nanlued Thao	Human Resources	715-261-0545
Skyward Employee Access System	Randy Lewandowski	Human Resources	715-261-0519
Skyward-TrueTime	Randy Lewandowski	Human Resources	715-261-0519
Teacher Student Loan Forgiveness	Tabatha Gundrum	Human Resources	715-261-0521
Substitute Request Calendar	Jennifer Holcomb	Human Resources	715-261-0520

Support Staff - Maintenance & Custodial, AES, Nutrition Services, Municipal	Jen Winter~~Bonke~~	Human Resources	715-261-05223~~7~~
Teacher Compensation	Randy Lewandowski	Human Resources	715-261-0519
Teacher Licensing	Melissa Ladika~~Ali Draeger~~	HR or DPI (Dept of Public Instruction)	715-261-05231~~8~~ or http://dpi.wi.gov/tepdl
TimeSheets~~ Cards Sheets~~	Nanlued Thao, Laxa Her~~Naomi Vang~~	Payroll	715-261-0545 715-261-0544
In-School Substitute Teaching	Jennifer Holcomb	Human Resources	715-261-0520
Time Off Records	Randy Lewandowski	Employee Access Human Resources	WSD Website 715-261-0519
Vector Solutions	Randy Lewandowski	Human Resources	715-261-0519
Wellness Program	Tabatha Gundrum	Human Resources	715-261-0521
Workers' Compensation	Report to: Nurse Hotline Laxa Her	MedCor~~Church Mutual~~ Human Resources	855-736-9482~~44-322-4662~~ 715-261-0544

District Emergency Procedures

When it is necessary to close ~~or~~ delay the opening of school, or release early, one of the plans listed below will be followed. School closing or delay information will be sent to staff and families~~you~~ via School Messenger® (the District's electronic notification system), staff email, and the district website and social media sites. The district will also announce~~also the District's electronic notification system, and announce~~d over the following radio and television stations:

WSAU (AM) 550	Wausau	WOZZ (FM) 94.7	Wausau	WSPT (FM) 97.9	Wausau
WIFC (FM) 95.5	Wausau	WDEZ (FM) 101.9	Wausau	WJMT (AM) 730	Merrill
WRIG (AM) 1390	Wausau	WSAU (FM) 99.9	Wausau	WMZK (FM) 104.1	Merrill
WXCO (AM) 1230	Wausau	WSPT (AM) 1010	Stevens Point	TV Channel 7, 9 & ~~9~~12	Wausau/ Rhinelander
WHDG (FM) 97.3	Rhinelander	WRLO (FM) 105.3	Northwoods	WRHN (FM) 100.1	Northwoods
WMQA (FM) 95.9	Minocqua	WOBT (AM) 1240	Northwoods	WLKD (AM) 1570	Northwoods

Emergency Plans

Plan for SCHOOL CLOSING

Media Announcement - ***ALL WAUSAU PUBLIC SCHOOLS WILL BE CLOSED TODAY***

1. Schools **WILL NOT** be open for instruction.
2. Students **ARE NOT** to report in person.
3. ~~Teachers, secretaries/aides, and school nutrition staff (who work less than calendar year) **DO NOT** report to their respective schools in person. ¶~~
4. ~~—~~Custodians and maintenance staff are to report to their respective work areas, or as assigned by the Director of Facilities~~Buildings and Grounds~~, as soon as safety allows.
5. Support staff working in Nutrition, Para and Office positions may engage in work from home that has been assigned and supported by their supervisor/administrator.
6. ~~Calendar year staff assigned to the following locations will report to work as soon as safety allows: Longfellow Administration Center, East and West High Schools, Horace Mann and John Muir Middle Schools, and Maintenance and Operations Building (MOB).¶~~
7. ~~—~~The status of ~~A~~all extra-curricular and evening activities will be shared out directly once determined.~~canceled.~~

Plan for VIRTUAL LEARNING DAY

Media Announcement - ***ALL WAUSAU PUBLIC SCHOOLS WILL HAVE VIRTUAL LEARNING TODAY***

1. Schools **WILL NOT** be open for instruction in person – Instruction will switch to virtual modality and will be communicated in the Media Announcement.
2. Students **ARE NOT** to report in person – Based on the virtual modality, students will connect virtually for instruction.
3. Teachers, secretaries and aides (who work less than calendar year) **MAY** report to their respective schools in person if safely able to do so. Those with instructional responsibilities will engage in virtual instruction.
4. School nutrition staff **MAY** opt to report to their respective schools in person to work on projects identified by the Nutrition Services Director for paid work time.
5. Custodians and maintenance staff are to report to their respective work areas, or as assigned by the Director of Buildings and Grounds, as soon as safety allows.

6. Calendar year staff assigned to the following locations will report to work as soon as safety allows: Longfellow Administration Center, East and West High Schools, Horace Mann and John Muir Middle Schools, and Maintenance and Operations Building (MOB).
7. All extra-curricular and evening activities will be evaluated and a determination will be announced once a final decision has been made.
8. Support staff not able to work their complete hours due to lack of work, or if they do not want to come in for work that is available for the day, may supplement their time by utilizing Personal Leave or Vacation (if allocated) in lieu of time off without pay.

PLAN FOR YELLOW BUS DELAY

Media Announcement - ***WAUSAU PUBLIC SCHOOLS WILL BE OPEN AT THEIR REGULAR TIME. FIRST STUDENT (YELLOW BUSES) WILL BEGIN THEIR ROUTES ONE (1) OR TWO (2) HOURS LATE. ALL 4K AND EARLY CHILDHOOD CLASSES ARE CANCELED.***

1. All 4K and Early Childhood classes are canceled. Teachers and support staff will report.
2. ALL STAFF WILL REPORT to their respective schools/buildings at the regular time.
3. Metro Ride (Express) buses will run routes at their regular time.
4. Students will report to their respective schools at the regular time unless they are riding a yellow bus.
5. Breakfast and school lunches will be served at the regular time.
6. School dismissal will be at the regular time.

PLAN FOR EMERGENCY DISMISSAL

1. Weather or mechanical breakdown may sometimes call for early or emergency dismissal. Each parent should be sure that their child is instructed where to go in case it is necessary for the child to arrive home from school early.
2. District-wide emergency dismissal information will be announced via School Messenger® and on the radio and television stations listed above.
3. A mechanical breakdown in one school will not affect regular dismissal of the remaining schools in the District.

ANY ANNOUNCED SCHOOL CLOSING IS FOR THAT DAY ONLY.

DISTRICT SCHOOLS AND SITES

ELEMENTARY SCHOOLS

4K & EC PROGRAM

720 South 6th Avenue

Wausau, WI 54401

Kara Rakowski, Principal

Jessica Napiwocki, Admin Assistant

715-261-0265

FRANKLIN ELEMENTARY

1509 North 5th Street

Wausau, WI 54403

Katelyn Xiong~~Krista Tretter~~, Principal

Winter Kostyn, Admin Assistant

715-261-0000

G.D. JONES ELEMENTARY

1018 South 12th Avenue

Wausau, WI 54401

Jen Davidson, Principal
Phil Beck, Asst Principal

Danielle Kutil, Admin Assistant

715-261-0950

JOHN MARSHALL ELEM

1918 Lamont Street

Wausau, WI 54403

Matt Schilling~~Andrew Reiche~~, Principal

Jennifer Seliger, Admin Assistant

715-261-0060

MAINE ELEMENTARY

5901 North 44th Avenue

Wausau, WI 54401

Laura Simonson, Principal

Erin Pempek, Admin Assistant

715-261-0250

RIB MOUNTAIN ELEMENTARY

150801 Robin Lane

Wausau, WI 54401

Rachel Jean, Principal

Amanda Shuda~~Denise Theiler~~, Admin Assistant

715-261-0220

RIVERVIEW ELEMENTARY

4303 Troy Street

Wausau, WI 54403

Sarah Budny, Principal
~~Katelyn Landerman, Asst Principal~~

Patty Knapp, Admin Assistant

715-261-0030

SOUTH MOUNTAIN ELEM

224700 Bittersweet Road

Wausau, WI 54401

Deb Heilmann, Principal

Kristi Stroik, Admin Assistant

715-261-0235

STETTIN ELEMENTARY

109 North 56th Avenue

Wausau, WI 54401

Kyle Sackett, Principal

Kailey De Jong~~VACANT~~, Admin Assistant

715-261-0205

THOMAS JEFFERSON ELEM

500 West Randolph Street

Wausau, WI 54401

Megan Koroch, Principal
~~Matt Schilling, Asst Principal~~

Erica Taylor, Admin Assistant

715-261-0175

SECONDARY SCHOOLS

HORACE MANN MIDDLE SCHOOL

3101 North 13th Street

Wausau, WI 54403

Rob Phelps, PhD, Principal

Robbie Grzadzielewski, Assistant Principal

Amie Olson, Administrative Assistant

715-261-0725

JOHN MUIR MIDDLE SCHOOL

1400 West Stewart Avenue

Wausau, WI 54401

Angela Rodgers, Principal

Hope Cameron, Assistant Principal
Angela Diener, Assistant Principal

Heather Kessler, Administrative Assistant

715-261-0100

EAST HIGH SCHOOL

2607 North 18th Street

Wausau, WI 54403

Lucas Barth, Principal

Susan Holster, Assistant Principal
Jason Sinz, Assistant Principal

Kendall Misoni, Administrative Assistant

715-261-0650

WEST HIGH SCHOOL

1200 West Wausau Avenue

Wausau, WI 54401

Curtis Richardt, Principal

Jason Foster, Assistant Principal
Allie Libby, Assistant Principal
Yumiko Okabe, Assistant Principal

Amelia Kalien, Administrative Assistant

715-261-0850

CHARTER SCHOOLS

~~**ENRICH, EXCEL, ACHIEVE LEARNING ACADEMY (EEA)**~~

~~2607 North 18th Street~~

~~Wausau, WI 54403~~

~~Shannon Young, PhD, Principal~~

~~Angela Zarnke, Administrative Assistant~~

~~715-261-0636~~

RED GRANITE CHARTER SCHOOL

150801 Robin Lane

Wausau, WI 54401

Maud Mangin~~VACANT~~, Principal

Angela Zarnke~~VACANT~~, Administrative Assistant

715-261-0220

WAUSAU AREA MONTESSORI CHARTER SCHOOL

3101 North 13th Street

Wausau, WI 54403

Andrew Reiche~~Elizabeth Channel~~, Head of School

Kris Busch, Administrative Assistant

715-261-0795

WAUSAU AREA VIRTUAL EDUCATION (WAVE)

2607 North 18th Street

Wausau, WI 54403

Jena Treu, Principal

Kathy Lannigan, Administrative Assistant

715-261-0527

JUVENILE DETENTION CENTER

7025 Packer Drive

Wausau, WI 54401

Wendy Cartledge, Director of Special Education and Pupil Services

715-261-1771

SCHOOL FOREST

218735 Highway KK

Mosinee, WI 54455

Chris Nelson, Coord of Environmental Education

715- 261-0275

School Calendar

Please select the following link for the current Wausau School District calendar:

26-27 School Calendar

District Map

Please select the following link for the current Wausau School District map:

District Map

PART I

PROVISIONS APPLICABLE TO ALL EMPLOYEES



PREAMBLE

The Board of Education and Administration are committed to building a positive and effective working relationship with all employees. As a District, we acknowledge and celebrate our differences and diversity because they enrich our possibilities. We stand united in deeper purposes and shared beliefs. We believe that a strong and effective school district depends on the ability of everyone to work well together, and we further believe that a strong and effective system of communication and shared accountability is critical for the preservation and improvement of public education in Wisconsin.

To support the work environment and working relationships of and between all employees, and to advance the District's Mission and Shared Key Interests, this Handbook strives to promote the following:

- Respect for all employees
- Value the contributions of every employee
- Communication with respect and honesty
- Encourage employee professional growth and development
- Recognize the varying needs and interests of our employees
- Presume positive intent
- Focus on the future and embrace the opportunities it presents

ABOUT THIS *HANDBOOK*

Employees Covered:

This *Handbook* is provided as a reference document for the Wausau School District's (hereinafter referred to as "District") employees.

For purposes of this handbook, employee means any regular full-time and part-time clerical employees, instructional support staff, bookkeepers, administrative assistants (i.e., Administrative and Educational Support employees), Nutrition Services employees, technology department staff, and all other exempt and nonexempt employees with and without an individual contract. Employee excludes all seasonal, temporary, limited-term, or casual employees.

Disclaimer: The contents of this *Handbook* are presented as a matter of information only. The provisions described are not conditions of employment. The District reserves the right to modify, revoke, suspend, terminate, or change any or all such provisions in this Handbook, in whole or in part, at any time, which will be done consistent with the manner in which changes are made to Board policy. The language which appears in this *Handbook* is not intended to create, nor is it to be construed to constitute, a contract between the District and any one or all of its employees or a guarantee of continued employment. Subject to any applicable employment contract, Board policy, or Handbook provision, employment is at will and may be terminated at any time for any reason, with or without cause.

DEFINITIONS

A. Administrative Employees: "Administrative Employee" is defined as a person who is required to have a contract under §118.24, Wis. Stats. and other supervisory administrative personnel designated by the District.

B. Casual Employees: "Casual Employee" is defined as a person who is not scheduled to work on a regular basis and/or a student employee whose employment will terminate with the loss of his/her student status.

C. Regular Employees: "Regular Employee" is defined as employees whom the District considers continuously employed, working either a fiscal or school year, until the district, at its discretion, changes the status of the employee.

1. 12-month Full-time Employees – "12-month Full-time Employee" is defined as an employee who is regularly scheduled to work at least 35 hours per week on a twelve-month (12-month) basis.

2. School Year Full-time Employee – "School year Full-time Employee" is defined as an employee who is regularly scheduled to work at least 35 hours per week for less than twelve (12) months per year.

3. Regular, Part-time Employee – "Regular, Part-time Employee" is defined as an employee who is regularly scheduled to work for at least nine (9) months per year and is regularly scheduled to work less than 35 hours per week.

E. Seasonal/Summer School Employees: "Seasonal Employee" is an employee who is hired for a specific period of time usually related to the seasonal needs of the District. A "summer school employee" is defined as an employee who is hired to work for the District as part of the summer school session. Summer school session is defined as the supplemental educational program offered for District students pursuant to Department of Public Instruction rules and regulations.

1. If seasonal/summer school session employment is available, the District may offer seasonal/summer school employment to the applicable qualified regular school year employees. The District is free to use outside providers to perform such work.

2. The terms and conditions of employment for seasonal/summer school session shall be established by the District at the time of hire. Unless specifically set forth by the District at the time of hire, work performed by a regular employee during a seasonal or summer school session shall not be used to determine eligibility or contribution for any benefits, length of service or wage/salary levels.

F. Substitute Employees: "Substitute Employee" is defined as a person hired to replace a regular employee during the regular employee's absence.

G. Supervisor: The District will identify the individual employee's supervisor on the employee's job description. Supervisors include administrators and other managers designated by the District who have responsibility for the supervision and evaluation of assigned employees.

H. Teachers: "Teacher" is defined as a person hired under a contract under § 118.21, Wis. Stats.

I. Temporary Employees: "Temporary Employee" is defined as a person hired for a specific project or position for a specific length of time. A temporary employee has no expectation of benefits and continued employment.

Employee Conduct, Ethics and Work Guidelines

Employees of the Wausau School District are expected to follow the guidelines of conduct and ethics that protect the interests and safety of all students and employees. Employees are also expected to maintain an attitude and a personal appearance that strengthens public respect for the District. Examples of expected ethical conduct are listed below:

- Use of the school properties and equipment for officially authorized activities only.
- Refrain from accepting gifts, free services or anything of value for or because of any act performed or withheld that is within the range of services expected of the person as an employee of the District.
- Refrain from using his/her position to promote partisan politics, sectarian religious views, or selfish propaganda of any kind, or for personal, or non-monetary gain.
- Shall not use his/her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the employee, members of his/her immediate family or an organization with which the employee is associated.
- Adhere to all ethical standards for public employees and officials required by state law.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, but the following are examples of unacceptable workplace conduct that may result in disciplinary action:

- Discourteous conduct or poor service to students, staff, or the public.
- Theft or inappropriate, unauthorized removal or possession of District or coworker's property; use of District equipment or supplies for personal projects.
- Excessive or unauthorized absenteeism or tardiness, giving false reasons for absences from work, or for failing to report absences. *(Ref. Attendance in this Handbook)*
- Falsification of timekeeping records. *(Ref. Skyward True Time and Time Card Procedure for Hourly Employees in this Handbook)*
- Unauthorized disclosure of District, staff, or student confidential information.
- Unauthorized overtime or failure to record overtime worked.
- Possession, manufacture, distribution, dispensing, or use of alcohol, hazardous inhalants, or any controlled substance (including all illegal drugs), or substances represented as such while on duty, or while operating District owned or leased vehicles or equipment. *Ref. Board Policy 3122.01 or Board Policy 4122.01, Drug-Free Workplace.*
- Fighting, intimidation or threatening violence in the workplace.
- Boisterous or disruptive activity in the workplace.
- Insubordination or other disrespectful conduct.
- Deliberate statements or actions detrimental to the District; knowingly spreading false reports intended to disrupt relationships among employees and/or between employees and the District.
- Improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles.
- Violation of safety or health rules; habitual carelessness.
- Possession of dangerous or unauthorized materials, such as explosives, weapons, or firearms in the workplace or on the premises.
- Sexual or other forms of harassment. *Ref. Board Policy 0145 (Board Member Anti-Harassment), 3362 (Employee Anti-Harassment), or 4362 (Employee Anti-Harassment).*
- Transmitting, retrieving or storing any documents or communications of a discriminatory, harassing, or pornographic nature.

- Disparaging, abusive, profane, or offensive language.
- Illegal activities including piracy, cracking, extortion, blackmail, or copyright infringement.
- Unauthorized use of the telephone/computers/email/internet. *Ref. Board Policy 7540.04 Staff Technology Acceptable Use and Safety.*
- Unsatisfactory work performance or conduct; deliberate or excessive waste of materials; poor workmanship or low productivity.

EQUAL OPPORTUNITY EMPLOYMENT NOTICE

Pursuant to applicable state and federal law, the Wausau School District does not discriminate in employment opportunities or practices on the basis of race, color, religion, national origin, creed, ancestry, age, sex, sexual orientation, pregnancy, marital or parental status, arrest or conviction record, military status, use or non-use of lawful products off the employer's premises during non-working hours, physical, mental, emotional, or learning disability, or other basis protected by law.

The Wausau School District will make reasonable accommodations for qualified individuals with known disabilities unless making the reasonable accommodation would result in an undue hardship to the Wausau School District, in accordance with the Americans with Disabilities Act and the Wisconsin Fair Employment Act.

This policy covers all employment practices including but not limited to: selection, job assignment, compensation, discipline, termination, and access to benefits and training. Anyone who believes that the Wausau School District has inadequately applied the principles and/or regulations of any state or federal law pertaining to employment practices may file a complaint with the Director of Human Resources or the Superintendent of Schools at the Longfellow Administration Center, 415 Seymour Street, Wausau, Wisconsin 54402-0359, or by telephone at (715) 261-0500.

Ref. Board Policy 1422 Nondiscrimination and Equal Employment Opportunity, The same policy can be found in Board Policy 3122 for Professional Staff and 4122 for Support Staff.

EQUAL OPPORTUNITY COMPLAINTS

The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the District.

Ref. Board Policy 1422 Nondiscrimination and Equal Employment Opportunity, The same policy can be found in Board Policy 3122 for Professional Staff and 4122 for Support Staff.

FAMILY AND MEDICAL LEAVE ACT

The District provides leave in compliance with state and federal Family and Medical Leave laws. In addition, specific information about the federal law is included below. Any other leaves of absence provided under District policies run concurrently with any leaves taken under state or federal Family and Medical Leave Laws.

The following link to the State of Wisconsin Department of Workforce Development Employee Rights Division website gives a comparison of federal and state Family and Medical Leave Act (FMLA) provisions, including a list of commonly asked questions and answers.

Ref. *https://dwd.wisconsin.gov/er/civil_rights/fmla/default.htm*

A. Notification of Benefits and Leave Rights: The District posts the text of a required federal notice regarding federal FMLA employee entitlements and obligations in conspicuous places where notices to employees and applicants are customarily placed. A copy of the notice can be accessed at the following link: *http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf*. See 29 U.S.C. § 2619(a); 29 C.F.R. § 825.300(a)(1). This notice is posted on bulletin boards at all District sites.

B. Eligibility Notice. When an employee requests FMLA leave, or when the District acquires knowledge that an employee's leave may be for an FMLA-qualifying reason, the District must notify the employee of the employee's eligibility to take FMLA leave within five business days, absent extenuating circumstances. 29 C.F.R. § 825.300(b).

C. Rights and Responsibilities Notice. The District shall provide written notice outlining specific obligations of the employee eligible for federal FMLA that explains any consequences of not meeting those obligations. 29 C.F.R. § 825.300(c). The District uses a form entitled *Notice of Eligibility and Rights and Responsibilities* (FMLA) to provide this information.

D. Designation Notice. The form the District uses to inform employees in writing whether leave requested under the FMLA has been determined to be covered under the FMLA is the *Designation Notice (Family and Medical Leave Act).*

Any questions pertaining to FMLA should be directed to:

Nan Thao (certified staff) or Laxa Her (non-certified staff).

HARASSMENT AND BULLYING

The District is committed to providing fair and equal employment opportunities and to providing a professional work environment free of all forms of harassment and bullying. The District shall not tolerate harassment based on any personal characteristic, as described in *Board Policy 1422 Nondiscrimination and Equal Employment Opportunity, The same policy can be found in Board Policy 3122 for Professional Staff and 4122 for Support Staff.* Harassment and other unacceptable activities that could alter conditions of employment, or form a basis for personnel decisions, or interfere with an employee's work performance are specifically prohibited. Sexual harassment, whether committed by supervisory or non-supervisory personnel, is unlawful and also specifically prohibited. In addition, the District shall not tolerate acts of non-employees (volunteers, vendors, visitors, etc.) that have the effect of harassing District employees in the workplace. Harassment can occur as a result of a single incident or a pattern of behavior where the purpose or effect of such behavior is to create an intimidating, hostile or offensive working environment. Harassment encompasses a broad range of physical and verbal behavior that can include, but is not limited to, the following:

A. Unwelcome sexual advances, comments or innuendos;

B. Physical or verbal abuse;

C. Jokes, insults or slurs based on any personal characteristic as described in Board Policy 4300 Unlawful Harassment/Sexual Harassment – Employment. (Such comments are unacceptable whether or not the individual within the protected class is present in the workplace to overhear them and whether or not a member of a class professes to tolerate such remarks);

D. Taunting based on any personal characteristic as described in *Board Policy 0145 Board Member Anti-Harassment.*

E. Requests for sexual favors used as a condition of employment or affecting any personnel decisions such as hiring, promotion, compensation, etc.

All employees are responsible for ensuring that harassment and bullying do not occur. It is the intent of the District to comply with both the letter and spirit of the law in making certain that harassment and bullying do not exist in its policies, regulations and operations. Anyone who believes that he or she has been the subject of harassment or bullying or has knowledge of violations of this policy shall report the matter in accordance with established complaint procedures found in *Board Policy 3362 Employee Anti-Harassment - Professional Staff and Board Policy 4362 Employee Anti-Harassment - Support Staff.*

All reports regarding employee harassment or bullying shall be taken seriously, treated fairly and promptly and thoroughly investigated. Individual privacy shall be protected to the extent possible. There shall be no retaliation against any person who files a complaint under this policy. The District shall take appropriate and necessary action to eliminate employee harassment and bullying. Actions that are determined to be harassment or bullying shall be subject to disciplinary action, up to and including dismissal.

All employees have a duty to report incidents of alleged harassment or bullying to their immediate supervisor or designated equal employment officer. Employees who fail to report incidents of alleged harassment or bullying may be subject to disciplinary action, up to and including dismissal. In addition, supervisory employees who fail to respond to harassment or bullying complaints or to act on their knowledge of violation of this policy will likewise be subject to disciplinary action, up to and including dismissal.

Uniformed Services Leave

Uniformed Services Leave of Absence:

Staff members will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law. Absences due to military leave covered by the Uniformed Services Employment and Reemployment Ace (USERRA) shall be unpaid unless the employee elects to use other paid leave available to the employee. Notice as far in advance as possible so the employer can adequately plan for the absence is appreciated. Whenever possible, the request should be accompanied by a copy of the reservist's military orders and submitted to the Director of Human Resources.

Ref. Board Policy 1630.01 Family & Medical Leave of Absence (FMLA)

Wisconsin Retirement System (WRS) Contributions

The Board will contribute the employer's share to the Wisconsin Retirement System for all eligible employees. The employee will pay the employee's contribution to the Wisconsin Retirement System as required by the state retirement benefit plan.

Workers' Compensation Coverage and Reporting Responsibilities

All employees shall be covered by Workers' Compensation Insurance. If an employee sustains a work-related injury or illness, the employee must **immediately** report the accident or illness to their supervisor. After first aid or medical attention, if necessary, the employee must contact the Workplace Injury Reporting Nurse Hotline at 855-736-9482 ~~844-322-4662~~ to provide the necessary information for a claim form to be completed. The claim form is required to be completed for all injuries or accidents even if medical attention is not necessary. Employees are expected to provide their supervisor with additional information about any changes in their work related injury or illness as they occur.

Mandatory Reporting of Child Abuse or Neglect

State statutes mandate that any employee of a school district who has reasonable cause to suspect that a child, seen by the person in the course of his/her employment with the District, has been abused or neglected or who has reason to believe that a child, seen by the person in the course of his/her employment with the District, has been threatened with abuse or neglect, or that abuse or neglect of the child will occur, shall immediately inform, by telephone or personally, the applicable District administrative personnel and Marathon County Child Protective Services or local law enforcement. Abuse or neglect of a child may include physical abuse, emotional abuse, sexual abuse, or failure to provide for the basic needs of a child.

The law prohibits anyone who makes a report in good faith from being fired, disciplined, or discriminated against, and the reporter is protected from civil or criminal liability. In addition, the report is to be kept confidential with no identifying information provided regarding the school employee who makes a report.

Any questions about this mandatory reporting requirement may be directed to a school principal or the Director of Special Education and Pupil Services~~Director of Pupil Services~~.

Alcohol And Drug-Free Workplace

In order to protect the health, welfare, and safety of students and employees, no employee shall engage in any of the following conduct in any school building or on school premises*, in any school-owned vehicle, or off-premises at any school-approved activity, event or function where students are under the jurisdiction of the District: possess, manufacture, distribute, dispense, use, or be under the influence of alcohol, hazardous inhalants, any controlled substance (including all illegal drugs), or substances represented as such. The sole exceptions to these prohibitions involve (1) medication prescribed to an employee and used by the employee in accordance with the instructions of the employee's health care provider, and (2) lawful products/ substances that, if misused, are potential intoxicants, but that are possessed and used solely for a lawful and authorized purpose and in accordance with any appropriate safety precautions and manufacturer directions. In addition, the District does not condone the involvement of any employee with illegal controlled substances, even when the employee is not on District premises.

The District may refer employees to law enforcement authorities for prosecution of suspected illegal behavior related to the use, possession, or distribution of drugs or alcohol on school grounds or as a part of any school sponsored activity. Any employee engaged in the performance of a federal grant is required to notify the Superintendent of Schools or his/her designee of any criminal drug statute conviction occurring in the workplace within five days of such conviction.

Ref: Board Policy 3122.01 and 4122.01 Drug-Free Workplace

Tobacco Use

It shall be a violation of this policy for any professional staff of the District to use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content at any time on school property or at off-campus, school-sponsored events. The Board authorizes the District Administrator to take reasonable measures related to the Board's expectation that the promotion and display of tobacco and related products on school property or at off-campus, school-sponsored events is prohibited.

Ref: Board Policy 3215 and 4215 Use of Tobacco and Nicotine

Personal Appearance/Staff Dress Code

The District believes that its mission to advance student learning, achievement, and success is positively affected by the professional appearance of the District's staff. The professional appearance of employees – which includes dress, accessories and other body adornments, and grooming – not only reinforces their own shared vision of the District and their identity as highly motivated professionals working toward a common mission, but also strengthens their morale, sense of professionalism, dignity and self-worth; the community's attitude toward the District, public schools and the teaching profession in general; and, directly and indirectly, the conduct, morale, and performance of the District's students.

The District expects that all employees are neat, clean, and wear appropriate attire for work that is in good taste and suitable for the job at hand. All employees must exercise good judgment in their choice of professional appearance for work and work-related activities by always appearing in a way that is appropriate to the situation and that will:

- invoke a positive impression from the community,
- provide appropriate role modeling for students,
- promote a working and learning environment that is free from unnecessary disruption,
- be conducive to high student and staff performance.

Examples of appropriate professional attire include but are not limited to: collared shirts, dress slacks, suits, khaki pants, denim pants, sweaters, jackets, skirts, professional dresses, and dress coordinates. School t-shirts are appropriate on designated spirit days. Staff may wear blue jeans that are clean and in good condition.

During the work day and anytime employees attend work-related activities or functions, including activities or functions to which the public or District employees or students are invited or in which the public or District employees or students participate (for example, meetings/conferences with parents, PTO meetings, open houses, school plays and concerts, student competitions, educational or other professional conferences, TV/media appearances, etc.), employees shall appear in a professionally appropriate manner.

Employees are not permitted to wear any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that are disruptive or potentially disruptive to the educational environment as determined by the Principal. Employees must also comply with the requirements and restrictions specified in Policy 5700 Student Dress Code.

State and Federal Health Codes require all Nutrition Services employees involved with food preparation and serving to wear an effective hair restraint such as a hairnet and/or baseball cap and clean clothing and shoes. Shoes should have a non-skid sole. Maintenance/Custodial and Nutrition Services employees shall not wear open-toed or slip-on shoes during work hours. The District may require Maintenance/Custodial and Nutrition Services employees to wear uniforms provided by the District. Appropriate personal protective equipment shall also be worn at all times, as deemed necessary.

Maintenance/Custodial and Nutrition Services employees should ask their immediate supervisor for additional information pertaining to dress code and personal protective equipment requirements for their respective departments.

Principals and other supervisors are delegated the authority and bear the responsibility for ensuring compliance with this policy and are expected to counsel and/or discipline employees whom they supervise on professional appearance in conformance with this policy. Each principal or supervisor will be given the authority to establish stricter appearance requirements than are required by this Employee Handbook on a temporary or permanent basis as necessitated by the health, safety, discipline, morale, educational, public relations, or other needs of that school/work site, as determined by the principal or supervisor. In addition, a principal or supervisor may deviate from this Employee Handbook temporarily to meet the needs of specific school/work sites for an appropriately specified purpose. The principal or supervisor must approve temporary deviations. The Superintendent or his/her designee must approve long-term or non-temporary deviations.

School Safety – If You See Something, Say Something

The safety of our students and staff is our first and greatest priority -- and a responsibility shared by all employees. Teaching and learning cannot occur in an environment where staff and students do not feel safe and secure. In order to help ensure a safe environment and prevent acts of harm or violence from occurring in our schools it is imperative that every employee be vigilant to signs of potential threats and respond appropriately.

If an employee sees or hears something that does not feel or sound right, he/she has a duty to immediately report the concern to his/her supervisor or any administrator. For example, if an employee finds a note in school with a direct or implied threat of violence, the employee needs to immediately notify his/her supervisor or an administrator. If an employee overhears students, another employee, or anyone else talking about committing a violent act or doing harm to others, the employee must report it immediately. The same applies to information acquired through social media -- if the message or post suggests a threat to our schools, students, or staff the employee must report it to an administrator and/or law enforcement immediately.

Additionally, all of our schools have safety procedures, such as locking classroom and exterior doors, and emergency response procedures, such as hard and soft lockdowns. It is every employee's responsibility to know and follow these procedures. An employee with questions about safety and safety-related procedures should direct them to his/her supervisor.

Using the phrase from the Department of Homeland Security -- If You See Something, Say Something®.

Expectation to Maintain Confidentiality

Through normal job-related activities most employees work with or are exposed to information pertaining to students and/or other staff members that is considered (private, protected, or) **confidential information**. All employees are expected to maintain the appropriate level of confidentiality pertaining to student and staff information.

Confidential information should only be used by or shared with those employees, or other individuals or entities outside of the District, who have a legitimate need for such information in order to perform their official job duties or have a legal right to the information.

Examples of confidential information pertaining to students include but are not limited to: grades, academic performance, behavior, disability, IEP information, health information, family information, attendance, and/or eligibility for free/reduced lunch. Examples of confidential information pertaining to employees include but are

not limited to: performance evaluations, disciplinary action, compensation level, health information, disability, participation in insurance benefit plans, and/or utilization of insurance benefits.

Any questions regarding the expectation of confidentiality, or whether certain information is considered confidential, should be directed to the employee's school principal or immediate supervisor. Failure to comply with this expectation may result in disciplinary action.

Sending information home with students

The District recognizes that students provide the strongest communication link between the school and parents. Accordingly, the use of letters, bulletins, newsletters, etc., carried by students to their parents is encouraged. Sending printed information (e.g., newsletters, bulletins, etc.) home with students is limited to information pertaining to the District, or a particular school, or school-sponsored activities. Prior to sending information home with students, teachers should obtain approval from the building principal, the Superintendent of Schools, or designee. Classroom-related information may also be sent home through the teacher's assigned students, with prior approval of the building principal.

Grievance Procedure

Purpose:
The purpose of this Section is to provide for the exclusive internal method for resolving grievances concerning discipline, termination and workplace safety. A determined effort shall be made to settle any grievance at the lowest possible level in the grievance procedure.

Ref. Board Policy 3340 Grievance Procedure for Professional Staff and Ref. Board Policy 4340 Grievance Procedure for Support Staff;

ATTENDANCE

The District expects employees to be present for work. Employees are expected to adhere to their assigned schedule. In order for the schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday unless the employee has received approved leave. Breaks and meal periods may only be taken during times designated by the employee's supervisor/building administrator and as further specified in other parts of this *Handbook*. Any deviation from assigned hours must have prior approval from the employee's supervisor/building administrator.

Employees who are unable to report to work shall follow the applicable procedures (immediately following) for reporting his/her absence. Any time spent not working during an employee's scheduled day must be accounted for in Frontline Absence Management and/or Skyward Employee Access using the appropriate reasons. The District will monitor attendance and absence patterns. Theft of time and/or improper modification of time worked records will be investigated and will result in disciplinary action up to and including termination. Failure to notify the District of an absence and failure to report to work on such day could result in disciplinary action up to and including termination.

Absence Reporting Procedures:

Absence reporting is the responsibility of the employee and must be reported according to District guidelines. Absences must be reported using Frontline Absence Management and/or Skyward Employee Access using the following guidelines:

CERTIFIED STAFF MEMBERS:

For Unplanned Absences such as Sick and Bereavement Leave:

1. Report your absence to your building Principal or Administrative Assistant as per your building protocol.
2. Immediately report your absence into the Frontline Absence Management system either by phone, website, or Frontline mobile app. Preferably the evening prior to the absence, or by 6:00 a.m. the day of the unplanned absence if sooner is not feasible. Early posting provides the best opportunity to secure a substitute when one is needed.
3. DO NOT enter the absence into Skyward Employee Access; a report will be run through Frontline Absence Management and the leave time will populate into Skyward from that report.

For Pre-arranged Absences such as scheduled Sick and Personal Leave:

1. Report your absence to your building Principal or Administrative Assistant as per your building protocol.
2. Enter the absence details into Frontline Absence Management. If you have pre-arranged a substitute, work with your building Administrative Assistant to ensure that substitute can be assigned to your absence.
3. DO NOT enter the absence into Skyward Employee Access; a report will be run through Frontline Absence Management and the leave time will populate into Skyward from that report.

For Professional Development/Other - absence reasons that do not impact your paid time off including professional development, coaching, field trips, IEP meetings, etc.:

1. Request approval for your absence from your building Principal in advance through a C-66 Form when required.
2. Report your absence to your building Administrative Assistant as soon as possible prior to the absence date.
3. Work with your building Administrative Assistant as needed to post the absence in Frontline Absence Management.

For Extended Absences - absences that require a duration <u>more</u> than five days:

1. Notify the Human Resources Department of your leave request.
2. Report your anticipated absence to the building Administrative Assistant as soon as possible prior to the absence date.
3. Building Administrative Assistant or Frontline Administrator will enter the absence details into Frontline, unless you have otherwise been advised.
4. DO NOT enter the absence into Skyward Employee Access; a report will be run through Frontline Absence Management and the leave time will populate into Skyward from that report.

SUPPORT STAFF MEMBERS:

For Unplanned Absences such as Sick and Bereavement Leave:

1. Report your absence to your building Principal or Administrative Assistant as per your building protocol.
2. Immediately report your absence into the Frontline Absence Management system either by phone, website, or Frontline mobile app. Preferably the evening prior to the absence, or by 6:00 a.m. the day of the unplanned absence if sooner is not feasible. Early posting provides the best opportunity to secure a substitute when one is needed.
3. Enter the absence into Skyward Employee Access upon your return to work.

For Pre-arranged Absences such as scheduled Sick and Personal Leave:

1. Report your absence to your building Principal or Administrative Assistant as per your building protocol.
2. Enter the absence details into Frontline Absence Management. If you have pre-arranged a substitute, work with your building Administrative Assistant to ensure that substitute can be assigned to your absence.
3. Enter the absence into Skyward Employee Access upon your return to work.

For Professional Development/Other - absence reasons that do not impact your paid time off including professional development, coaching, field trips, IEP meetings, etc.:

1. Request approval for your absence from your building Principal in advance through a C-66 Form when required.
2. Report your absence to your building Administrative Assistant as soon as possible prior to the absence date.
3. Work with your building Administrative Assistant as needed to post the absence in Frontline Absence Management.

For Extended Absences - absences that require a duration more than five days:

1. Notify the Human Resources Department of your leave request.
2. Report your anticipated absence to your building Administrative Assistant as soon as possible prior to the absence date.
3. Building Administrative Assistant or Frontline Administrator will enter the absence details into Frontline unless you have been otherwise advised.
4. Enter your absence into Skyward Employee Access as directed.

Important Notes:

- Paid time off, including sick leave, bereavement, personal leave, and time off without pay, may be used in increments of no less than 15 minutes.
- After an absence request has been entered into Skyward, the employee will receive an email from his/her supervisor or Human Resources informing the employee that the time off request has been either approved or denied.
- To cancel a leave request in Skyward that has already been approved, the employee must enter a new request with a negative amount (e.g. -8.0 hours) for the same date that was previously approved. To cancel multiple days, each day must be entered individually.
- Any questions about absence reporting procedures should be directed to the employee's supervisor prior to the occurrence of an absence.

Jury Duty

The District shall pay employees their regular salary when required to serve on jury duty. However, upon receipt of pay from the court system, the employee must reimburse the Wausau School District the amount received for jury pay (excluding mileage). Employees shall report to school each day as soon as possible following their release from jury duty. Employees shall notify their administrator as soon as possible each day they are called for jury duty.

- Certified Staff - Immediately report your absence into Frontline Absence Management system either by phone or computer (preferably the evening prior to the time of the absence, or before 6:00 a.m. the same day of the unplanned absence), using Jury Duty as the absence reason.
- Support staff - Immediately report your absence into Frontline Absence Management system either by phone or computer (preferably the evening prior to the time of the absence, or before 6:00 a.m. the same day of the unplanned absence.) Also enter the absence details in Skyward Employee Access the day you return from your absence, using Jury Duty as the Time Off Code.

Children and Family Members at Work

Employees may not bring their children or other family members into the workplace during their regularly scheduled work time without explicit advance permission from their principal and/or immediate supervisor. If permission is granted, the visiting child(ren) and/or family member(s) must follow the building's established visitor sign-in procedure.

Employee Assistance Program

The Wausau School District provides the services of an Employee Assistance Program (EAP) for help with a variety of needs such as relationship conflicts, stress management, alcohol or controlled substance abuse, or depression/anxiety treatment. This confidential service is available to all employees of the District and their dependents and provides up to three visits from September 1 through August 31 each year without charge to the employee. Information regarding how to contact the provider of the EAP for assistance is available on our website link.

Representation

In the event any represented employee is called to a meeting with representatives of the District for the purpose of investigating circumstances which may lead to discipline or discharge, the District recognizes the employee's right to representation at the meeting if the employee is a represented employee. In the event the employee requests to be represented by a Union representative at the meeting, the meeting may be delayed, at the discretion of the District, until a Union representative may be obtained. Nothing in this provision shall prevent the District from removing an employee from the work place if immediate action is required.

Disciplinary Materials

Copies of any disciplinary material(s) shall be provided to the employee before such material is placed in an employee's personnel file. The employee shall have the opportunity to reply to such materials and affix his/her reply to said material.

Termination of Employment

The employment relationship between the District and any employee is terminated:

A. If the employee is discharged. [Reference *Discipline, Termination, Nonrenewal* section].
B. If the employee quits his/her employment.
C. If the employee fails to return to work on the work day following the expiration of an authorized leave of absence unless unable to notify because of illness or other reasonable basis.
D. If the employee retires.

Information Technology

Acceptable Use of Technology

The District supports access by employees to a wide range of information and communication technologies. It is anticipated that this access will enrich the educational environment. District employees are expected to abide by its policies and rules when using information technology and communication resources.

All district employees will be required to use Multi-Factor Authentication (MFA) for access to district provided devices.

Ref. Board Policy 7540.04 Staff Technology Acceptable Use and Safety

Acceptable Use of Web Tools and Social Media

The District encourages the use of Web tools and applications (e.g., social networks, blogs, wikis, internet-based multimedia applications, collaboration tools, and advanced learning management applications) for the purposes of (1) engaging in professional development and professional collaboration activities; and (2) enhancing student learning and instruction. District employees are expected to abide by its policies and rules when using Web tools and Social Media.

Ref. Board Policy 7540.04 Staff Technology Acceptable Use and Safety

Ref: Board Policy 7544 Use of Social Media

Maintenance of Data on District Owned Physical Drives

The Wausau School District maintains a robust network for the explicit purpose of storing and providing access to data necessary to the job functions of its employees and to support the educational needs of students. The data residing on the District's servers is the property of the District, and as such, subject to periodic maintenance checks by District Technology Department personnel. District employees have the ability to save/retrieve data to/from physical drives owned and maintained by the District. Storage of data on the District network is for the sole purpose of supporting work related to an employee's role within the District. Under no circumstances should personal or non-work related data be stored on the District network. Storage of personal data increases the risk of security breaches and consumes valuable storage space, which is a direct cost to the District.

District employees will be allocated up to a maximum of 10 Gigabytes of storage on the District Network. This is the sum total of all physical network drives an employee has access to for the storage/retrieval of data related to the employee's job. When an employee utilizes a total of 8 Gigabytes of storage s/he will receive notification of possible suspension of network storage privileges. If the 10 Gigabyte limit is reached, the ability to save data to the District network will be suspended until the employee removes a minimum of 2 Gigabytes of data. The employee will still have the ability to utilize his/her Google Drive to store/retrieve data.

Maintenance of Data of Google Drives Under the wausauschools.org Domain

All regular District employees are provided a District owned Google Account with access to District approved Google Apps in the G-Suite. This account also provides the employee unlimited cloud-based storage for data related to the function of his/her employment. Under no circumstances should an employee's Google Account be used for the storage/retrieval of personal data.

Classification of Teacher Saved Data

All files and data saved by Wausau School District employees and stored on the District Servers and District owned devices and within Google under the domain wausauschools.org are considered "*Records maintained for personal use by a teacher and others required to hold license under Wis. Stat. sec 115.28(7) are not pupil records, if the records are not available to others*." Data/files shared with others and considered to be "Pupil Records" must be stored in the appropriate location and not within an employee's District allocated storage locations. District allocated storage locations will be deleted upon the cessation of employment.

Care and Return of District Issued Equipment

Employees are responsible for the reasonable care and protection of District property and equipment issued to them in the course of their employment. This includes but is not limited to technology related equipment (e.g., devices and peripherals), keys, fobs, uniforms, instructional materials, classroom/office items, etc. Employees shall return all District property upon request or upon termination of employment or retirement. Each employee is responsible for the value of any District property not returned at the end of his/her employment or damaged due to abuse or misuse. The District will determine the value of the unreturned or damaged property, which may not exceed actual replacement cost. The employee may reimburse the District for the value of the unreturned or damaged property or the District may withhold such amount from the employee's remaining pay. In order to mitigate an employee's financial responsibility, any lost, stolen, or damaged property should be immediately reported to the employee's supervisor.

Termination of Access Upon End of Employment

In order to maintain the security and integrity of Wausau School District data, systems, and networks, it is necessary to limit access to these systems to only authorized District staff. Accordingly, when an employee ends his/her employment with the District, authorization and access to these systems will cease on the last work day or the last contracted work day. This includes access to all networks, databases, email, and building security. Therefore, prior to the last day of employment, staff members are advised to remove personal data/files which they may have saved on the District's system/equipment. IMPORTANT – any data or files considered to be *Educational Records* or containing *Student Personally Identifiable Information* MUST NOT BE transferred or saved to a personal storage location. Only active employees with a 'need-to-know' have legal authorization to view or maintain this information. Please be aware that the last day of employment, which is the date access will be terminated, does not coincide with the employee's last paycheck date. Any exceptions to this rule will be addressed on an individual basis. Please contact the Human Resources Office prior to your last work day if you believe an exception should be considered.

INSURANCES

Liability Insurance

The Board carries liability insurance which provides coverage for the acts of employees performed in accordance with their duties and within their scope of employment. Employees shall be covered for liability in accordance with the terms of the District's liability insurance policy. Employees may inspect the District's liability insurance policy upon request.

Life Insurance

The Board shall provide life insurance to eligible employees. The insurance carrier(s), program(s), benefits, and coverage will be selected and determined by the Board.

1. Eligibility:
   a. Minimum Hours for Any Board Contribution: An employee who qualifies for Wisconsin Retirement System (WRS) benefits is eligible to participate in the District's life insurance plan. Employees who do not qualify for Wisconsin Retirement System (WRS) benefits are not eligible to participate in the District's life insurance plan. Employees whose hours are reduced during the term of the individual contract or letter of assignment shall have their eligibility and contributions based upon the projected hours, as determined by the District, in the first month following the month in which the reduction occurred.
2. Commencement and Termination of Benefits**.** Commencement and termination of Life Insurance coverage are determined on an individual basis. Contact the Payroll and Benefits Department for specific information regarding the commencement and termination of your benefits.
3. Premium Contributions: The District shall pay one-hundred (100) percent of the premium for term life insurance equal to the next highest one thousand dollars ($1000) of each eligible employee's salary.
4. Optional Additional Coverage: The employee may elect to purchase additional term life coverage of up to four (4) times his/her annual salary by paying the full cost of the additional coverage. Additional coverage may be purchased as either one-times annual salary, two-times annual salary, etc., up to four-times annual salary.

Long-Term Disability Insurance

The Board shall provide long-term disability insurance to eligible employees. The insurance carrier(s), program(s), benefits, and coverage will be selected and determined by the Board. (Also see Sick Leave and Long-Term Disability)

1. Eligibility:
    a. Minimum Hours for Board Contribution: An employee whose individual contract or letter of assignment has an assignment of at least six-hundred (600) hours is eligible to participate in the District's long-term disability insurance. Employees whose assignments are for less than six-hundred (600) hours are not eligible to participate in the District's long-term disability insurance plan. Employees whose hours are reduced during the term of the individual contract or letter of assignment shall have their eligibility and contributions based upon the projected hours, as determined by the District, in the first month following the month in which the reduction occurred.
2. Commencement and Termination of Coverage and Benefits**.** Coverage will commence on the employee's first day of employment and shall cease at the end of the month a resignation or termination becomes effective.

    Benefits may begin after the ninetieth (90th) consecutive calendar day of disability. Benefits may continue until the employee is eligible to return to work or to age 65. Payments could be affected by eligibility for Social Security Disability Insurance (SSDI) or Wisconsin Retirement System benefits.
3. Premium Contributions: The District shall pay one-hundred (100) percent of the premium for long-term disability insurance. The benefits will be equal to ninety percent (90%) of the employee's monthly wages.

Optional Short-Term Disability Insurance

The Board shall provide access to short-term disability insurance to eligible employees. The insurance carrier(s), program(s), benefits, and coverage will be selected and determined by the Board.

1. Eligibility:
    a. Minimum Hours for Any Board Contribution: An employee whose individual contract or letter of assignment has an assignment of at least six-hundred (600) hours is eligible to participate in the District's short-term disability insurance. Employees whose assignments are for less than six-hundred (600) hours are not eligible to participate in the District's short-term disability insurance plan. Employees whose hours are reduced during the term of the individual contract or letter of assignment shall have their eligibility and contributions based upon the projected hours, as determined by the District, in the first month following the month in which the reduction occurred.
2. Commencement and Termination of Benefits**.** Commencement and termination of Short-Term Disability Insurance coverage are determined on an individual basis. Contact the Payroll and Benefits Department for specific information regarding the commencement and termination of your benefits.
3. Premium Contributions: The employee shall pay the full premium. The level of benefit is determined by the employee but may not exceed sixty-six and two-thirds (66.66%) percent of the employee's weekly wages. Coverage may begin on the first day of injury or after the third consecutive calendar day of illness and continue until the employee is eligible to work or is eligible for long-term disability.

Part II

PROVISIONS APPLICABLE TO HOURLY (NONEXEMPT) AND SALARIED EMPLOYEES WITHOUT INDIVIDUAL CONTRACTS UNDER § 118.22 OR 118.24, WIS. STATS.



WORK SCHEDULE

Breaks/Rest Periods

To the extent practicable, employees will be provided with breaks/rest periods per the following guidelines. An employee working six (6) hours or more shall receive two (2) paid ten (10) minute rest periods per shift. An employee working four (4) hours but less than six (6) hours shall receive one (1) paid fifteen (15) minute rest period per shift. An employee working less than four (4) hours shall receive one (1) paid ten (10) minute rest period per shift. All breaks shall be set up by the supervisor except as otherwise specifically agreed upon between the employee and his/her supervisor.

Duty Free Lunch

An employee scheduled for a lunch break will be provided with an unpaid duty-free lunch period of not less than thirty (30) minutes. If the employee's 30-minute lunch period is interrupted by work duties authorized by the employee's supervisor, the 30-minute break will revert from an unpaid break to a paid break. When this occurs, the supervisor may opt to make a 30-minute adjustment to the employee's work schedule within the current or following pay period. Alternatively, with the supervisor's approval, the employee may restart his/her lunch period after the work-related interruption in order to receive a 30-minute uninterrupted break.

Employees who do not have a duty-free lunch period while performing supervision on a field trip or outside activity will be paid for a full lunch period. There will be no expectation of a schedule adjustment for the paid lunch duty.

Work Schedule Revision/Exchange Days

If requested by administration, a school year employee may voluntarily accept a work schedule change requiring a start date earlier than he/she is normally scheduled to begin his/her work year. In such instances, the employee will make an equivalent exchange of work days to his/her work schedule during the school year in which he/she will take a number of work days off without pay equal to the number of days worked prior to his/her normally scheduled start date. An employee agreeing to a work schedule adjustment with exchange days would maintain the same number of actual paid work days during the fiscal/school year as his/her normal work schedule provides. All work schedule revisions will be at the discretion of administration.

Breaks/Lunch Period for Nutrition Services Employees

To the extent practicable, Nutrition Services employees will be provided with breaks/lunch periods per the following guidelines. An employee working seven (7) hours or more shall receive one (1) paid fifteen (15) minute break and one (1) paid twenty (20) minute break. An employee working at least six (6) hours but less than seven (7) hours shall receive one (1) paid ten (10) minute break and one (1) paid fifteen (15) minute break. An employee working at least five (5) hours but less than six (6) hours shall receive one (1) paid twenty (20) minute break. Employees working at least four (4) hours but less than five (5) hours shall receive one (1) paid fifteen (15) minute break.

Nutrition Services employees working less than four (4) hours may choose to eat a free lunch on their own time before or immediately following their scheduled shift. Employees working four (4) hours or more may choose to eat a free meal while on a scheduled break.

Nutrition Services Employees should ask their immediate supervisor for specific break schedules and rules and restrictions pertaining to the daily free meal available to Nutrition Services employees.

Nonexempt employees are expected to accurately clock in and clock out using the True Time Clock Readers, and submit time sheets using Skyward True Time for all regularly assigned hours.

Skyward True Time & Time Card Procedures - Hourly (Non-exempt) Employees

Time worked for nonexempt employees must be submitted immediately following the pay period for which the work was performed. Time worked will be reported using Skyward's True Time system.

REDUCTIONS IN POSITIONS OR HOURS

Overview

In the event the Board determines to reduce the number of positions or the number of hours in any position, the provisions set forth in this section shall apply.

Notice of Reduction

The District will give at least two (2) weeks' notice of any reduction. The notice of reduction shall specify the effective date and that it is the responsibility of the employee to keep the District informed in writing of any changes in the employee's address.

Selection for Reduction – Steps

The needs of the District shall be the prime consideration used in determining which employees shall be reduced. In the implementation of staff reductions under this section, individual employees shall be selected for full or partial reduction in accordance with the following steps:

A. Step One - Attrition: Normal attrition resulting from employees retiring or resigning may be relied upon in implementing a reduction.

B. Step Two - Volunteers: Volunteers will be considered for reduction. An employee who volunteers for layoff or reduction in hours under this section will put his/her request in writing. Volunteers will be considered by the District only if, in the District's opinion, the remaining employees in the job category are qualified to perform the remaining work. The District will provide the volunteer(s) with a written notice.

C. Step Three - Selection for Reduction: The District will consider the factors below to select the employee in the affected job category for reduction.

1. Job categories for the purpose of this section shall be defined as:

- Nutrition Services
- Administrative and Educational Support
- Municipal
- Maintenance & Custodial

2. The District shall utilize the following criteria in order of application for determining the employee reduction:

    a. Educational Needs of the District: Will be those needs as identified and determined by Administration through normal channels in accord with its constituted authority.

    b. Qualifications as established by Administration: including, but not limited to specific skills, certification (if applicable), training, District evaluations, etc.

    c. Qualifications of the Remaining Employees in the Classification: Relevant qualifications will be those experiences and training that best relate to the position(s) to be maintained and District' needs as determined by Administration. These experiences may include but not be limited to current and past assignments and practical experience in the area of need.

    d. Performance of the Employees Considered for Layoff or Reduction of Hours: Performance of the employees under consideration as previously and currently evaluated. Greater weight may be given to more recent evaluations.

    e. Years of Service of the Employee: The years of service shall be determined on a prorated basis, calculated on actual hours worked in continuous service to the District (excluding Summer School).

Reduction in Hours

Employees who are reduced in hours shall not lose any benefits they have accrued. Benefits are defined as length of service, sick leave, and vacation earned as an employee. Reduced-in-time employees shall be treated as part-time employees under this Handbook. Any employee who is reduced in hours (partial layoff) may choose to be fully reduced.

Reemployment Period

Reduced employees shall retain the reemployment options set forth herein for a period of twelve (12) months after the employee's last day of work with the District or from the time the employee received the notification of reduction, whichever is later.

Reemployment Procedure

All reduced employees shall have their names placed on a reemployment list. In the event a vacancy occurs or a new position in the category in which the employee was reduced is created while employees are on the reemployment list, the District shall first attempt to fill the position utilizing employees on the reemployment list based on the criteria used for determining reduction. Any position unfilled after considering employees on the reemployment list will be posted in accordance with the terms of this *Handbook*.

Termination of Reemployment Options

Reemployment options shall end if an employee refuses reemployment to a position in the job category, except as provided below. Casual or substitute work with the District during the reemployment period shall not extend the reemployment period. Employees on the reemployment list may refuse reemployment to positions with a substantially different full-time equivalency (FTE), substitute, or temporary positions without loss of the ability to apply to the next available position for which the employee is qualified. Employees on the reemployment list shall not lose reemployment options to an equivalent FTE position(s) if they accept a position with a different FTE level, a substitute appointment, or a temporary appointment with the District.

Accrued Benefits

Employees who are reduced in full shall suffer no loss of sick leave, vacation or other accrued benefits if rehired within one calendar year from their reduction date. Sick leave days, vacation, and length of service time shall not accrue while an employee is not working for the District.

Other Employment

No employee who is reduced in full shall be precluded from securing other employment.

Furloughs

The District may furlough employees for budgetary reasons. The following guidelines apply during furlough periods:

A. Employees shall not receive their wages or salary but are permitted to use accrued vacation, compensatory time (if allowed) or personal leave to receive compensation on furlough days.

B. Employees are prohibited from working.

C. Sick leave, personal leave, etc., shall continue to accrue as if the employees were working.

D. The District shall provide health insurance, dental insurance, etc., at the same level it would have if the employees were working.

ASSIGNMENTS, VACANCIES AND TRANSFERS

Determination of Assignment

Employees will be assigned or transferred by the Director of Human Resources or his/her designee.

Job Posting

When a position becomes vacant as determined by the District or when the District creates a new position, the District will post the position on the Wisconsin Education Career Access Network (WECAN) website. A link to job postings will be available on the Wausau School District website (Human Resource Department "Employment Opportunities"). To the extent practicable, an email notification will be sent to all employees when positions are posted. An employee interested in applying for a posted position may submit a written application through the Wisconsin Education Career Access Network (WECAN) website. The District may temporarily fill posted positions during the posting and selection period. The Director of Human Resources reserves the right to waive a posting for an open position in times of immediacy or due to other unique factors.

Interviews

An employee who applies for a vacant position prior to the end of the posting period may be granted an interview for the position if qualified.

District Ability to Select the Applicant

The District retains the right to select the applicant for any position based upon the needs of the District, including consideration of qualifications of the applicant, any special skills or training by the applicant, prior performance evaluations of the applicant, and references of the applicant. The term applicant refers to both internal candidates and external candidates for the position.

Involuntary Transfers

The District reserves the right to transfer an employee qualified for a position. No employee will be involuntarily transferred by the District without a conference followed by a written notice from the Director of Human Resources or his/her designee.

Employee Resignations And Retirements

Hourly Employees

Hourly (non-exempt) Support Staff employees must give the District notice of intention to resign or retire. Whenever possible, the Support Staff employee must give such notice at least two (2) weeks prior to the date the employee desires to resign or retire.

Salaried Employees

Salaried (exempt) Support Staff employees must give the District notice of intention to resign or retire. Whenever possible, the Support Staff employee must give such notice at least four (4) weeks prior to the date the employee desires to resign or retire.

Reinstatement

A former Support Staff employee who resigns or retires while in good standing with sufficient notice, may be reinstated through the normal hiring process to an open position, provided that the reinstatement occurs within one (1) year of the date of separation. Upon return, any unused Sick Leave and Personal Leave will be credited to the employee's bank of leave time in Skyward.

Employee Performance Evaluations

Evaluation

The primary purpose of an employee performance evaluation is to provide continuous improvement in the quality of service to the community/students/staff of the District.

Procedures and Instruments

The District will orient employees regarding evaluation procedures and instruments.

Frequency

The frequency of evaluations shall be established at the discretion of the District.

Receipt of Evaluation

Each employee shall receive a copy of his or her evaluation. The employee will be expected to sign his or her evaluation to acknowledge receipt of the same.

Comments, Disputes

The employee may respond in writing with his or her comments attached to the completed evaluation.

Evaluators

The District shall determine whether or not employees shall be evaluated and by which supervisory personnel.

PAID VACATION

Calendar Year Employees

Vacation will be allocated on July 1 to eligible employees who work 52 weeks annually. Vacation allocations will be prorated based on date of hire during the first year of employment. Vacation pay shall be paid at the employee's regular pay rate following the employee's scheduled work hours. If employment terminates during a school year, the employee will reimburse the District for all days paid in excess of those earned.

Municipal Employees hired prior to July 1, 2026

Vacation entitlement begins at the start of the first year listed in the range through the end of the second year in the range.

A. Municipal employees with 0-5 years of service as of July 1 shall be entitled to fifteen (15) days of paid vacation each year.

B. Municipal employees with 6-17 years of service as of July 1 shall be entitled to twenty (20) days of paid vacation each year.

C. Municipal employees with 18-21 years of service as of July 1 shall be entitled to twenty-one (21) days of paid vacation each year.

D. Municipal employees with 22-24 years of service as of July 1 shall be entitled to twenty-two (22) days of paid vacation each year.

E. Municipal employees with 25 or more years of service as of July 1 shall be entitled to twenty-three (23) days of paid vacation each year.

Administrative and Educational Support and Maintenance & Custodial Employees hired prior to July 1, 2026

Vacation entitlement begins at the start of the first year listed in the range through the end of the second year in the range.

A. Administrative and Educational Support and Maintenance & Custodial employees with 0-6 years of service as of July 1 shall be entitled to ten (10) days of paid vacation each year.

B. Administrative and Educational Support and Maintenance & Custodial employees with 7-11 years of service as of July 1 shall be entitled to fifteen (15) days of paid vacation each year.

C. Administrative and Educational Support and Maintenance & Custodial employees with 12-17 years of service as of July 1 shall be entitled to twenty (20) days of paid vacation each year.

D. Administrative and Educational Support and Maintenance & Custodial employees with 18-21 years of service as of July 1 shall be entitled to twenty-one (21) days of paid vacation each year.

E. Administrative and Educational Support and Maintenance & Custodial employees with 22-24 years of service as of July 1 shall be entitled to twenty-two (22) days of paid vacation each year.

F. Administrative and Educational Support and Maintenance & Custodial employees with 25 years of service as of July 1 shall be entitled to twenty-three (23) days of paid vacation each year.

All Employee Groups hired on or after July 1, 2026

A. Employees with 0-6 years of service as of July 1 shall be entitled to fifteen (15) days of paid vacation each year.
B. Employees with 7-15 years of service as of July 1 shall be entitled to twenty (20) days of vacation each year.
C. Employees with 16-19 years of service as of July 1 shall be entitled to twenty-one (21) days of paid vacation each year.
D. Employees with 20-24 years of service as of July 1 shall be entitled to twenty-two (22) days of paid vacation each year.
E. Employees with 25 or more years of service shall be entitled to twenty-three (23) days of paid vacation each year.

Scheduling of Vacation

Vacations must be taken during the fiscal year it is allocated and shall be noncumulative unless prior approval has been given by the Director of Human Resources or his/her designee. Requests for the use of vacation time are to be submitted on-line through Skyward Employee Access.

Vacation Increments

Vacation time may be taken in full blocks, or in shorter blocks not less than fifteen (15) minutes as arranged with the immediate supervisor. Requests for vacation time shall normally be made at least five (5) working days prior to taking such leave to the employee's immediate supervisor, however, vacation time requested with less than five (5) working days, notice must be made to the immediate supervisor. The employee's immediate supervisor may schedule vacations on a first-come, first-served basis, and may deny such requests as necessary to accomplish work objectives.

Vacation Carry Over

Vacation time should be used by June 30th of each calendar year. Employees will be allowed to carry over up to eight (8) days of vacation each year through December 31st. Vacation hours beyond the carryover days and not used as of June 30th will be forfeited. All vacation days carried remaining after December 31st will be added to the Support Staff Medical Hardship Donation Program.

Payment upon Retirement, Resignation/Termination, or Transfer to a Position Not Eligible for Vacation

Upon retirement, transfer to a position not eligible for vacation, or resignation/termination, an employee will receive pay for any earned but unused vacation, prorated based on the last date of vacation eligible employment. Vacation may be used after a resignation or retirement notice is submitted, but can not be paid to extend a resignation or retirement date. Compensation for any earned, but unused vacation days will be paid out at the employee's current rate of pay in a lump sum on the final paycheck.

Holidays

Holidays Defined

A paid holiday is a day off with pay for the number of hours the employee normally works. Paid holidays will be provided as follows:

Municipal, Administrative and Educational Support, and Maintenance & Custodial calendar year employees hired prior to July 1, 2026 (who are regularly scheduled to work 52 weeks and at least 700 hours per year) according to the following schedule; and to school year employees (who are regularly scheduled to work less than 52 weeks and at least 500 hours per year) according to the following schedule as marked with an asterisk (*).

*1. January 1
*2. Good Friday
*3. Memorial Day
4. July 4
*5. Labor Day
*6. Thanksgiving Day
*7. Day following Thanksgiving Day
*8. December 24
*9. December 25
*10. December 31

Nutrition Services employees hired prior to July 1, 2026 who are regularly scheduled to work at least 500 hours per year shall be paid six holidays each year according to the following schedule:

1. Labor Day
2. Thanksgiving Day
3. Day following Thanksgiving Day
4. December 25
5. January 1
6. Memorial Day

Employees hired on or after July 1, 2026 who are regularly scheduled to work at least 230 days per year will receive the following ten (10) paid holidays. Holidays will be paid based on the standard hours the employee is scheduled to work each day.

1. January 1
2. Friday before Easter
3. Memorial Day
4. July 4
5. Labor Day
6. Thanksgiving Day
7. Day following Thanksgiving Day
8. December 24
9. December 25
10. December 31

Employees hired on or after July 1, 2026 who are regularly scheduled to work at least 170 days per year, but less than 230 days per year will receive the following six (6) paid holidays. Holidays will be paid based on the standard hours the employee is scheduled to work each day.

1. Labor Day
2. Thanksgiving Day
3. Day following Thanksgiving Day
4. December 24
5. December 25
6. December 31

Holiday Pay

Holiday pay shall be paid at the employee's regular rate and for the employee's regularly scheduled number of hours.

If a holiday falls on a day which is not a regular work day for the employee, holiday pay shall be paid or the average number of hours scheduled over a five-day period.

Holidays Falling on Weekends

If one of the above holidays falls on a weekend, the school calendar will determine the day that will be granted off in lieu of the holiday, or employees will receive regular pay for that day.

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 paid holiday on a date determined by the Administration.

Work on a Holiday

An employee required to work on a holiday shall be paid time and one-half pay for all hours worked in addition to the holiday pay.

Holidays during Vacation

If any of the above holidays fall within an employee's vacation period, the employee shall not need to use a vacation day for the holiday on the calendar.

Eligibility for Holiday

In order to be eligible for holiday pay, an employee must work the employee's scheduled workdays immediately preceding and following the holiday, unless the employee is on an excused absence (for example, FMLA or paid vacation) with pay that has been approved by the Director of Human Resources or his/her designee. Employees on unpaid leave of absence shall not be eligible for holiday pay if the holiday falls during the absence period.

Sick Leave

Sick Leave Provided

Sick leave will be allocated on July 1 to employees who are regularly scheduled to work five hundred (500) or more hours annually. Sick leave allocations will be prorated based on date of hire during the first year of employment. If employment terminates during a school year, the employee will reimburse the District for all days paid in excess of those earned.

Sick Leave can be used for illness of self or an immediate family member or for medical or dental appointments that cannot be scheduled outside of the employee's regularly scheduled hours. The interpretation of immediate family shall include spouse, parent, domestic partner, adult son, son-in-law, adult daughter, daughter-in-law, brother, sister, grandparent, and grandchild of an employee, or the same relatives of the employee's spouse or domestic partner.

Summer Learning Support Staff may use one (1) Sick Leave day during Summer Learning at the rate of pay said employee receives for Summer Learning.

Sick Leave will be allocated based on the employee's regular scheduled hours per day according to the following schedule:

A. Employees regularly scheduled to work 260 days per year, shall be entitled to twelve (12) days of sick leave per year (prorated based on date of hire) and cumulative to a maximum of one hundred forty (140) days at full pay.

B. Employees regularly scheduled to work less than 260 days per year shall be entitled to ten (10) days of sick leave per year (prorated based on date of hire) and shall be cumulative to a maximum of one hundred thirty (130) days at full pay.

Sick Leave Increments

Sick leave may be allowed in increments of a minimum of 15 minutes.

A. Definitions: the following definitions apply under this section:

1. Child: means a natural, adopted, foster or treatment foster child, a stepchild or a legal ward who is less than eighteen (18) years of age or the individual is eighteen (18) years of age or older and cannot care for himself or herself because of a serious health condition.
2. Parent: means a natural parent, foster parent, treatment foster parent, adoptive parent, stepparent or legal guardian of an employee, or the same relative of an employee's spouse or domestic partner.
3. Spouse: means an employee's legal husband or wife.
4. Serious Illness: means a disabling physical or mental illness, injury, impairment or condition involving any of the following:
   a. Inpatient care in a hospital, nursing home, or hospice.
   b. Outpatient care that requires continuing treatment or supervision by a health care provider.
5. Domestic Partner: means a relationship between two (2) individuals that satisfies all of the following:
   a. Each individual is at least eighteen (18) years old and otherwise competent to enter into a contract.
   b. Neither individual is married to, or in a domestic partnership with another individual.
   c. The two (2) individuals are not related by blood in any way that would prohibit marriage under § 765.03, Wis. Stats.
   d. The two (2) individuals consider themselves to be members of each other's immediate family.
   e. The two (2) individuals agree to be responsible for each other's basic living expenses.
   f. The two (2) individuals share a common residence. Two individuals may share a common residence even if any of the following applies:
      1) Only one of the individuals has legal ownership of the residence.
      2) One or both of the individuals have one or more additional residences not shared with the other individual.

3) One of the individuals leaves the common residence with the intent to return.

Sick Leave and Long-term Disability

In the event an employee is aware in advance that sick leave benefits of an extended nature will be needed, it shall be the duty of the employee to notify the Human Resources Office in writing as far in advance as possible of the anticipated time and duration of such leave and the reason for requesting such leave. Medical certification verifying the employee's inability to perform his/her normal work functions must be submitted as soon as practicable. At that time, it will be determined if the employee is eligible for Family Medical Leave.

An employee shall use his/her accrued sick leave, if available, until the time at which he/she may become eligible for long-term disability leave (contact the Payroll and Benefits Department for details on long-term disability coverage). The employee shall return to work at such time as his/her doctor certifies he/she is medically capable of returning to work. In the event an employee on sick leave, Long-Term Disability, or leave of absence fails to return to work when medically released to perform his/her assigned duties, he/she may be deemed to have resigned his/her position with the District.

The District may require a certificate from a physician of the District's choosing that an employee on sick leave is medically unable to perform normal duties. The District may require such medical certification from time to time until the employee returns to normal duties.

In the event an employee exhausts all accumulated sick leave and is medically unable to resume normal duties, the employee may be placed on unpaid leave of absence, either as required by law or at the discretion of the Board, for a period not to exceed twelve (12) months. Following exhaustion of an employee's eligibility for Family Medical Leave (when eligible for such leave), no fringe benefits shall be paid to or accrued by an employee on an unpaid leave of absence.

An employee on an unpaid leave of absence or long-term disability leave may continue insurance coverage, if eligible to receive coverage under the insurance plan, during such leave by paying the full cost of all premiums as they become due. However, if an employee on long-term disability has paid sick leave available, he/she may apply the per diem value of the sick leave to pay for his/her employee portion of the District's group health insurance premium.

At the expiration of an unpaid leave of absence or long-term disability leave the employee shall be entitled to be reinstated at the current salary to the same or equivalent position in which the employee was employed at the time the leave was granted. Applicable step movement will occur if the leave lasts less than six months.

Reporting Procedure - Doctor's Certificate

If at all possible, each employee shall be required to inform his/her supervisor prior to his/her normal daily starting time of his/her need to be absent due to illness. Whenever the supervisor deems such verification appropriate, the employee may be required to furnish the District with a certificate of illness signed by either a licensed physician or a nurse practitioner. Such certificate should include a statement releasing the employee to return to work and a statement as to whether any limitations or restrictions are placed upon the work which may be performed. Nothing in this section shall be interpreted as limiting the District's ability to discipline or discharge employees for excessive absenteeism.

Holidays during Sick Leave

In the event that a paid holiday falls within a period when an employee is on accumulated sick leave, it shall be charged as a paid holiday and not deducted from the employee's earned sick leave.

Donation of Leave for Medical Hardship

In the event an employee has exhausted all paid vacation, sick, or personal leave prior to qualification for long-term disability coverage, and/or in the event of a serious medical hardship, as determined by administration, the donation of up to two personal or vacation days from other employees in his/her employee category (e.g., Municipal, Administrative & Educational Support, Nutrition Services, Maintenance & Custodial) to be used by said employee in place of paid sick leave, may be approved by the Director of Human Resources or his/her designee. The donated Personal or Vacation leave will not exceed 30 days per employee per year due to the serious illness of an employee, and will not exceed 10 days due to the serious illness of a spouse or child. The recipient of donated leave will be paid at his/her current hourly rate. Requests for donated leave must be submitted in writing to the Director of Human Resources. Donated days will be deducted from each donor's Skyward account after receiving an authorization form.

An employee retiring at the end of the school year may donate up to two (2) days of unused personal leave or paid vacation. The donated leave will be transferred to the appropriate Medical Hardship Account (e.g., Municipal, Administrative & Educational Support, Nutrition Services, Maintenance & Custodial), and will be drawn upon for future approved requests for donated leave before asking for additional donated personal leave or vacation days from active employees. Retiring employees wishing to donate unused personal leave and/or vacation days must notify Human Resources in writing two weeks prior to their scheduled date of retirement.

Any Leave days that would be scheduled for forfeit will be added to the appropriate Medical Hardship Account similar to the above paragraph.

Bereavement Leave

Bereavement Leave

In the event of a death, each employee is allotted five (5) Bereavement Leave days per year for regularly scheduled calendar year employees and three (3) Bereavement Leave days per year for all other employees who are regularly scheduled to work five hundred (500) or more hours annually. Bereavement Leave allocations will be prorated based on date of hire during the first year of employment. If employment terminates during a school year, the employee will reimburse the District for all days paid in excess of those earned.

Additional Bereavement Leave

If all allotted Bereavement Leave has been used by an employee, additional Bereavement Leave may be requested through Human Resources. Requests must be made in writing to the Director of Human Resources, or designee. If approved, additional hours will be transferred by Human Resources from the employee's accumulated sick hours into Bereavement Leave hours.

Bereavement Leave Increments

Bereavement leave may be allowed in increments of a minimum of 15 minutes.

Personal Leave

Personal Days Provided

One (1) day of Personal Leave will be allocated as of July 1 to all non-teaching employees who are regularly scheduled to work five hundred (500) or more hours annually. All Personal Leave days may be accrued without limit for non-teaching staff. The Principal/Supervisor should be given three (3) workdays notice, whenever possible, and has the right to deny Personal Leave requests based on District and student needs. Personal Leave allocations will be prorated based on date of hire during the first year of employment. If employment terminates during a school year, the employee will reimburse the District for all days paid in excess of those earned.

Reasons for and Timing of Personal Leave

Personal Leave is paid leave from work for reasons other than illness or vacation taken at the employee's discretion for needs that are personal. Personal Leave is provided by the District to meet the needs of each individual employee. The Wausau School District understands that an employee's reason for using Personal Leave is personal. At the same time, the Wausau School District seeks to ensure the timing of Personal Leave preserves our interest in advancing student learning, achievement, and success. Any Personal Leave that would be scheduled for forfeit will be added to the Support Staff Medical Hardship Donation Program.

Personal Leave Restrictions

Personal Leave days shall not be used to extend a holiday, vacation, or school recess period. Personal Leave will not be granted during the week prior to the start of school, the first week of school, and during the last two weeks of the school year. Exceptions may be granted solely at the discretion of the Principal.

Personal Leave Increments

Personal Leave may be allowed in increments of a minimum of 15 minutes.

Unpaid Leave of Absence

Leave of Absence

A. Application Procedures: All requests for unpaid leave of absence, other than emergencies, must be submitted in writing to the District at least thirty (30) days prior to the anticipated beginning of the leave. Such application will be reviewed and processed by the Director of Human Resources or his/her designee, and shall be granted or denied at the District's discretion. The unpaid leave of absence may not exceed six (6) months. Unless provided otherwise in this Handbook, unpaid leaves of absence will be handled as set forth in this section.

B. Benefits During Leave:

1. Length of service and other benefits shall not accrue during such leave.

2. The employee may continue health and dental insurance during the leave of absence by remitting the full premium amounts to the District. The continuation of health and dental insurance at the employee's expense may be contingent upon the health insurance carrier allowing such a benefit. If the premium is not received by the first of the month, the employee's insurance coverage may be terminated.

3. During the unpaid leave, the employee shall retain accumulated paid leave, but shall not accrue any additional paid leave.

C. Placement Upon Return from Leave: An employee to whom a leave of absence has been granted shall be entitled, at the expiration of the time stated in such leave, to be reinstated to the position in which the employee was employed at the time the leave was granted at the current hourly rate. If the employee cannot return to normal duty at the expiration of such leave, he/she shall be terminated and the job opening may be posted.

Short-Term Leave of Absence

An employee may request up to five (5) workdays without pay for special circumstances with the approval of his/her supervisor/principal. An employee requesting a short-term leave of absence must exhaust all Personal Leave and paid vacation prior to the date of requested time off without pay. Short-term leave of absence will not be used in the proration of insurance benefits.

PART III

PROVISIONS FOR EMPLOYEES WITH INDIVIDUAL CONTRACTS UNDER § 118.22, WIS. STATS, AND PROFESSIONAL/ EXEMPT NON-SUPERVISORY EMPLOYEES



PROFESSIONAL WORK HOURS/WORK DAY

Normal Hours of Work

Education and teaching is a professional occupation. Although professionals' work is not limited to any specified number of hours or days per week, the "normal" hours of work for full-time employees in positions authorized as "40 hours per week" are considered to be eight (8) hours per day Monday through Friday. The actual workday for each building shall be established by the Board. Buildings will maintain an eight (8) hour schedule. If a teacher accepts a voluntary assignment during his/her duty free lunch period, he/she may include such time as part of his/her eight (8) hour work day.

Administratively-Called Meetings

Staff Meetings: Teachers may be required to attend administratively-called staff meetings. Administratively-called meetings may begin before the normal workday begins or go later than the end of the normal workday. The administration will attempt to provide reasonable notice of all such meetings and the anticipated duration of the meeting.

Other Administratively-Called Meetings

In addition to staff meetings, teachers may be required to attend other administratively called meetings, including meetings of individual educational plan teams, parent-teacher conferences, department meetings, or activities of similar nature, which are normally conducted at other times. Teachers may be required to attend such events regardless of the date, time or duration of said meetings. Teachers required to attend staff meetings or other administratively-called meetings will not receive additional remuneration above their regularly paid salaries for attending such meetings.

Attendance at School Events

Teachers may be required to attend mandatory school events. 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. Whenever possible, teachers shall be given no less than thirty (30) calendar days' notice of such events. Teachers who have a co-curricular conflict or have pre-approved coursework to attend may be excused at the discretion of the building administrator or his/her designee. Such conflict should be communicated to the applicable administrator as soon as possible before the date of the school event.

Consultation with Parents

Each teacher shall consult with parents so that parents recognize the important role they play in shaping the attitudes of their children and assume greater responsibility for the performance of their children and for the excellence of our schools. Such consultation may be in the form of phone contacts, home visitations, progress reports, in-person appointments, etc., in addition to the scheduled parent/teacher conferences.

Professional Hours

A. The concept of professional hours means that a teacher and his/her appropriate supervisor(s) will determine the teacher's hours based upon the completion of his/her duties and the needs of his/her student(s).

B. 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 outside of these hours.

C. Professional work hours are governed by the following:
   1. The normal work day will be eight continuous hours.

2. Teachers may be required to attend administratively-called meetings and all meetings set forth in the *Administratively-Called Meetings* section.

3. The teacher and his/her appropriate supervisor(s) will determine the employee's hours based upon the completion of his/her duties and the needs of his/her students. Teachers will be evaluated based upon the completion of their duties rather than on adherence to a fixed time schedule. An example of this would be as follows: An employee has a preparation period from 10:35 a.m. to 11:20 a.m., Monday through Friday. The employee would be free to take professional hours for the time period between 10:35 a.m. and 11:20 a.m. unless an administratively-called meeting was designated during that time period. The employee is free to work during that forty-five (45 minute) period as regularly scheduled or he/she is free to take those forty-five (45) minutes off from employment provided he/she has completed his/her regularly assigned duties and has met the needs of his/her student(s).

D. 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.

Emergency School Closures

In the event the District is closed or an individual building(s) is closed, full or partial day closures may be made up at the discretion of the District. The District shall, at a minimum, make up all days/hours necessary to guarantee the receipt of state aid and/or necessary to meet the minimum annual school year requirements (days and hours) of the State of Wisconsin. Teachers shall not receive additional compensation in the event the District requires such day(s)/time to be made up with or without pupils.

School Calendar

The school calendar shall be determined by the Board. For the 2026-2027 school year, the calendar shall consist of one hundred and eighty-nine (189) scheduled work days. The determination of the structure of the days, e.g. instructional, in-service, workdays, etc., shall be at the discretion of the Board.

Collaboration and Instructional Planning Time

Teachers will receive regularly scheduled collaboration and instructional planning time each week without student contact and within the regularly scheduled student day. Teachers shall spend this time performing professional duties. Teachers who lose this time due to special school activities shall not receive compensation for the lost time. All other time within the regular scheduled workday may be assigned by the Administration. The 30-minute duty free lunch period shall not be counted as collaboration and instructional planning time.

Reduction in Force, Positions and Hours

Reduction in Force

At times it may be necessary to reduce the number of staff employed by the District. In the event that the District, in its sole discretion, determines that it is necessary to reduce the number of positions or the number of hours in any position, the provisions set forth in this section shall apply.

Notice of Reduction

The District will provide full-time teachers with a notice of nonrenewal for purposes of reduction in accordance with the timelines set forth in section §118.22, Wis. Stats. The nonrenewal notice shall specify the effective

date of the nonrenewal, the right to a private conference under section 118.22, Wis. Stats. and will refer the employee to the Reduction in Force provision in this Handbook. Part-time teachers are not subject to 118.22, and will only be provided a notice of reduction on or before May 30.

Procedure for Reduction

The needs of the District shall be the prime consideration used in determining which employees shall be reduced. In the implementation of staff reductions under this section, individual employees shall be selected for full or partial reduction in accordance with the following steps:

A. Step One - Attrition: Normal attrition resulting from employees retiring or resigning will be relied upon to the extent that it is administratively feasible in implementing staff reductions.

B. Step Two - Volunteers: Volunteers will be reduced next. Requests for volunteers will be sent to employees within each grade level, departmental and certification area. An employee who volunteers to be reduced under this section will put his/her request in writing. Volunteers will only be accepted by the District if in the District's opinion the remaining employees in the department/certification area are qualified to perform the remaining work. Volunteers will be treated as a District directed reduction under this section of the Handbook.

C. Step Three - Selection for Reduction: The elimination of a position does not necessarily mean the teacher occupying the position will be dismissed. When determining who will be reduced as part of a Reduction in Force, the District will consider the following criteria:

1. Educational Needs of the District: Will be those needs as identified and determined by administration.
2. Qualifications: Including, but not limited to specific skills, certification [if applicable], training, etc.
3. Qualifications of the Remaining Employees in the Grade Level, Department or Certification Area: Relevant qualifications will be those experiences and training that best relate to the position(s) to be maintained and District needs. These experiences shall include but not be limited to current and past assignment and practical experience in the area of need.
4. Performance of the Employees: Performance of the employees under consideration as reflected in previous and current District evaluations.
5. Length of Service of the Employee.

Although length of service in the District will be considered when reducing employees, it will not be the sole deciding factor in any decision regarding who will be reduced. Employees, who are reduced, do not have any right to displace or “bump” another employee.

Reduction in Hours

Employees who are reduced, and such reduction results in a reduction in hours, shall not lose any benefits they have accrued. Benefits are defined as length of service and sick leave earned as an employee. Reduced in time employees shall be treated as part-time employees under this Handbook and shall accrue additional benefits accordingly based on their part-time.

Reemployment

The hiring of employees shall be determined based on the need for the most qualified candidate. An employee who has been reduced by the District may apply for any open position for which he/she is qualified, but he/she does not have any right to be recalled to a position.

In calculating an employee's length of service to the District, any time allocated to a reduction will not be included.

Reduced employees shall suffer no loss of sick leave or other accrued benefits if rehired within three (3) years.

Teacher Assignments, Vacancies and Transfers

Determination of Assignment

Teachers will be assigned or transferred by the Superintendent or his/her designee.

Job Posting

When the District determines that there is a vacancy to be filled through the posting process, notice of such available position shall be posted on the District's website (through WECAN) for a minimum of five (5) days. The District may temporarily fill vacant positions at its discretion during the posting and selection period. The notice shall include the date of posting, the deadline for submitting application, the level and license/certification required, the anticipated start date, and any other qualifications required for the position. The Director of Human Resources has the ability to waive a posting period in times of urgency or when a similar position is posted or has recently been posted to facilitate hiring efficiencies.

Process for Filling Vacancies

An employee who applies for a vacant position, prior to the end of the posting period, may be granted an interview for the position. The District will attempt to select the most qualified applicant for any position based upon stated job descriptions (this does not prohibit the District from considering qualifications that are related to the position and exceed those minimum qualifications listed in the job description) and the right to determine when to consider outside applicants. The term "applicant" refers to both internal candidates and external candidates for the position.

Involuntary Transfers

When the District determines that an involuntary transfer of an employee is necessary, the District may, at its discretion, transfer any employee in the District qualified for the position. An employee who is involuntarily transferred shall suffer no loss of wages or other fringe benefit as a result of such transfer. An employee who is involuntarily transferred and chooses to resign his/her position shall not be assessed liquidated damages. The employee must submit a written resignation to the Director of Human Resources within 15 calendar days of receipt of the involuntary transfer notice.

Teacher Absence and Substitutes

When a teacher is to be absent from school, it is the responsibility of the teacher to enter the absence into Frontline Absence Management to report their absence and to secure a substitute. Please refer to the Attendance Procedures, found HERE.

Summer Learning Assignments

When possible, summer learning subjects should be made known on or before May 15. All current teachers in the District may apply for summer learning positions. Employees teaching summer classes shall be given a summer learning session contract, in accordance with section *§118.22, Wis. Stats*.

Extended Contracts

Additional contract days may be added to the contracted school calendar for each teacher at the discretion of the District. Teachers shall be compensated for said days at their individual contracted per diem rates of pay for each of the extended contract days. Days may be scheduled in full or partial day increments.

EMPLOYEE RESIGNATIONS

A. The teacher's individual contract shall be considered binding on both parties. If for any reason a teacher asks for release from the contract, it is understood that the following conditions for release shall apply:

1. The teacher must give the District notice that he/she intends on severing his/her contract with the District. Whenever possible, the teacher must give such notice at least sixty (60) calendar days prior to the date the employee desires the severance to occur.

2. It is agreed that liquidated damages are due to the District with the sixty (60) calendar day notice of resignation as follows:
    a. One thousand dollars ($1,000) if the employee's resignation is effective on or before June 30th.
    b. Two thousand dollars ($2,000) if the employee's resignation is effective July 1 through July 31st.
    c. Three thousand dollars ($3,000) if the employee's resignation is effective August 1 through the final contract day of the current contract year.

3. Liquidated damages and the sixty (60) calendar day notice requirement would not apply to teachers who do not return their contracts by June 15th, or whose resignation is tendered and effective after the end of the school year, but before June 16st.

4. The employee may choose to have liquidated damages deducted from the employee's last paycheck(s) or the employee shall submit a check for the liquidated damages amount at the time of resignation.

B. The Board in its discretion may waive the liquidated damages for the following reasons:

1. Employment transfer of spouse or domestic partner;

2. Illness of employee;

3. Other reasons as determined by the Board of Education.

In the event the District chooses to waive the liquidated damages, the District shall return any damages submitted with the resignation notice to the employee.

C. An employee who is involuntarily transferred and chooses to resign his/her position shall not be assessed liquidated damages. The employee must submit a written resignation to the Director of Human Resources within 15 calendar days of receipt of the involuntary transfer notice.

D. An employee who is involuntarily called into service by the United States government for military duty shall not be assessed liquidated damages under this Article.

The Board is not precluded from seeking and recovering the actual amount of damages from a breach of individual contract.

Reinstatement

A former Certified Staff employee who resigns while in good standing with sufficient notice, may be reinstated through the normal hiring process to an open position, provided that the reinstatement occurs within one (1) year of the date of separation. Upon return, any unused Sick Leave and Personal Leave will be credited to the employee's bank of leave time in Skyward.

Discipline, Termination, and Nonrenewal

Standard for Nonrenewal for Full-Time Teachers

Newly employed full-time teachers and other professional or certified staff will be evaluated and assessed to determine if the teacher has the skills, abilities and talents to successfully teach in the Wausau School District. Generally, this process will span an introductory period of three complete teaching years. However, all teachers and other professional or certified staff are expected to continue to demonstrate these skills, abilities and talents throughout their careers.

In the event that a full-time teacher shall be non-renewed based on performance, subject to the provisions of section *§118.22, Wis. Stats*, such action shall be taken only after the direct observation and evaluation of the teacher. Efforts will also be made to offer guidance to correct identified teaching deficiencies.

Standard for Discipline and Termination

A teacher may be disciplined or terminated during the term of the individual contract. Such discipline or termination shall be subject to the District's Employee Grievance Policy and Procedure.

A teacher may be disciplined or terminated if there is a factual basis for the discipline or termination. The factual basis must support a finding of employee misconduct in which the District has a disciplinary or termination interest.

Note: Refer to *Part 1 – General Employment Practices and Expectations* in this Handbook for "*Representation*", "*Disciplinary Materials*", and "*Termination of Employment*" sections.

Teacher Supervision and Evaluation

General Provisions

The Wausau School District seeks to attract, retain, and develop a high quality, diverse, creative, and innovative workforce of leaders. As such, teacher supervision and evaluation is viewed as a continuing process for the

purpose of improving instruction and assessing individual performance of staff members. To support this goal a performance evaluation system will be utilized.

All formal evaluations will include direct observation of teacher performance. Evaluations will be conducted utilizing processes and instruments adopted by the District (i.e., Wisconsin Educator Effectiveness System). Copies of the formal evaluation process and instruments are available from building principals and the Education Department.

Evaluators

Every teacher in the District will be supervised and evaluated by an administrator and/or his/her designee. The administrator may be a certified building principal, assistant principal, or District administrator. The administrator may be a District employee or a non-District employee who is a certified administrator.

Intensive Support

Intensive support is the supervision and evaluation procedure applied to teachers whose performance has not met expectations as of the most recent evaluation conference. Intensive support is designed to improve the overall performance of a teacher whose overall performance has not met expectations. Teachers whose overall performance has not met expectations may, at the discretion of the District, receive intensive support or may be non-renewed pursuant to §118.22, Wis. Stats. If in the District's discretion intensive support is offered, the process shall be as follows:

1. Goal of Intensive Support: The goal of intensive support is for the teacher to meet expectations. The intensive support plan will be designed to meet the specific needs of the teacher and the performance expectations of the District.
2. Content of Intensive Support: It may include a description of the teacher's goals for improvement, a description of appropriate performance, a plan to help the teacher develop required skills, a schedule of formal and informal observations to be conducted during the school year, and a target date by which time the teacher will perform satisfactorily. The plan is not limited to, but might include the following interventions: any means of professional development, observations and/or support by experts outside the District, and/or peer coaching or mentoring.

Professional Development of New Teachers

New-to-the-District teachers may spend up to the hourly equivalent of three work days, some prior to the beginning of school, without additional compensation preparing professional and curriculum materials and lesson plans (in addition to being oriented to the District, evaluation practices and general expectations for their assignments).

Initial Educator Professional Development

The individual teacher who holds an Initial Educator License is responsible for developing a Professional Development Plan (PDP). The PDP must demonstrate increased proficiency and professional development based on the Wisconsin Educator Standards. The Initial Educator is also responsible for initiating an annual review of the PDP by the Initial Educator's Review Team (IERT) that is convened by the Initial Educator.

Mentor Program

1. An initial educator will be provided a mentor by the District. Any teacher interested in being considered for serving as a mentor must submit a letter indicating interest by June 1 of each year to the Human Resources Department. When mentors are selected by the District, volunteers will be considered first. If the District deems that a suitable match cannot be made from the list of volunteers, the District may

contact other teachers who are qualified mentors. The District reserves the right to use qualified persons who are not District employees or continuing teachers.

2. If a teacher is selected as a mentor, he/she shall be paid a stipend for the period served as a mentor for an initial educator. Mentoring responsibilities and approximate time commitment are as follows, and may be revised at the District's discretion:
   - Attendance at seven initial educator induction/training sessions (14 hours total);
   - Weekly communication with the initial educator. A minimum of three hours per month (40 minutes per week) of meeting time is required (24 hours total);
   - Six (6) hours observation in the initial educator's classroom. Post observation conference discussions may be counted toward the required monthly meeting time (noted above);
   - Documentation: Mentors must maintain a contact log which will include the date, time, and topic or purpose of the meeting/contact, e.g., observations, post conferences, meetings, etc. and submit to Human Resources in order to receive compensation. Compensation may be prorated based on total hours documented.
   - Compensation for mentoring a first year initial educator is $900.00, and for second year initial educator, $600.00.
3. A teacher serving as a mentor may request that the District assign him/her to a different initial educator and/or be relieved completely from mentor responsibilities. The request must be in writing to the Director of Human Resources or his/her designee. The Director of Human Resources or his/her designee will respond to the request in a timely manner. The Director of Human Resources or his/her designee will grant the request if in his/her discretion, a qualified replacement mentor is available. The teacher will serve as the mentor until such time as the suitable replacement is found. In the event a mentor is replaced, compensation will be prorated for the period served as a mentor.
4. The initial educator receiving mentoring may request the District to provide a different mentor. The request must be in writing to the Director of Human Resources or his/her designee. The Director of Human Resources or his/her designee will respond to the request in a timely manner.
5. The District will make a good faith effort to assign an individual mentor for each initial educator; however, a mentor may elect to work with more than one employee.

SICK LEAVE

Sick Leave Provided

Each teacher shall be entitled to ten (10) days of paid Sick Leave per year cumulative to a maximum of one hundred and thirty (130) days. Part-time teachers will receive prorated sick days based on the percentage of time they work.

Sick leave allocations will be prorated based on date of hire during the first year of employment. Sick Leave can also be used for medical or dental appointments that cannot be scheduled outside of the employee's regularly scheduled hours. If employment terminates during a school year, the employee will reimburse the District for all days paid in excess of those earned.

Summer Learning teachers may use one (1) Sick Leave day while teaching Summer Learning at the rate of pay said teacher receives for Summer Learning.

Sick Leave Increments

Sick leave may be allowed in increments of a minimum of 15 minutes.

Serious Illness of an Immediate Family Member

Sick Leave can be used for illness of self or an immediate family member or for medical or dental appointments that cannot be scheduled outside of the employee's regularly scheduled hours. The interpretation of immediate family shall include spouse, parent, domestic partner, adult son, son-in-law, adult daughter, daughter-in-law, brother, sister, grandparent, and grandchild of an employee, or the same relatives of the employee's spouse or domestic partner.

A. Definitions: the following definitions apply under this section:
   1. Child: means a natural, adopted, foster or treatment foster child, a stepchild or a legal ward who is less than eighteen (18) years of age or the individual is eighteen (18) years of age or older and cannot care for himself or herself because of a serious health condition.
   2. Parent: means a natural parent, foster parent, treatment foster parent, adoptive parent, stepparent or legal guardian of an employee, or the same relative of an employee's spouse or domestic partner.
   3. Spouse: means an employee's legal husband or wife.
   4. Serious Illness: means a disabling physical or mental illness, injury, impairment or condition involving any of the following:
      a. Inpatient care in a hospital, nursing home, or hospice.
      b. Outpatient care that requires continuing treatment or supervision by a healthcare provider.
   5. Domestic Partner: means a relationship between two (2) individuals that satisfies all of the following:
      a. Each individual is at least eighteen (18) years old and otherwise competent to enter into a contract.
      b. Neither individual is married to, or in a domestic partnership with another individual.
      c. The two (2) individuals are not related by blood in any way that would prohibit marriage under § 765.03, Wis. Stats.
      d. The two (2) individuals consider themselves to be members of each other's immediate family.
      e. The two (2) individuals agree to be responsible for each other's basic living expenses.
      f. The two (2) individuals share a common residence. Two individuals may share a common residence even if any of the following applies:
         1) Only one of the individuals has legal ownership of the residence.
         2) One or both of the individuals have one or more additional residences not shared with the other individual.
         3) One of the individuals leaves the common residence with the intent to return.

Sick Leave and Long-term Disability

In the event an employee is aware in advance that sick leave benefits of an extended nature will be needed, the employee shall notify the Human Resources Department in writing as far in advance as possible of the anticipated time and duration of such leave and the reason for requesting such leave. Medical certification verifying the employee's inability to perform his/her normal work functions must be submitted as soon as practicable. At that time, it will be determined if the employee is eligible for Family Medical Leave.

An employee shall use his/her accrued sick leave, if available, until the time at which he/she may become eligible for long-term disability leave (contact the Payroll and Benefits Department for details on long-term disability coverage). The employee shall return to work at such time as his/her doctor certifies he/she is medically capable of returning to work. In the event an employee on sick leave, Long-Term Disability, or leave of absence fails to return to work when medically released to perform his/her assigned duties, he/she may be deemed to have resigned his/her position with the District.

The District may require a certificate from a physician of the District's choosing that an employee on sick leave is medically unable to perform normal duties. The District may require such medical certification from time to time until the employee returns to normal duties.

In the event an employee exhausts all accumulated sick leave and is medically unable to resume normal duties, the employee may be placed on unpaid leave of absence, either as required by law or at the discretion of the Board, for a period not to exceed twelve (12) months. Following exhaustion of an employee's eligibility for Family Medical Leave (when eligible for such leave), no fringe benefits shall be paid to or accrued by an employee on an unpaid leave of absence.

An employee on an unpaid leave of absence or long-term disability leave may continue insurance coverage, if eligible to receive coverage under the insurance plan, during such leave by paying the full cost of all premiums as they become due. However, if an employee on long-term disability has paid sick leave available, he/she may apply the per diem value of the sick leave to pay for his/her District's group health insurance premium.

At the expiration of an unpaid leave of absence the employee will be entitled to be reinstated to the same or equivalent position in which the employee was employed at the time the leave was granted when a position is available. Applicable step movement will occur if the leave lasts less than six months.

Reporting Procedure - Doctor's Certificate

If at all possible, each employee shall be required to inform his/her supervisor prior to his/her normal daily starting time of his/her need to be absent due to illness. *(Refer to "Absence Reporting Procedures" in this Handbook).* Whenever the supervisor deems such verification appropriate, the employee may be required to furnish the District with a certificate of illness signed by either a licensed physician, a nurse practitioner, or a physician assistant. Such certificate should include a statement releasing the employee to return to work and a statement as to whether any limitations or restrictions are placed upon the work which may be performed. Nothing in this section shall be interpreted as limiting the District's ability to discipline or discharge employees for excessive absenteeism.

Holidays during Sick Leave

In the event that a paid holiday falls within a period when an employee is on accumulated sick leave, it shall be charged as a paid holiday and not deducted from the employee's earned sick leave.

Donation of Leave for Medical Hardship

In the event an employee has exhausted all paid sick or personal leave prior to qualification for long-term disability coverage, and/or in the event of a serious medical hardship, as determined by administration, the donation of up to two personal days from other employees in his/her employee category (e.g., Certified Staff) to be used by said employee in place of paid sick leave, may be approved by the Director of Human Resources or his/her designee. The donated personal leave will not exceed 30 days per employee per year due to the serious illness of the employee, and will not exceed 10 days due to the serious illness of a spouse or child. The recipient of donated leave will be paid at his/her current hourly rate. Requests for donated leave must be submitted in writing to the Director of Human Resources. Donated days will be deducted from each donor's Skyward account after receiving an authorization form.

An employee retiring at the end of the school year may donate up to two (2) days of unused personal leave. The donated leave will be transferred to the Teachers and Certified Staff Medical Hardship Account and will be drawn upon for future approved requests for donated leave before asking for additional donated personal leave from active employees. Retiring employees wishing to donate unused personal leave must notify Human Resources in writing not later than June 1st.

Any Personal Leave that would be scheduled for forfeit will be added to the Teachers and Certified Staff Medical Hardship Account.

Bereavement Leave

Bereavement Leave

In the event of a death, each employee is allotted five (5) Bereavement Leave days per year for regularly scheduled calendar year employees, and three (3) Bereavement Leave days per year for all other employees who are regularly scheduled to work five hundred (500) or more hours annually. Bereavement Leave allocations will be prorated based on date of hire during the first year of employment. If employment terminates during a school year, the employee will reimburse the District for all days paid in excess of those earned.

Part-time teachers will receive a prorated bereavement leave based on the percentage of time they work. If a part-time teacher's schedule is such that he/she works one or more full-time days within a week and bereavement leave is taken on one of the full-time days, bereavement leave shall be used in accordance with the prorated portion of the day taken off. The part-time teacher will be expected to work the balance of that day (if applicable) or receive a payroll deduction for that portion of the day not covered by bereavement leave. (Example: A .50 FTE teacher receives 3 one-half days of bereavement leave each year. He/she is scheduled to work a full day on Tuesday and Wednesday and a half-day on Thursday. He/she is granted bereavement leave for the entire day on Tuesday and half of the day Wednesday. The three allotted bereavement days will be used. And the other half-days will be deducted as time off without pay.)

Additional Bereavement Leave

If all allotted Bereavement Leave has been used by an employee, additional Bereavement Leave may be requested through Human Resources. Requests must be made in writing to the Director of Human Resources, or designee. If approved, additional hours will be transferred from the employee's accumulated sick hours into Bereavement Leave hours.

Bereavement Leave Increments

Bereavement leave may be allowed in increments of a minimum of 15 minutes.

Personal Leave

Personal Days Provided

Teachers working at least five hundred (500) or more hours annually will be allocated two (2) days of Personal Leave each year as of July 1. Teaching staff will be limited to forty (40) hours of Personal Leave accrual each year. The Principal should be given three (3) workdays notice, whenever possible, and has the right to deny Personal Leave requests based on District and student needs. Personal Leave allocations will be prorated based on date of hire during the first year of employment. If employment terminates during a school year, the employee will reimburse the District for all days paid in excess of those earned.

Personal Leave Restrictions

Personal leave days shall not be used to extend a holiday, vacation, school recess period, or on an in-service day. Personal leave shall not be used during parent-teacher conferences, except in a stated emergency. Personal leave will not be granted during the first five days of school or after May 1, without a stated reason. Exceptions may be granted at the discretion of the Principal.

Personal Leave Increments

Personal Leave may be allowed in increments of a minimum of 15 minutes.

Unpaid Leave of Absence

Leave of Absence

Upon recommendation of the Director of Human Resources or his/her designee, a leave of absence may be granted by action of the Board of Education to permit a teacher who has not taken other leave for a full school year in the school year prior to the year of the requested leave of absence under this provision: (1) to be an exchange teacher; (2) to travel; (3) to explore an alternative career; or, (4) for any other reason deemed acceptable to the Board. Written request for a full year leave of absence shall be submitted to the Director of Human Resources or his/her designee no later than April 15 in the year prior to the school year for which the leave would be effective. Requests submitted after April 15 due to special circumstances will be submitted to the Board of Education at the discretion of the Director of Human Resources or his/her designee. The duration of such leaves will be for an entire school year.

Placement Following Leave of Absence

A teacher on a leave of absence will return at the same base salary as he/she would have been at the beginning of his/her leave of absence. Time spent in study or other approved educational work may, at the sole discretion of the District, be credited to the teacher in determining salary status. The District reserves the right to place a teacher in an appropriate teaching assignment upon return from a leave of absence.

Benefits During Leave

1. Length of service and other benefits shall not accrue during such leave.
2. The employee may continue health and dental insurance during the leave of absence by remitting the full premium amounts to the District. The continuation of health and dental insurance at the employee's expense may be contingent upon the health insurance carrier allowing such a benefit. If the premium is not received by the first of the month, the employee's insurance coverage may be terminated.
3. During the unpaid leave, the employee shall retain accumulated paid leave, i.e., sick leave and personal leave, but shall not accrue any additional paid leave.

Wage &
Benefit Supplement



Wausau Education Association

WAGE SCHEDULE 2026-27

Will need to update the schedule following negotiations and full ratification.

STEP	SALARY
101	$48,776
102	$49,539
103	$50,301
104	$51,063
105	$52,069
106	$53,569
107	$55,068
108	$56,569
109	$58,067
110	$59,568
111	$60,961
112	$62,354
113	$63,746
114	$65,139
115	$66,532
116	$67,925

STEP	SALARY
117	$69,318
118	$70,711
119	$71,782
120	$72,854
121	$73,925
122	$74,996
123	$76,067
124	$77,138
125	$78,210
126	$79,282
127	$80,353
128	$81,424
129	$82,496
130	$83,567
131	$84,638
132	$85,709

*Note: Placement on the salary schedule does not align to years of experience. Staff are unable to move beyond Step 118 without a Master's Degree.

LONGEVITY BONUS

A longevity bonus of $500 will be paid to each Certified Staff that reaches their Wausau School District years of service anniversary of five (5), ten (10), fifteen (15) and twenty (20). This payment shall be issued via payroll near the start of the school year after the employee reaches the designated anniversary years of service.

HEALTH AND DENTAL INSURANCE

Carrier

The Board shall determine the health and dental insurance carriers, programs, and the level of benefits.

Health

The District shall pay 85 percent of the cost of monthly medical insurance premiums for those teachers qualifying for group family or single insurance coverage, provided that the District may lower the premium contribution if it reasonably determines that such a change is necessary to avoid the imposition of any excise tax or similar costs or penalties. For purposes of this provision, teachers beginning work prior to January 1 will be considered to have completed a full year of employment for that year.

Dental

The District shall pay 90 percent of the cost of the monthly insurance premiums for those hired prior to July 1, 2026 who qualify for group family or single dental insurance coverage , provided that the District may lower the premium contribution if it reasonably determines that such a change is necessary to avoid the imposition of any excise tax or similar costs or penalties.

New hires as of July 1, 2026 will receive district contributions of 85% of the cost of the monthly dental premiums. prorated for any part time staff members that work at least thirty (30) hours per week and up to full time.

Part-time Employees

Regular part-time employees hired prior to July 1, 2026 shall receive a prorated payment of the Health and Dental insurance as described above based upon their teaching load compared to a full teaching load. (For example, a teacher teaching 60 percent of a full load shall have the Board pay 60 percent of the amount provided for the appropriate insurance program.)

New hires as of July 1, 2026 shall be prorated for any part time staff members that work at least thirty (30) hours per week but less than full time. ¶

Effective Date and Termination Date for Health and Dental Benefits

New employees shall be eligible to receive health and dental benefits from the first day of the month following employment. All continuing employees shall be covered from September 1 through August 31. Any employee terminating his/her employment with the District at the end of the school year who has fulfilled all contractual duties will continue to receive benefits through August 31.

Retirement

Eligibility

Applicants for voluntary retirement ~~benefits~~ must be regular degree-holding teachers ~~retiring prior to the age of Medicare eligibility~~, and at least 55 years of age and eligible to draw retirement benefits under the Wisconsin Retirement System (WRS) on or before December 31 of the school year following their retirement from the District, as well as must ~~meet the following criteria.~~¶

1. ~~Except as otherwise included in paragraph 2 below, teachers must have accumulated not less than the full-time equivalent of ten (10) years of service in the District to be eligible for voluntary early retirement benefits.~~¶

2. ~~Teachers hired after December 31, 2005 must~~ accumulate not less than ~~the full-time equivalent of~~ 15 (fifteen) years of continuous service to be eligible for voluntary retirement ~~benefits~~.
3. Teachers that are at least age 55 but are not eligible for the district early retirement benefit due to either hire date or other eligibility reasons, will be recognized and honored for retirement by the district provided that they notify the school district prior to December 1 in the year they are planning to resign/retire.

Application

A letter of application for voluntary retirement must be filed with the District no later than December 1 of the school year in which a teacher retires. The effective date for voluntary retirement pursuant to this Article shall be the teacher's last contract day.

Personal Leave Payout

Upon retirement, teachers will receive payment for up to 5 days of personal leave available in their leave account. Payment shall be made at their base per diem rate of pay.

Retirement Benefits for Teachers Hired Prior to January 1, 2011

1. The District shall make the same health insurance premium contributions on behalf of voluntary retirees, to the health insurance plan in effect for teachers, that are made on behalf of all other unit employees in an amount not to exceed $980 per month for family coverage or $400 per month for single coverage, except as provided in Paragraph 5. The Board will make said contributions for a period of 120 months or until any one of the following occur:
   a. the retiree becomes eligible for Medicare at which time he/she is no longer eligible to remain on the health insurance plan;
   b. alternate and comparable coverage, at a comparable cost, is available to the retiree because of other employment;
   c. the retiree drops from the group and therefore is not eligible to rejoin.

2. If the retiree is on a single plan at the time of retirement, he or she must remain on the single plan. If the retiree is on a family plan at the time of retirement, he or she may remain on the family plan until the spouse of the retiree dies or the spouse reaches the age of Medicare eligibility and/or there are no dependents. The subscriber then automatically goes to a single plan for the duration of coverage (i.e., not eligible to go back to the family plan).
   a. In the event the spouse is younger than the retiree, the spouse, if eligible by carrier standards, shall be able to remain in the group health insurance plan until reaching the age of Medicare eligibility.

3. In the event the retiree precedes his or her spouse in death, the spouse shall be able to remain in the health insurance plan, until reaching the age of Medicare eligibility. The Board shall continue to make the same health insurance premium contributions on behalf of the retiree's spouse, to the health insurance plan in effect for teachers that are made on behalf of all other unit employees in an amount not to exceed $980 per month for family coverage or $400 for single coverage. The District's insurance premium contributions for the surviving spouse shall continue for the same number of months that would have been provided to the retiree. If the retiree has dependents at the time of death, the surviving spouse may continue on a family plan until there are no prior dependents of the retiree eligible to continue on the plan, at which time the surviving spouse will convert to a single plan for the duration of coverage (i.e., not eligible to go back to family plan).

4. When two (2) teachers in the District are married to each other, each spouse shall be eligible for voluntary retirement benefits pursuant to this article. In the event both teachers elect to retire (one may

precede the other in retirement), each spouse will be eligible for up to 120 months continued District contributions, as defined above. Benefits may be combined or modified as follows:

a. if both teachers retire at the same time, they may combine their benefits each month whereby the District will pay the full monthly premium for a family plan (or two single plans if a cost/benefit analysis determines it to be mutually beneficial) up to a maximum monthly District contribution equal to the sum of the single and family caps (i.e. $1330).
b. if one spouse retires before the other,
    i. the family's coverage will be transferred to the working spouse and the retiree may opt to use one month of his/her benefit to pay the working spouse's share of the monthly premium for family coverage;
    ii. The caps in effect when the first spouse retires will be in effect for the duration of the couple's retirement;
c. upon reaching Medicare eligibility, the retiree's benefits will terminate; unused months are not transferable to the other spouse.
d. if one spouse reaches Medicare eligibility, the remaining spouse may stay on the plan with a benefit cap of half the sum of the single ($400) and family caps ($980) (i.e. $690).

5. An eligible voluntary retiree at age 54 whose 55th birth date occurs between August 31 and January 1 will be responsible for payment of his/her entire health insurance premium commencing in September until the month he/she reaches age 55. In the event the WRS increases the minimum retirement age above 55 the ages referenced in paragraph A above will be adjusted accordingly to maintain the same intent.

6. Employees who voluntarily retire, pursuant to this article, shall be able to remain in the dental group insurance coverage maintained by the District consistent with past practice.

Stipulation

In the event that an analysis of the cumulative costs/savings for this program depicts costs exceeding savings, the District shall not be obligated to approve that employee's retirement or any additional retirements.

Post-Employment Benefits for Teachers Hired after January 1, 2011

Eligibility: Teachers, inclusive of all certified staff employed under a regular individual teacher contract, hired on/after January 1, 2011 (most recent hire date shall be used) are eligible for this benefit. A regular individual teacher contract includes full and part time teaching positions, but would not include contracts for limited term employment.

Post-Employment Benefit: In July, following the completion of each school year, the District will contribute a defined amount into each eligible teacher's 403(b) account. To participate, all teachers must have an account with WEA TSA Trust. District contributions will be made only to the teacher's WEA TSA Trust account. WEA TSA Trust will serve as the investment provider and record keeper for the District Sponsored 403(b) Plan (The Plan).

Annual Enrollment/Contribution Changes: Each contract year there are three enrollment dates for which teachers can opt to enroll in this plan and begin making or change payroll contributions. These enrollment deadlines are October 1, February 1, and May 1. Annual contributions made before June 30 of each plan year are eligible for the District matching contribution. Contributions shall be based on "includible compensation" as defined in section 403(b)(3) of the Code as modified by IRS regulations and shall be subject to the limitations of section 415(c)(1) of the Code. The district reserves the right to modify the benefit at any time to remain compliant with the Code.

District Contribution: District contributions will be made annually in July after the teacher has completed the school year. Contributions will be prorated based upon the Full Time Equivalent (FTE) in that plan year. For purposes of the following contribution schedule, employment must be continuous.

For years 1- 5, the District will contribute $250 per year

For years 6- 10, the District will contribute $300 per year

For years 11- 15, the District will contribute $350 per year

For years 16- 20, the District will contribute $400 per year

For years 21- 25, the District will contribute $450 per year

For years 26- 30, the District will contribute $500 per year

District 50% Matching Contribution: Starting with the 2017-18 school year, District matching contributions will be made annually in July after the teacher has completed the school year. The annual teacher 403(b)/457 contribution used to determine the district match will be measured in the 12 months preceding June 30 of each year. Contributions to any tax sheltered annuity (403b) account on the district list or a 457 Plan will qualify. Contributions will be prorated in accordance with the FTE applicable to the relevant year of service. For purposes of the following amounts, years of service must be continuous.

For years 1- 5, the District will contribute 50% of the annual teacher contribution, up to $250 per year

For years 6- 10, the District will contribute 50% of the annual teacher contribution, up to $300 per year

For years 11- 15, the District will contribute 50% of the annual teacher contribution, up to $350 per year

For years 16- 20, the District will contribute 50% of the annual teacher contribution, up to $400 per year

For years 21- 25, the District will contribute 50% of the annual teacher contribution, up to $450 per year

For years 26- 30, the District will contribute 50% of the annual teacher contribution, up to $500 per year

Investments: The default investment with WEA TSA Trust will be a Target Date Fund, which is based upon the age and expected retirement year of the teacher. After the initial contribution, teachers may make changes to their investment portfolio with WEA TSA Trust.

Vesting: Vesting of all District contributions shall be 50% after five (5) years, 75% after ten (10) years, and 100% after fifteen (15) years. Any break in service other than a District approved leave of absence will cause the vesting schedule to reset. If a teacher does not complete a minimum of 15 years of continuous service, the unvested funds contributed by the District into the 403(b) account (including any applicable investment earnings or losses) will revert back to the District 403(b) Trust Account.

Retirement Benefits for Married Teachers Both Employed by the District When One Spouse was Hired Prior to and One Spouse was Hired on or after January 1, 2011

1. In the circumstance where both spouses retire at the same time, each retiree shall receive their benefits according to the appropriate sections above.
2. In the circumstance where the spouse employed after January 1, 2011 retires first, each retiree shall receive their benefits according to the appropriate sections above.

3. In the circumstance where the spouse employed prior to January 1, 2011 retires first, the District will allow the retiring spouse to pause the implementation of their retirement benefit until the working spouse retires provided that:
    a. The married couple are on a family insurance plan, and
    b. The family plan continues under the spouse that is continuing to work as the primary insured, and
    c. The retiring spouse continues to remain an active member on the family plan without any coverage interruption.

Exclusion

Retirement benefits shall not apply to any teacher who is discharged or non-renewed.

Compensation for Coaching assignments

HIGH SCHOOL

Individuals performing coaching assignments will be compensated for such assignments according to the Coaching Schedule.

Coaches will accumulate one year of experience for each year of service, on a school year basis, in each sport that they coach.

Years of experience will be accumulated on a per-sport basis, and shall not transfer between different sports with the following exceptions: Boys and Girls Tennis, Boys and Girls Basketball, Boys and Girls Swimming, Boys and Girls Track, Baseball and Softball, Boys and Girls Lacrosse and Boys and Girls Soccer. These listed sports are considered comparable and accumulated years of experience will carry over between the Boys and Girls sports.

Additional compensation for years of experience will be paid to coaches, in addition to the coaching compensation percentages, at the following levels of experience: Five to nine years of experience, .5% of Base; Ten to fourteen years, 1.5% of Base; Fifteen to nineteen years, 2% of Base; Twenty to twenty-four years, 2.5% of Base; Twenty-five to twenty-nine years, 3% of Base; 30-plus years, 3.5% of Base.

Coaches who separate from coaching, and then seek to return to coaching in the same or comparable sport, will be placed in the salary schedule according to their previous years of district coaching experience in that sport or comparable sport.

Coaches may only hold one coaching position per sport season.

MIDDLE SCHOOL

Individuals performing coaching assignments will be compensated for such assignments according to the Coaching Schedule.

Coaches will accumulate one year of experience for each year of service, on a school year basis, in each sport that they coach.

Coaches who separate from coaching, and then seek to return to coaching in the same sport or comparable sport, will be placed in the salary schedule according to their previous years of district coaching experience in that sport or comparable sport.

NUMBER OF COACHES

The District recognizes the number of coaches, identified by sport, as the current maximum number of coaches required to field the existing number of teams in each sport. Additions or reductions of coaches in any sport will be considered under the following conditions:

- If the number of athletes in any sport increases to the point that safety and effective skill instruction is jeopardized, a request for an additional coach is warranted.
- If the number of athletes increases or decreases to cause an addition or reduction in the number of teams in any sport, consideration to add or reduce a coach is warranted.

The District determines the number of coaches to be assigned to each sport.

MANDATORY SCHOOL FOREST PROGRAM

There shall be one teacher on duty per class at all times and not less than two teachers for overnight duty (one male and one female).

Any teacher who is medically unable to participate in the overnight phase of the School Forest Program shall not be required to do so upon presentation of a doctor's statement.

All new 5th and 6th grade teachers hired into the District will be informed that the School Forest Program is a required part of the curriculum.

Teachers who remain overnight at the School Forest will receive an additional one hundred fifty dollars ($150) per night. In the event a teacher wishes to be released from his/her School Forest assignment to perform coaching or other extracurricular duties, he/she must obtain prior approval from the principal. He/she would return to the School Forest upon completion of such duties and would receive fifty dollars ($50) per night for his/her School Forest duty. Persons who replace teachers who have been released to perform coaching or other extracurricular duties shall be compensated with one extra duty payment in the amount of one hundred dollars ($100) for teachers working from 3:30 pm through 9:30 pm at the School Forest after their regular contract day.

Teachers may secure another certified staff member to substitute for them on an overnight requirement with the prior approval of the principal.

Wage & Benefit Supplement



Administrative and Educational Support

2026-27 Employee Handbook Wage & Benefit Supplement

Administrative and Educational Support

CLASSIFICATION	2026-27 HIRING RATE (no experience)
Classification 1	$20.24~~19.84~~
Classification 2	$19.11~~18.73~~
Classification 3	$17.32~~16.98~~
Classification 4	$16.36~~16.04~~

POSITIONS BY CLASSIFICATION

Classification I

- Attendance Specialist
- Administrative Technical Assistant
- Out-of-School Enrichment Coordinator
- Student Accounting/Technical Assistant

Classification 2

- Accounting Assistant
- Bookkeeper
- District Level Technical Assistant
- Payroll Assistant
- Print Clerk
- Administrative Assistant-Director
- Administrative Assistant -Coordinator
- Administrative Assistant-Supervisor of Financial Services
- Administrative Assistant - HS Athletic/Activities Director
- Administrative Assistant – Facilities
- Administrative Assistant-Principal
- Administrative Assistant-Assistant Principal
- Administrative Assistant-4K Program
- Administrative Assistant–Attendance - E/W
- Administrative Assistant-Pupil Services
- Administrative Assistant-Programming
- Administrative Assistant-Student Services

Classification 3

- EEA Paraprofessional
- JDC Paraprofessional
- Special Education Paraprofessional
- ML Paraprofessional
- Health Paraprofessional
- Building Level Technical Assistant

Classification 4

- Administrative Assistant-Attendance (Mann/Muir)
- Building Paraprofessional
- Central Receiving Clerk
- Clerical Paraprofessional
- Department Secretary
- Enrollment Paraprofessional
- IMC/Library Paraprofessional
- Physical Education Paraprofessional
- Pool Paraprofessional
- Prevention Activities Specialist
- Receptionist
- Resource Center Paraprofessional (East/West)
- Student Supervisor
- Title I Paraprofessional

HEALTH AND DENTAL INSURANCE

The District shall determine the health and dental insurance carriers, programs, and coverage.

The District shall contribute toward the cost of monthly health and dental insurance premiums for group family or single coverage for employees hired prior to July 1, 2026 who are regularly scheduled to work at least one thousand (1,000) hours per contract year. The district shall contribute toward the cost of monthly health and dental insurance premiums for group family or single coverage for employees hired on July 1, 2026 or after who are regularly scheduled to work at least six (6) hours per day (thirty (30) hours per week) in their assignment.

Eligibility ranges for those hired prior to July 1, 2026, based on annual work schedule, are listed below as Level 1, 2, or 3.

The District's contribution toward the premium for those employed prior to July 1, 2026 for the health and dental plan will be as follows based on hours regularly scheduled for the employee:

1,430 to 1,950 hours–	Level 1 - 85% health/90% dental
1,330 to 1,429 hours –	Level 2 - 80% health/dental
1,000 to 1,329 hours –	Level 3 - 70% health – Single or Family Traditional Plan 70% dental – Single or Family Plan 80% health – Single High Deductible Health Plan

The District shall contribute 85 percent of the cost of the monthly health and 90 percent of the monthly dental insurance premiums for those employees participating in the health and/or dental insurance plans as of January 1, 1996, provided these employees meet the minimum hour requirement noted above. For those employees who were grandfathered as part of an accretion during the 2007-08 school year, they will continue to be grandfathered at their accreted health insurance premium contribution level as long as that contribution rate is no more than the Level 1 contribution rate above (85 percent), and as long as they remain in their original position.

The District's contribution toward the premium for those employed July 1, 2026 or after and assigned to a position working more than 7 hours per day will be 85% health and 85% dental. Regular assignments of at least six (6) hours per day and up to seven (7) hours per day will have the district's premium contribution prorated accordingly.

¶

District employees who have been eligible for health or dental plans, but did not enroll, and then subsequently elect to enroll in one or both plans, will qualify for the benefit based on the annual regular work scheduled for the position, as shown above.

New employees shall be eligible to receive health and dental benefits from the first day of the month following employment. All continuing employees shall be covered from September 1 through August 31. Any employee terminating his/her employment with the District at the end of the school year who has fulfilled all contractual duties will continue to receive benefits through August 31. Any employee terminating his/her employment with the District during the school year and not fulfilling all contractual duties will have benefits discontinued at the end of the month of their last employment date.

RETIREMENT

Upon eligibility, benefits will be paid to persons 57 years of age or older with 20 consecutive years of District experience. Such benefit will be based upon the average scheduled hours for the last three years of employment and will be paid in one lump sum according to the following guidelines:

1,430 to 1,950 average scheduled hours -- $5,500

1,330 to 1,429 average scheduled hours -- $4,500

1,000 to 1,329 average scheduled hours -- $3,500

COMPENSATION FOR SCHOOL FOREST

Travel Time

If an employee leaves school at the end of his/her regular shift and is required to go directly to the School Forest to report for duty, the travel time is compensable and must be recorded as work time.

If the employee leaves school at the end of his/her regular shift and is not required to immediately report to the School Forest, travel time is NOT compensable. Compensable time begins at the time duties are performed upon arrival at the School Forest.

Sleep Time

If work related duties interrupt sleep time, employees performing overnight duty who do not have at least five (5) uninterrupted hours of sleep during the scheduled sleeping period will be compensated for the entire time.

If the uninterrupted sleep period is five (5) hours or more, the total uninterrupted sleep time is to be subtracted from the compensable time reported on the timecard.

Employees will receive a $75 stipend for each overnight stay, in addition to pay for compensable hours worked at the School Forest.

Wage & Benefit Supplement



Municipal

2026-27 Employee Handbook Wage & Benefit Supplement
Municipal

EXEMPT AND NON-EXEMPT POSITIONS

Positions in the Municipal employee group are identified by the District as Exempt or Non-Exempt under the Fair Labor Standards Act, as follows:

EXEMPT	NON-EXEMPT
Audiologist	Accounting/Purchasing Specialist
Maintenance & Custodial Supervisor	Administrative Assistant - Business
Network Operations Manager	Administrative Assistant - Superintendent
Nutrition Services Supervisor	AV/Technical Assistant
Program Coordinator	BRIDGE Program Coordinator
School Nurse	Career Center Coordinator
Supervisor of Finance & Accounting	District Technician
Volunteer & Community Involvement Coordinator	Educational Interpreter
Payroll Manager	~~General Ledger Specialist~~
Finance Manager	Human Resources Specialist
	Network Technician
	~~Payroll Manager~~
	Technology Services Department Assistant and Application Implementation Support Specialist

When a nonexempt employee is called back to work at a time not continuous with his/her regular schedule, the employee shall receive a minimum of two (2) hours pay at his or her regular rate. The employee must work two (2) full hours on these days before additional time may be submitted for payment.

HEALTH AND DENTAL INSURANCE

A. The District shall contribute toward the cost of the monthly health and dental insurance premiums for those employees participating in the insurance plans at a contribution rate determined by the position and annual work schedule. Staff members hired prior to July 1, 2026, shall receive employer contributions to health insurance of 95% for full time, contributions to dental of 90% for full time and part time employees working at least four (4) hours per day will receive a prorated employer contribution according to their scheduled work hours.

The district shall contribute toward the cost of monthly health and dental insurance premiums for group family or single coverage for employees hired on July 1, 2026 or after who are regularly scheduled to work at least six (6) hours per day (thirty (30) hours per week) in their assignment. The District's contribution toward the premium for those employed July 1, 2026 or after and assigned to a position working more than 7 hours per day will be 85% health and 85% dental. Regular assignments of at least six (6) hours per day and up to seven (7) hours per day will have the district's premium contribution prorated accordingly.

B. The District reserves the right to modify, revoke, suspend, terminate or change procedures and practices in regard to insurance carriers, programs, benefits, or coverage at any time with or without notice.

C. The District shall contribute 100 percent of the employee's premium of the group life and long-term disability insurance programs authorized by the Board for those whose work schedule equals 600 or more hours per year.

RETIREMENT

A. Upon retirement, the employee shall receive payment for earned and unused vacation during the year in which the employee's retirement occurs based on the rate of pay at the time of retirement. This vacation will be prorated based on the percent of the fiscal year worked.

B. Employees who are at or over the age of 55 and have the equivalent of 10 or more consecutive years of service will have the value of their accumulated sick leave deposited into a Health Reimbursement Arrangement (HRA) for the eligible retiree to use for health insurance premiums or for qualified eligible medical expenses. Part-time years of service will be prorated based on the full-time equivalency of 1950 hours. The HRA deposit is available for use for up to 10 years following retirement, or the account balance is zero, whichever occurs first.

Wage & Benefit Supplement



Nutrition Services

2026-27 Employee Handbook Wage & Benefit Supplement

Nutrition Services

CLASSIFICATION	2026-27 HIRING RATE (no experience)
High School Manager	$20.97~~20.56~~
Middle School Manager	$19.13~~18.75~~
Elementary Production Manager	$17.18~~16.84~~
Elementary Satellite Manager	$16.81~~16.48~~
Assistant Manager, Head Cashier	$16.81~~16.48~~
Technical Assistant	$15.61~~15.30~~

Certification in the School Nutrition Association (SNA)

All employees certified by the School Nutrition Association will receive an additional twenty- five cents ($.25) per hour for Level 1 certification. To qualify, employees must meet all requirements for certification and be approved by the Director of Nutrition Services. Upon receipt of the certification card from the SNA, employees must submit a copy of their current certification card to the Director of Nutrition Services.

High School and Middle School Nutrition Services Managers will receive an additional fifty cents ($.50) per hour for Level 2 certification, and seventy-five ($.75) cents per hour for Level 3 certification.

High School and Middle School Nutrition Services Managers with SNA Certification and an Associate's Degree plus 5 years or more experience in Nutrition Services administration, will receive an additional $1.50 per hour.

High School and Middle School Nutrition Services Managers with a Bachelor's Degree plus 5 years or more experience in Nutrition Services administration will receive an additional $2.50 per hour.

Upon re-certification, it is the responsibility of the employee to notify the Director of Nutrition Services of renewal. Employees who do not recertify shall no longer qualify for certification compensation and this amount will be deducted from their hourly rate for the next school year following certification lapse. Employees who fail to notify the District may be subject to discipline.

MANDATORY EDUCATION REQUIREMENTS

New employees are required to complete the "Certified Food Handler" sanitation and safety class within the first year of employment. The District pays the tuition and the employee's regular rate of pay for time attending the class.

Current employees are responsible for maintaining an active sanitation certification, and are required to renew the certification upon expiration. The District pays the tuition and the employee's regular rate of pay for time attending the class.

Upon receipt of the certification card, employees must submit a copy to the Director of School Nutrition Services.

Other Compensation

Nutrition Services Employees should ask their immediate supervisor for rules and restrictions pertaining to the daily free meal available to Nutrition Services employees.

The On-Call/Catering pay rate is $15/hour. This rate applies to additional assignments worked outside of the regular school day in the schools or at the School Forest, (such as evenings or weekends). It is for work above and beyond the Monday – Friday regular school schedule.

Should the time worked as On-Call/Catering result in more than 40 hours worked in a one-week pay period, overtime (1.5 times) is paid for any time over 40 hours, in accordance with the Fair Labor Standards Act. The calculation of this overtime is done using a "weighted average". This means that the salary for the regular position, along with the $15/hour for On-Call/Catering work is blended, resulting in a "weighted" average, which is used to calculate the 1.5 overtime rate.

HEALTH AND DENTAL INSURANCE

A. The District shall determine the health and dental insurance carriers, plans, benefits, and coverage.

B. FAMILY COVERAGE - Health

The District shall contribute toward the cost of the monthly health insurance premium for those employees hired prior to July 1, 2026 and qualifying for group family coverage according to the following regularly scheduled hours per school day:

8 hours per day – 80% District-paid premium

7 or more, but less than 8 hours per day – 70% District-paid premium

6 or more, but less than 7 hours per day – 60% District-paid premium

Employees

C. SINGLE COVERAGE - Health

The District shall contribute toward the cost of the monthly health insurance premium for those employees hired prior to July 1, 20216 and qualifying for single coverage according to the following regularly scheduled hours per school day:

8 hours per day – 85% District-paid premium

7 or more, but less than 8 hours per day – 75% District-paid premium, 80% HDHP

6 or more, but less than 7 hours per day – 65% District-paid premium, 80% HDHP

D. DENTAL

The District shall contribute toward the cost of the monthly dental insurance premium for those employees qualifying for group family or single coverage according to the following regularly scheduled hours per school day:

8 hours per day – 90% District-paid premium

7 or more, but less than 8 hours per day – 80% District-paid premium

6 or more, but less than 7 hours per day – 70% District-paid premium

The district shall contribute toward the cost of monthly health and dental insurance premiums for group family or single coverage for employees hired on July 1, 2026 or after who are regularly scheduled to work at least six (6) hours per day (thirty (30) hours per week) in their assignment. The District's contribution toward the premium for those employed July 1, 2026 or after and assigned to a position working more than 7 hours per day will be 85% health and 85% dental. Regular assignments of at least six (6) hours per day and up to seven (7) hours per day will have the district's premium contribution prorated accordingly.

E. EFFECTIVE DATE AND TERMINATION DATE OF HEALTH/DENTAL

New employees shall be eligible to receive health and dental benefits from the first day of the month following employment. All continuing employees shall be covered from September 1 through August 31. Any employee terminating his/her employment with the District at the end of the school year who has fulfilled all contractual duties will continue to receive benefits through August 31. Any employee

terminating his/her employment with the District during the school year and not fulfilling all contractual duties will have benefits discontinued at the end of the month of their last employment date.

EMPLOYEE JOB SUBSTITUTION

A regular employee who is required to substitute in a position in a higher classification will be paid at the higher-level position if required to work more than fifteen (15) consecutive work days in the assignment. This long-term substitute pay rate will be retroactive to the first day of this assignment.

Wage & Benefit Supplement



Maintenance & Custodial

2026-27 Employee Handbook Wage & Benefit Supplement

Maintenance & Custodial

~~schedule will be updated based on board approved increases.~~

CLASSIFICATION	2026-27 HIRING RATE (no experience)
Systems Technician	$34.09~~33.42~~
High School Head Custodian	$28.66~~28.10~~
Middle School Head Custodian	$26.41~~25.89~~
Elementary School Head Custodian	$23.43~~22.97~~
Lead Groundskeeper	$27.05~~26.52~~
Maintenance	$24.14~~23.67~~
Relief Crew	$23.26~~22.80~~
Custodian I, Printer, Groundskeeper, Driver	$22.58~~22.14~~
Custodian II	$18.83~~18.46~~

COMPENSATION

A. An employee, when called back to work at a time not continuous with his/her regular schedule or when required to check school buildings on Saturdays, Sundays and holidays, shall receive a minimum of two (2) hours pay each day. An employee must work two (2) full hours on these days before additional time may be submitted for payment.

B. Overtime is considered to be time worked over forty (40) hours per week. Authorization for overtime will be granted by the supervisor and/or building principal. Overtime pay shall be allowed only for overtime hours actually worked over forty (40) hours per week, excluding hours for which pay is received but no work performed including, but not limited to the following: sick leave, personal leave, vacation, or bereavement leave.

C. Employees who are temporarily transferred into a position of a higher classification for operational purposes shall be paid at the new classification if required to work fifteen (15) or more consecutive workdays in the same job. The pay will be retroactive to the beginning of the assignment.

D. An employee who is promoted to a higher classification shall be placed on the salary schedule of the employee's new classification.

HEALTH AND DENTAL INSURANCE

Carrier

The Board shall determine the health and dental insurance carriers, programs, and the level of benefits.

Full-Time Employees

The employer shall contribute toward the cost of monthly medical or dental insurance premiums for group family or single coverage for full-time employees hired prior to July 1, 2026 who are scheduled to work at least two thousand eighty (2,080) hours per contract year. The District's contribution will equal an amount not less than 90% of the premium for health insurance and not less than 90% of the premium for dental insurance.

The district shall contribute toward the cost of monthly health and dental insurance premiums for group family or single coverage for employees hired on July 1, 2026 or after who are regularly scheduled to work at least six (6) hours per day (thirty (30) hours per week) in their assignment.

The District's contribution toward the premium for those employed July 1, 2026 or after and assigned to a position working more than 7 hours per day will be 85% health and 85% dental. Regular assignments of at least six (6) hours per day and up to seven (7) hours per day will have the district's premium contribution prorated accordingly.

Part-Time Employees

The employer shall contribute a pro-rata share of monthly medical or dental insurance premiums for group family or single coverage for employees hired prior to July 1, 2026, who are scheduled to work at least one thousand forty (1,040) but less than two thousand eighty (2,080) hours per contract year. Employees hired prior to July 1, 2026 working less than one thousand forty (1,040) hours per year are not eligible for health or dental insurance.

District employees who did not participate in medical or dental insurance, although eligible, and elect to enroll in the plan(s) shall qualify for the benefit at the level which corresponds to the annual work schedule for that position.

The district shall contribute toward the cost of monthly health and dental insurance premiums for group family or single coverage for employees hired on July 1, 2026 or after who are regularly scheduled to work at least six (6) hours per day (thirty (30) hours per week) in their assignment. The District's contribution toward the premium for those employed July 1, 2026 or after and assigned to a position working more than 7 hours per day will be 85% health and 85% dental. Regular assignments of at least six (6) hours per day and up to seven (7) hours per day will have the district's premium contribution prorated accordingly. Those hired July 1, 2026 or after and working less than six (6) hours per day will not be eligible for health or dental insurance.

RETIREMENT

Upon retirement from the District, benefits will be paid to persons hired prior to January 1, 2011, who are 57 years of age or older and have 20 consecutive years of District experience. Such benefit will be based upon the number of accrued sick leave days, and paid out according to the rate in the table below. This sum will be paid in one lump sum at the time of retirement.

1,720 to 2,080 regularly scheduled hours - $45.00 / day

1,360 to 1,719 regularly scheduled hours - $37.50 / day

1,000 to 1,359 regularly scheduled hours - $30.00 / day

Upon retirement from the District, benefits will be paid to persons hired prior to January 1, 2011, who are 57 years of age or older and have 10 consecutive years of District experience. Such benefit will be based upon the number of accrued sick leave days, and paid out according to the rate in the table below. This sum will be paid in one lump sum at the time of retirement.

1,720 to 2,080 regularly scheduled hours - $22.50 / day

1,360 to 1,719 regularly scheduled hours - $18.75 / day

1,000 to 1,359 regularly scheduled hours - $15.00 / day

Upon retirement from the District, benefits will be paid to persons hired on or following January 1, 2011, who are 57 years of age or older and have 20 consecutive years of District experience. Such benefits will include a lump sum contribution made by the Board of Education to a retirement account on behalf of the retiree at the time of their retirement. The Board will determine the amount of the annual per-employee retirement contribution that will be used for this benefit calculation. Money in the employee's account will be available upon the employee's retirement.

APPENDIX A

Revisions to the Employee Handbook and Consideration of Individual Exceptions

1. On an annual basis, or more frequently at the request of the Board, Human Resources will bring recommendations for Handbook updates and/or revisions to the Board, including updates to the Wage & Benefit Supplements. Following Board approval, such updates/changes will be incorporated into the next annual edition of the Employee Handbook.

2. Requests or recommendations for Handbook modifications or revisions may be brought to the Director of Human Resources or his/her designee. Such requests will be reviewed by the Superintendent or his/her designee and, at his/her discretion, may also be subject to review by the administrative team, prior to determining if the request will be advanced to the Board of Education as a recommendation. If so, the above procedure (2) would apply.

Individual Exceptions

Requests for individual exceptions to Handbook rules, not including exceptions to the Wage and Benefit Supplements, may be brought by the employee and/or his/her immediate supervisor to the Director of Human Resources or his/her designee. It is the intent of Administration to make decisions regarding requests for individual exceptions in an expedient manner and at the lowest level practicable.

If the request is unusual and/or has precedent-setting potential it will be reviewed by the Superintendent or his/her designee and other members of the administrative team as appropriate, for consideration.

Standard/Guideline for review of requests for individual exceptions

Recognizing that most requests for exceptions have little or no negative impact (i.e., financially or operationally) on the District and its mission, they may be reviewed and decided upon by Administration using the following general guidelines:

1. There are extenuating circumstances that are predominantly outside of the employee's control.
2. The employee could not have reasonably foreseen the need for the exception and thereby taken measures to mitigate the need for an exception.
3. The reason for the requested exception directly relates to the needs/interests of an immediate family member or the health and well-being of the employee.
4. Consistency with past practice and maintenance of a fair and equitable standard.
5. Other applicable reasons or conditions may be taken into consideration.

WAUSAU SCHOOL DISTRICT

2026-2027
EMPLOYEE HANDBOOK

The District does not discriminate on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices. See Nondiscrimination Notice for details of how to file complaints.

Approved by BOE on 6/9/2026

WAUSAU SCHOOL DISTRICT MISSION STATEMENT

It is the mission of the Wausau School District to advance student learning, achievement, and success.

OUR SHARED KEY INTERESTS

- Advance student learning, achievement, and success by keeping it at the heart and as the filter for our decision making.
- Utilize research-based curricula that reflects 21st Century themes and applications and are responsive to the needs and potential of all students, preparing them for a global society.
- Provide real-life, diverse learning opportunities with practical applications in the classroom and beyond.
- Inform and engage the community in shaping educational strategy and formulating responses to change.
- Attract, retain, and develop a high quality, diverse, creative, and innovative workforce of leaders.
- Provide safe, secure, flexible, inviting, and well-maintained environments that nurture student well-being and enhance teaching and learning.
- Identify, integrate, and expand technology to foster adaptability and maximize learning for all.
- Foster mutually beneficial partnerships and collaborations that expand learning opportunities and resources.

Joint Leadership Team Approval 8-10-11
Board of Education Approval 9-12-11

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

I hereby acknowledge notification and availability of the Wausau School District Employee Handbook, that can be accessed online on the District website. My electronic signature is signified by completing this SafeSchools Training course and indicates I agree to abide by the standards, policies and procedures defined or referenced in this document.

It is also important to know that there are additional regulations, policies and laws that affect my employment, including the policies set forth in the Wausau School District Board Policy Manual, job descriptions, and other state and federal laws. The Wausau School District Board Policy Manual can be located on the District's website.

I understand that this Employee Handbook includes the policies and procedures in effect at the time of publication. The information in this Employee Handbook is subject to change, which will be done consistent with the manner in which changes are made to board policy. I understand that changes in District policies may supersede, modify or eliminate the information summarized in this Employee Handbook. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that this Employee Handbook does not constitute a guarantee of future employment, future benefits, or a binding contract with the District for employment or benefits or for any other purpose or alter my status as an at-will employee. I understand that nothing in this Employee Handbook is intended to confer a property interest in my continued employment with the District. I also accept responsibility for contacting my supervisor or Human Resources if I have any questions, concerns, or need further explanation. If any written contract between the District and an employee (or group of employees) conflicts with any provision of this Employee Handbook, the contract shall govern with respect to that issue.

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CONTACT INFORMATION

Topic of Question	Contact	Department	Phone/Location
ADA (Americans with Disabilities Act)	Tabatha Gundrum	Human Resources	715-261-0521
Change of Address	Naomi Vang	Payroll	715-261-0544
Contract -Teachers	Ali Draeger	Human Resources	715-261-0518
Contract - Administrators	Jennifer Holcomb	Human Resources	715-261-0520
Employee Handbook	Tabatha Gundrum	Human Resources	715-261-0521
Insurance (Health and Dental)	Nanlued Thao	Payroll	715-261-0544
Employee Discrimination/ Sexual Harassment	Tabatha Gundrum	Human Resources	715-261-0521
Family Medical Leave (FMLA)	Certified Staff - Nanlued Thao Support Staff - Laxa Her	Payroll	715-261-0545 715-261-0540
Frontline - Absence Management	Jennifer Holcomb	Human Resources	715-261-0520
HIPAA	Tabatha Gundrum	Human Resources	715-261-0521
Leave Requests (personal or serious illness)	Certified Staff - Ali Draeger Support Staff - Jen Bonke	Human Resources	715-261-0518 715-261-0537
Long-term Disability Insurance	Nanlued Thao	Human Resources	715-261-0545
Name Change	Janet Tews	Payroll	715-261-0546
New Employee Orientation	Ali Draeger	Human Resources	715-261-0518
Pay, Direct Deposit, Withholding	Janet Tews, Naomi Vang	Payroll	715-261-0546 715-261-0544
Retirement	Janet Tews	Payroll Human Resources	715-261-0546
Short-Term Disability Insurance	Nanlued Thao	Human Resources	715-261-0545
Skyward Employee Access System	Randy Lewandowski	Human Resources	715-261-0519
Skyward-TrueTime	Randy Lewandowski	Human Resources	715-261-0519
Teacher Student Loan Forgiveness	Tabatha Gundrum	Human Resources	715-261-0521

Substitute Request Calendar	Jennifer Holcomb	Human Resources	715-261-0520
Support Staff - Maintenance & Custodial, AES, Nutrition Services, Municipal	Jen Bonke	Human Resources	715-261-0537
Teacher Compensation	Randy Lewandowski	Human Resources	715-261-0519
Teacher Licensing	Ali Draeger	HR or DPI (Dept of Public Instruction)	715-261-0518 or http://dpi.wi.gov/tepdl
Time ~~Cards~~ Sheets	Nanlued Thao, Naomi Vang	Payroll	715-261-0545 715-261-0544
In-School Substitute Teaching	Jennifer Holcomb	Human Resources	715-261-0520
Time Off Records	Randy Lewandowski	Employee Access Human Resources	WSD Website 715-261-0519
Vector Solutions	Randy Lewandowski	Human Resources	715-261-0519
Wellness Program	Tabatha Gundrum	Human Resources	715-261-0521
Workers' Compensation	Report to: Nurse Hotline Laxa Her	Church Mutual Human Resources	844-322-4662 715-261-0544

DISTRICT EMERGENCY PROCEDURES

When it is necessary to close or delay the opening of school, one of the plans listed below will be followed. School closing or delay information will be sent to you via School Messenger®, the District's electronic notification system, and announced over the following radio and television stations:

WSAU (AM) 550	Wausau	WOZZ (FM) 94.7	Wausau	WSPT (FM) 97.9	Wausau
WIFC (FM) 95.5	Wausau	WDEZ (FM) 101.9	Wausau	WJMT (AM) 730	Merrill
WRIG (AM) 1390	Wausau	WSAU (FM) 99.9	Wausau	WMZK (FM) 104.1	Merrill
WXCO (AM) 1230	Wausau	WSPT (AM) 1010	Stevens Point	TV Channel 7 & 9	Wausau
WHDG (FM) 97.3	Rhinelander	WRLO (FM) 105.3	Northwoods	WRHN (FM) 100.1	Northwoods
WMQA (FM) 95.9	Minocqua	WOBT (AM) 1240	Northwoods	WLKD (AM) 1570	Northwoods

EMERGENCY PLANS

PLAN FOR SCHOOL CLOSING

Media Announcement - ***ALL WAUSAU PUBLIC SCHOOLS WILL BE CLOSED TODAY***

1. Schools **WILL NOT** be open for instruction.
2. Students **ARE NOT** to report in person.
3. Teachers, secretaries/aides, and school nutrition staff (who work less than calendar year) **DO NOT** report to their respective schools in person.
4. Custodians and maintenance staff are to report to their respective work areas, or as assigned by the Director of Buildings and Grounds, as soon as safety allows.
5. Calendar year staff assigned to the following locations will report to work as soon as safety allows: Longfellow Administration Center, East and West High Schools, Horace Mann and John Muir Middle Schools, and Maintenance and Operations Building (MOB).
6. All extra-curricular and evening activities will be canceled.

PLAN FOR VIRTUAL LEARNING DAY

Media Announcement - ***ALL WAUSAU PUBLIC SCHOOLS WILL HAVE VIRTUAL LEARNING TODAY***

1. Schools **WILL NOT** be open for instruction in person – Instruction will switch to virtual modality and will be communicated in the Media Announcement.
2. Students **ARE NOT** to report in person – Based on the virtual modality, students will connect virtually for instruction.
3. Teachers, secretaries and aides (who work less than calendar year) **MAY** report to their respective schools in person if safely able to do so. Those with instructional responsibilities will engage in virtual instruction.
4. School nutrition staff **MAY** opt to report to their respective schools in person to work on projects identified by the Nutrition Services Director for paid work time.
5. Custodians and maintenance staff are to report to their respective work areas, or as assigned by the Director of Buildings and Grounds, as soon as safety allows.
6. Calendar year staff assigned to the following locations will report to work as soon as safety allows: Longfellow Administration Center, East and West High Schools, Horace Mann and John Muir Middle Schools, and Maintenance and Operations Building (MOB).
7. All extra-curricular and evening activities will be evaluated and a determination will be announced once

a final decision has been made.

8. Support staff not able to work their complete hours due to lack of work, or if they do not want to come in for work that is available for the day, may supplement their time by utilizing Personal Leave or Vacation (if allocated) in lieu of time off without pay.

PLAN FOR YELLOW BUS DELAY

Media Announcement - ***WAUSAU PUBLIC SCHOOLS WILL BE OPEN AT THEIR REGULAR TIME. FIRST STUDENT (YELLOW BUSES) WILL BEGIN THEIR ROUTES ONE (1) OR TWO (2) HOURS LATE. ALL 4K AND EARLY CHILDHOOD CLASSES ARE CANCELED.***

1. All 4K and Early Childhood classes are canceled. Teachers and support staff will report.
2. ALL STAFF WILL REPORT to their respective schools/buildings at the regular time.
3. Metro Ride (Express) buses will run routes at their regular time.
4. Students will report to their respective schools at the regular time unless they are riding a yellow bus.
5. Breakfast and school lunches will be served at the regular time.
6. School dismissal will be at the regular time.

PLAN FOR EMERGENCY DISMISSAL

1. Weather or mechanical breakdown may sometimes call for early or emergency dismissal. Each parent should be sure that their child is instructed where to go in case it is necessary for the child to arrive home from school early.
2. District-wide emergency dismissal information will be announced via School Messenger® and on the radio and television stations listed above.
3. A mechanical breakdown in one school will not affect regular dismissal of the remaining schools in the District.

ANY ANNOUNCED SCHOOL CLOSING IS FOR THAT DAY ONLY.

DISTRICT SCHOOLS AND SITES

ELEMENTARY SCHOOLS

4K & EC PROGRAM

720 South 6th Avenue

Wausau, WI 54401

Kara Rakowski, Principal

Jessica Napiwocki, Admin Assistant

715-261-0265

FRANKLIN ELEMENTARY

1509 North 5th Street

Wausau, WI 54403

Krista Tretter, Principal

Winter Kostyn, Admin Assistant

715-261-0000

G.D. JONES ELEMENTARY

1018 South 12th Avenue

Wausau, WI 54401

Jen Davidson, Principal
Phil Beck, Asst Principal

Danielle Kutil, Admin Assistant

715-261-0950

JOHN MARSHALL ELEM

1918 Lamont Street

Wausau, WI 54403

Andrew Reiche, Principal

Jennifer Seliger, Admin Assistant

715-261-0060

MAINE ELEMENTARY

5901 North 44th Avenue

Wausau, WI 54401

Laura Simonson, Principal

Erin Pempek, Admin Assistant

715-261-0250

RIB MOUNTAIN ELEMENTARY

150801 Robin Lane

Wausau, WI 54401

Rachel Jean, Principal

Denise Theiler, Admin Assistant

715-261-0220

RIVERVIEW ELEMENTARY

4303 Troy Street

Wausau, WI 54403

Sarah Budny, Principal
Katelyn Landerman, Asst Principal

Patty Knapp, Admin Assistant

715-261-0030

SOUTH MOUNTAIN ELEM

224700 Bittersweet Road

Wausau, WI 54401

Deb Heilmann, Principal

Kristi Stroik, Admin Assistant

715-261-0235

STETTIN ELEMENTARY

109 North 56th Avenue

Wausau, WI 54401

Kyle Sackett, Principal

VACANT, Admin Assistant

715-261-0205

THOMAS JEFFERSON ELEM

500 West Randolph Street

Wausau, WI 54401

Megan Koroch, Principal
Matt Schilling, Asst Principal

Erica Taylor, Admin Assistant

715-261-0175

SECONDARY SCHOOLS

HORACE MANN MIDDLE SCHOOL

3101 North 13th Street

Wausau, WI 54403

Rob Phelps, PhD, Principal

Robbie Grzadzielewski, Assistant Principal

Amie Olson, Administrative Assistant

715-261-0725

JOHN MUIR MIDDLE SCHOOL

1400 West Stewart Avenue

Wausau, WI 54401

Angela Rodgers, Principal

Hope Cameron, Assistant Principal
Angela Diener, Assistant Principal

Heather Kessler, Administrative Assistant

715-261-0100

EAST HIGH SCHOOL

2607 North 18th Street

Wausau, WI 54403

Lucas Barth, Principal

Susan Holster, Assistant Principal
Jason Sinz, Assistant Principal

Kendall Misoni, Administrative Assistant

715-261-0650

WEST HIGH SCHOOL

1200 West Wausau Avenue

Wausau, WI 54401

Curtis Richardt, Principal

Jason Foster, Assistant Principal
Allie Libby, Assistant Principal
Yumiko Okabe, Assistant Principal

Amelia Kalien, Administrative Assistant

715-261-0850

CHARTER SCHOOLS

~~**ENRICH, EXCEL, ACHIEVE LEARNING ACADEMY (EEA)**~~

~~2607 North 18th Street~~

~~Wausau, WI 54403~~

~~Shannon Young, PhD, Principal~~

~~Angela Zarnke, Administrative Assistant~~

~~715-261-0636~~

RED GRANITE CHARTER SCHOOL

150801 Robin Lane

Wausau, WI 54401

VACANT, Principal

VACANT, Administrative Assistant

715-261-0220

WAUSAU AREA MONTESSORI

WAUSAU AREA VIRTUAL EDUCATION

CHARTER SCHOOL

3101 North 13th Street

Wausau, WI 54403

Elizabeth Channel, Head of School

Kris Busch, Administrative Assistant

715-261-0795

(WAVE)

2607 North 18th Street

Wausau, WI 54403

Jena Treu, Principal

Kathy Lannigan, Administrative Assistant

715-261-0527

JUVENILE DETENTION CENTER

7025 Packer Drive

Wausau, WI 54401

Wendy Cartledge, Director of Pupil Services

715-261-1771

SCHOOL FOREST

218735 Highway KK

Mosinee, WI 54455

Chris Nelson, Coord of Environmental Education

715- 261-0275

SCHOOL CALENDAR

Please select the following link for the current Wausau School District calendar:

26-27 School Calendar

DISTRICT MAP

Please select the following link for the current Wausau School District map:

District Map

PART I

PROVISIONS APPLICABLE TO ALL EMPLOYEES



PREAMBLE

The Board of Education and Administration are committed to building a positive and effective working relationship with all employees. As a District, we acknowledge and celebrate our differences and diversity because they enrich our possibilities. We stand united in deeper purposes and shared beliefs. We believe that a strong and effective school district depends on the ability of everyone to work well together, and we further believe that a strong and effective system of communication and shared accountability is critical for the preservation and improvement of public education in Wisconsin.

To support the work environment and working relationships of and between all employees, and to advance the District's Mission and Shared Key Interests, this Handbook strives to promote the following:

- Respect for all employees
- Value the contributions of every employee
- Communication with respect and honesty
- Encourage employee professional growth and development
- Recognize the varying needs and interests of our employees
- Presume positive intent
- Focus on the future and embrace the opportunities it presents

ABOUT THIS *HANDBOOK*

Employees Covered:

This *Handbook* is provided as a reference document for the Wausau School District's (hereinafter referred to as "District") employees.

For purposes of this handbook, employee means any regular full-time and part-time clerical employees, instructional support staff, bookkeepers, administrative assistants (i.e., Administrative and Educational Support employees), Nutrition Services employees, technology department staff, and all other exempt and nonexempt employees with and without an individual contract. Employee excludes all seasonal, temporary, limited-term, or casual employees.

Disclaimer: The contents of this *Handbook* are presented as a matter of information only. The provisions described are not conditions of employment. The District reserves the right to modify, revoke, suspend, terminate, or change any or all such provisions in this Handbook, in whole or in part, at any time, which will be done consistent with the manner in which changes are made to Board policy. The language which appears in this *Handbook* is not intended to create, nor is it to be construed to constitute, a contract between the District and any one or all of its employees or a guarantee of continued employment. Subject to any applicable employment contract, Board policy, or Handbook provision, employment is at will and may be terminated at any time for any reason, with or without cause.

DEFINITIONS

A. Administrative Employees: "Administrative Employee" is defined as a person who is required to have a contract under §118.24, Wis. Stats. and other supervisory administrative personnel designated by the District.

B. Casual Employees: "Casual Employee" is defined as a person who is not scheduled to work on a regular basis and/or a student employee whose employment will terminate with the loss of his/her student status.

C. Regular Employees: "Regular Employee" is defined as employees whom the District considers continuously employed, working either a fiscal or school year, until the district, at its discretion, changes the status of the employee.

1. 12-month Full-time Employees – "12-month Full-time Employee" is defined as an employee who is regularly scheduled to work at least 35 hours per week on a twelve-month (12-month) basis.

2. School Year Full-time Employee – "School year Full-time Employee" is defined as an employee who is regularly scheduled to work at least 35 hours per week for less than twelve (12) months per year.

3. Regular, Part-time Employee – "Regular, Part-time Employee" is defined as an employee who is regularly scheduled to work for at least nine (9) months per year and is regularly scheduled to work less than 35 hours per week.

E. Seasonal/Summer School Employees: "Seasonal Employee" is an employee who is hired for a specific period of time usually related to the seasonal needs of the District. A "summer school employee" is defined as an employee who is hired to work for the District as part of the summer school session. Summer school session is defined as the supplemental educational program offered for District students pursuant to Department of Public Instruction rules and regulations.

1. If seasonal/summer school session employment is available, the District may offer seasonal/summer school employment to the applicable qualified regular school year employees. The District is free to use outside providers to perform such work.

2. The terms and conditions of employment for seasonal/summer school session shall be established by the District at the time of hire. Unless specifically set forth by the District at the time of hire, work performed by a regular employee during a seasonal or summer school session shall not be used to determine eligibility or contribution for any benefits, length of service or wage/salary levels.

F. Substitute Employees: "Substitute Employee" is defined as a person hired to replace a regular employee during the regular employee's absence.

G. Supervisor: The District will identify the individual employee's supervisor on the employee's job description. Supervisors include administrators and other managers designated by the District who have responsibility for the supervision and evaluation of assigned employees.

H. Teachers: "Teacher" is defined as a person hired under a contract under § 118.21, Wis. Stats.

I. Temporary Employees: "Temporary Employee" is defined as a person hired for a specific project or position for a specific length of time. A temporary employee has no expectation of benefits and continued employment.

Employee Conduct, Ethics and Work Guidelines

Employees of the Wausau School District are expected to follow the guidelines of conduct and ethics that protect the interests and safety of all students and employees. Employees are also expected to maintain an attitude and a personal appearance that strengthens public respect for the District. Examples of expected ethical conduct are listed below:

- Use of the school properties and equipment for officially authorized activities only.
- Refrain from accepting gifts, free services or anything of value for or because of any act performed or withheld that is within the range of services expected of the person as an employee of the District.
- Refrain from using his/her position to promote partisan politics, sectarian religious views, or selfish propaganda of any kind, or for personal, or non-monetary gain.
- Shall not use his/her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the employee, members of his/her immediate family or an organization with which the employee is associated.
- Adhere to all ethical standards for public employees and officials required by state law.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, but the following are examples of unacceptable workplace conduct that may result in disciplinary action:

- Discourteous conduct or poor service to students, staff, or the public.
- Theft or inappropriate, unauthorized removal or possession of District or coworker's property; use of District equipment or supplies for personal projects.
- Excessive or unauthorized absenteeism or tardiness, giving false reasons for absences from work, or for failing to report absences. *(Ref. Attendance in this Handbook)*
- Falsification of timekeeping records. *(Ref. Skyward True Time and Time Card Procedure for Hourly Employees in this Handbook)*
- Unauthorized disclosure of District, staff, or student confidential information.
- Unauthorized overtime or failure to record overtime worked.
- Possession, manufacture, distribution, dispensing, or use of alcohol, hazardous inhalants, or any controlled substance (including all illegal drugs), or substances represented as such while on duty, or while operating District owned or leased vehicles or equipment. *Ref. Board Policy 3122.01 or Board Policy 4122.01, Drug-Free Workplace.*
- Fighting, intimidation or threatening violence in the workplace.
- Boisterous or disruptive activity in the workplace.
- Insubordination or other disrespectful conduct.
- Deliberate statements or actions detrimental to the District; knowingly spreading false reports intended to disrupt relationships among employees and/or between employees and the District.
- Improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles.
- Violation of safety or health rules; habitual carelessness.
- Possession of dangerous or unauthorized materials, such as explosives, weapons, or firearms in the workplace or on the premises.
- Sexual or other forms of harassment. *Ref. Board Policy 0145 (Board Member Anti-Harassment), 3362 (Employee Anti-Harassment), or 4362 (Employee Anti-Harassment).*
- Transmitting, retrieving or storing any documents or communications of a discriminatory, harassing, or pornographic nature.

- Disparaging, abusive, profane, or offensive language.
- Illegal activities including piracy, cracking, extortion, blackmail, or copyright infringement.
- Unauthorized use of the telephone/computers/email/internet. *Ref. Board Policy 7540.04 Staff Technology Acceptable Use and Safety.*
- Unsatisfactory work performance or conduct; deliberate or excessive waste of materials; poor workmanship or low productivity.

EQUAL OPPORTUNITY EMPLOYMENT NOTICE

Pursuant to applicable state and federal law, the Wausau School District does not discriminate in employment opportunities or practices on the basis of race, color, religion, national origin, creed, ancestry, age, sex, sexual orientation, pregnancy, marital or parental status, arrest or conviction record, military status, use or non-use of lawful products off the employer's premises during non-working hours, physical, mental, emotional, or learning disability, or other basis protected by law.

The Wausau School District will make reasonable accommodations for qualified individuals with known disabilities unless making the reasonable accommodation would result in an undue hardship to the Wausau School District, in accordance with the Americans with Disabilities Act and the Wisconsin Fair Employment Act.

This policy covers all employment practices including but not limited to: selection, job assignment, compensation, discipline, termination, and access to benefits and training. Anyone who believes that the Wausau School District has inadequately applied the principles and/or regulations of any state or federal law pertaining to employment practices may file a complaint with the Director of Human Resources or the Superintendent of Schools at the Longfellow Administration Center, 415 Seymour Street, Wausau, Wisconsin 54402-0359, or by telephone at (715) 261-0500.

Ref. Board Policy 1422 Nondiscrimination and Equal Employment Opportunity, The same policy can be found in Board Policy 3122 for Professional Staff and 4122 for Support Staff.

EQUAL OPPORTUNITY COMPLAINTS

The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the District.

Ref. Board Policy 1422 Nondiscrimination and Equal Employment Opportunity, The same policy can be found in Board Policy 3122 for Professional Staff and 4122 for Support Staff.

FAMILY AND MEDICAL LEAVE ACT

The District provides leave in compliance with state and federal Family and Medical Leave laws. In addition, specific information about the federal law is included below. Any other leaves of absence provided under District policies run concurrently with any leaves taken under state or federal Family and Medical Leave Laws.

The following link to the State of Wisconsin Department of Workforce Development Employee Rights Division website gives a comparison of federal and state Family and Medical Leave Act (FMLA) provisions, including a list of commonly asked questions and answers.

Ref. *https://dwd.wisconsin.gov/er/civil_rights/fmla/default.htm*

A. Notification of Benefits and Leave Rights: The District posts the text of a required federal notice regarding federal FMLA employee entitlements and obligations in conspicuous places where notices to employees and applicants are customarily placed. A copy of the notice can be accessed at the following link: *http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf*. See 29 U.S.C. § 2619(a); 29 C.F.R. § 825.300(a)(1). This notice is posted on bulletin boards at all District sites.

B. Eligibility Notice. When an employee requests FMLA leave, or when the District acquires knowledge that an employee's leave may be for an FMLA-qualifying reason, the District must notify the employee of the employee's eligibility to take FMLA leave within five business days, absent extenuating circumstances. 29 C.F.R. § 825.300(b).

C. Rights and Responsibilities Notice. The District shall provide written notice outlining specific obligations of the employee eligible for federal FMLA that explains any consequences of not meeting those obligations. 29 C.F.R. § 825.300(c). The District uses a form entitled *Notice of Eligibility and Rights and Responsibilities* (FMLA) to provide this information.

D. Designation Notice. The form the District uses to inform employees in writing whether leave requested under the FMLA has been determined to be covered under the FMLA is the *Designation Notice (Family and Medical Leave Act).*

Any questions pertaining to FMLA should be directed to:

Nan Thao (certified staff) or Laxa Her (non-certified staff).

HARASSMENT AND BULLYING

The District is committed to providing fair and equal employment opportunities and to providing a professional work environment free of all forms of harassment and bullying. The District shall not tolerate harassment based on any personal characteristic, as described in *Board Policy 1422 Nondiscrimination and Equal Employment Opportunity, The same policy can be found in Board Policy 3122 for Professional Staff and 4122 for Support Staff.* Harassment and other unacceptable activities that could alter conditions of employment, or form a basis for personnel decisions, or interfere with an employee's work performance are specifically prohibited. Sexual harassment, whether committed by supervisory or non-supervisory personnel, is unlawful and also specifically prohibited. In addition, the District shall not tolerate acts of non-employees (volunteers, vendors, visitors, etc.) that have the effect of harassing District employees in the workplace. Harassment can occur as a result of a single incident or a pattern of behavior where the purpose or effect of such behavior is to create an intimidating, hostile or offensive working environment. Harassment encompasses a broad range of physical and verbal behavior that can include, but is not limited to, the following:

A. Unwelcome sexual advances, comments or innuendos;

B. Physical or verbal abuse;

C. Jokes, insults or slurs based on any personal characteristic as described in Board Policy 4300 Unlawful Harassment/Sexual Harassment – Employment. (Such comments are unacceptable whether or not the individual within the protected class is present in the workplace to overhear them and whether or not a member of a class professes to tolerate such remarks);

D. Taunting based on any personal characteristic as described in *Board Policy 0145 Board Member Anti-Harassment.*

E. Requests for sexual favors used as a condition of employment or affecting any personnel decisions such as hiring, promotion, compensation, etc.

All employees are responsible for ensuring that harassment and bullying do not occur. It is the intent of the District to comply with both the letter and spirit of the law in making certain that harassment and bullying do not exist in its policies, regulations and operations. Anyone who believes that he or she has been the subject of harassment or bullying or has knowledge of violations of this policy shall report the matter in accordance with established complaint procedures found in *Board Policy 3362 Employee Anti-Harassment - Professional Staff and Board Policy 4362 Employee Anti-Harassment - Support Staff.*

All reports regarding employee harassment or bullying shall be taken seriously, treated fairly and promptly and thoroughly investigated. Individual privacy shall be protected to the extent possible. There shall be no retaliation against any person who files a complaint under this policy. The District shall take appropriate and necessary action to eliminate employee harassment and bullying. Actions that are determined to be harassment or bullying shall be subject to disciplinary action, up to and including dismissal.

All employees have a duty to report incidents of alleged harassment or bullying to their immediate supervisor or designated equal employment officer. Employees who fail to report incidents of alleged harassment or bullying may be subject to disciplinary action, up to and including dismissal. In addition, supervisory employees who fail to respond to harassment or bullying complaints or to act on their knowledge of violation of this policy will likewise be subject to disciplinary action, up to and including dismissal.

Uniformed Services Leave

Uniformed Services Leave of Absence:

Staff members will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law. Absences due to military leave covered by the Uniformed Services Employment and Reemployment Ace (USERRA) shall be unpaid unless the employee elects to use other paid leave available to the employee. Notice as far in advance as possible so the employer can adequately plan for the absence is appreciated. Whenever possible, the request should be accompanied by a copy of the reservist's military orders and submitted to the Director of Human Resources.

Ref. Board Policy 1630.01 Family & Medical Leave of Absence (FMLA)

WISCONSIN RETIREMENT SYSTEM (WRS) CONTRIBUTIONS

The Board will contribute the employer's share to the Wisconsin Retirement System for all eligible employees. The employee will pay the employee's contribution to the Wisconsin Retirement System as required by the state retirement benefit plan.

WORKERS' COMPENSATION COVERAGE AND REPORTING RESPONSIBILITIES

All employees shall be covered by Workers' Compensation Insurance. If an employee sustains a work-related injury or illness, the employee must **immediately** report the accident or illness to their supervisor. After first aid or medical attention, if necessary, the employee must contact the Workplace Injury Reporting Nurse Hotline at 844-322-4662 to provide the necessary information for a claim form to be completed. The claim form is required to be completed for all injuries or accidents even if medical attention is not necessary. Employees are expected to provide their supervisor with additional information about any changes in their work related injury or illness as they occur.

MANDATORY REPORTING OF CHILD ABUSE OR NEGLECT

State statutes mandate that any employee of a school district who has reasonable cause to suspect that a child, seen by the person in the course of his/her employment with the District, has been abused or neglected or who has reason to believe that a child, seen by the person in the course of his/her employment with the District, has been threatened with abuse or neglect, or that abuse or neglect of the child will occur, shall immediately inform, by telephone or personally, the applicable District administrative personnel and Marathon County Child Protective Services or local law enforcement. Abuse or neglect of a child may include physical abuse, emotional abuse, sexual abuse, or failure to provide for the basic needs of a child.

The law prohibits anyone who makes a report in good faith from being fired, disciplined, or discriminated against, and the reporter is protected from civil or criminal liability. In addition, the report is to be kept confidential with no identifying information provided regarding the school employee who makes a report.

Any questions about this mandatory reporting requirement may be directed to a school principal or the Director of Pupil Services.

ALCOHOL AND DRUG-FREE WORKPLACE

In order to protect the health, welfare, and safety of students and employees, no employee shall engage in any of the following conduct in any school building or on school premises*, in any school-owned vehicle, or off-premises at any school-approved activity, event or function where students are under the jurisdiction of the District: possess, manufacture, distribute, dispense, use, or be under the influence of alcohol, hazardous inhalants, any controlled substance (including all illegal drugs), or substances represented as such. The sole exceptions to these prohibitions involve (1) medication prescribed to an employee and used by the employee in accordance with the instructions of the employee's health care provider, and (2) lawful products/ substances that, if misused, are potential intoxicants, but that are possessed and used solely for a lawful and authorized purpose and in accordance with any appropriate safety precautions and manufacturer directions. In addition, the District does not condone the involvement of any employee with illegal controlled substances, even when the employee is not on District premises.

The District may refer employees to law enforcement authorities for prosecution of suspected illegal behavior related to the use, possession, or distribution of drugs or alcohol on school grounds or as a part of any school sponsored activity. Any employee engaged in the performance of a federal grant is required to notify the Superintendent of Schools or his/her designee of any criminal drug statute conviction occurring in the workplace within five days of such conviction.

Ref: Board Policy 3122.01 and 4122.01 Drug-Free Workplace

TOBACCO USE

It shall be a violation of this policy for any professional staff of the District to use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content at any time on school property or at off-campus, school-sponsored events. The Board authorizes the District Administrator to take reasonable measures related to the Board's expectation that the promotion and display of tobacco and related products on school property or at off-campus, school-sponsored events is prohibited.

Ref: Board Policy 3215 and 4215 Use of Tobacco and Nicotine

PERSONAL APPEARANCE/STAFF DRESS CODE

The District believes that its mission to advance student learning, achievement, and success is positively affected by the professional appearance of the District's staff. The professional appearance of employees – which includes dress, accessories and other body adornments, and grooming – not only reinforces their own shared vision of the District and their identity as highly motivated professionals working toward a common mission, but also strengthens their morale, sense of professionalism, dignity and self-worth; the community's attitude toward the District, public schools and the teaching profession in general; and, directly and indirectly, the conduct, morale, and performance of the District's students.

The District expects that all employees are neat, clean, and wear appropriate attire for work that is in good taste and suitable for the job at hand. All employees must exercise good judgment in their choice of professional appearance for work and work-related activities by always appearing in a way that is appropriate to the situation and that will:

- invoke a positive impression from the community,
- provide appropriate role modeling for students,
- promote a working and learning environment that is free from unnecessary disruption,
- be conducive to high student and staff performance.

Examples of appropriate professional attire include but are not limited to: collared shirts, dress slacks, suits, khaki pants, denim pants, sweaters, jackets, skirts, professional dresses, and dress coordinates. School t-shirts are appropriate on designated spirit days. Staff may wear blue jeans that are clean and in good condition.

During the work day and anytime employees attend work-related activities or functions, including activities or functions to which the public or District employees or students are invited or in which the public or District employees or students participate (for example, meetings/conferences with parents, PTO meetings, open houses, school plays and concerts, student competitions, educational or other professional conferences, TV/media appearances, etc.), employees shall appear in a professionally appropriate manner.

Employees are not permitted to wear any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that are disruptive or potentially disruptive to the educational environment as determined by the Principal. Employees must also comply with the requirements and restrictions specified in Policy 5700 Student Dress Code.

State and Federal Health Codes require all Nutrition Services employees involved with food preparation and serving to wear an effective hair restraint such as a hairnet and/or baseball cap and clean clothing and shoes. Shoes should have a non-skid sole. Maintenance/Custodial and Nutrition Services employees shall not wear open-toed or slip-on shoes during work hours. The District may require Maintenance/Custodial and Nutrition Services employees to wear uniforms provided by the District. Appropriate personal protective equipment shall also be worn at all times, as deemed necessary.

Maintenance/Custodial and Nutrition Services employees should ask their immediate supervisor for additional information pertaining to dress code and personal protective equipment requirements for their respective departments.

Principals and other supervisors are delegated the authority and bear the responsibility for ensuring compliance with this policy and are expected to counsel and/or discipline employees whom they supervise on professional appearance in conformance with this policy. Each principal or supervisor will be given the authority to establish stricter appearance requirements than are required by this Employee Handbook on a temporary or permanent basis as necessitated by the health, safety, discipline, morale, educational, public relations, or other needs of that school/work site, as determined by the principal or supervisor. In addition, a principal or supervisor may deviate from this Employee Handbook temporarily to meet the needs of specific school/work sites for an appropriately specified purpose. The principal or supervisor must approve temporary deviations. The Superintendent or his/her designee must approve long-term or non-temporary deviations.

SCHOOL SAFETY – IF YOU SEE SOMETHING, SAY SOMETHING

The safety of our students and staff is our first and greatest priority -- and a responsibility shared by all employees. Teaching and learning cannot occur in an environment where staff and students do not feel safe and secure. In order to help ensure a safe environment and prevent acts of harm or violence from occurring in our schools it is imperative that every employee be vigilant to signs of potential threats and respond appropriately.

If an employee sees or hears something that does not feel or sound right, he/she has a duty to immediately report the concern to his/her supervisor or any administrator. For example, if an employee finds a note in school with a direct or implied threat of violence, the employee needs to immediately notify his/her supervisor or an administrator. If an employee overhears students, another employee, or anyone else talking about committing a violent act or doing harm to others, the employee must report it immediately. The same applies to information acquired through social media -- if the message or post suggests a threat to our schools, students, or staff the employee must report it to an administrator and/or law enforcement immediately.

Additionally, all of our schools have safety procedures, such as locking classroom and exterior doors, and emergency response procedures, such as hard and soft lockdowns. It is every employee's responsibility to know and follow these procedures. An employee with questions about safety and safety-related procedures should direct them to his/her supervisor.

Using the phrase from the Department of Homeland Security -- If You See Something, Say Something®.

EXPECTATION TO MAINTAIN CONFIDENTIALITY

Through normal job-related activities most employees work with or are exposed to information pertaining to students and/or other staff members that is considered (private, protected, or) **confidential information**. All employees are expected to maintain the appropriate level of confidentiality pertaining to student and staff information.

Confidential information should only be used by or shared with those employees, or other individuals or entities outside of the District, who have a legitimate need for such information in order to perform their official job duties or have a legal right to the information.

Examples of confidential information pertaining to students include but are not limited to: grades, academic performance, behavior, disability, IEP information, health information, family information, attendance, and/or eligibility for free/reduced lunch. Examples of confidential information pertaining to employees include but are

not limited to: performance evaluations, disciplinary action, compensation level, health information, disability, participation in insurance benefit plans, and/or utilization of insurance benefits.

Any questions regarding the expectation of confidentiality, or whether certain information is considered confidential, should be directed to the employee's school principal or immediate supervisor. Failure to comply with this expectation may result in disciplinary action.

Sending information home with students

The District recognizes that students provide the strongest communication link between the school and parents. Accordingly, the use of letters, bulletins, newsletters, etc., carried by students to their parents is encouraged. Sending printed information (e.g., newsletters, bulletins, etc.) home with students is limited to information pertaining to the District, or a particular school, or school-sponsored activities. Prior to sending information home with students, teachers should obtain approval from the building principal, the Superintendent of Schools, or designee. Classroom-related information may also be sent home through the teacher's assigned students, with prior approval of the building principal.

Grievance Procedure

Purpose:
The purpose of this Section is to provide for the exclusive internal method for resolving grievances concerning discipline, termination and workplace safety. A determined effort shall be made to settle any grievance at the lowest possible level in the grievance procedure.

Ref. Board Policy 3340 Grievance Procedure for Professional Staff and Ref. Board Policy 4340 Grievance Procedure for Support Staff;

ATTENDANCE

The District expects employees to be present for work. Employees are expected to adhere to their assigned schedule. In order for the schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday unless the employee has received approved leave. Breaks and meal periods may only be taken during times designated by the employee's supervisor/building administrator and as further specified in other parts of this *Handbook*. Any deviation from assigned hours must have prior approval from the employee's supervisor/building administrator.

Employees who are unable to report to work shall follow the applicable procedures (immediately following) for reporting his/her absence. Any time spent not working during an employee's scheduled day must be accounted for in Frontline Absence Management and/or Skyward Employee Access using the appropriate reasons. The District will monitor attendance and absence patterns. Theft of time and/or improper modification of time worked records will be investigated and will result in disciplinary action up to and including termination. Failure to notify the District of an absence and failure to report to work on such day could result in disciplinary action up to and including termination.

Absence Reporting Procedures:

Absence reporting is the responsibility of the employee and must be reported according to District guidelines. Absences must be reported using Frontline Absence Management and/or Skyward Employee Access using the following guidelines:

CERTIFIED STAFF MEMBERS:

For Unplanned Absences such as Sick and Bereavement Leave:

1. Report your absence to your building Principal or Administrative Assistant as per your building protocol.
2. Immediately report your absence into the Frontline Absence Management system either by phone, website, or Frontline mobile app. Preferably the evening prior to the absence, or by 6:00 a.m. the day of the unplanned absence if sooner is not feasible. Early posting provides the best opportunity to secure a substitute when one is needed.
3. DO NOT enter the absence into Skyward Employee Access; a report will be run through Frontline Absence Management and the leave time will populate into Skyward from that report.

For Pre-arranged Absences such as scheduled Sick and Personal Leave:

1. Report your absence to your building Principal or Administrative Assistant as per your building protocol.
2. Enter the absence details into Frontline Absence Management. If you have pre-arranged a substitute, work with your building Administrative Assistant to ensure that substitute can be assigned to your absence.
3. DO NOT enter the absence into Skyward Employee Access; a report will be run through Frontline Absence Management and the leave time will populate into Skyward from that report.

For Professional Development/Other - absence reasons that do not impact your paid time off including professional development, coaching, field trips, IEP meetings, etc.:

1. Request approval for your absence from your building Principal in advance through a C-66 Form when required.
2. Report your absence to your building Administrative Assistant as soon as possible prior to the absence date.
3. Work with your building Administrative Assistant as needed to post the absence in Frontline Absence Management.

For Extended Absences - absences that require a duration <u>more</u> than five days:

1. Notify the Human Resources Department of your leave request.
2. Report your anticipated absence to the building Administrative Assistant as soon as possible prior to the absence date.
3. Building Administrative Assistant or Frontline Administrator will enter the absence details into Frontline, unless you have otherwise been advised.
4. DO NOT enter the absence into Skyward Employee Access; a report will be run through Frontline Absence Management and the leave time will populate into Skyward from that report.

SUPPORT STAFF MEMBERS:

For Unplanned Absences such as Sick and Bereavement Leave:

1. Report your absence to your building Principal or Administrative Assistant as per your building protocol.
2. Immediately report your absence into the Frontline Absence Management system either by phone, website, or Frontline mobile app. Preferably the evening prior to the absence, or by 6:00 a.m. the day of the unplanned absence if sooner is not feasible. Early posting provides the best opportunity to secure a substitute when one is needed.
3. Enter the absence into Skyward Employee Access upon your return to work.

For Pre-arranged Absences such as scheduled Sick and Personal Leave:

1. Report your absence to your building Principal or Administrative Assistant as per your building protocol.
2. Enter the absence details into Frontline Absence Management. If you have pre-arranged a substitute, work with your building Administrative Assistant to ensure that substitute can be assigned to your absence.
3. Enter the absence into Skyward Employee Access upon your return to work.

For Professional Development/Other - absence reasons that do not impact your paid time off including professional development, coaching, field trips, IEP meetings, etc.:

1. Request approval for your absence from your building Principal in advance through a C-66 Form when required.
2. Report your absence to your building Administrative Assistant as soon as possible prior to the absence date.
3. Work with your building Administrative Assistant as needed to post the absence in Frontline Absence Management.

For Extended Absences - absences that require a duration more than five days:

1. Notify the Human Resources Department of your leave request.
2. Report your anticipated absence to your building Administrative Assistant as soon as possible prior to the absence date.
3. Building Administrative Assistant or Frontline Administrator will enter the absence details into Frontline unless you have been otherwise advised.
4. Enter your absence into Skyward Employee Access as directed.

Important Notes:

- Paid time off, including sick leave, bereavement, personal leave, and time off without pay, may be used in increments of no less than 15 minutes.
- After an absence request has been entered into Skyward, the employee will receive an email from his/her supervisor or Human Resources informing the employee that the time off request has been either approved or denied.
- To cancel a leave request in Skyward that has already been approved, the employee must enter a new request with a negative amount (e.g. -8.0 hours) for the same date that was previously approved. To cancel multiple days, each day must be entered individually.
- Any questions about absence reporting procedures should be directed to the employee's supervisor prior to the occurrence of an absence.

JURY DUTY

The District shall pay employees their regular salary when required to serve on jury duty. However, upon receipt of pay from the court system, the employee must reimburse the Wausau School District the amount received for jury pay (excluding mileage). Employees shall report to school each day as soon as possible following their release from jury duty. Employees shall notify their administrator as soon as possible each day they are called for jury duty.

- Certified Staff - Immediately report your absence into Frontline Absence Management system either by phone or computer (preferably the evening prior to the time of the absence, or before 6:00 a.m. the same day of the unplanned absence), using Jury Duty as the absence reason.
- Support staff - Immediately report your absence into Frontline Absence Management system either by phone or computer (preferably the evening prior to the time of the absence, or before 6:00 a.m. the same day of the unplanned absence.) Also enter the absence details in Skyward Employee Access the day you return from your absence, using Jury Duty as the Time Off Code.

CHILDREN AND FAMILY MEMBERS AT WORK

Employees may not bring their children or other family members into the workplace during their regularly scheduled work time without explicit advance permission from their principal and/or immediate supervisor. If permission is granted, the visiting child(ren) and/or family member(s) must follow the building's established visitor sign-in procedure.

EMPLOYEE ASSISTANCE PROGRAM

The Wausau School District provides the services of an Employee Assistance Program (EAP) for help with a variety of needs such as relationship conflicts, stress management, alcohol or controlled substance abuse, or depression/anxiety treatment. This confidential service is available to all employees of the District and their dependents and provides up to three visits from September 1 through August 31 each year without charge to the employee. Information regarding how to contact the provider of the EAP for assistance is available on our website link.

REPRESENTATION

In the event any represented employee is called to a meeting with representatives of the District for the purpose of investigating circumstances which may lead to discipline or discharge, the District recognizes the employee's right to representation at the meeting if the employee is a represented employee. In the event the employee requests to be represented by a Union representative at the meeting, the meeting may be delayed, at the discretion of the District, until a Union representative may be obtained. Nothing in this provision shall prevent the District from removing an employee from the work place if immediate action is required.

DISCIPLINARY MATERIALS

Copies of any disciplinary material(s) shall be provided to the employee before such material is placed in an employee's personnel file. The employee shall have the opportunity to reply to such materials and affix his/her reply to said material.

TERMINATION OF EMPLOYMENT

The employment relationship between the District and any employee is terminated:

A. If the employee is discharged. [Reference *Discipline, Termination, Nonrenewal* section].
B. If the employee quits his/her employment.
C. If the employee fails to return to work on the work day following the expiration of an authorized leave of absence unless unable to notify because of illness or other reasonable basis.
D. If the employee retires.

INFORMATION TECHNOLOGY

Acceptable Use of Technology

The District supports access by employees to a wide range of information and communication technologies. It is anticipated that this access will enrich the educational environment. District employees are expected to abide by its policies and rules when using information technology and communication resources.

All district employees will be required to use Multi-Factor Authentication (MFA) for access to district provided devices.

Ref. Board Policy 7540.04 Staff Technology Acceptable Use and Safety

Acceptable Use of Web Tools and Social Media

The District encourages the use of Web tools and applications (e.g., social networks, blogs, wikis, internet-based multimedia applications, collaboration tools, and advanced learning management applications) for the purposes of (1) engaging in professional development and professional collaboration activities; and (2) enhancing student learning and instruction. District employees are expected to abide by its policies and rules when using Web tools and Social Media.

Ref. Board Policy 7540.04 Staff Technology Acceptable Use and Safety

Ref: Board Policy 7544 Use of Social Media

Maintenance of Data on District Owned Physical Drives

The Wausau School District maintains a robust network for the explicit purpose of storing and providing access to data necessary to the job functions of its employees and to support the educational needs of students. The data residing on the District's servers is the property of the District, and as such, subject to periodic maintenance checks by District Technology Department personnel. District employees have the ability to save/retrieve data to/from physical drives owned and maintained by the District. Storage of data on the District network is for the sole purpose of supporting work related to an employee's role within the District. Under no circumstances should personal or non-work related data be stored on the District network. Storage of personal data increases the risk of security breaches and consumes valuable storage space, which is a direct cost to the District.

District employees will be allocated up to a maximum of 10 Gigabytes of storage on the District Network. This is the sum total of all physical network drives an employee has access to for the storage/retrieval of data related to the employee's job. When an employee utilizes a total of 8 Gigabytes of storage s/he will receive notification of possible suspension of network storage privileges. If the 10 Gigabyte limit is reached, the ability to save data to the District network will be suspended until the employee removes a minimum of 2 Gigabytes of data. The employee will still have the ability to utilize his/her Google Drive to store/retrieve data.

Maintenance of Data of Google Drives Under the wausauschools.org Domain

All regular District employees are provided a District owned Google Account with access to District approved Google Apps in the G-Suite. This account also provides the employee unlimited cloud-based storage for data related to the function of his/her employment. Under no circumstances should an employee's Google Account be used for the storage/retrieval of personal data.

Classification of Teacher Saved Data

All files and data saved by Wausau School District employees and stored on the District Servers and District owned devices and within Google under the domain wausauschools.org are considered "*Records maintained for personal use by a teacher and others required to hold license under Wis. Stat. sec 115.28(7) are not pupil records, if the records are not available to others*." Data/files shared with others and considered to be "Pupil Records" must be stored in the appropriate location and not within an employee's District allocated storage locations. District allocated storage locations will be deleted upon the cessation of employment.

Care and Return of District Issued Equipment

Employees are responsible for the reasonable care and protection of District property and equipment issued to them in the course of their employment. This includes but is not limited to technology related equipment (e.g., devices and peripherals), keys, fobs, uniforms, instructional materials, classroom/office items, etc. Employees shall return all District property upon request or upon termination of employment or retirement. Each employee is responsible for the value of any District property not returned at the end of his/her employment or damaged due to abuse or misuse. The District will determine the value of the unreturned or damaged property, which may not exceed actual replacement cost. The employee may reimburse the District for the value of the unreturned or damaged property or the District may withhold such amount from the employee's remaining pay. In order to mitigate an employee's financial responsibility, any lost, stolen, or damaged property should be immediately reported to the employee's supervisor.

Termination of Access Upon End of Employment

In order to maintain the security and integrity of Wausau School District data, systems, and networks, it is necessary to limit access to these systems to only authorized District staff. Accordingly, when an employee ends his/her employment with the District, authorization and access to these systems will cease on the last work day or the last contracted work day. This includes access to all networks, databases, email, and building security. Therefore, prior to the last day of employment, staff members are advised to remove personal data/files which they may have saved on the District's system/equipment. IMPORTANT – any data or files considered to be *Educational Records* or containing *Student Personally Identifiable Information* MUST NOT BE transferred or saved to a personal storage location. Only active employees with a 'need-to-know' have legal authorization to view or maintain this information. Please be aware that the last day of employment, which is the date access will be terminated, does not coincide with the employee's last paycheck date. Any exceptions to this rule will be addressed on an individual basis. Please contact the Human Resources Office prior to your last work day if you believe an exception should be considered.

INSURANCES

Liability Insurance

The Board carries liability insurance which provides coverage for the acts of employees performed in accordance with their duties and within their scope of employment. Employees shall be covered for liability in accordance with the terms of the District's liability insurance policy. Employees may inspect the District's liability insurance policy upon request.

Life Insurance

The Board shall provide life insurance to eligible employees. The insurance carrier(s), program(s), benefits, and coverage will be selected and determined by the Board.

1. Eligibility:
   a. Minimum Hours for Any Board Contribution: An employee who qualifies for Wisconsin Retirement System (WRS) benefits is eligible to participate in the District's life insurance plan. Employees who do not qualify for Wisconsin Retirement System (WRS) benefits are not eligible to participate in the District's life insurance plan. Employees whose hours are reduced during the term of the individual contract or letter of assignment shall have their eligibility and contributions based upon the projected hours, as determined by the District, in the first month following the month in which the reduction occurred.
2. Commencement and Termination of Benefits**.** Commencement and termination of Life Insurance coverage are determined on an individual basis. Contact the Payroll and Benefits Department for specific information regarding the commencement and termination of your benefits.
3. Premium Contributions: The District shall pay one-hundred (100) percent of the premium for term life insurance equal to the next highest one thousand dollars ($1000) of each eligible employee's salary.
4. Optional Additional Coverage: The employee may elect to purchase additional term life coverage of up to four (4) times his/her annual salary by paying the full cost of the additional coverage. Additional coverage may be purchased as either one-times annual salary, two-times annual salary, etc., up to four-times annual salary.

Long-Term Disability Insurance

The Board shall provide long-term disability insurance to eligible employees. The insurance carrier(s), program(s), benefits, and coverage will be selected and determined by the Board. (Also see Sick Leave and Long-Term Disability)

1. Eligibility:
    a. Minimum Hours for Board Contribution: An employee whose individual contract or letter of assignment has an assignment of at least six-hundred (600) hours is eligible to participate in the District's long-term disability insurance. Employees whose assignments are for less than six-hundred (600) hours are not eligible to participate in the District's long-term disability insurance plan. Employees whose hours are reduced during the term of the individual contract or letter of assignment shall have their eligibility and contributions based upon the projected hours, as determined by the District, in the first month following the month in which the reduction occurred.
2. Commencement and Termination of Coverage and Benefits**.** Coverage will commence on the employee's first day of employment and shall cease at the end of the month a resignation or termination becomes effective.

    Benefits may begin after the ninetieth (90th) consecutive calendar day of disability. Benefits may continue until the employee is eligible to return to work or to age 65. Payments could be affected by eligibility for Social Security Disability Insurance (SSDI) or Wisconsin Retirement System benefits.
3. Premium Contributions: The District shall pay one-hundred (100) percent of the premium for long-term disability insurance. The benefits will be equal to ninety percent (90%) of the employee's monthly wages.

Optional Short-Term Disability Insurance

The Board shall provide access to short-term disability insurance to eligible employees. The insurance carrier(s), program(s), benefits, and coverage will be selected and determined by the Board.

1. Eligibility:
    a. Minimum Hours for Any Board Contribution: An employee whose individual contract or letter of assignment has an assignment of at least six-hundred (600) hours is eligible to participate in the District's short-term disability insurance. Employees whose assignments are for less than six-hundred (600) hours are not eligible to participate in the District's short-term disability insurance plan. Employees whose hours are reduced during the term of the individual contract or letter of assignment shall have their eligibility and contributions based upon the projected hours, as determined by the District, in the first month following the month in which the reduction occurred.
2. Commencement and Termination of Benefits**.** Commencement and termination of Short-Term Disability Insurance coverage are determined on an individual basis. Contact the Payroll and Benefits Department for specific information regarding the commencement and termination of your benefits.
3. Premium Contributions: The employee shall pay the full premium. The level of benefit is determined by the employee but may not exceed sixty-six and two-thirds (66.66%) percent of the employee's weekly wages. Coverage may begin on the first day of injury or after the third consecutive calendar day of illness and continue until the employee is eligible to work or is eligible for long-term disability.

Part II

PROVISIONS APPLICABLE TO HOURLY (NONEXEMPT) AND SALARIED EMPLOYEES WITHOUT INDIVIDUAL CONTRACTS UNDER § 118.22 OR 118.24, WIS. STATS.



WORK SCHEDULE

Breaks/Rest Periods

To the extent practicable, employees will be provided with breaks/rest periods per the following guidelines. An employee working six (6) hours or more shall receive two (2) paid ten (10) minute rest periods per shift. An employee working four (4) hours but less than six (6) hours shall receive one (1) paid fifteen (15) minute rest period per shift. An employee working less than four (4) hours shall receive one (1) paid ten (10) minute rest period per shift. All breaks shall be set up by the supervisor except as otherwise specifically agreed upon between the employee and his/her supervisor.

Duty Free Lunch

An employee scheduled for a lunch break will be provided with an unpaid duty-free lunch period of not less than thirty (30) minutes. If the employee's 30-minute lunch period is interrupted by work duties authorized by the employee's supervisor, the 30-minute break will revert from an unpaid break to a paid break. When this occurs, the supervisor may opt to make a 30-minute adjustment to the employee's work schedule within the current or following pay period. Alternatively, with the supervisor's approval, the employee may restart his/her lunch period after the work-related interruption in order to receive a 30-minute uninterrupted break.

Employees who do not have a duty-free lunch period while performing supervision on a field trip or outside activity will be paid for a full lunch period. There will be no expectation of a schedule adjustment for the paid lunch duty.

Work Schedule Revision/Exchange Days

If requested by administration, a school year employee may voluntarily accept a work schedule change requiring a start date earlier than he/she is normally scheduled to begin his/her work year. In such instances, the employee will make an equivalent exchange of work days to his/her work schedule during the school year in which he/she will take a number of work days off without pay equal to the number of days worked prior to his/her normally scheduled start date. An employee agreeing to a work schedule adjustment with exchange days would maintain the same number of actual paid work days during the fiscal/school year as his/her normal work schedule provides. All work schedule revisions will be at the discretion of administration.

Breaks/Lunch Period for Nutrition Services Employees

To the extent practicable, Nutrition Services employees will be provided with breaks/lunch periods per the following guidelines. An employee working seven (7) hours or more shall receive one (1) paid fifteen (15) minute break and one (1) paid twenty (20) minute break. An employee working at least six (6) hours but less than seven (7) hours shall receive one (1) paid ten (10) minute break and one (1) paid fifteen (15) minute break. An employee working at least five (5) hours but less than six (6) hours shall receive one (1) paid twenty (20) minute break. Employees working at least four (4) hours but less than five (5) hours shall receive one (1) paid fifteen (15) minute break.

Nutrition Services employees working less than four (4) hours may choose to eat a free lunch on their own time before or immediately following their scheduled shift. Employees working four (4) hours or more may choose to eat a free meal while on a scheduled break.

Nutrition Services Employees should ask their immediate supervisor for specific break schedules and rules and restrictions pertaining to the daily free meal available to Nutrition Services employees.

Nonexempt employees are expected to accurately clock in and clock out using the True Time Clock Readers, and submit time sheets using Skyward True Time for all regularly assigned hours.

Skyward True Time & Time Card Procedures - Hourly (Non-exempt) Employees

Time worked for nonexempt employees must be submitted immediately following the pay period for which the work was performed. Time worked will be reported using Skyward's True Time system.

REDUCTIONS IN POSITIONS OR HOURS

Overview

In the event the Board determines to reduce the number of positions or the number of hours in any position, the provisions set forth in this section shall apply.

Notice of Reduction

The District will give at least two (2) weeks' notice of any reduction. The notice of reduction shall specify the effective date and that it is the responsibility of the employee to keep the District informed in writing of any changes in the employee's address.

Selection for Reduction – Steps

The needs of the District shall be the prime consideration used in determining which employees shall be reduced. In the implementation of staff reductions under this section, individual employees shall be selected for full or partial reduction in accordance with the following steps:

A. Step One - Attrition: Normal attrition resulting from employees retiring or resigning may be relied upon in implementing a reduction.

B. Step Two - Volunteers: Volunteers will be considered for reduction. An employee who volunteers for layoff or reduction in hours under this section will put his/her request in writing. Volunteers will be considered by the District only if, in the District's opinion, the remaining employees in the job category are qualified to perform the remaining work. The District will provide the volunteer(s) with a written notice.

C. Step Three - Selection for Reduction: The District will consider the factors below to select the employee in the affected job category for reduction.

1. Job categories for the purpose of this section shall be defined as:

- Nutrition Services
- Administrative and Educational Support
- Municipal
- Maintenance & Custodial

2. The District shall utilize the following criteria in order of application for determining the employee reduction:

    a. Educational Needs of the District: Will be those needs as identified and determined by Administration through normal channels in accord with its constituted authority.

    b. Qualifications as established by Administration: including, but not limited to specific skills, certification (if applicable), training, District evaluations, etc.

    c. Qualifications of the Remaining Employees in the Classification: Relevant qualifications will be those experiences and training that best relate to the position(s) to be maintained and District' needs as determined by Administration. These experiences may include but not be limited to current and past assignments and practical experience in the area of need.

    d. Performance of the Employees Considered for Layoff or Reduction of Hours: Performance of the employees under consideration as previously and currently evaluated. Greater weight may be given to more recent evaluations.

    e. Years of Service of the Employee: The years of service shall be determined on a prorated basis, calculated on actual hours worked in continuous service to the District (excluding Summer School).

Reduction in Hours

Employees who are reduced in hours shall not lose any benefits they have accrued. Benefits are defined as length of service, sick leave, and vacation earned as an employee. Reduced-in-time employees shall be treated as part-time employees under this Handbook. Any employee who is reduced in hours (partial layoff) may choose to be fully reduced.

Reemployment Period

Reduced employees shall retain the reemployment options set forth herein for a period of twelve (12) months after the employee's last day of work with the District or from the time the employee received the notification of reduction, whichever is later.

Reemployment Procedure

All reduced employees shall have their names placed on a reemployment list. In the event a vacancy occurs or a new position in the category in which the employee was reduced is created while employees are on the reemployment list, the District shall first attempt to fill the position utilizing employees on the reemployment list based on the criteria used for determining reduction. Any position unfilled after considering employees on the reemployment list will be posted in accordance with the terms of this *Handbook*.

Termination of Reemployment Options

Reemployment options shall end if an employee refuses reemployment to a position in the job category, except as provided below. Casual or substitute work with the District during the reemployment period shall not extend the reemployment period. Employees on the reemployment list may refuse reemployment to positions with a substantially different full-time equivalency (FTE), substitute, or temporary positions without loss of the ability to apply to the next available position for which the employee is qualified. Employees on the reemployment list shall not lose reemployment options to an equivalent FTE position(s) if they accept a position with a different FTE level, a substitute appointment, or a temporary appointment with the District.

Accrued Benefits

Employees who are reduced in full shall suffer no loss of sick leave, vacation or other accrued benefits if rehired. Sick leave days, vacation, and length of service time shall not accrue while an employee is not working for the District.

Other Employment

No employee who is reduced in full shall be precluded from securing other employment.

Furloughs

The District may furlough employees for budgetary reasons. The following guidelines apply during furlough periods:

A. Employees shall not receive their wages or salary but are permitted to use accrued vacation, compensatory time (if allowed) or personal leave to receive compensation on furlough days.

B. Employees are prohibited from working.

C. Sick leave, personal leave, etc., shall continue to accrue as if the employees were working.

D. The District shall provide health insurance, dental insurance, etc., at the same level it would have if the employees were working.

ASSIGNMENTS, VACANCIES AND TRANSFERS

Determination of Assignment

Employees will be assigned or transferred by the Director of Human Resources or his/her designee.

Job Posting

When a position becomes vacant as determined by the District or when the District creates a new position, the District will post the position on the Wisconsin Education Career Access Network (WECAN) website. A link to job postings will be available on the Wausau School District website (Human Resource Department "Employment Opportunities"). To the extent practicable, an email notification will be sent to all employees when positions are posted. An employee interested in applying for a posted position may submit a written application through the Wisconsin Education Career Access Network (WECAN) website. The District may temporarily fill posted positions during the posting and selection period. The Director of Human Resources reserves the right to waive a posting for an open position in times of immediacy or due to other unique factors.

Interviews

An employee who applies for a vacant position prior to the end of the posting period may be granted an interview for the position if qualified.

District Ability to Select the Applicant

The District retains the right to select the applicant for any position based upon the needs of the District, including consideration of qualifications of the applicant, any special skills or training by the applicant, prior performance evaluations of the applicant, and references of the applicant. The term applicant refers to both internal candidates and external candidates for the position.

Involuntary Transfers

The District reserves the right to transfer an employee qualified for a position. No employee will be involuntarily transferred by the District without a conference followed by a written notice from the Director of Human Resources or his/her designee.

EMPLOYEE RESIGNATIONS AND RETIREMENTS

Hourly Employees

Hourly (non-exempt) Support Staff employees must give the District notice of intention to resign or retire. Whenever possible, the Support Staff employee must give such notice at least two (2) weeks prior to the date the employee desires to resign or retire.

Salaried Employees

Salaried (exempt) Support Staff employees must give the District notice of intention to resign or retire. Whenever possible, the Support Staff employee must give such notice at least four (4) weeks prior to the date the employee desires to resign or retire.

Reinstatement

A former Support Staff employee who resigns or retires while in good standing with sufficient notice, may be reinstated through the normal hiring process to an open position, provided that the reinstatement occurs within one (1) year of the date of separation. Upon return, any unused Sick Leave and Personal Leave will be credited to the employee's bank of leave time in Skyward.

EMPLOYEE PERFORMANCE EVALUATIONS

Evaluation

The primary purpose of an employee performance evaluation is to provide continuous improvement in the quality of service to the community/students/staff of the District.

Procedures and Instruments

The District will orient employees regarding evaluation procedures and instruments.

Frequency

The frequency of evaluations shall be established at the discretion of the District.

Receipt of Evaluation

Each employee shall receive a copy of his or her evaluation. The employee will be expected to sign his or her evaluation to acknowledge receipt of the same.

Comments, Disputes

The employee may respond in writing with his or her comments attached to the completed evaluation.

Evaluators

The District shall determine whether or not employees shall be evaluated and by which supervisory personnel.

PAID VACATION

Calendar Year Employees

Vacation will be allocated on July 1 to eligible employees who work 52 weeks annually. Vacation allocations will be prorated based on date of hire during the first year of employment. Vacation pay shall be paid at the employee's regular pay rate following the employee's scheduled work hours. If employment terminates during a school year, the employee will reimburse the District for all days paid in excess of those earned.

Municipal Employees

Vacation entitlement begins at the start of the first year listed in the range through the end of the second year in the range.

A. Municipal employees with 0-5 years of service as of July 1 shall be entitled to fifteen (15) days of paid vacation each year.

B. Municipal employees with 6-17 years of service as of July 1 shall be entitled to twenty (20) days of paid vacation each year.

C. Municipal employees with 18-21 years of service as of July 1 shall be entitled to twenty-one (21) days of paid vacation each year.

D. Municipal employees with 22-24 years of service as of July 1 shall be entitled to twenty-two (22) days of paid vacation each year.

E. Municipal employees with 25 or more years of service as of July 1 shall be entitled to twenty-three (23) days of paid vacation each year.

Administrative and Educational Support and Maintenance & Custodial Employees

Vacation entitlement begins at the start of the first year listed in the range through the end of the second year in the range.

A. Administrative and Educational Support and Maintenance & Custodial employees with 0-6 years of service as of July 1 shall be entitled to ten (10) days of paid vacation each year.

B. Administrative and Educational Support and Maintenance & Custodial employees with 7-11 years of service as of July 1 shall be entitled to fifteen (15) days of paid vacation each year.

C. Administrative and Educational Support and Maintenance & Custodial employees with 12-17 years of service as of July 1 shall be entitled to twenty (20) days of paid vacation each year.

D. Administrative and Educational Support and Maintenance & Custodial employees with 18-21 years of service as of July 1 shall be entitled to twenty-one (21) days of paid vacation each year.

E. Administrative and Educational Support and Maintenance & Custodial employees with 22-24 years of service as of July 1 shall be entitled to twenty-two (22) days of paid vacation each year.

F. Administrative and Educational Support and Maintenance & Custodial employees with 25 years of service as of July 1 shall be entitled to twenty-three (23) days of paid vacation each year.

Scheduling of Vacation

Vacations must be taken during the fiscal year it is allocated and shall be noncumulative unless prior approval has been given by the Director of Human Resources or his/her designee. Requests for the use of vacation time are to be submitted on-line through Skyward Employee Access.

Vacation Increments

Vacation time may be taken in full blocks, or in shorter blocks not less than fifteen (15) minutes as arranged with the immediate supervisor. Requests for vacation time shall normally be made at least five (5) working days prior to taking such leave to the employee's immediate supervisor, however, vacation time requested with less than five (5) working days, notice must be made to the immediate supervisor. The employee's immediate supervisor may schedule vacations on a first-come, first-served basis, and may deny such requests as necessary to accomplish work objectives.

Vacation Carry Over

Vacation time should be used by June 30th of each calendar year. Employees will be allowed to carry over up to eight (8) days of vacation each year through December 31st. Vacation hours beyond the carryover days and not used as of June 30th will be forfeited. All vacation days carried remaining after December 31st will be added to the Support Staff Medical Hardship Donation Program.

Payment upon Retirement, Resignation/Termination, or Transfer to a Position Not Eligible for Vacation

Upon retirement, transfer to a position not eligible for vacation, or resignation/termination, an employee will receive pay for any earned but unused vacation, prorated based on the last date of vacation eligible employment. Vacation may be used after a resignation or retirement notice is submitted, but can not be paid to extend a resignation or retirement date. Compensation for any earned, but unused vacation days will be paid out at the employee's current rate of pay in a lump sum on the final paycheck.

Holidays

Holidays Defined

A paid holiday is a day off with pay for the number of hours the employee normally works. Paid holidays will be provided as follows:

Municipal, Administrative and Educational Support, and Maintenance & Custodial calendar year employees (who are regularly scheduled to work 52 weeks and at least 700 hours per year) according to the following schedule; and to school year employees (who are regularly scheduled to work less than 52 weeks and at least 500 hours per year) according to the following schedule as marked with an asterisk (*).

*1. January 1
*2. Good Friday
*3. Memorial Day
4. July 4
*5. Labor Day
*6. Thanksgiving Day
*7. Day following Thanksgiving Day
*8. December 24
*9. December 25
*10. December 31

Nutrition Services employees who are regularly scheduled to work at least 500 hours per year shall be paid six holidays each year according to the following schedule:

1. Labor Day
2. Thanksgiving Day
3. Day following Thanksgiving Day
4. December 25
5. January 1
6. Memorial Day

Holiday Pay

Holiday pay shall be paid at the employee's regular rate and for the employee's regularly scheduled number of hours.

If a holiday falls on a day which is not a regular work day for the employee, holiday pay shall be paid or the average number of hours scheduled over a five-day period.

Holidays Falling on Weekends

If one of the above holidays falls on a weekend, the school calendar will determine the day that will be granted off in lieu of the holiday, or employees will receive regular pay for that day.

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 paid holiday on a date determined by the Administration.

Work on a Holiday

An employee required to work on a holiday shall be paid time and one-half pay for all hours worked in addition to the holiday pay.

Holidays during Vacation

If any of the above holidays fall within an employee's vacation period, the employee shall not need to use a vacation day for the holiday on the calendar.

Eligibility for Holiday

In order to be eligible for holiday pay, an employee must work the employee's scheduled workdays immediately preceding and following the holiday, unless the employee is on an excused absence (for example, FMLA or paid vacation) with pay that has been approved by the Director of Human Resources or his/her designee. Employees on unpaid leave of absence shall not be eligible for holiday pay if the holiday falls during the absence period.

SICK LEAVE

Sick Leave Provided

Sick leave will be allocated on July 1 to employees who are regularly scheduled to work five hundred (500) or more hours annually. Sick leave allocations will be prorated based on date of hire during the first year of employment. If employment terminates during a school year, the employee will reimburse the District for all days paid in excess of those earned.

Sick Leave can be used for illness of self or an immediate family member or for medical or dental appointments that cannot be scheduled outside of the employee's regularly scheduled hours. The interpretation of immediate family shall include spouse, parent, domestic partner, adult son, son-in-law, adult daughter, daughter-in-law, brother, sister, grandparent, and grandchild of an employee, or the same relatives of the employee's spouse or domestic partner.

Summer Learning Support Staff may use one (1) Sick Leave day during Summer Learning at the rate of pay said employee receives for Summer Learning.

Sick Leave will be allocated based on the employee's regular scheduled hours per day according to the following schedule:

A. Employees regularly scheduled to work 260 days per year, shall be entitled to twelve (12) days of sick leave per year (prorated based on date of hire) and cumulative to a maximum of one hundred forty (140) days at full pay.

B. Employees regularly scheduled to work less than 260 days per year shall be entitled to ten (10) days of sick leave per year (prorated based on date of hire) and shall be cumulative to a maximum of one hundred thirty (130) days at full pay.

Sick Leave Increments

Sick leave may be allowed in increments of a minimum of 15 minutes.

A. Definitions: the following definitions apply under this section:

1. Child: means a natural, adopted, foster or treatment foster child, a stepchild or a legal ward who is less than eighteen (18) years of age or the individual is eighteen (18) years of age or older and cannot care for himself or herself because of a serious health condition.
2. Parent: means a natural parent, foster parent, treatment foster parent, adoptive parent, stepparent or legal guardian of an employee, or the same relative of an employee's spouse or domestic partner.
3. Spouse: means an employee's legal husband or wife.
4. Serious Illness: means a disabling physical or mental illness, injury, impairment or condition involving any of the following:

a. Inpatient care in a hospital, nursing home, or hospice.
b. Outpatient care that requires continuing treatment or supervision by a health care provider.

5. Domestic Partner: means a relationship between two (2) individuals that satisfies all of the following:
   a. Each individual is at least eighteen (18) years old and otherwise competent to enter into a contract.
   b. Neither individual is married to, or in a domestic partnership with another individual.
   c. The two (2) individuals are not related by blood in any way that would prohibit marriage under § 765.03, Wis. Stats.
   d. The two (2) individuals consider themselves to be members of each other's immediate family.
   e. The two (2) individuals agree to be responsible for each other's basic living expenses.
   f. The two (2) individuals share a common residence. Two individuals may share a common residence even if any of the following applies:
      1) Only one of the individuals has legal ownership of the residence.
      2) One or both of the individuals have one or more additional residences not shared with the other individual.
      3) One of the individuals leaves the common residence with the intent to return.

Sick Leave and Long-term Disability

In the event an employee is aware in advance that sick leave benefits of an extended nature will be needed, it shall be the duty of the employee to notify the Human Resources Office in writing as far in advance as possible of the anticipated time and duration of such leave and the reason for requesting such leave. Medical certification verifying the employee's inability to perform his/her normal work functions must be submitted as soon as practicable. At that time, it will be determined if the employee is eligible for Family Medical Leave.

An employee shall use his/her accrued sick leave, if available, until the time at which he/she may become eligible for long-term disability leave (contact the Payroll and Benefits Department for details on long-term disability coverage). The employee shall return to work at such time as his/her doctor certifies he/she is medically capable of returning to work. In the event an employee on sick leave, Long-Term Disability, or leave of absence fails to return to work when medically released to perform his/her assigned duties, he/she may be deemed to have resigned his/her position with the District.

The District may require a certificate from a physician of the District's choosing that an employee on sick leave is medically unable to perform normal duties. The District may require such medical certification from time to time until the employee returns to normal duties.

In the event an employee exhausts all accumulated sick leave and is medically unable to resume normal duties, the employee may be placed on unpaid leave of absence, either as required by law or at the discretion of the Board, for a period not to exceed twelve (12) months. Following exhaustion of an employee's eligibility for Family Medical Leave (when eligible for such leave), no fringe benefits shall be paid to or accrued by an employee on an unpaid leave of absence.

An employee on an unpaid leave of absence or long-term disability leave may continue insurance coverage, if eligible to receive coverage under the insurance plan, during such leave by paying the full cost of all premiums as they become due. However, if an employee on long-term disability has paid sick leave available, he/she may apply the per diem value of the sick leave to pay for his/her employee portion of the District's group health insurance premium.

At the expiration of an unpaid leave of absence or long-term disability leave the employee shall be entitled to be reinstated at the current salary to the same or equivalent position in which the employee was employed at the time the leave was granted. Applicable step movement will occur if the leave lasts less than six months.

Reporting Procedure - Doctor's Certificate

If at all possible, each employee shall be required to inform his/her supervisor prior to his/her normal daily starting time of his/her need to be absent due to illness. Whenever the supervisor deems such verification appropriate, the employee may be required to furnish the District with a certificate of illness signed by either a licensed physician or a nurse practitioner. Such certificate should include a statement releasing the employee to return to work and a statement as to whether any limitations or restrictions are placed upon the work which may be performed. Nothing in this section shall be interpreted as limiting the District's ability to discipline or discharge employees for excessive absenteeism.

Holidays during Sick Leave

In the event that a paid holiday falls within a period when an employee is on accumulated sick leave, it shall be charged as a paid holiday and not deducted from the employee's earned sick leave.

Donation of Leave for Medical Hardship

In the event an employee has exhausted all paid vacation, sick, or personal leave prior to qualification for long-term disability coverage, and/or in the event of a serious medical hardship, as determined by administration, the donation of up to two personal or vacation days from other employees in his/her employee category (e.g., Municipal, Administrative & Educational Support, Nutrition Services, Maintenance & Custodial) to be used by said employee in place of paid sick leave, may be approved by the Director of Human Resources or his/her designee. The donated Personal or Vacation leave will not exceed 30 days per employee per year due to the serious illness of an employee, and will not exceed 10 days due to the serious illness of a spouse or child. The recipient of donated leave will be paid at his/her current hourly rate. Requests for donated leave must be submitted in writing to the Director of Human Resources. Donated days will be deducted from each donor’s Skyward account after receiving an authorization form.

An employee retiring at the end of the school year may donate up to two (2) days of unused personal leave or paid vacation. The donated leave will be transferred to the appropriate Medical Hardship Account (e.g., Municipal, Administrative & Educational Support, Nutrition Services, Maintenance & Custodial), and will be drawn upon for future approved requests for donated leave before asking for additional donated personal leave or vacation days from active employees. Retiring employees wishing to donate unused personal leave and/or vacation days must notify Human Resources in writing two weeks prior to their scheduled date of retirement.

Any Leave days that would be scheduled for forfeit will be added to the appropriate Medical Hardship Account similar to the above paragraph.

Bereavement Leave

Bereavement Leave

In the event of a death, each employee is allotted five (5) Bereavement Leave days per year for regularly scheduled calendar year employees and three (3) Bereavement Leave days per year for all other employees who are regularly scheduled to work five hundred (500) or more hours annually. Bereavement Leave allocations will be prorated based on date of hire during the first year of employment. If employment terminates during a school year, the employee will reimburse the District for all days paid in excess of those earned.

Additional Bereavement Leave

If all allotted Bereavement Leave has been used by an employee, additional Bereavement Leave may be requested through Human Resources. Requests must be made in writing to the Director of Human Resources, or designee. If approved, additional hours will be transferred by Human Resources from the employee's accumulated sick hours into Bereavement Leave hours.

Bereavement Leave Increments

Bereavement leave may be allowed in increments of a minimum of 15 minutes.

Personal Leave

Personal Days Provided

One (1) day of Personal Leave will be allocated as of July 1 to all non-teaching employees who are regularly scheduled to work five hundred (500) or more hours annually. All Personal Leave days may be accrued without limit for non-teaching staff. The Principal/Supervisor should be given three (3) workdays notice, whenever possible, and has the right to deny Personal Leave requests based on District and student needs. Personal Leave allocations will be prorated based on date of hire during the first year of employment. If employment terminates during a school year, the employee will reimburse the District for all days paid in excess of those earned.

Reasons for and Timing of Personal Leave

Personal Leave is paid leave from work for reasons other than illness or vacation taken at the employee's discretion for needs that are personal. Personal Leave is provided by the District to meet the needs of each individual employee. The Wausau School District understands that an employee's reason for using Personal Leave is personal. At the same time, the Wausau School District seeks to ensure the timing of Personal Leave preserves our interest in advancing student learning, achievement, and success. Any Personal Leave that would be scheduled for forfeit will be added to the Support Staff Medical Hardship Donation Program.

Personal Leave Restrictions

Personal Leave days shall not be used to extend a holiday, vacation, or school recess period. Personal Leave will not be granted during the week prior to the start of school, the first week of school, and during the last two weeks of the school year. Exceptions may be granted solely at the discretion of the Principal.

Personal Leave Increments

Personal Leave may be allowed in increments of a minimum of 15 minutes.

Unpaid Leave of Absence

Leave of Absence

A. Application Procedures: All requests for unpaid leave of absence, other than emergencies, must be submitted in writing to the District at least thirty (30) days prior to the anticipated beginning of the leave. Such application will be reviewed and processed by the Director of Human Resources or his/her designee, and shall be granted or denied at the District's discretion. The unpaid leave of absence may not exceed six (6) months. Unless provided otherwise in this Handbook, unpaid leaves of absence will be handled as set forth in this section.

B. Benefits During Leave:

1. Length of service and other benefits shall not accrue during such leave.

2. The employee may continue health and dental insurance during the leave of absence by remitting the full premium amounts to the District. The continuation of health and dental insurance at the employee's expense may be contingent upon the health insurance carrier allowing such a benefit. If the premium is not received by the first of the month, the employee's insurance coverage may be terminated.

3. During the unpaid leave, the employee shall retain accumulated paid leave, but shall not accrue any additional paid leave.

C. Placement Upon Return from Leave: An employee to whom a leave of absence has been granted shall be entitled, at the expiration of the time stated in such leave, to be reinstated to the position in which the employee was employed at the time the leave was granted at the current hourly rate. If the employee cannot return to normal duty at the expiration of such leave, he/she shall be terminated and the job opening may be posted.

Short-Term Leave of Absence

An employee may request up to five (5) workdays without pay for special circumstances with the approval of his/her supervisor/principal. An employee requesting a short-term leave of absence must exhaust all Personal Leave and paid vacation prior to the date of requested time off without pay. Short-term leave of absence will not be used in the proration of insurance benefits.

PART III

PROVISIONS FOR EMPLOYEES WITH INDIVIDUAL CONTRACTS UNDER § 118.22, WIS. STATS, AND PROFESSIONAL/ EXEMPT NON-SUPERVISORY EMPLOYEES



PROFESSIONAL WORK HOURS/WORK DAY

Normal Hours of Work

Education and teaching is a professional occupation. Although professionals' work is not limited to any specified number of hours or days per week, the "normal" hours of work for full-time employees in positions authorized as "40 hours per week" are considered to be eight (8) hours per day Monday through Friday. The actual workday for each building shall be established by the Board. Buildings will maintain an eight (8) hour schedule. If a teacher accepts a voluntary assignment during his/her duty free lunch period, he/she may include such time as part of his/her eight (8) hour work day.

Administratively-Called Meetings

Staff Meetings: Teachers may be required to attend administratively-called staff meetings. Administratively-called meetings may begin before the normal workday begins or go later than the end of the normal workday. The administration will attempt to provide reasonable notice of all such meetings and the anticipated duration of the meeting.

Other Administratively-Called Meetings

In addition to staff meetings, teachers may be required to attend other administratively called meetings, including meetings of individual educational plan teams, parent-teacher conferences, department meetings, or activities of similar nature, which are normally conducted at other times. Teachers may be required to attend such events regardless of the date, time or duration of said meetings. Teachers required to attend staff meetings or other administratively-called meetings will not receive additional remuneration above their regularly paid salaries for attending such meetings.

Attendance at School Events

Teachers may be required to attend mandatory school events. 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. Whenever possible, teachers shall be given no less than thirty (30) calendar days' notice of such events. Teachers who have a co-curricular conflict or have pre-approved coursework to attend may be excused at the discretion of the building administrator or his/her designee. Such conflict should be communicated to the applicable administrator as soon as possible before the date of the school event.

Consultation with Parents

Each teacher shall consult with parents so that parents recognize the important role they play in shaping the attitudes of their children and assume greater responsibility for the performance of their children and for the excellence of our schools. Such consultation may be in the form of phone contacts, home visitations, progress reports, in-person appointments, etc., in addition to the scheduled parent/teacher conferences.

Professional Hours

A. The concept of professional hours means that a teacher and his/her appropriate supervisor(s) will determine the teacher's hours based upon the completion of his/her duties and the needs of his/her student(s).

B. 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 outside of these hours.

C. Professional work hours are governed by the following:
   1. The normal work day will be eight continuous hours.

2. Teachers may be required to attend administratively-called meetings and all meetings set forth in the *Administratively-Called Meetings* section.

3. The teacher and his/her appropriate supervisor(s) will determine the employee's hours based upon the completion of his/her duties and the needs of his/her students. Teachers will be evaluated based upon the completion of their duties rather than on adherence to a fixed time schedule. An example of this would be as follows: An employee has a preparation period from 10:35 a.m. to 11:20 a.m., Monday through Friday. The employee would be free to take professional hours for the time period between 10:35 a.m. and 11:20 a.m. unless an administratively-called meeting was designated during that time period. The employee is free to work during that forty-five (45 minute) period as regularly scheduled or he/she is free to take those forty-five (45) minutes off from employment provided he/she has completed his/her regularly assigned duties and has met the needs of his/her student(s).

D. 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.

Emergency School Closures

In the event the District is closed or an individual building(s) is closed, full or partial day closures may be made up at the discretion of the District. The District shall, at a minimum, make up all days/hours necessary to guarantee the receipt of state aid and/or necessary to meet the minimum annual school year requirements (days and hours) of the State of Wisconsin. Teachers shall not receive additional compensation in the event the District requires such day(s)/time to be made up with or without pupils.

School Calendar

The school calendar shall be determined by the Board. For the 2026-2027 school year, the calendar shall consist of one hundred and eighty-nine (189) scheduled work days. The determination of the structure of the days, e.g. instructional, in-service, workdays, etc., shall be at the discretion of the Board.

Collaboration and Instructional Planning Time

Teachers will receive regularly scheduled collaboration and instructional planning time each week without student contact and within the regularly scheduled student day. Teachers shall spend this time performing professional duties. Teachers who lose this time due to special school activities shall not receive compensation for the lost time. All other time within the regular scheduled workday may be assigned by the Administration. The 30-minute duty free lunch period shall not be counted as collaboration and instructional planning time.

REDUCTION IN FORCE, POSITIONS AND HOURS

Reduction in Force

At times it may be necessary to reduce the number of staff employed by the District. In the event that the District, in its sole discretion, determines that it is necessary to reduce the number of positions or the number of hours in any position, the provisions set forth in this section shall apply.

Notice of Reduction

The District will provide full-time teachers with a notice of nonrenewal for purposes of reduction in accordance with the timelines set forth in section §118.22, Wis. Stats. The nonrenewal notice shall specify the effective date of the nonrenewal, the right to a private conference under section 118.22, Wis. Stats. and will refer the employee

to the Reduction in Force provision in this Handbook. Part-time teachers are not subject to 118.22, and will only be provided a notice of reduction on or before May 30.

Procedure for Reduction

The needs of the District shall be the prime consideration used in determining which employees shall be reduced. In the implementation of staff reductions under this section, individual employees shall be selected for full or partial reduction in accordance with the following steps:

A. Step One - Attrition: Normal attrition resulting from employees retiring or resigning will be relied upon to the extent that it is administratively feasible in implementing staff reductions.

B. Step Two - Volunteers: Volunteers will be reduced next. Requests for volunteers will be sent to employees within each grade level, departmental and certification area. An employee who volunteers to be reduced under this section will put his/her request in writing. Volunteers will only be accepted by the District if in the District's opinion the remaining employees in the department/certification area are qualified to perform the remaining work. Volunteers will be treated as a District directed reduction under this section of the Handbook.

C. Step Three - Selection for Reduction: The elimination of a position does not necessarily mean the teacher occupying the position will be dismissed. When determining who will be reduced as part of a Reduction in Force, the District will consider the following criteria:

1. Educational Needs of the District: Will be those needs as identified and determined by administration.
2. Qualifications: Including, but not limited to specific skills, certification [if applicable], training, etc.
3. Qualifications of the Remaining Employees in the Grade Level, Department or Certification Area: Relevant qualifications will be those experiences and training that best relate to the position(s) to be maintained and District needs. These experiences shall include but not be limited to current and past assignment and practical experience in the area of need.
4. Performance of the Employees: Performance of the employees under consideration as reflected in previous and current District evaluations.
5. Length of Service of the Employee.

Although length of service in the District will be considered when reducing employees, it will not be the sole deciding factor in any decision regarding who will be reduced. Employees, who are reduced, do not have any right to displace or "bump" another employee.

Reduction in Hours

Employees who are reduced, and such reduction results in a reduction in hours, shall not lose any benefits they have accrued. Benefits are defined as length of service and sick leave earned as an employee. Reduced in time employees shall be treated as part-time employees under this Handbook and shall accrue additional benefits accordingly based on their part-time.

Reemployment

The hiring of employees shall be determined based on the need for the most qualified candidate. An employee who has been reduced by the District may apply for any open position for which he/she is qualified, but he/she does not have any right to be recalled to a position.

In calculating an employee's length of service to the District, any time allocated to a reduction will not be included.

Reduced employees shall suffer no loss of sick leave or other accrued benefits if rehired within three (3) years.

TEACHER ASSIGNMENTS, VACANCIES AND TRANSFERS

Determination of Assignment

Teachers will be assigned or transferred by the Superintendent or his/her designee.

Job Posting

When the District determines that there is a vacancy to be filled through the posting process, notice of such available position shall be posted on the District's website (through WECAN) for a minimum of five (5) days. The District may temporarily fill vacant positions at its discretion during the posting and selection period. The notice shall include the date of posting, the deadline for submitting application, the level and license/certification required, the anticipated start date, and any other qualifications required for the position. The Director of Human Resources has the ability to waive a posting period in times of urgency or when a similar position is posted or has recently been posted to facilitate hiring efficiencies.

Process for Filling Vacancies

An employee who applies for a vacant position, prior to the end of the posting period, may be granted an interview for the position. The District will attempt to select the most qualified applicant for any position based upon stated job descriptions (this does not prohibit the District from considering qualifications that are related to the position and exceed those minimum qualifications listed in the job description) and the right to determine when to consider outside applicants. The term "applicant" refers to both internal candidates and external candidates for the position.

Involuntary Transfers

When the District determines that an involuntary transfer of an employee is necessary, the District may, at its discretion, transfer any employee in the District qualified for the position. An employee who is involuntarily transferred shall suffer no loss of wages or other fringe benefit as a result of such transfer. An employee who is involuntarily transferred and chooses to resign his/her position shall not be assessed liquidated damages. The employee must submit a written resignation to the Director of Human Resources within 15 calendar days of receipt of the involuntary transfer notice.

Teacher Absence and Substitutes

When a teacher is to be absent from school, it is the responsibility of the teacher to enter the absence into Frontline Absence Management to report their absence and to secure a substitute. Please refer to the Attendance Procedures, found HERE.

Summer Learning Assignments

When possible, summer learning subjects should be made known on or before May 15. All current teachers in the District may apply for summer learning positions. Employees teaching summer classes shall be given a summer learning session contract, in accordance with section *§118.22, Wis. Stats*.

Extended Contracts

Additional contract days may be added to the contracted school calendar for each teacher at the discretion of the District. Teachers shall be compensated for said days at their individual contracted per diem rates of pay for each of the extended contract days. Days may be scheduled in full or partial day increments.

EMPLOYEE RESIGNATIONS

A. The teacher's individual contract shall be considered binding on both parties. If for any reason a teacher asks for release from the contract, it is understood that the following conditions for release shall apply:

1. The teacher must give the District notice that he/she intends on severing his/her contract with the District. Whenever possible, the teacher must give such notice at least sixty (60) calendar days prior to the date the employee desires the severance to occur.

2. It is agreed that liquidated damages are due to the District with the sixty (60) calendar day notice of resignation as follows:
    a. One thousand dollars ($1,000) if the employee's resignation is effective on or before June 30th.
    b. Two thousand dollars ($2,000) if the employee's resignation is effective July 1 through July 31st.
    c. Three thousand dollars ($3,000) if the employee's resignation is effective August 1 through the final contract day of the current contract year.

3. Liquidated damages and the sixty (60) calendar day notice requirement would not apply to teachers who do not return their contracts by June 15th, or whose resignation is tendered and effective after the end of the school year, but before June 16st.

4. The employee may choose to have liquidated damages deducted from the employee's last paycheck(s) or the employee shall submit a check for the liquidated damages amount at the time of resignation.

B. The Board in its discretion may waive the liquidated damages for the following reasons:

1. Employment transfer of spouse or domestic partner;

2. Illness of employee;

3. Other reasons as determined by the Board of Education.

In the event the District chooses to waive the liquidated damages, the District shall return any damages submitted with the resignation notice to the employee.

C. An employee who is involuntarily transferred and chooses to resign his/her position shall not be assessed liquidated damages. The employee must submit a written resignation to the Director of Human Resources within 15 calendar days of receipt of the involuntary transfer notice.

D. An employee who is involuntarily called into service by the United States government for military duty shall not be assessed liquidated damages under this Article.

The Board is not precluded from seeking and recovering the actual amount of damages from a breach of individual contract.

Reinstatement

A former Certified Staff employee who resigns while in good standing with sufficient notice, may be reinstated through the normal hiring process to an open position, provided that the reinstatement occurs within one (1) year of the date of separation. Upon return, any unused Sick Leave and Personal Leave will be credited to the employee's bank of leave time in Skyward.

DISCIPLINE, TERMINATION, AND NONRENEWAL

Standard for Nonrenewal for Full-Time Teachers

Newly employed full-time teachers and other professional or certified staff will be evaluated and assessed to determine if the teacher has the skills, abilities and talents to successfully teach in the Wausau School District. Generally, this process will span an introductory period of three complete teaching years. However, all teachers and other professional or certified staff are expected to continue to demonstrate these skills, abilities and talents throughout their careers.

In the event that a full-time teacher shall be non-renewed based on performance, subject to the provisions of section *§118.22, Wis. Stats*, such action shall be taken only after the direct observation and evaluation of the teacher. Efforts will also be made to offer guidance to correct identified teaching deficiencies.

Standard for Discipline and Termination

A teacher may be disciplined or terminated during the term of the individual contract. Such discipline or termination shall be subject to the District's Employee Grievance Policy and Procedure.

A teacher may be disciplined or terminated if there is a factual basis for the discipline or termination. The factual basis must support a finding of employee misconduct in which the District has a disciplinary or termination interest.

Note: Refer to *Part 1 – General Employment Practices and Expectations* in this Handbook for "*Representation*", "*Disciplinary Materials*", and "*Termination of Employment*" sections.

TEACHER SUPERVISION AND EVALUATION

General Provisions

The Wausau School District seeks to attract, retain, and develop a high quality, diverse, creative, and innovative workforce of leaders. As such, teacher supervision and evaluation is viewed as a continuing process for the purpose of improving instruction and assessing individual performance of staff members. To support this goal a performance evaluation system will be utilized.

All formal evaluations will include direct observation of teacher performance. Evaluations will be conducted utilizing processes and instruments adopted by the District (i.e., Wisconsin Educator Effectiveness System). Copies of the formal evaluation process and instruments are available from building principals and the Education Department.

Evaluators

Every teacher in the District will be supervised and evaluated by an administrator and/or his/her designee. The administrator may be a certified building principal, assistant principal, or District administrator. The administrator may be a District employee or a non-District employee who is a certified administrator.

Intensive Support

Intensive support is the supervision and evaluation procedure applied to teachers whose performance has not met expectations as of the most recent evaluation conference. Intensive support is designed to improve the overall performance of a teacher whose overall performance has not met expectations. Teachers whose overall performance has not met expectations may, at the discretion of the District, receive intensive support or may be non-renewed pursuant to §118.22, Wis. Stats. If in the District's discretion intensive support is offered, the process shall be as follows:

1. Goal of Intensive Support: The goal of intensive support is for the teacher to meet expectations. The intensive support plan will be designed to meet the specific needs of the teacher and the performance expectations of the District.
2. Content of Intensive Support: It may include a description of the teacher's goals for improvement, a description of appropriate performance, a plan to help the teacher develop required skills, a schedule of formal and informal observations to be conducted during the school year, and a target date by which time the teacher will perform satisfactorily. The plan is not limited to, but might include the following interventions: any means of professional development, observations and/or support by experts outside the District, and/or peer coaching or mentoring.

Professional Development of New Teachers

New-to-the-District teachers may spend up to the hourly equivalent of three work days, some prior to the beginning of school, without additional compensation preparing professional and curriculum materials and lesson plans (in addition to being oriented to the District, evaluation practices and general expectations for their assignments).

Initial Educator Professional Development

The individual teacher who holds an Initial Educator License is responsible for developing a Professional Development Plan (PDP). The PDP must demonstrate increased proficiency and professional development based on the Wisconsin Educator Standards. The Initial Educator is also responsible for initiating an annual review of the PDP by the Initial Educator's Review Team (IERT) that is convened by the Initial Educator.

Mentor Program

1. An initial educator will be provided a mentor by the District. Any teacher interested in being considered for serving as a mentor must submit a letter indicating interest by June 1 of each year to the Human Resources Department. When mentors are selected by the District, volunteers will be considered first. If the District deems that a suitable match cannot be made from the list of volunteers, the District may contact other teachers who are qualified mentors. The District reserves the right to use qualified persons who are not District employees or continuing teachers.
2. If a teacher is selected as a mentor, he/she shall be paid a stipend for the period served as a mentor for an initial educator. Mentoring responsibilities and approximate time commitment are as follows, and may be revised at the District's discretion:
   - Attendance at seven initial educator induction/training sessions (14 hours total);
   - Weekly communication with the initial educator. A minimum of three hours per month (40 minutes per week) of meeting time is required (24 hours total);

- Six (6) hours observation in the initial educator's classroom. Post observation conference discussions may be counted toward the required monthly meeting time (noted above);
- Documentation: Mentors must maintain a contact log which will include the date, time, and topic or purpose of the meeting/contact, e.g., observations, post conferences, meetings, etc. and submit to Human Resources in order to receive compensation. Compensation may be prorated based on total hours documented.
- Compensation for mentoring a first year initial educator is $900.00, and for second year initial educator, $600.00.

3. A teacher serving as a mentor may request that the District assign him/her to a different initial educator and/or be relieved completely from mentor responsibilities. The request must be in writing to the Director of Human Resources or his/her designee. The Director of Human Resources or his/her designee will respond to the request in a timely manner. The Director of Human Resources or his/her designee will grant the request if in his/her discretion, a qualified replacement mentor is available. The teacher will serve as the mentor until such time as the suitable replacement is found. In the event a mentor is replaced, compensation will be prorated for the period served as a mentor.
4. The initial educator receiving mentoring may request the District to provide a different mentor. The request must be in writing to the Director of Human Resources or his/her designee. The Director of Human Resources or his/her designee will respond to the request in a timely manner.
5. The District will make a good faith effort to assign an individual mentor for each initial educator; however, a mentor may elect to work with more than one employee.

SICK LEAVE

Sick Leave Provided

Each teacher shall be entitled to ten (10) days of paid Sick Leave per year cumulative to a maximum of one hundred and thirty (130) days. Part-time teachers will receive prorated sick days based on the percentage of time they work.

Sick leave allocations will be prorated based on date of hire during the first year of employment. Sick Leave can also be used for medical or dental appointments that cannot be scheduled outside of the employee's regularly scheduled hours. If employment terminates during a school year, the employee will reimburse the District for all days paid in excess of those earned.

Summer Learning teachers may use one (1) Sick Leave day while teaching Summer Learning at the rate of pay said teacher receives for Summer Learning.

Sick Leave Increments

Sick leave may be allowed in increments of a minimum of 15 minutes.

Serious Illness of an Immediate Family Member

Sick Leave can be used for illness of self or an immediate family member or for medical or dental appointments that cannot be scheduled outside of the employee's regularly scheduled hours. The interpretation of immediate family shall include spouse, parent, domestic partner, adult son, son-in-law, adult daughter, daughter-in-law, brother, sister, grandparent, and grandchild of an employee, or the same relatives of the employee's spouse or domestic partner.

A. Definitions: the following definitions apply under this section:

1. Child: means a natural, adopted, foster or treatment foster child, a stepchild or a legal ward who is less than eighteen (18) years of age or the individual is eighteen (18) years of age or older and cannot care for himself or herself because of a serious health condition.
2. Parent: means a natural parent, foster parent, treatment foster parent, adoptive parent, stepparent or legal guardian of an employee, or the same relative of an employee's spouse or domestic partner.
3. Spouse: means an employee's legal husband or wife.
4. Serious Illness: means a disabling physical or mental illness, injury, impairment or condition involving any of the following:
    a. Inpatient care in a hospital, nursing home, or hospice.
    b. Outpatient care that requires continuing treatment or supervision by a healthcare provider.
5. Domestic Partner: means a relationship between two (2) individuals that satisfies all of the following:
    a. Each individual is at least eighteen (18) years old and otherwise competent to enter into a contract.
    b. Neither individual is married to, or in a domestic partnership with another individual.
    c. The two (2) individuals are not related by blood in any way that would prohibit marriage under § 765.03, Wis. Stats.
    d. The two (2) individuals consider themselves to be members of each other's immediate family.
    e. The two (2) individuals agree to be responsible for each other's basic living expenses.
    f. The two (2) individuals share a common residence. Two individuals may share a common residence even if any of the following applies:
        1) Only one of the individuals has legal ownership of the residence.
        2) One or both of the individuals have one or more additional residences not shared with the other individual.
        3) One of the individuals leaves the common residence with the intent to return.

Sick Leave and Long-term Disability

In the event an employee is aware in advance that sick leave benefits of an extended nature will be needed, the employee shall notify the Human Resources Department in writing as far in advance as possible of the anticipated time and duration of such leave and the reason for requesting such leave. Medical certification verifying the employee's inability to perform his/her normal work functions must be submitted as soon as practicable. At that time, it will be determined if the employee is eligible for Family Medical Leave.

An employee shall use his/her accrued sick leave, if available, until the time at which he/she may become eligible for long-term disability leave (contact the Payroll and Benefits Department for details on long-term disability coverage). The employee shall return to work at such time as his/her doctor certifies he/she is medically capable of returning to work. In the event an employee on sick leave, Long-Term Disability, or leave of absence fails to return to work when medically released to perform his/her assigned duties, he/she may be deemed to have resigned his/her position with the District.

The District may require a certificate from a physician of the District's choosing that an employee on sick leave is medically unable to perform normal duties. The District may require such medical certification from time to time until the employee returns to normal duties.

In the event an employee exhausts all accumulated sick leave and is medically unable to resume normal duties, the employee may be placed on unpaid leave of absence, either as required by law or at the discretion of the Board, for a period not to exceed twelve (12) months. Following exhaustion of an employee's eligibility for Family Medical Leave (when eligible for such leave), no fringe benefits shall be paid to or accrued by an employee on an unpaid leave of absence.

An employee on an unpaid leave of absence or long-term disability leave may continue insurance coverage, if eligible to receive coverage under the insurance plan, during such leave by paying the full cost of all premiums as they become due. However, if an employee on long-term disability has paid sick leave available, he/she may apply the per diem value of the sick leave to pay for his/her District's group health insurance premium.

At the expiration of an unpaid leave of absence the employee will be entitled to be reinstated to the same or equivalent position in which the employee was employed at the time the leave was granted when a position is available. Applicable step movement will occur if the leave lasts less than six months.

Reporting Procedure - Doctor's Certificate

If at all possible, each employee shall be required to inform his/her supervisor prior to his/her normal daily starting time of his/her need to be absent due to illness. *(Refer to "Absence Reporting Procedures" in this Handbook).* Whenever the supervisor deems such verification appropriate, the employee may be required to furnish the District with a certificate of illness signed by either a licensed physician, a nurse practitioner, or a physician assistant. Such certificate should include a statement releasing the employee to return to work and a statement as to whether any limitations or restrictions are placed upon the work which may be performed. Nothing in this section shall be interpreted as limiting the District's ability to discipline or discharge employees for excessive absenteeism.

Holidays during Sick Leave

In the event that a paid holiday falls within a period when an employee is on accumulated sick leave, it shall be charged as a paid holiday and not deducted from the employee's earned sick leave.

Donation of Leave for Medical Hardship

In the event an employee has exhausted all paid sick or personal leave prior to qualification for long-term disability coverage, and/or in the event of a serious medical hardship, as determined by administration, the donation of up to two personal days from other employees in his/her employee category (e.g., Certified Staff) to be used by said employee in place of paid sick leave, may be approved by the Director of Human Resources or his/her designee. The donated personal leave will not exceed 30 days per employee per year due to the serious illness of the employee, and will not exceed 10 days due to the serious illness of a spouse or child. The recipient of donated leave will be paid at his/her current hourly rate. Requests for donated leave must be submitted in writing to the Director of Human Resources. Donated days will be deducted from each donor's Skyward account after receiving an authorization form.

An employee retiring at the end of the school year may donate up to two (2) days of unused personal leave. The donated leave will be transferred to the Teachers and Certified Staff Medical Hardship Account and will be drawn upon for future approved requests for donated leave before asking for additional donated personal leave from active employees. Retiring employees wishing to donate unused personal leave must notify Human Resources in writing not later than June 1st.

Any Personal Leave that would be scheduled for forfeit will be added to the Teachers and Certified Staff Medical Hardship Account.

Bereavement Leave

Bereavement Leave

In the event of a death, each employee is allotted five (5) Bereavement Leave days per year for regularly scheduled calendar year employees, and three (3) Bereavement Leave days per year for all other employees who are regularly

scheduled to work five hundred (500) or more hours annually. Bereavement Leave allocations will be prorated based on date of hire during the first year of employment. If employment terminates during a school year, the employee will reimburse the District for all days paid in excess of those earned.

Part-time teachers will receive a prorated bereavement leave based on the percentage of time they work. If a part-time teacher's schedule is such that he/she works one or more full-time days within a week and bereavement leave is taken on one of the full-time days, bereavement leave shall be used in accordance with the prorated portion of the day taken off. The part-time teacher will be expected to work the balance of that day (if applicable) or receive a payroll deduction for that portion of the day not covered by bereavement leave. (Example: A .50 FTE teacher receives 3 one-half days of bereavement leave each year. He/she is scheduled to work a full day on Tuesday and Wednesday and a half-day on Thursday. He/she is granted bereavement leave for the entire day on Tuesday and half of the day Wednesday. The three allotted bereavement days will be used. And the other half-days will be deducted as time off without pay.)

Additional Bereavement Leave

If all allotted Bereavement Leave has been used by an employee, additional Bereavement Leave may be requested through Human Resources. Requests must be made in writing to the Director of Human Resources, or designee. If approved, additional hours will be transferred from the employee's accumulated sick hours into Bereavement Leave hours.

Bereavement Leave Increments

Bereavement leave may be allowed in increments of a minimum of 15 minutes.

Personal Leave

Personal Days Provided

Teachers working at least five hundred (500) or more hours annually will be allocated two (2) days of Personal Leave each year as of July 1. Teaching staff will be limited to forty (40) hours of Personal Leave accrual each year. The Principal should be given three (3) workdays notice, whenever possible, and has the right to deny Personal Leave requests based on District and student needs. Personal Leave allocations will be prorated based on date of hire during the first year of employment. If employment terminates during a school year, the employee will reimburse the District for all days paid in excess of those earned.

Personal Leave Restrictions

Personal leave days shall not be used to extend a holiday, vacation, school recess period, or on an in-service day. Personal leave shall not be used during parent-teacher conferences, except in a stated emergency. Personal leave will not be granted during the first five days of school or after May 1, without a stated reason. Exceptions may be granted at the discretion of the Principal.

Personal Leave Increments

Personal Leave may be allowed in increments of a minimum of 15 minutes.

Unpaid Leave of Absence

Leave of Absence

Upon recommendation of the Director of Human Resources or his/her designee, a leave of absence may be granted by action of the Board of Education to permit a teacher who has not taken other leave for a full school year in the school year prior to the year of the requested leave of absence under this provision: (1) to be an exchange teacher; (2) to travel; (3) to explore an alternative career; or, (4) for any other reason deemed acceptable to the Board. Written request for a full year leave of absence shall be submitted to the Director of Human Resources or his/her designee no later than April 15 in the year prior to the school year for which the leave would be effective. Requests submitted after April 15 due to special circumstances will be submitted to the Board of Education at the discretion of the Director of Human Resources or his/her designee. The duration of such leaves will be for an entire school year.

Placement Following Leave of Absence

A teacher on a leave of absence will return at the same base salary as he/she would have been at the beginning of his/her leave of absence. Time spent in study or other approved educational work may, at the sole discretion of the District, be credited to the teacher in determining salary status. The District reserves the right to place a teacher in an appropriate teaching assignment upon return from a leave of absence.

Benefits During Leave

1. Length of service and other benefits shall not accrue during such leave.
2. The employee may continue health and dental insurance during the leave of absence by remitting the full premium amounts to the District. The continuation of health and dental insurance at the employee's expense may be contingent upon the health insurance carrier allowing such a benefit. If the premium is not received by the first of the month, the employee's insurance coverage may be terminated.
3. During the unpaid leave, the employee shall retain accumulated paid leave, i.e., sick leave and personal leave, but shall not accrue any additional paid leave.

Wage &
Benefit Supplement



Wausau Education Association

WAGE SCHEDULE 2026-27

STEP	SALARY
101	$48,776
102	$49,539
103	$50,301
104	$51,063
105	$52,069
106	$53,569
107	$55,068
108	$56,569
109	$58,067
110	$59,568
111	$60,961
112	$62,354
113	$63,746
114	$65,139
115	$66,532
116	$67,925

STEP	SALARY
117	$69,318
118	$70,711
119	$71,782
120	$72,854
121	$73,925
122	$74,996
123	$76,067
124	$77,138
125	$78,210
126	$79,282
127	$80,353
128	$81,424
129	$82,496
130	$83,567
131	$84,638
132	$85,709

*Note: Placement on the salary schedule does not align to years of experience. Staff are unable to move beyond Step 118 without a Master's Degree.

LONGEVITY BONUS

A longevity bonus of $500 will be paid to each Certified Staff that reaches their Wausau School District years of service anniversary of five (5), ten (10), fifteen (15) and twenty (20). This payment shall be issued via payroll near the start of the school year after the employee reaches the designated anniversary years of service.

HEALTH AND DENTAL INSURANCE

Carrier

The Board shall determine the health and dental insurance carriers, programs, and the level of benefits.

Health

The District shall pay 85 percent of the cost of monthly medical insurance premiums for those teachers qualifying for group family or single insurance coverage, provided that the District may lower the premium contribution if it reasonably determines that such a change is necessary to avoid the imposition of any excise tax or similar costs or penalties. For purposes of this provision, teachers beginning work prior to January 1 will be considered to have completed a full year of employment for that year.

Dental

The District shall pay 90 percent of the cost of the monthly insurance premiums for those who qualify for group family or single dental insurance coverage , provided that the District may lower the premium contribution if it reasonably determines that such a change is necessary to avoid the imposition of any excise tax or similar costs or penalties.

Part-time Employees

Regular part-time employees shall receive a prorated payment of the Health and Dental insurance as described above based upon their teaching load compared to a full teaching load. (For example, a teacher teaching 60 percent of a full load shall have the Board pay 60 percent of the amount provided for the appropriate insurance program.)

Effective Date and Termination Date for Health and Dental Benefits

New employees shall be eligible to receive health and dental benefits from the first day of the month following employment. All continuing employees shall be covered from September 1 through August 31. Any employee terminating his/her employment with the District at the end of the school year who has fulfilled all contractual duties will continue to receive benefits through August 31.

Retirement

Eligibility

Applicants for voluntary retirement benefits must be regular degree-holding teachers retiring prior to the age of Medicare eligibility, at least 55 years of age and eligible to draw retirement benefits under the Wisconsin Retirement System (WRS) on or before December 31 of the school year following their retirement from the District, as well as must meet the following criteria.

1. Except as otherwise included in paragraph 2 below, teachers must have accumulated not less than the full-time equivalent of ten (10) years of service in the District to be eligible for voluntary early retirement benefits.

2. Teachers hired after December 31, 2005 must accumulate not less than the full-time equivalent of 15 (fifteen) years of continuous service to be eligible for voluntary retirement benefits.

Application

A letter of application for voluntary retirement must be filed with the District no later than December 1 of the school year in which a teacher retires. The effective date for voluntary retirement pursuant to this Article shall be the teacher's last contract day.

Personal Leave Payout

Upon retirement, teachers will receive payment for up to 5 days of personal leave available in their leave account. Payment shall be made at their base per diem rate of pay.

Retirement Benefits for Teachers Hired Prior to January 1, 2011

1. The District shall make the same health insurance premium contributions on behalf of voluntary retirees, to the health insurance plan in effect for teachers, that are made on behalf of all other unit employees in an amount not to exceed $980 per month for family coverage or $400 per month for single coverage, except as provided in Paragraph 5. The Board will make said contributions for a period of 120 months or until any one of the following occur:
   a. the retiree becomes eligible for Medicare at which time he/she is no longer eligible to remain on the health insurance plan;
   b. alternate and comparable coverage, at a comparable cost, is available to the retiree because of other employment;
   c. the retiree drops from the group and therefore is not eligible to rejoin.

2. If the retiree is on a single plan at the time of retirement, he or she must remain on the single plan. If the retiree is on a family plan at the time of retirement, he or she may remain on the family plan until the spouse of the retiree dies or the spouse reaches the age of Medicare eligibility and/or there are no dependents. The subscriber then automatically goes to a single plan for the duration of coverage (i.e., not eligible to go back to the family plan).
   a. In the event the spouse is younger than the retiree, the spouse, if eligible by carrier standards, shall be able to remain in the group health insurance plan until reaching the age of Medicare eligibility.

3. In the event the retiree precedes his or her spouse in death, the spouse shall be able to remain in the health insurance plan, until reaching the age of Medicare eligibility. The Board shall continue to make the same health insurance premium contributions on behalf of the retiree's spouse, to the health insurance plan in effect for teachers that are made on behalf of all other unit employees in an amount not to exceed $980 per month for family coverage or $400 for single coverage. The District's insurance premium contributions for the surviving spouse shall continue for the same number of months that would have been provided to the retiree. If the retiree has dependents at the time of death, the surviving spouse may continue on a family plan until there are no prior dependents of the retiree eligible to continue on the plan, at which time the surviving spouse will convert to a single plan for the duration of coverage (i.e., not eligible to go back to family plan).

4. When two (2) teachers in the District are married to each other, each spouse shall be eligible for voluntary retirement benefits pursuant to this article. In the event both teachers elect to retire (one may precede the other in retirement), each spouse will be eligible for up to 120 months continued District contributions, as defined above. Benefits may be combined or modified as follows:
   a. if both teachers retire at the same time, they may combine their benefits each month whereby the District will pay the full monthly premium for a family plan (or two single plans if a cost/benefit analysis determines it to be mutually beneficial) up to a maximum monthly District contribution equal to the sum of the single and family caps (i.e. $1330).
   b. if one spouse retires before the other,
      i. the family's coverage will be transferred to the working spouse and the retiree may opt to use one month of his/her benefit to pay the working spouse's share of the monthly premium for family coverage;

ii. The caps in effect when the first spouse retires will be in effect for the duration of the couple's retirement;

c. upon reaching Medicare eligibility, the retiree's benefits will terminate; unused months are not transferable to the other spouse.

d. if one spouse reaches Medicare eligibility, the remaining spouse may stay on the plan with a benefit cap of half the sum of the single ($400) and family caps ($980) (i.e. $690).

5. An eligible voluntary retiree at age 54 whose 55th birth date occurs between August 31 and January 1 will be responsible for payment of his/her entire health insurance premium commencing in September until the month he/she reaches age 55. In the event the WRS increases the minimum retirement age above 55 the ages referenced in paragraph A above will be adjusted accordingly to maintain the same intent.

6. Employees who voluntarily retire, pursuant to this article, shall be able to remain in the dental group insurance coverage maintained by the District consistent with past practice.

Stipulation

In the event that an analysis of the cumulative costs/savings for this program depicts costs exceeding savings, the District shall not be obligated to approve that employee's retirement or any additional retirements.

Post-Employment Benefits for Teachers Hired after January 1, 2011

Eligibility: Teachers, inclusive of all certified staff employed under a regular individual teacher contract, hired on/after January 1, 2011 (most recent hire date shall be used) are eligible for this benefit. A regular individual teacher contract includes full and part time teaching positions, but would not include contracts for limited term employment.

Post-Employment Benefit: In July, following the completion of each school year, the District will contribute a defined amount into each eligible teacher's 403(b) account. To participate, all teachers must have an account with WEA TSA Trust. District contributions will be made only to the teacher's WEA TSA Trust account. WEA TSA Trust will serve as the investment provider and record keeper for the District Sponsored 403(b) Plan (The Plan).

Annual Enrollment/Contribution Changes: Each contract year there are three enrollment dates for which teachers can opt to enroll in this plan and begin making or change payroll contributions. These enrollment deadlines are October 1, February 1, and May 1. Annual contributions made before June 30 of each plan year are eligible for the District matching contribution. Contributions shall be based on "includible compensation" as defined in section 403(b)(3) of the Code as modified by IRS regulations and shall be subject to the limitations of section 415(c)(1) of the Code. The district reserves the right to modify the benefit at any time to remain compliant with the Code.

District Contribution: District contributions will be made annually in July after the teacher has completed the school year. Contributions will be prorated based upon the Full Time Equivalent (FTE) in that plan year. For purposes of the following contribution schedule, employment must be continuous.

For years 1- 5, the District will contribute $250 per year

For years 6- 10, the District will contribute $300 per year

For years 11- 15, the District will contribute $350 per year

For years 16- 20, the District will contribute $400 per year

For years 21- 25, the District will contribute $450 per year

For years 26- 30, the District will contribute $500 per year

District 50% Matching Contribution: Starting with the 2017-18 school year, District matching contributions will be made annually in July after the teacher has completed the school year. The annual teacher 403(b)/457

contribution used to determine the district match will be measured in the 12 months preceding June 30 of each year. Contributions to any tax sheltered annuity (403b) account on the district list or a 457 Plan will qualify. Contributions will be prorated in accordance with the FTE applicable to the relevant year of service. For purposes of the following amounts, years of service must be continuous.

For years 1- 5, the District will contribute 50% of the annual teacher contribution, up to $250 per year

For years 6- 10, the District will contribute 50% of the annual teacher contribution, up to $300 per year

For years 11- 15, the District will contribute 50% of the annual teacher contribution, up to $350 per year

For years 16- 20, the District will contribute 50% of the annual teacher contribution, up to $400 per year

For years 21- 25, the District will contribute 50% of the annual teacher contribution, up to $450 per year

For years 26- 30, the District will contribute 50% of the annual teacher contribution, up to $500 per year

Investments: The default investment with WEA TSA Trust will be a Target Date Fund, which is based upon the age and expected retirement year of the teacher. After the initial contribution, teachers may make changes to their investment portfolio with WEA TSA Trust.

Vesting: Vesting of all District contributions shall be 50% after five (5) years, 75% after ten (10) years, and 100% after fifteen (15) years. Any break in service other than a District approved leave of absence will cause the vesting schedule to reset. If a teacher does not complete a minimum of 15 years of continuous service, the unvested funds contributed by the District into the 403(b) account (including any applicable investment earnings or losses) will revert back to the District 403(b) Trust Account.

Retirement Benefits for Married Teachers Both Employed by the District When One Spouse was Hired Prior to and One Spouse was Hired on or after January 1, 2011

1. In the circumstance where both spouses retire at the same time, each retiree shall receive their benefits according to the appropriate sections above.
2. In the circumstance where the spouse employed after January 1, 2011 retires first, each retiree shall receive their benefits according to the appropriate sections above.
3. In the circumstance where the spouse employed prior to January 1, 2011 retires first, the District will allow the retiring spouse to pause the implementation of their retirement benefit until the working spouse retires provided that:
    a. The married couple are on a family insurance plan, and
    b. The family plan continues under the spouse that is continuing to work as the primary insured, and
    c. The retiring spouse continues to remain an active member on the family plan without any coverage interruption.

Exclusion

Retirement benefits shall not apply to any teacher who is discharged or non-renewed.

COMPENSATION FOR COACHING ASSIGNMENTS

HIGH SCHOOL

Individuals performing coaching assignments will be compensated for such assignments according to the Coaching Schedule.

Coaches will accumulate one year of experience for each year of service, on a school year basis, in each sport that they coach.

Years of experience will be accumulated on a per-sport basis, and shall not transfer between different sports with the following exceptions: Boys and Girls Tennis, Boys and Girls Basketball, Boys and Girls Swimming, Boys and Girls Track, Baseball and Softball, Boys and Girls Lacrosse and Boys and Girls Soccer. These listed sports are considered comparable and accumulated years of experience will carry over between the Boys and Girls sports.

Additional compensation for years of experience will be paid to coaches, in addition to the coaching compensation percentages, at the following levels of experience: Five to nine years of experience, .5% of Base; Ten to fourteen years, 1.5% of Base; Fifteen to nineteen years, 2% of Base; Twenty to twenty-four years, 2.5% of Base; Twenty-five to twenty-nine years, 3% of Base; 30-plus years, 3.5% of Base.

Coaches who separate from coaching, and then seek to return to coaching in the same or comparable sport, will be placed in the salary schedule according to their previous years of district coaching experience in that sport or comparable sport.

Coaches may only hold one coaching position per sport season.

MIDDLE SCHOOL

Individuals performing coaching assignments will be compensated for such assignments according to the Coaching Schedule.

Coaches will accumulate one year of experience for each year of service, on a school year basis, in each sport that they coach.

Coaches who separate from coaching, and then seek to return to coaching in the same sport or comparable sport, will be placed in the salary schedule according to their previous years of district coaching experience in that sport or comparable sport.

NUMBER OF COACHES

The District recognizes the number of coaches, identified by sport, as the current maximum number of coaches required to field the existing number of teams in each sport. Additions or reductions of coaches in any sport will be considered under the following conditions:

- If the number of athletes in any sport increases to the point that safety and effective skill instruction is jeopardized, a request for an additional coach is warranted.
- If the number of athletes increases or decreases to cause an addition or reduction in the number of teams in any sport, consideration to add or reduce a coach is warranted.

The District determines the number of coaches to be assigned to each sport.

MANDATORY SCHOOL FOREST PROGRAM

There shall be one teacher on duty per class at all times and not less than two teachers for overnight duty (one male and one female).

Any teacher who is medically unable to participate in the overnight phase of the School Forest Program shall not be required to do so upon presentation of a doctor's statement.

All new 5th and 6th grade teachers hired into the District will be informed that the School Forest Program is a required part of the curriculum.

Teachers who remain overnight at the School Forest will receive an additional one hundred fifty dollars ($150) per night. In the event a teacher wishes to be released from his/her School Forest assignment to perform coaching or other extracurricular duties, he/she must obtain prior approval from the principal. He/she would return to the School Forest upon completion of such duties and would receive fifty dollars ($50) per night for his/her School Forest duty. Persons who replace teachers who have been released to perform coaching or other extracurricular duties shall be compensated with one extra duty payment in the amount of one hundred dollars ($100) for teachers working from 3:30 pm through 9:30 pm at the School Forest after their regular contract day.

Teachers may secure another certified staff member to substitute for them on an overnight requirement with the prior approval of the principal.

Wage & Benefit Supplement



Administrative and Educational Support

2026-27 Employee Handbook Wage & Benefit Supplement

Administrative and Educational Support

CLASSIFICATION	2026-27 HIRING RATE (no experience)
Classification 1	$19.84
Classification 2	$18.73
Classification 3	$16.98
Classification 4	$16.04

POSITIONS BY CLASSIFICATION

Classification I

- Attendance Specialist
- Administrative Technical Assistant
- Out-of-School Enrichment Coordinator
- Student Accounting/Technical Assistant

Classification 2

- Accounting Assistant
- Bookkeeper
- District Level Technical Assistant
- Payroll Assistant
- Print Clerk
- Administrative Assistant-Director
- Administrative Assistant -Coordinator
- Administrative Assistant-Supervisor of Financial Services
- Administrative Assistant - HS Athletic/Activities Director
- Administrative Assistant – Facilities
- Administrative Assistant-Principal
- Administrative Assistant-Assistant Principal
- Administrative Assistant-4K Program
- Administrative Assistant–Attendance - E/W
- Administrative Assistant-Pupil Services
- Administrative Assistant-Programming
- Administrative Assistant-Student Services

Classification 3

- EEA Paraprofessional
- JDC Paraprofessional
- Special Education Paraprofessional
- ML Paraprofessional
- Health Paraprofessional
- Building Level Technical Assistant

Classification 4

- Administrative Assistant-Attendance (Mann/Muir)
- Building Paraprofessional
- Central Receiving Clerk
- Clerical Paraprofessional
- Department Secretary
- Enrollment Paraprofessional
- IMC/Library Paraprofessional
- Physical Education Paraprofessional
- Pool Paraprofessional
- Prevention Activities Specialist
- Receptionist
- Resource Center Paraprofessional (East/West)
- Student Supervisor
- Title I Paraprofessional

HEALTH AND DENTAL INSURANCE

The District shall determine the health and dental insurance carriers, programs, and coverage.

The District shall contribute toward the cost of monthly health and dental insurance premiums for group family or single coverage for employees who are regularly scheduled to work at least one thousand (1,000) hours per contract year.

Eligibility ranges, based on annual work schedule, are listed below as Level 1, 2, or 3.

The District's contribution toward the premium for the health and dental plan will be as follows based on hours regularly scheduled for the employee:

1,430 to 1,950 hours–	Level 1 - 85% health/90% dental
1,330 to 1,429 hours –	Level 2 - 80% health/dental
1,000 to 1,329 hours –	Level 3 - 70% health – Single or Family Traditional Plan 70% dental – Single or Family Plan 80% health – Single High Deductible Health Plan

The District shall contribute 85 percent of the cost of the monthly health and 90 percent of the monthly dental insurance premiums for those employees participating in the health and/or dental insurance plans as of January 1, 1996, provided these employees meet the minimum hour requirement noted above. For those employees who were grandfathered as part of an accretion during the 2007-08 school year, they will continue to be grandfathered at their accreted health insurance premium contribution level as long as that contribution rate is no more than the Level 1 contribution rate above (85 percent), and as long as they remain in their original position.

District employees who have been eligible for health or dental plans, but did not enroll, and then subsequently elect to enroll in one or both plans, will qualify for the benefit based on the annual regular work scheduled for the position, as shown above.

New employees shall be eligible to receive health and dental benefits from the first day of the month following employment. All continuing employees shall be covered from September 1 through August 31. Any employee terminating his/her employment with the District at the end of the school year who has fulfilled all contractual duties will continue to receive benefits through August 31. Any employee terminating his/her employment with the District during the school year and not fulfilling all contractual duties will have benefits discontinued at the end of the month of their last employment date.

RETIREMENT

Upon eligibility, benefits will be paid to persons 57 years of age or older with 20 consecutive years of District experience. Such benefit will be based upon the average scheduled hours for the last three years of employment and will be paid in one lump sum according to the following guidelines:

1,430 to 1,950 average scheduled hours -- $5,500

1,330 to 1,429 average scheduled hours -- $4,500

1,000 to 1,329 average scheduled hours -- $3,500

COMPENSATION FOR SCHOOL FOREST

Travel Time

If an employee leaves school at the end of his/her regular shift and is required to go directly to the School Forest to report for duty, the travel time is compensable and must be recorded as work time.

If the employee leaves school at the end of his/her regular shift and is not required to immediately report to the School Forest, travel time is NOT compensable. Compensable time begins at the time duties are performed upon arrival at the School Forest.

Sleep Time

If work related duties interrupt sleep time, employees performing overnight duty who do not have at least five (5) uninterrupted hours of sleep during the scheduled sleeping period will be compensated for the entire time.

If the uninterrupted sleep period is five (5) hours or more, the total uninterrupted sleep time is to be subtracted from the compensable time reported on the timecard.

Employees will receive a $75 stipend for each overnight stay, in addition to pay for compensable hours worked at the School Forest.

Wage & Benefit Supplement



Municipal

2026-27 Employee Handbook Wage & Benefit Supplement
Municipal

EXEMPT AND NON-EXEMPT POSITIONS

Positions in the Municipal employee group are identified by the District as Exempt or Non-Exempt under the Fair Labor Standards Act, as follows:

EXEMPT	NON-EXEMPT
Audiologist	Accounting/Purchasing Specialist
Maintenance & Custodial Supervisor	Administrative Assistant - Business
Network Operations Manager	Administrative Assistant - Superintendent
Nutrition Services Supervisor	AV/Technical Assistant
Program Coordinator	BRIDGE Program Coordinator
School Nurse	Career Center Coordinator
Supervisor of Finance & Accounting	District Technician
Volunteer & Community Involvement Coordinator	Educational Interpreter
	General Ledger Specialist
	Human Resources Specialist
	Network Technician
	Payroll Manager
	Technology Services Department Assistant and Application Implementation Support Specialist

When a nonexempt employee is called back to work at a time not continuous with his/her regular schedule, the employee shall receive a minimum of two (2) hours pay at his or her regular rate. The employee must work two (2) full hours on these days before additional time may be submitted for payment.

HEALTH AND DENTAL INSURANCE

A. The District shall contribute toward the cost of the monthly health and dental insurance premiums for those employees participating in the insurance plans at a contribution rate determined by the position and annual work schedule.

B. The District reserves the right to modify, revoke, suspend, terminate or change procedures and practices in regard to insurance carriers, programs, benefits, or coverage at any time with or without notice.

C. The District shall contribute 100 percent of the employee's premium of the group life and long-term disability insurance programs authorized by the Board for those whose work schedule equals 600 or more hours per year.

RETIREMENT

A. Upon retirement, the employee shall receive payment for earned and unused vacation during the year in which the employee's retirement occurs based on the rate of pay at the time of retirement. This vacation will be prorated based on the percent of the fiscal year worked.

B. Employees who are at or over the age of 55 and have the equivalent of 10 or more consecutive years of service will have the value of their accumulated sick leave deposited into a Health Reimbursement Arrangement (HRA) for the eligible retiree to use for health insurance premiums or for qualified eligible medical expenses. Part-time years of service will be prorated based on the full-time equivalency of 1950 hours. The HRA deposit is available for use for up to 10 years following retirement, or the account balance is zero, whichever occurs first.

Wage & Benefit Supplement



Nutrition Services

2026-27 Employee Handbook Wage & Benefit Supplement

Nutrition Services

CLASSIFICATION	2026-27 HIRING RATE (no experience)
High School Manager	$20.56
Middle School Manager	$18.75
Elementary Production Manager	$16.84
Elementary Satellite Manager	$16.48
Assistant Manager, Head Cashier	$16.48
Technical Assistant	$15.30

CERTIFICATION IN THE SCHOOL NUTRITION ASSOCIATION (SNA)

All employees certified by the School Nutrition Association will receive an additional twenty- five cents ($.25) per hour for Level 1 certification. To qualify, employees must meet all requirements for certification and be approved by the Director of Nutrition Services. Upon receipt of the certification card from the SNA, employees must submit a copy of their current certification card to the Director of Nutrition Services.

High School and Middle School Nutrition Services Managers will receive an additional fifty cents ($.50) per hour for Level 2 certification, and seventy-five ($.75) cents per hour for Level 3 certification.

High School and Middle School Nutrition Services Managers with SNA Certification and an Associate's Degree plus 5 years or more experience in Nutrition Services administration, will receive an additional $1.50 per hour.

High School and Middle School Nutrition Services Managers with a Bachelor's Degree plus 5 years or more experience in Nutrition Services administration will receive an additional $2.50 per hour.

Upon re-certification, it is the responsibility of the employee to notify the Director of Nutrition Services of renewal. Employees who do not recertify shall no longer qualify for certification compensation and this amount will be deducted from their hourly rate for the next school year following certification lapse. Employees who fail to notify the District may be subject to discipline.

MANDATORY EDUCATION REQUIREMENTS

New employees are required to complete the "Certified Food Handler" sanitation and safety class within the first year of employment. The District pays the tuition and the employee's regular rate of pay for time attending the class.

Current employees are responsible for maintaining an active sanitation certification, and are required to renew the certification upon expiration. The District pays the tuition and the employee's regular rate of pay for time attending the class.

Upon receipt of the certification card, employees must submit a copy to the Director of School Nutrition Services.

Other Compensation

Nutrition Services Employees should ask their immediate supervisor for rules and restrictions pertaining to the daily free meal available to Nutrition Services employees.

The On-Call/Catering pay rate is $15/hour. This rate applies to additional assignments worked outside of the regular school day in the schools or at the School Forest, (such as evenings or weekends). It is for work above and beyond the Monday – Friday regular school schedule.

Should the time worked as On-Call/Catering result in more than 40 hours worked in a one-week pay period, overtime (1.5 times) is paid for any time over 40 hours, in accordance with the Fair Labor Standards Act. The calculation of this overtime is done using a "weighted average". This means that the salary for the regular position, along with the $15/hour for On-Call/Catering work is blended, resulting in a "weighted" average, which is used to calculate the 1.5 overtime rate.

HEALTH AND DENTAL INSURANCE

A. The District shall determine the health and dental insurance carriers, plans, benefits, and coverage.

B. FAMILY COVERAGE - Health

The District shall contribute toward the cost of the monthly health insurance premium for those employees qualifying for group family coverage according to the following regularly scheduled hours per school day:

8 hours per day – 80% District-paid premium

7 or more, but less than 8 hours per day – 70% District-paid premium

6 or more, but less than 7 hours per day – 60% District-paid premium

C. SINGLE COVERAGE - Health

The District shall contribute toward the cost of the monthly health insurance premium for those employees qualifying for single coverage according to the following regularly scheduled hours per school day:

8 hours per day – 85% District-paid premium

7 or more, but less than 8 hours per day – 75% District-paid premium, 80% HDHP

6 or more, but less than 7 hours per day – 65% District-paid premium, 80% HDHP

D. DENTAL

The District shall contribute toward the cost of the monthly dental insurance premium for those employees qualifying for group family or single coverage according to the following regularly scheduled hours per school day:

8 hours per day – 90% District-paid premium

7 or more, but less than 8 hours per day – 80% District-paid premium

6 or more, but less than 7 hours per day – 70% District-paid premium

The district shall contribute toward the cost of monthly health and dental insurance premiums for group family or single coverage for employees hired on July 1, 2026 or after who are regularly scheduled to work at least six (6) hours per day (thirty (30) hours per week) in their assignment. The District's contribution toward the premium for those employed July 1, 2026 or after and assigned to a position working more than 7 hours per day will be 85% health and 85% dental. Regular assignments of at least six (6) hours per day and up to seven (7) hours per day will have the district's premium contribution prorated accordingly.

E. EFFECTIVE DATE AND TERMINATION DATE OF HEALTH/DENTAL

New employees shall be eligible to receive health and dental benefits from the first day of the month following employment. All continuing employees shall be covered from September 1 through August 31. Any employee terminating his/her employment with the District at the end of the school year who has fulfilled all contractual duties will continue to receive benefits through August 31. Any employee terminating his/her

employment with the District during the school year and not fulfilling all contractual duties will have benefits discontinued at the end of the month of their last employment date.

EMPLOYEE JOB SUBSTITUTION

A regular employee who is required to substitute in a position in a higher classification will be paid at the higher-level position if required to work more than fifteen (15) consecutive work days in the assignment. This long-term substitute pay rate will be retroactive to the first day of this assignment.

Wage & Benefit Supplement



Maintenance & Custodial

2026-27 Employee Handbook Wage & Benefit Supplement

Maintenance & Custodial

schedule will be updated based on board approved increases.

CLASSIFICATION	2026-27 HIRING RATE (no experience)
Systems Technician	$33.42
High School Head Custodian	$28.10
Middle School Head Custodian	$25.89
Elementary School Head Custodian	$22.97
Lead Groundskeeper	$26.52
Maintenance	$23.67
Relief Crew	$22.80
Custodian I, Printer, Groundskeeper, Driver	$22.14
Custodian II	$18.46

COMPENSATION

A. An employee, when called back to work at a time not continuous with his/her regular schedule or when required to check school buildings on Saturdays, Sundays and holidays, shall receive a minimum of two (2) hours pay each day. An employee must work two (2) full hours on these days before additional time may be submitted for payment.

B. Overtime is considered to be time worked over forty (40) hours per week. Authorization for overtime will be granted by the supervisor and/or building principal. Overtime pay shall be allowed only for overtime hours actually worked over forty (40) hours per week, excluding hours for which pay is received but no work performed including, but not limited to the following: sick leave, personal leave, vacation, or bereavement leave.

C. Employees who are temporarily transferred into a position of a higher classification for operational purposes shall be paid at the new classification if required to work fifteen (15) or more consecutive workdays in the same job. The pay will be retroactive to the beginning of the assignment.

D. An employee who is promoted to a higher classification shall be placed on the salary schedule of the employee's new classification.

HEALTH AND DENTAL INSURANCE

Carrier

The Board shall determine the health and dental insurance carriers, programs, and the level of benefits.

Full-Time Employees

The employer shall contribute toward the cost of monthly medical or dental insurance premiums for group family or single coverage for full-time employees who are scheduled to work at least two thousand eighty (2,080) hours per contract year. The District's contribution will equal an amount not less than 90% of the premium for health insurance and not less than 90% of the premium for dental insurance.

Part-Time Employees

The employer shall contribute a pro-rata share of monthly medical or dental insurance premiums for group family or single coverage for employees who are scheduled to work at least one thousand forty (1,040) but less than two thousand eighty (2,080) hours per contract year. Employees working less than one thousand forty (1,040) hours per year are not eligible for health or dental insurance.

District employees who did not participate in medical or dental insurance, although eligible, and elect to enroll in the plan(s) shall qualify for the benefit at the level which corresponds to the annual work schedule for that position.

The district shall contribute toward the cost of monthly health and dental insurance premiums for group family or single coverage for employees hired on July 1, 2026 or after who are regularly scheduled to work at least six (6) hours per day (thirty (30) hours per week) in their assignment. The District's contribution toward the premium for those employed July 1, 2026 or after and assigned to a position working more than 7 hours per day will be 85% health and 85% dental. Regular assignments of at least six (6) hours per day and up to seven (7) hours per day will have the district's premium contribution prorated accordingly.

RETIREMENT

Upon retirement from the District, benefits will be paid to persons hired prior to January 1, 2011, who are 57 years of age or older and have 20 consecutive years of District experience. Such benefit will be based upon the number of accrued sick leave days, and paid out according to the rate in the table below. This sum will be paid in one lump sum at the time of retirement.

1,720 to 2,080 regularly scheduled hours - $45.00 / day

1,360 to 1,719 regularly scheduled hours - $37.50 / day

1,000 to 1,359 regularly scheduled hours - $30.00 / day

Upon retirement from the District, benefits will be paid to persons hired prior to January 1, 2011, who are 57 years of age or older and have 10 consecutive years of District experience. Such benefit will be based upon the number of accrued sick leave days, and paid out according to the rate in the table below. This sum will be paid in one lump sum at the time of retirement.

1,720 to 2,080 regularly scheduled hours - $22.50 / day

1,360 to 1,719 regularly scheduled hours - $18.75 / day

1,000 to 1,359 regularly scheduled hours - $15.00 / day

Upon retirement from the District, benefits will be paid to persons hired on or following January 1, 2011, who are 57 years of age or older and have 20 consecutive years of District experience. Such benefits will include a lump

sum contribution made by the Board of Education to a retirement account on behalf of the retiree at the time of their retirement. The Board will determine the amount of the annual per-employee retirement contribution that will be used for this benefit calculation. Money in the employee's account will be available upon the employee's retirement.

APPENDIX A

Revisions to the Employee Handbook and Consideration of Individual Exceptions

1. On an annual basis, or more frequently at the request of the Board, Human Resources will bring recommendations for Handbook updates and/or revisions to the Board, including updates to the Wage & Benefit Supplements. Following Board approval, such updates/changes will be incorporated into the next annual edition of the Employee Handbook.

2. Requests or recommendations for Handbook modifications or revisions may be brought to the Director of Human Resources or his/her designee. Such requests will be reviewed by the Superintendent or his/her designee and, at his/her discretion, may also be subject to review by the administrative team, prior to determining if the request will be advanced to the Board of Education as a recommendation. If so, the above procedure (2) would apply.

Individual Exceptions
Requests for individual exceptions to Handbook rules, not including exceptions to the Wage and Benefit Supplements, may be brought by the employee and/or his/her immediate supervisor to the Director of Human Resources or his/her designee. It is the intent of Administration to make decisions regarding requests for individual exceptions in an expedient manner and at the lowest level practicable.

If the request is unusual and/or has precedent-setting potential it will be reviewed by the Superintendent or his/her designee and other members of the administrative team as appropriate, for consideration.

Standard/Guideline for review of requests for individual exceptions
Recognizing that most requests for exceptions have little or no negative impact (i.e., financially or operationally) on the District and its mission, they may be reviewed and decided upon by Administration using the following general guidelines:

1. There are extenuating circumstances that are predominantly outside of the employee's control.
2. The employee could not have reasonably foreseen the need for the exception and thereby taken measures to mitigate the need for an exception.
3. The reason for the requested exception directly relates to the needs/interests of an immediate family member or the health and well-being of the employee.
4. Consistency with past practice and maintenance of a fair and equitable standard.
5. Other applicable reasons or conditions may be taken into consideration.

2026-2027 Paid Meal Price Update
Action Required: **No**
Estimated time to present: 5 minutes

See attached 2026-2027 USDA PLE TOOL - this tool is used to calculate the required weighted average lunch pricing for the 26-27 SY

WSD will be **increasing the paid lunch pricing by $0.10 cents** for each Elementary, Middle and High School Lunch paid meal price for the 2026-2027 SY.
The **breakfast paid meal pricing will be increased by $0.05** for Elementary, Middle and High School for the 2026-2027 SY.

Adult Breakfast $2.85 **(+ 0.05)**
Adult Lunch $5.00 **(No Change)**

2026-2027 School Year Meal Prices

Breakfast		**Lunch**	
Elementary Students:	**$1.90**	**Elementary Students:**	**$3.05**
Middle School Students	**$2.00**	**Middle School Students:**	**$3.15**
High School Students	**$2.15**	**High School Students:**	**$3.35**
Staff/Visitors:	**$2.90**	**Staff/ Visitors:**	**$5.00**
Milk carton	**$0.45**		

Food and Nutrition Service
U.S. DEPARTMENT OF AGRICULTURE

Guidance for the Contiguous States PLE Tool for SY 2026-2027

Please review before moving to the Instructions Tab as the following information will help ensure SFAs are compliant with establishing prices for paid lunches per 7 CFR 210.14(e). For additional guidance, please refer to the following memos:

SP 39-2011 Revised Child Nutrition Reauthorization 2010: Guidance on Paid Lunch Equity and Revenue from Nonprogram Foods

SP 06-2026 Paid Lunch Equity: Guidance for School Year 2026-2027

2026 Appropriations Act

SFAs with a positive or zero balance in their nonprofit school food service account as of June 30, 2025, are exempt from the PLE requirement for school year 2026-2027.

SY 2026-27 Paid Lunch Equity Calculations

SFAs who on a weighted average charged less than the target weighted average price of **$4.16** for paid lunches in SY 2025-26 are required to make an adjustment to their weighted average paid lunch price for SY 2026-27. This adjustment will be made by adding a 2% rate increase plus the most recent Consumer Price Index (3.85%) to the weighted average paid lunch price from SY 2025-26.
To calculate the Weighted Average Price Requirement for SY 2026-27, SFAs will need the Unrounded Weighted Average Price Requirement from SY 2025-2026.

Example: The PLE Tool from SY 2025-26 calculated that the unrounded weighted average price requirement was $2.98. Although $2.95 (which is the requirement rounded down to the nearest 5 cents) is what the SFA used to make their calculations on how they would meet the requirement for SY 2025-26, the $2.98 price is what will be used to determine the Weighted

Once the weighted average price requirement for SY 2026-27 has been calculated, SFAs will need to decide how they want to meet it. SFAs have 3 methods to choose from:

Method 1. Raise the Weighted Average Price of Paid Lunches.
Method 2. Contribute Revenue from non-Federal Sources to the Nonprofit School Food Service Account.
Method 3. Split the Requirement by Raising the Weighted Average Price of Paid Lunches AND Contributing Revenue from non-Federal Sources to the Nonprofit School Food Service Account (Combining Methods 1 and 2).

Details on how to make calculations based on the method chosen can be found in the Instructions Tab.

Shortfalls/Credits

While the maximum required price increase shall not exceed 10 cents, SFAs may increase their paid lunch price by more than 10 cents if they choose to.

• If the SFA decides to raise its weighted average price up to the 10 cents mark, any remaining shortfall will be added to next year's calculations.

• If the SFA decides to raise its weighted average price past the 10 cents mark, any additional funds will be carried over as a credit and subtracted in next year's calculations.

SFAs should keep sufficient records to document any shortfall or credit that needs to be carried into the calculations. The PLE Report generated each school year is a great reference to have as it captures the shortfall and credit that should be carried forward for the following year.

Details on how to account for any shortfall or credit can be found in the Instructions Tab.

Revenue from Non-Federal Sources

When SFAs choose either Methods 2 or 3 to meet the weighted average price requirement, the PLE tool will calculate the amount of revenue from non-Federal sources that must be added to the nonprofit food service account. This amount is the product of the annual number of paid lunches from the most recent school year with finalized data multiplied by the difference between the rounded down weighted average price requirement and the SFAs current weighted average paid lunch price.

For this PLE tool, SFAs will use the annual number of paid lunches from SY 2024-2025 to make this calculation given that the finalized number for SY 2025-26 will be unknown when SFAs are completing the tool.

Types of Non-Federal Revenue Sources

FNS has defined allowable non-Federal revenue sources as any contribution that is for the direct support of paid lunches that is not prohibited under 7 CFR 210.14(e)(5)(ii). SFAs may count the following contributions as non-Federal revenue sources:

- Per lunch reimbursements for paid lunches provided by State or local governments;
- Funds provided by organizations, such as school-related or community groups, to support paid lunches;
- Any portion of State revenue matching funds that exceeds the minimum requirement, as provided in 7 CFR 210.17, and is provided for paid lunches; and
- A proportion attributable to paid lunches from direct payments made from school district funds to support the lunch service.

Using the PLE Tool

Detailed instructions on how to use the PLE Tool can be found in the Instructions Tab. It is highly recommended that SFAs read the instructions in their entirety before beginning their calculations. SFAs may find it helpful to print the instructions tab as well as this guidance to reference when completing the tool.

The PLE tool assists SFAs by calculating the:

- Weighted Average Price Requirement for SY 2026-27;
- Required Weighted Average Price Increase for SY 2026-27; and
- Required Revenue from non-Federal Sources for SY 2026-27.

SFAs have the choice on which method they would like to use to meet the weighted average price requirement for the school year. Regardless of which method is chosen, the tool will take into account any shortfall or credit being carried over from SY 2025-26 into the calculations for SY 2026-27. The tool will also determine whether any shortfall or credit will need to be carried over from SY 2026-27 into the calculations for SY 2027-28.

Information Needed to Complete the PLE Tool

All SFAs will need the following to calculate the Weighted Average Price Requirement for SY 2026-27 and the required price increase:

- The Unrounded Price Requirement for SY 2025-26 OR the most recent school year for which data is available (If this value is not known, then the SFA will need the weighted average price for paid lunches from SY 2010-11);
- All paid lunch prices for October 2025;
- The number of paid lunches served associated with each paid lunch price for October 2025; and
- The total dollar amount of shortfall or credit being carried over from SY 2025-26.

SFAs who opt for Methods 2 or 3 and will be contributing revenue from non-Federal sources to the nonprofit food service account will also need:

- The total number of paid lunches served in SY 2024-2025

PLE Report

It is recommended that SFAs have the PLE Report from SY 2025-26 available for reference as much of the information needed to complete the PLE Tool for SY 2026-27 is summarized in that report.

SFAs will be able to generate a PLE Report for SY 2026-27 when calculations have been completed which will be helpful to reference when completing the tool that will be released for SY 2027-28.

To Review the Instructions for the PLE Tool:

Instructions

Food and Nutrition Service
U.S. DEPARTMENT OF AGRICULTURE

SFA NAME: [TYPE SFA NAME HERE]

Paid Lunch Equity Tool for School Year 2026-2027 Instructions

The Paid Lunch Equity (PLE) Tool was created to help School Food Authorities (SFAs) calculate their new weighted average price requirement for the school year (SY) and determine what price increase is needed to meet the requirement. There are three methods for how SFAs can meet the requirement and the tool assists with making calculations based on the method chosen. This version of the PLE Tool only applies to SY 2026-2027 as a new version of the PLE Tool will be issued for SY 2027-28.

The SY 2026-27 PLE Tool consists of 8 tabs:

Tab 1: Guidance
Tab 2: Instructions
Tab 3: SY 26-27 Requirement Calculator
Tab 4: SY 26-27 Price Raise Calculator
Tab 5: SY 26-27 Non-Federal Calculator
Tab 6: SY 26-27 Split Calculator
Tab 7: SY 26-27 Report
Tab 8: SY 10-11 Price Calculator

SFAs will follow the specific instructions pertaining to the method they choose to meet the requirement and only use the calculator (tab) that corresponds to that method.

Reminders:

- The PLE Tool calculates the weighted average of all student paid lunch prices charged in the SFA.
- The maximum annual average price increase required will not exceed 10 cents. This may lead to some shortfall being carried over to the next school year as some SFAs will not be required to raise their weighted average price or contribute revenue from non-Federal sources to the nonprofit food service account due to this 10 cents cap.
- Depending on where the SFA is relative to the Weighted Average Price Requirement for SY 2026-27, a contribution less than 10 cents may be required.
- The SFA also has the option to do a price increase that exceeds the 10 cents cap with an additional contribution being carried over to the next school year as a credit.

Cells shaded this color designate data entry cells. The SFA must enter the applicable data in these cells for the tool to make the appropriate calculations.

Calculate the Weighted Average Price Requirement for SY 2026-27

To begin, SFAs will calculate the Weighted Average Price Requirement for SY 2026-27. To make this calculation SFAs will need the Unrounded Weighted Average Price Requirement for SY 2025-26 or the most recent school year for which data is available. This value can be found in the PLE Report from SY 2025-26 under Section 1, Box A.

If this value is not known, the SFA will need their Weighted Average Price for SY 2010-11 as it can be used to find the Unrounded Weighted Average Price Requirement for SY 2025-26.

If their Weighted Average Price for SY 2010-11 is not known, the SFA will need the number of paid lunches that were sold in October 2010 along with their associated prices. This data would be used to calculate the Weighted Average Price for SY 2010-11.

Step 1: SFAs will navigate to the SY 26-27 Requirement Calculator (located in Tab 3). If the Unrounded Price Requirement for SY 2025-26 or the most recent school year for which data is available is known, enter this value into cell A7 (shaded in green). The tool will calculate the Weighted Average Price Requirement for SY 2026-27 in cell B7.

(Optional Step): If the Unrounded Price Requirement for SY 2025-26 or the most recent school year is not known, SFAs will use the Annual Unrounded Requirement Finder (located in Tab 3) to calculate this value.

Enter the Weighted Average Price for SY 2010-11 into cell A13 (shaded in green) to populate the Unrounded Price Requirements for all previous school years. Enter the Unrounded Price Requirement for SY 2025-26 (found in cell B32) into cell A7 (shaded in green). The tool will calculate the Weighted Average Price Requirement for SY 2026-27 in cell B7.

(Optional Step): If the Weighted Average Price for SY 2010-11 is not known, SFAs will use the SY 10-11 Price Calculator (located in Tab 8) to calculate this value.

Enter the number of paid lunches sold in October 2010 with their associated prices in columns B and C (shaded in green) to obtain the Weighted Average Price for SY 2010-11(found in cell E16).

Enter the Weighted Average Price for SY 2010-11 into cell A13 (shaded in green) of the Annual Unrounded Requirement Finder (located in Tab 3) to populate the Unrounded Price Requirements for all previous school years. Enter the Unrounded Price Requirement for SY 2025-26 (found in cell B32) into cell A7 (shaded in green). The tool will calculate the Weighted Average Price Requirement for SY 2026-27 in cell B7.

At or Above Equity

If the Unrounded Price Requirement for SY 2025-26 (or the most recent school year for which data is available) is equal to or greater than $4.16, cell B7 will say "At or Above Equity" and instruct SFAs to proceed to the report tab.

SFAs will navigate to SY 26-27 Report (located in Tab 7).

Step 1: SFAs will use the drop down menu in cell A9 to select "At or Above Equity". SFAs will enter their Weighted Average Price into cell B10 (shaded in green) which is a field that will only become visible when the "At or Above Equity" option is selected.

SFAs will save this report to show they are in compliance with the requirement and to reference back to when they complete the PLE tool for SY 2027-28.

Utilization of the SY 2026-27 PLE Exemption

If an SFA qualifies for the SY 2026-27 PLE exemption, they would not need to complete the PLE tool. However, it is recommended that documentation is maintained to show that an exemption was provided.

To obtain this documentation, SFAs will navigate to the SY 26-27 Report (located in Tab 7).

Step 1: SFAs will use the drop down menu in cell A9 to select "Utilization of the SY 2026-27 PLE Exemption". SFAs will then enter their Weighted Average Price into cell B10 (shaded in green). SFAs will certify that they had a positive or zero balance in the nonprofit school food service account as of June 30, 2025 by entering "Yes" into cell B11 (shaded in green). Both fields will only become visible when the "Utilization of the SY 2025-26 PLE Exemption" option is selected.

SFAs will save this report to show they are in compliance with the requirement and to reference back to when they complete the PLE tool for SY 2027-28.

Choose a Method to Meet the Calculated Weighted Average Price Requirement for SY 2026-27

Now that the Weighted Average Price Requirement has been calculated, SFAs will decide on the method they would like to use to meet the requirement. There are three methods SFAs can choose from:

Method 1: Raise the Weighted Average Price of Paid Lunches.

Method 2: Contribute Revenue from non-Federal Sources to the Nonprofit Food Service Account.

Method 3: Split the Requirement by Raising the Weighted Average Price of Paid Lunches AND Contributing Revenue from non-Federal Sources to the Nonprofit Food Service Account (Combining Methods 1 and 2).

The method that SFAs choose will determine which calculator (tab) of the PLE Tool will be completed.

Example 1: If an SFA opts for Method 1, then they would only need to complete the SY 26-27 Price Raise Calculator (Tab 4).
Example 2: If an SFA opts for Method 2, then they would only need to complete the SY 26-27 Non-Federal Calculator (Tab 5).
Example 3: If an SFA opts for Method 3, then they would only need to complete the SY 26-27 Split Calculator (Tab 6).

See the **SY 2026-2027 PLE Tools Flowchart** for a visual summary of the calculators (tabs) SFAs will complete based on the method chosen.

To complete the PLE Tool, SFAs will follow the instructions for the method they have selected.

Method 1: Raise the Weighted Average Price of Paid Lunches

This set of instructions are for SFAs who want to raise the weighted average price of paid lunches to meet the weighted average price requirement.

To begin SFAs will navigate to the SY 26-27 Price Raise Calculator (located in Tab 4).

For reference, the Weighted Average Price Requirement for SY 2026-27 will be located at the top of the calculator as well as the price requirement rounded down to the nearest 5 cents. With the exception of the required weighted average price increase with the ten cents cap, the overview of the calculations that the tool calculates is based on the assumption that SFAs will want to meet the requirement rounded down to the nearest 5 cents.

Step 1: Using the SY 2025-26 Weighted Average Price Calculator (located in Tab 4), SFAs will enter the number of paid lunches from October 2025 with their associated prices into columns B and C (shaded in green). Prices should be inclusive of all schools- elementary, middle, high, etc. The tool will calculate the Weighted Average Price for SY 2025-26 in cell E22. As a reminder, if the price is equal to or above the target price of $4.16 then the SFA is compliant with the requirement. The tool will calculate the:

- Total Price Increase for SY 2026-27 (based on the requirement rounded down to the nearest 5 cents);
- Required Weighted Average Price for SY 2026-27 (Increase with the 10 cents cap);
- Remaining Shortfall to meet the Total Price Increase for SY 2026-27 (based on establishing the price with the 10 cents cap); and
- Credit From the Total Price Increase for SY 2026-27 (based on a greater price in SY 25-26 and/or credit from the previous year).

SFAs must determine whether any shortfall or credit needs to be carried forward from SY 2025-26 into SY 2026-27. This information can be found in the PLE Report from SY 2025-26 under Section 2.

- Any shortfall to be added into the calculations will be found in Block A: Remaining increase carried forward to SY 2026-27.
- Any credit to be subtracted from the calculations will be found in Block B: Remaining credit carried forward to SY 2026-27.

Step 2: SFAs will enter any shortfall or credit in cell A26 (shaded in green). Any shortfall will be entered as a negative value and any credit will be entered as a positive value.

Example 1: Block A states a shortfall of $0.04 needs to be carried forward to SY 2026-27. The SFA would enter this shortfall as -$0.04 into cell A26.

Example 2: Block B states a credit of $0.50 needs to be carried forward to SY 2026-27. The SFA would enter this credit as $0.50 into cell A26.

If no shortfall or credit needs to be carried forward to SY 2026-27, cell A26 will remain blank.

Once any shortfall or credit from SY 2025-26 has been accounted for, the tool will adjust the:

• Total Price Increase for SY 2026-27 (based on the requirement rounded down to the nearest 5 cents);
• Required Weighted Average Price for SY 2026-27 (Increase with the 10 cents cap);
• Remaining Shortfall to meet the Total Price Increase for SY 2026-27 (based on establishing the price with the 10 cents cap); and
• Credit From the Total Price Increase for SY 2026-27 (based on a greater price in SY 25-26 and/or credit from the previous year).

As a reminder, these values (except for the required weighted average price with the 10 cents cap) are based on the assumption that SFAs will want to meet the requirement rounded down to the nearest 5 cents. This information is shown for awareness purposes only as the price that gets finalized on the report is what determines the shortfall or credit that will be issued for next school year.

(Optional Step): SFAs can use the Pricing Estimation Calculator (located in Tab 4) to determine how they want to distribute the price increase within the SFA to reach the Required Weighted Average Price for SY 2026-27. SFAs have the flexibility to raise individual student prices using many different price combinations.

SFAs will enter the number of paid lunches from October 2025 with their associated prices into Columns B and C (shaded in green). SFAs will then change the student paid lunch prices until the value in cell E50 reaches the Required Weighted Average Price for SY 2026-27 with the 10 cents cap.

Step 3: SFAs will navigate to the SY 26-27 PLE Report (located in Tab 7).

Under Section 1, SFAs will see the weighted average paid price requirement to the nearest cent and rounded down to the nearest 5 cents for reference.

Using the drop down menu in cell A9, SFAs will select "Method 1: Raise the Weighted Average Price of Paid Lunches". SFAs will enter the Weighted Average Price they will establish for SY 2026-27 into Block C, cell B15 (shaded in green).

Once a price is entered, the report will generate any shortfall or credit that will be carried forward based on how that price compares to the required weighted average price increase with the 10 cents cap shown in cell A31 of the Price Raise Calculator.

SFAs will save this report to show that they are in compliance with the requirement and to reference back to when they complete the PLE tool for SY 2027-28.

Method 2: Contribute Revenue from non-Federal Sources to the Nonprofit Food Service Account

This set of instructions are for SFAs who want to contribute revenue from non-Federal sources to the nonprofit food service account to meet the weighted average price requirement.

To begin SFAs will navigate to the SY 26-27 Non-Federal Calculator (located in Tab 5).

For reference, the Weighted Average Price Requirement for SY 2026-27 will be located at the top of the calculator as well as the price requirement rounded down to the nearest 5 cents. With the exceptions of the required weighted average price increase with the 10 cents cap and amount of revenue needed with the 10 cents cap, the overview of the calculations that the tool calculates is based on the assumption that SFAs will want to meet the requirement rounded down to the nearest 5 cents.

Step 1: If known, SFAs will enter the Weighted Average Price for SY 2025-26 into cell A10 (shaded in green). As a reminder, if the price is equal to or above the target price of $4.16 then the SFA is compliant with the requirement. The tool will calculate the Total Price Increase for SY 2026-27 in cell B32.

If this price is not known, do not enter anything in cell A10 as it will link to the price SFAs manually calculate in the optional step below.

(Optional Step): Using the SY 2025-26 Weighted Average Calculator (located in Tab 5), SFAs will enter the number of paid lunches from October 2025 with their associated prices into Columns B and C (shaded in green). Prices should be inclusive of all schools- elementary, middle, high, etc. The tool will calculate the Weighted Average Price for SY 2025-26 in cell E27.

This price will automatically populate into cell A10 (shaded in green). If the link was accidentally erased, then SFAs would need to manually enter that value into cell A10. The tool will calculate the Total Price Increase for SY 2026-27 (based on the requirement rounded down to the nearest 5 cents) in cell B32.

Step 2: SFAs will enter the total number of student paid lunches served in SY 2024-25 into cell A32 (shaded in green). The tool will calculate the:

• Total Revenue from Non-Federal Sources for SY 2026-27 (Based on the requirement rounded down to the nearest 5 cents);
• Required Price Increase for SY 2026-27 (with the 10 cents cap);
• Required Amount of Revenue from non-Federal Sources for SY 2026-27 (with the 10 cents cap);
• Remaining Shortfall to Meet the Total Price Increase for SY 2026-27 (based on contributing revenue reflective of the 10 cents cap); and
• Credit from the Total Price Increase for SY 2026-27 (Based on credit from the previous year).

SFAs must determine whether any shortfall or credit needs to be carried forward from SY 2025-26 into SY 2026-27. This information can be found in the SY 2025-2026 Report under Section 2.

• Any shortfall to be added into the calculations will be found in Block D: Remaining Annual Non-Federal Source Contribution carried forward to SY 2026-27.
• Any credit to be subtracted from the calculations will be found in Block E: Remaining credit carried forward to SY 2026-27.

Step 3: SFAs will enter any shortfall or credit in cell A36 (shaded in green). Any shortfall will be entered as a negative value and any credit will be entered as a positive value.

Example 1: Block D states a shortfall of $600.00 needs to be carried forward to SY 2026-27. The SFA would enter this shortfall as -$600.00 in cell A36.

Example 2: Block E states a credit of $500.00 needs to be carried forward to SY 2026-27. The SFA would enter this credit as $500.00 in cell A36.

If no shortfall or credit needs to be carried forward to SY 2026-27,cell A36 will remain blank.

Once any shortfall or credit has been accounted for, the tool will adjust the:

- Amount of Revenue from Non-Federal Sources for SY 2026-27;
- Required Price Increase for SY 2026-27 (with the 10 cents cap);
- Required Amount of Revenue from non-Federal Sources for SY 2026-27 (with the 10 cents cap);
- Remaining Shortfall to Meet the Total Price Increase for SY 2026-27 (based on contributing revenue reflective of the 10 cents cap); and
- Credit from the Total Price Increase for SY 2026-27 (Based on credit from the previous year).

As a reminder, these values (except for the required price increase and required amount of revenue with the 10 cent cap) are based on the assumption that SFAs will want to meet the requirement rounded down to the nearest 5 cents. This information is shown for awareness purposes only as the amount of revenue that gets finalized on the report is what determines the shortfall or credit that will be issued for next school year.

Step 4: To create this summary, SFAs will navigate to the SY 26-27 Report (located in Tab 7).

Under Section 1, SFAs will see the weighted average paid price requirement to the nearest cent and rounded down to the nearest 5 cents for reference.

Using the drop down menu in cell A9, SFAs will select "Method 2: Contribute Revenue from non-Federal Sources to the Nonprofit Food Service Account". SFAs will enter the amount of revenue from non-Federal Sources they will contribute for SY 2026-27 into Block F, cell B19 (shaded in green).

SFA NAME: [TYPE SFA NAME HERE]

SY 26-27 Weighted Average Price Requirement Calculator

Step 1

The weighted average price is based on adjusting the SY 2025-26 price requirement by the 2% rate increase plus the Consumer Price Index (3.85%).

Unrounded Price Requirement for SY 2025-26	Weighted Average Price Requirement for SY 2026-27
Found in Section 1, Block A of the PLE Report from SY 2025-26 or in cell B32 of the Annual Unrounded Requirement Finder	Requirement to the nearest cent
$ 3.19	$ 3.38

If the Unrounded Price Requirement for SY 2025-26 is not known, the Unrounded Price Requirement from the most recent school year can be used.

Annual Unrounded Requirement Finder

Only used when the Unrounded Price Requirement for SY 2025-26 or the most recent school year is not known.

(Optional Step)

Weighted Average Price for SY 2010-11
Enter the weighted average price of all paid lunches charged in the SFA for SY 2010-11.

If the Weighted Average Price for SY 2010-2011 is not known, complete the SY 10-11 Price Calculator to obtain this value.

SY 10-11 Price Calculator

The Unrounded Price Requirement for SY 2025-2026 will be based on the price requirements for SY 2011-2012 to SY 2024-2025.

Previous School Years	Unrounded Price Requirement to the nearest cent
2011-2012	$ -
2012-2013	$ -
2013-2014	$ -
2014-2015	$ -
2015-2016	$ -
2016-2017	$ -
2017-2018	$ -
2018-2019	$ -
2019-2020	$ -
2020-2021	$ -
2021-2022	$ -
2022-2023	$ -
2023-2024	$ -
2024-2025	$ -
2025-2026	$ -

Select the calculator based on the method chosen to meet the Weighted Average Price Requirement for SY 2026-27:

Method 1: SY 26-27 Price Raise Calculator

Method 2: SY 26-27 Non-Federal Calculator

Method 3: SY 26-27 Split Calculator

To review the instructions for the SY 26-27 Requirement Calculator:

Instructions

Attention: Users should only enter information in the cells highlighted in green. Modifications should not be made to the tool as changes can cause an incorrect new average price to be calculated which will impact future calculations.

March 2026

SFA NAME: [TYPE SFA NAME HERE]

The prices are based on adjusting SY 2025-26 price requirement by the 2% rate increase plus the Consumer Price Index (3.85%).

SY 2026-27 Weighted Average Price Requirement	
Requirement to the nearest cent	Requirement ROUNDED DOWN to the nearest 5 cents
$ 3.38	$ 3.35

SY 2026-27 Price Raise Calculator

Step 1

If the SY 2025-26 Weighted Average Price is equal to or above the target price of $4.16 then the SFA is compliant for SY 2026-27.

SY 2025-26 Weighted Average Price Calculator

Enter the paid prices and number of paid lunches sold at each price for October 2025.

	Number of Paid Lunches	Paid Lunch Prices	Monthly Revenue	Weighted Average Price for SY 2025-26
1	11,775	$ 2.95	$ 34,736.25	
2	7,445	$ 3.05	$ 22,707.25	
3	12,926	$ 3.25	$ 42,009.50	
4			$ -	
5			$ -	
6			$ -	
7			$ -	
8			$ -	
9			$ -	
10			$ -	
Total	**32,146**		**$ 99,453.00**	**$ 3.09**

Step 2

Shortfall or Credit
Enter any shortfall or credit carried forward from SY 2025-26

Overview of the Calculations

Total Price Increase for SY 2026-27 (Based on the requirement rounded down to the nearest 5 cents)
$ 0.26
Required Weighted Average Price for SY 2026-27 (Increase with the 10 cents cap)
$ 3.19
Remaining Shortfall to Meet the Total Price Increase for SY 2026-27 (Based on establishing the price with the 10 cents cap)
$ 0.16
Credit From the Total Price Increase for SY 2026-27 (Based on a greater price in SY 25-26 and/or credit from the previous year)
$ -

(Optional Step)

Pricing Estimation Calculator

Below is a tool allowing users to manipulate prices to achieve the required weighted average price for SY 2026-27.

	Number of Paid Lunches	Paid Lunch Prices	Monthly Revenue	Weighted Average Price for SY 2026-27
1	11,775	$ 3.05	$ 35,913.75	
2	7,445	$ 3.15	$ 23,451.75	
3	12,926	$ 3.35	$ 43,302.10	
4			$ -	
5			$ -	
6			$ -	
7			$ -	
8			$ -	
9			$ -	
10			$ -	
Total	**32,146**		**$ 102,667.60**	**$ 3.19**

Step 3

SY 26-27 Report

To review the instructions for the SY 26-27 Price Raise Calculator:

Instructions

Attention: Users should only enter information in the cells highlighted in green. Modifications should not be made to the tool as changes can cause an incorrect new average price to be calculated which will impact future calculations.

March 2026

SFA NAME: [TYPE SFA NAME HERE]

The prices are based on adjusting SY 2025-26 price requirement by the 2% rate increase plus the Consumer Price Index (3.85%).

SY 2026-27 Weighted Average Price Requirement	
Requirement to the nearest cent	**Requirement ROUNDED DOWN to the nearest 5 cents**
$ 3.38	**$ 3.35**

SY 2026-27 Non-Federal Calculator

Step 1

Weighted Average Price for SY 25-26
Enter the current weighted average paid lunch price.

If the current weighted average paid price is not known, use the SY 2025-2026 Weighted Average Price Calculator below.

(Optional Step)

If the SY 2025-26 Weighted Average Price is equal to or above the target price of $4.16 then the SFA is compliant for SY 2026-27.

SY 2025-26 Weighted Average Price Calculator

Enter the paid prices and number of paid lunches sold at each price for October 2025.

	Number of Paid Lunches	Paid Lunch Price	Monthly Revenue	Weighted Average Price for SY 2025-26
1			$ -	
2			$ -	
3			$ -	
4			$ -	
5			$ -	
6			$ -	
7			$ -	
8			$ -	
9			$ -	
10			$ -	
Total	**-**		**$ -**	**$ -**

Step 2

Non-Federal Source Contribution Calculator for SY 2026-27

Enter the total paid lunch count (for all prices).

Annual Number of Paid Lunches for SY 2024-25	Total Price Increase for SY 2026-27 (Based on the requirement rounded down to the nearest 5 cents)	Total Revenue from Non-Federal Sources for SY 2026-27
	$ -	$ -

Step 3

Shortfall or Credit	
Enter any shortfall or credit being carried forward from SY 2025-26	**Amount of Revenue from Non-Federal Sources for SY 2026-27 (adjusted with any shortfall or credit being carried over)**
	$ -

Overview of Calculations

Required Price Increase for SY 2026-27 (with the 10 cents cap)
$ -
Required Amount of Revenue from non-Federal Sources for SY 2026-27 (with the 10 cents cap)
$ -
Remaining Shortfall to Meet the Total Price Increase for SY 2026-27 (Based on contributing revenue reflective of the 10 cents cap)
$ -
Credit From the Total Price Increase for SY 2026-27 (Based on credit from the previous year)
$ -

Step 4

SY 26-27 Report

To review the instructions for the SY 26-27 Non-Federal Calculator:

Instructions

Attention: Users should only enter information in the cells highlighted in green. Modifications should not be made to the tool as changes can cause an incorrect new average price to be calculated which will impact future calculations.

March 2026

SFA NAME: [TYPE SFA NAME HERE]

The prices are based on adjusting SY 2025-26 price requirement by the 2% rate increase plus the Consumer Price Index (3.85%).

SY 2026-27 Weighted Average Price Requirement	
Requirement to the nearest cent	**Requirement ROUNDED DOWN to the nearest 5 cents**
$ 3.38	$ 3.35

SY 2026-27 Split Calculator
(Raising the Weighted Average Price and Contributing Revenue from Non-Federal Sources)

Step 1

If the SY 2025-26 Weighted Average Price is equal to or above the target price of $4.16 then the SFA is compliant for SY 2026-27.

SY 2025-26 Weighted Average Price Calculator

Enter the paid prices and number of paid lunches sold at each price for October 2025.

	Number of Paid Lunches	Paid Lunch Price	Monthly Revenue	Weighted Average Price for SY 2025-26
1			$ -	
2			$ -	
3			$ -	
4			$ -	
5			$ -	
6			$ -	
7			$ -	
8			$ -	
9			$ -	
10			$ -	
Total	-		**$ -**	**$ -**

Total Price Increase for SY 2026-27 (Based on the requirement rounded down to the nearest 5 cents)
$ -

Required Weighted Average Price for SY 2026-2027 (Increase with the 10 cents cap)
$ -

Step 2

Weighted Average Price for SY 2026-27
Enter the weighted average price that will be used to split the requirement.

(Optional Step)

Pricing Estimation Calculator

Below is a tool allowing users to manipulate prices to achieve a new weighted average price to split the requirement.

	Number of Paid Lunches	Paid Lunch Price	Monthly Revenue	Weighted Average Price for SY 2026-27
1			$ -	
2			$ -	
3			$ -	
4			$ -	
5			$ -	
6			$ -	
7			$ -	
8			$ -	
9			$ -	
10			$ -	
Total	-		**$ -**	**$ -**

Step 3

Non-Federal Source Contribution Calculator for SY 2026-27		
Enter the total paid lunch count (for all prices).		
Annual Number of Paid Lunches for SY 2024-25	**Total Price Increase for SY 2026-27 (Based on the requirement rounded down to the nearest 5 cents)**	**Total Revenue from Non-Federal Sources for SY 2026-27**

	$ -	$ -

Step 4

Shortfall or Credit	
Enter any shortfall or credit being carried forward from SY 2025-26	**Amount of Revenue from Non-Federal Sources for SY 2026-27 (adjusted with any shortfall or credit being carried over)**
$ -	$ -

Overview of Calculations

Required Price Increase for SY 2026-27 (with the 10 cents cap)
$ -
Required Amount of Revenue from non-Federal Sources for SY 2027-27 (with the 10 cents cap)
$ -
Remaining Shortfall to Meet the Total Price Increase for SY 2026-27 (Based on contributing revenue reflective of the 10 cents cap)
$ -
Credit From the Total Price Increase for SY 2026-27 (Based on credit from the previous year)
$ -

Step 5

SY 26-27 Report

To review the instructions for the SY 26-27 Split Calculator:

Instructions

Attention: Users should only enter information in the cells highlighted in green. Modifications should not be made to the tool as changes can cause an incorrect new average price to be calculated which will impact future calculations.

March 2026

SFA NAME: [TYPE SFA NAME HERE]

Paid Lunch Equity Report for SY 2026-2027

This report provides a summary of the calculations made for SY 2026-27. It details the weighted average paid price requirement, the method SFAs chose to meet the requirement and any shortfall or credit that will need to carried forward to the next school year. This report will be helpful to have when completing next year's PLE tool so it is recommended that SFAs print and keep this report in their records.

Section 1: SY 2026-27 Weighted Average Paid Price Requirements

A. Requirement to the nearest cent: This unrounded price will be entered into the SY 2027-28 tool to determine the weighted average price requirements	**$3.38**
B. Requirement ROUNDED DOWN to the nearest 5 cents:	**$3.35**

Section 2: Summary of Calculations

Select the method used to meet the requirement for SY 2026-27
Method 1: Raise the Weighted Average Price of Paid Lunches

Average Weighted Price Adjustments

A. Shortfall Carried Forward to SY 2027-28:	**$0.00**
B. Credit Carried Forward to SY 2027-28:	**$0.16**
C. Weighted Average Price for SY 2026-27:	**$3.35**

Non-Federal Source Contributions

D. Shortfall Carried Forward to SY 2027-28:	
E. Credit Carried Forward to SY 2027-28:	
F. Amount of Revenue from non-Federal Sources for SY 2026-27:	

G. Non-Federal Revenue Sources:
H. General Fund Transfer:

Split Calculations

I. Shortfall Carried Forward to SY 2027-28:	
J. Credit Carried Forward to SY 2027-28:	
K. Weighted Average Price for SY 2026-27:	
L. Amount of Revenue from non-Federal Sources for SY 2026-27:	
M. Non-Federal Revenue Sources:	

N. General Fund Transfer:

March 2026

SFA NAME: [TYPE SFA NAME HERE]

(Optional Step)

SY 2010-11 Weighted Average Price Calculator				
Enter the number of paid lunches sold in October 2010 with their associated prices.				
	Number of Paid Lunches	**Paid Lunch Price**	**Monthly Revenue**	**Weighted Average Price for SY 2010-11**
1			$ -	
2			$ -	
3			$ -	
4			$ -	
5			$ -	
6			$ -	
7			$ -	
8			$ -	
9			$ -	
10			$ -	
Total	**0**		**$ -**	**$ -**

Annual Unrounded Requirement Finder

To review instructions for the SY 10-11 Weighted Average Price Calculator:

Instructions

Attention: Users should only enter information in the cells highlighted in green. Modifications should not be made to the tool as changes can cause an incorrect new average price to be calculated which will impact future calculations.

March 2026

WAUSAU SCHOOL DISTRICT
6-12 ATHLETIC AND ACTIVITIES CODE OF CONDUCT

The Wausau School District does not discriminate on the basis of race, age, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes").

1. PHILOSOPHY OF CO-CURRICULAR ACTIVITIES

The Wausau School District believes that co-curricular activities are a vital component of the District's educational program. Activities should be a positive learning experience, allowing students to achieve their greatest potential in their chosen activity. In addition, selection to a team or co-curricular activity is both an honor and privilege and, as such, carries responsibilities and the expectation that students will demonstrate leadership in that activity. As leaders, students are visible representatives of the Wausau School District and its programs. This position means they must demonstrate the highest personal standards of excellence, determination, integrity, and self-discipline.

Wausau School District students will be recognized for their achievements in co-curricular activities. Behaviors that are detrimental to themselves or those they represent will not be acceptable. Dishonesty, unsportsmanlike behavior, and use of controlled substances or conduct unbecoming of a student-athlete/activity member cannot and will not be tolerated by the Wausau School District. The Student Activities Code will be administered fairly and without exception for students participating in co-curricular activities.

2. PURPOSE OF ACTIVITIES CODE

The Activities Code of the Wausau School District is established to provide clear and consistent expectations for students in grades 6-12 participating in District sponsored activities and as required by the Wisconsin Interscholastic Athletic Association (WIAA). Taken together with the Coach's/Advisor's Expectations, the Code is intended to define for those it governs the ideals of good citizenship, fair play, and responsibility for one's individual actions. This Handbook has been prepared for students for informational purposes only. None of the statements, policies and procedures, rules, or regulations contained herein constitute a contract, express or implied, or create any right or benefit. The District has the discretion to change its policies or practices at any time with or without notice, including as to any specific issue that may arise within the scope of this Handbook.

3. Definition of Co-Curricular Activities

Co-Curricular activities include any school related activity that is offered outside of academic class requirements. Co-Curricular activities are divided into five distinct categories. School district policies and school rules govern all student activities. In addition, each category has unique rules and expectations which regulate participation.

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Category 1 – Athletics

All interscholastic athletics are governed by the Wausau School District's Athletic and Activity Code of Conduct and the Wisconsin Interscholastic Athletic Association (WIAA). The WIAA is a voluntary, incorporated and non-profit organization located in Stevens Point, Wisconsin. Most private and public high schools in the State of Wisconsin Offering interscholastic athletic programs are members. All WIAA and other pertinent conference, national and state governing regulations as published will apply and are available upon request.

Girls' Sports	**Boys' Sports**
Cross Country	Cross Country
Golf (HS only)	Football
Swimming	Soccer
Tennis (HS only)	Basketball
Volleyball	Ice Hockey (HS only)
Basketball	Swimming (HS only)
Wrestling	Wrestling
Ice Hockey (HS only)	Baseball
Lacrosse (HS only)	Golf (HS only)
Softball	Lacrosse (HS only)
Soccer	Tennis (HS only)
Track	Track

Category 2 – Competitive Activities

Activities that are competitive in nature are governed by the same code requirements as interscholastic athletics. Activities included under Category 2, but not limited to the following are:

Cheer/Stunt	Curling	Archery Club
Skills USA	DECA	Mock Trial
FFA	Educators Rising	Robotics
Olympiad	HOSA	Forensics
ESports	Science Olympiad	Science
Solar Olympics	Finance Quiz Bowl	Nordic Ski
Alpine Ski	Fishing Club	FCCLA

Category 3 – Leadership & Public Recognition Activities

This category includes those activities that have, as their membership, representatives elected or appointed to positions of leadership and/or public recognition. There will generally be an application or nomination process established by the building administration for these activities. Students in this category are expected to be representative of the values, expectations and ideas espoused by the school and school district.

Students participating in any Category 3 activities will be expected to comply with the academic rules, attendance rules, and conduct rules listed as part of the WSD Athletic and Activities Code

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of Conduct. In order to be eligible to participate, students must be in good standing, exhibit proper school behavior, and have no school violations. Students who violate stated rules are subject to removal from the activity as deemed appropriate by the activity advisor and/or the building administration. All eligibility determinations will be made by the advisor in consultation with the building administration. Athletic and Activities Code of Conduct violations could affect awards and recognitions as deemed appropriate by the Activity Code Council.

Activities included under Category 3, but not limited to the following are:

National Honor Society	KEY Club (officers)	Badger Boys/Girls
Commencement Speakers	Student Council (officers)	Warrior Way
Courts (Homecoming, Prom, etc.)	Team Managers	Raise Your Voice (officers)

Category 4 – Music/Class Related Activities and Public Performance Groups
This activity area is governed by the relationship between classroom enrollment and the requirements for performance as an aspect of grading by the instructor and/or advisor. Behaviors under this category remain under the direction of the building principal and the supervision of the individual classroom instructor and/or advisor. All students participating in the respective activities will adhere to school board policies, school rules, and classroom rules. All eligibility determinations will be made by the advisor with the building administration.

Activities included under Category 4, but not limited to the following are:

Yearbook/Magazine
Musicals, Plays, One Acts

Band-all curricular	**Orchestra-all curricular**	**Choir-all curricular**
Pep Band	Silver Strings	Prestige
Jazz Band	Chamber Music	Master Singers
Band Stock	Pit Orchestra	Pop Concert
		Variety Show

Solo/Ensemble——>
Travel——>

Category 5 – Intramural and Interest Clubs
Interest clubs are defined as those clubs generated by student or staff interest. Students participate on a voluntary basis and are not involved in public performance.

The WSD Athletic and Activities Code of Conduct does not affect student participation in intramurals or interest clubs. Intramurals and interest clubs will be governed by School Board policies, school rules and regulations, and the written intramural or interest club rules. In cases where disciplinary situations may arise, the advisor will confer with the building administrator to determine appropriate actions.

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Activities included under Category 5, but not limited to the following are:

Raise Your Voice (members)	Drama Club	French Club
German Club	International club	Spanish Club
G2M	MS/HS Intramurals	Ski/Snowboard Club
Environmental club	Astronomy Club	Chess Club
Peyton's Promise	Math Club	Alpine Ski (MS only)
HASA	Dance United	6th Gr. Soccer
6th Gr. Volleyball	Boys Swimming (MS only)	6th Gr. Basketball
Golf (MS only)	Link Crew	KEY Club (members)
Student Council (members)		

4. PROCESS TO FOLLOW TO BECOME INVOLVED IN ACTIVITIES PROGRAMS

Before a student may participate in an activity, the student and parent(s)/legal guardian(s) must:

A. Annually attend one general High School Activities Code presentation (not required at the middle school) that is held three times throughout the year at which:

1. The High School Activities Code will be explained and reviewed.
2. District policies relevant to activities participation will be reviewed.
3. Co-curricular activities will be presented.
4. Annually, complete the athletic on-line registration, which includes the Activities Code, coaches expectations, emergency medical card, and insurance waiver.
5. Pay user fee before the first contest/event, if applicable.
6. Athletics:
    - Prior to the first day of practice a WIAA physical examination and permit card (signed by a licensed physician/physician assistant or advanced practice nurse practitioner and parent/guardian) must be submitted every other school year.
    - In alternate years, the alternate year card must be signed by a parent/guardian and submitted.
    - Parents/guardians and students in grades 6-12 must attend a mandatory coach's meeting prior to the first competition.
7. Activities:
    - Parents/Guardians and students may be required to attend an advisor's meeting.

5. REGULATIONS OF THE 6-12 ATHLETICS AND ACTIVITIES CODE

All participants must be enrolled as full-time students in accordance with Wausau School Board Policies 5200.01 and 9270. Middle school students who attend private schools, or are home-schooled, but reside within the John Muir or Horace Mann attendance boundaries, are also eligible to participate. By joining,

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all participants, regardless of school enrollment, agree to abide by the requirements of Policy 2431.01 (The 6-12 Athletics and Activities Code) on a year-round (12-month) basis and must commit to the following standards:

A. Attendance

The student must be in a full day of attendance (not including in-school suspension) to be able to participate in any contest or event that day. Students leaving school for illness may not participate in any contest or event on the same day. The only exceptions to this requirement are:

1. Excused absences not to exceed one-half of the student's scheduled classes;
2. Family emergencies (such as funerals) approved by the Activities Director;
3. Absences with administrative approval;

Habitual Truancy: Students who are cited with a Marathon County Truancy Court citation for habitual truancy shall be suspended from participation in co-curricular and extracurricular events and contests. Students may earn reinstatement by having (15) days free of unexcused absences. Following reinstatement, any additional unexcused absence, including any part of a school day, will result in ineligibility to compete in the subsequent contest or event. This process stands for the duration of the court order. **HABITUAL TRUANT** is defined under Wisconsin Statutes as “a pupil who is absent from school without an acceptable excuse under sub. (4) s.118.15 for part or all of five (5) or more days on which school is held during a school semester”.

B. Academic

In order to be academically eligible, a student must have no failing grades at the end of quarter 1, semester 1, quarter 3, and semester 2. A student not meeting this criterion will be ineligible for activities for fifteen (15) consecutive scheduled school days and nights. The ineligibility will begin on the fifth (5th) scheduled school day following the end of the first (1st) quarter, first (1st) semester, or third (3rd) quarter. Eligibility for activities that begin on or before the first (1st) quarter of the new academic year shall be based on the previous second (2nd) semester grades. Opportunities may exist to regain eligibility through summer school courses. Students who are ineligible due to second-semester grades may restore eligibility by taking and successfully completing the same number of courses (maximum of two), that caused ineligibility over summer school.

Grade changes and removal of an incomplete grade must be completed within two weeks of the date grades are posted. Students will remain ineligible until the grade is changed or the incomplete is removed.

To regain eligibility, a student must complete a grade check with the Activities Director on the fifteenth (15th) school day after the declaration of ineligibility to ensure passing grades in all classes. To maintain eligibility, the student must complete a second grade check on the thirtieth (30th) school day after the declaration of ineligibility to ensure continued passing grades in all classes. A student who is ineligible due to failing grades, will continue to practice, may attend home games but not

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travel with the team to away events, and may not return to competition - until the SCHOOL DAY FOLLOWING the fifteen (15) day ineligibility period. For fall activities, the period of ineligibility is the lesser of twenty-one (21) calendar days beginning with the date of earliest allowed competition in an activity or one-third of the maximum number of games/meets allowed in an activity. Students who withdraw-fail during the first or third quarter will be academically ineligible for the fifteen (15) day period and cannot return to competition until after this 15 day period. The student will not become ineligible for the same class when semester 1 or semester 2 grades are posted.

C. Conduct Rule

The Code of Conduct is subject to and superseded by the requirements and limitations imposed on the school by Department of Education regulations promulgated under Title IX relating to how schools must respond to allegations of sexual harassment.

The following conduct rules are established in the best interest of the student and the school. Students who comply with these rules demonstrate their desire to dedicate themselves to self-improvement. These conduct rules apply year-round (12 months), in and out of school.

1. A student shall not violate Board Policy #5517.01 – Bullying, #2260 Prohibition Against Harassment and Discrimination.
2. Steal or possess stolen articles.
3. Buy, sell, use or possess illegal drugs, controlled substances, street drugs, or performance enhancing substances (PES).
4. Buy, sell, use or possess tobacco products, including vapes, e-cigarettes, look-alikes, ect…
5. Buy, sell, use or possess alcohol products, non-alcoholic beer, wine, or look-alikes.
6. Violation of the law; including remaining at a gathering where illegal substances or alcohol is present and not making an effort to remove yourself from the situation immediately.
    a. A student participating in a WIAA sponsored sport who is charged and/or convicted of a felony shall, upon the filing of felony charges, become ineligible for all further participation until the student has paid his/her debt to society and the courts consider the sentence served (including probation, community service, etc.).
7. Any other conduct contrary to the rules of the school, conference, and the WIAA or other governing body, including, but not limited to, criminal behavior. Examples include inappropriate behavior to include but are not limited to, profanity, repeated refusal to follow school rules, insubordination to staff and coaches, fighting and skipping classes.
8. Create or actively participate in social media posts or groups that may include, but are not limited to:
    a. bullying

b. harassment

c. discrimination

d. alcohol and alcohol look-alikes

e. tobacco, drug reference, drug use; tobacco or drug look-alikes

f. violence

Note: *Except for conduct violations under felony charges, the school must provide an opportunity for the student to be heard prior to any penalty being enforced. If a student appeals a suspension, according to the school's appeal procedure, the student is ineligible during the appeal process.*

6. CONSEQUENCES OF ACTIVITIES CODE VIOLATIONS

Students who make a commitment to accept the responsibilities listed in the 6-12 Activities Code will have the privilege of full participation in the co-curricular activities program. Consequences of 6-12 ł Activities Code violations shall be cumulative beginning with and continuing throughout the student's participation during his/her 6th through 8th grade years and starting fresh with their 9th through 12th grade years.

Activities Council

The Joint Wausau East and Wausau West Activities Council will be composed of the following: The Principals, the Activities Directors, and one coach and/or one advisor from each school. If the violation being examined involves a student in athletics, the member of the Council will be an athletic coach. If the violation being examined involves a student in activities, the member of the Council will be an advisor. If the violation being examined involves a student in both athletics and activities, both members will serve. As long as a majority of the Activities Council can attend a meeting, it may take action regarding an appeal. A majority vote of those members in attendance shall be controlling on the appeal.

The Activities Council shall meet as often as necessary and will take action in a fair and impartial manner. Minutes of the meeting will be recorded and kept by an Activities Director. If the Activities Council cannot meet prior to the activity or awards night the student will be participating in, the Activities Director or Principal may suspend the student from participation or receiving any award. The student and/or parent/guardian will be notified prior to the event. Any activity suspensions that occur prior to the date the Activities Council meets will be included in the total suspension the student is required to serve.

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In all cases, the student shall be provided due process to include:

1. The student and parent(s)/guardian(s) will be informed of the alleged violation and will be provided an opportunity to meet with the Activities Director to discuss the alleged violation and potential consequences. Additionally, parents may submit a written statement to be provided to all Activities Council members.

2. The Activities Council will meet to discuss the information gathered on the alleged violation and will determine appropriate action and consequences in accordance with the Activities Code.

3. In the event that conditions exist which are otherwise unpredictable and that have a district-wide impact over an extended period of time, or create a serious disruption of the athletic and/or activities schedules, the Activity Council may choose to amend a code violation consequence. The amended consequence supersedes any previous consequences and must be in alignment with WIAA rules and regulations.

4. The student and parent(s)/guardian(s) will be informed in writing of the decision of the Activities Council.

A. Violation of Conduct Rule:

Violations of the responsibilities described in Section IV C. will be dealt with in the following manner:

1. When Administration is made aware of a possible violation, the Administration and/or Activities Director will investigate the violation. If there is evidence of a violation, the Administration will contact the student and parent(s)/guardian(s) to review the alleged violation. If the Administration determines there is sufficient proof that a violation has occurred, it will be referred to the Activities Council to determine potential consequences.

2. A “season/activity” is defined as beginning with the official starting date for the season/activity through the last day of the individual’s official competition/participation in that particular activity. A violation will result in the loss of any recognition/award for that activity if the offense occurs before the awards are presented. In-season violations will remove that individual from nomination for or receipt of any awards for that activity.

3. A first code violation will result in the loss of, or eligibility to hold, any elected or

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appointed leadership position (e.g. team captain/club officer) in any activity for no less than the next six (6) months of the school calendar from the date of written confirmation.

4. A second code violation will make the student ineligible to hold any elected or appointed leadership position during the remainder of his/her high school career.

5. A suspension from athletics must be served in athletics. A suspension from a non-athletic activity must be served in a non-athletic activity.

6. Per WIAA regulations, if a student transfers to a different school, the consequences for a violation of an Activities Code and academic ineligibility transfer with him/her.

Character Clause

Students who self-report a first violation of the Code of Conduct to the Activities Director within forty-eight (48) hours of the infraction and **PRIOR** to the Activities Director **beginning an investigation** for the alleged infraction, and are deemed cooperative during the investigation, will receive the consequence reduced by half of the originally specified amount by code (no less than 1 contest). No provisions are made for weekends or holiday periods in regards to the forty-eight (48) hour period. Students who wish to self-report can call:
715-261-0656 for Wausau East
715-261-0736 for Horace Mann
715-261-0874 for Wausau West
715-261-0122 for John Muir
to speak to or leave a message for the Activities Director. Students could also self report to their coach/advisor or another building administrator within the same time period.
Students who **knowingly host** gatherings in which violations of the Code of Conduct occur are **not eligible for self-report** reduction. Self-report reduction is available for use only one time in a student's middle or high school career.

7. SUSPENSIONS

For violations of conduct Rule 7, a student shall be subject to disciplinary action from the high school administration, athletic office, or from the ~~team~~ coach.

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A. First Offense or Violation (other than Rule 7):

1. The violator will be suspended from athletic competition for 20% of the regular season scheduled contests in that sport (rounded up, minimum of one competition) which will carry over into the next activity in which the student participates. A contest is defined as an interscholastic competition, played under rules, with officials (not a scrimmage). The number of game suspensions will be determined as 20% of scheduled games at the time the schedule is published. Athletic Directors have the discretion to recommend a harsher punishment, subject to review by the Activities Council.

2. If the violation is the result of alcohol, tobacco or other drug related offenses, the student-athlete must undergo an AODA assessment performed by a community-based health organization/AODA treatment agency or through the school district's SBRIT program. The student must follow the recommendations made by the agency. The cost of the assessment will not be covered by the school and is the responsibility of the student/parent. The student will provide the athletic director written notification of progress made through the counseling process prior to any reinstatement to participate.

3. If the violation is not an alcohol or drug related offense, the student will meet with a middle or high school counselor. This plan will require:

- Completion of two (2) to three (3) risk management sessions with a high school counselor. If the school counselor feels the violation rises to a high-need level, recommendation will be made to a community-based counselor.
- Following the recommendations of the agency, probationary eligibility will be determined by reported progress in the program by the counseling agency.The student will be responsible for any costs associated with participation in the counseling program.

4. Students will continue to practice with the team during the suspension period but will not suit up or travel. Students are expected to attend home events. They are required to be in street clothes on the bench with their team. If less than 20% of the contests remain on the schedule, the remaining percentage of the suspension will carry over into the postseason and/or the contests of the next sport in which the athlete participates.

If suspension carries over into the postseason, the student is ineligible to participate in all post season play per WIAA Rules. NOTE: Regardless of how many postseason games are played, only one (1) game (the first postseason game) is credited toward

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satisfying the violation penalty.

5. If the violation occurs at a time the student is not participating in an activity, the student will be suspended from participating in contests/performances in his/her next activity of participation. During a suspension, the student must participate for the entire activity/season and finish in good standing in order for the suspension to be satisfied.

6. If the offense occurs in-season, the student will lose any recognition/awards for that activity.

7. If the violation occurs during the last (2) weeks of the regular scheduled activity, the suspension may carry over to the next activity in which the student chooses to participate; however, during this suspension, the student must participate for the entire season in the next activity and finish in good standing in order for the suspension to be satisfied.

NOTE: A freshman who receives a Code Violation may have that violation erased if there are no further violations before the start of their junior year. The student will provide a written explanation to the Activities Council before such violation is removed.

B. Second Offense or Violation:

1. The student will lose eligibility for not less than 50% of the games/ performances for that activity (rounded up, minimum of 1) up to one (1) calendar year for all activities, from the date the suspension begins.

2. If the violation is the result of alcohol, tobacco or other drug related offenses, the student-athlete must undergo an AODA assessment performed by a community-based health organization/AODA treatment agency or through the school district's SBRIT program. The student must follow the recommendations made by the agency. The cost of the assessment will not be covered by the school and is the responsibility of the student/parent. The student will provide the athletic director written notification of progress made through the counseling process prior to any reinstatement to participate.

3. If the offense occurs in-season, the student will lose any recognition/awards for that activity.

4. If the violation is not an alcohol or drug related offense, the student will meet with a high school counselor. This plan may require:

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a. Recommend community-based counseling.

b. Agency Intake - signed release of records.

c. Following the recommendations of the agency.

- Probationary eligibility will be determined by reported progress in the program by the counseling agency.

d. The family is responsible for financial responsibilities

5. The student and parent(s)/guardian(s) may opt for reduced suspension by completing the school-approved Assessment/Counseling Plan, with District counseling staff, designed for each type of violation under the following rules:

a. The student who chooses the counseling option will be ineligible to compete in games/performances again until completion of the plan. All counseling programs are a minimum of eight (8) sessions in length.

b. At the discretion of the head coach/advisor and Activities Director, the student may practice while completing the Plan.

c. Upon completion of the school-approved Assessment/Counseling Plan and suspension period, eligibility will be reviewed and reinstatement may be made by the Activities Director.

d. The student who begins but does not complete the entire Plan, has no opportunity to regain eligibility through early reinstatement.

e. The student will be responsible for any costs associated with participation in the Assessment/Counseling Plan.

C. Third Offense or Violation

The student is ineligible for further participation in any activity for the remainder of his/her high school career with the following exception:

A student may request an Activities Council review after one full calendar year from his/her last code violation if, during the time of suspension, the student

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has remained free from any additional activities code violations. The Activities Council may grant eligibility if it determines the student and situation warrants it.

D. Fourth Offense or Violation

The student is ineligible for further participation in any activity for the remainder of his/her high school career.

8. COACH'S/ADVISOR'S EXPECTATIONS

The 6-12 Activities Code states that each coach/advisor will establish in writing his/her expectations. The expectations are to include student behavior. This supplement is developed to identify unacceptable student conduct that is contrary to the ideals and standards of the District and our community. If a student's behavior is considered unacceptable, he/she will be disciplined as stated in the final paragraph of this supplement.

Areas of expectations are, but are not limited to:

1. Practice/Meeting Conduct and Rules
2. Locker Room/Dressing Room Conduct and Rules
3. Game/Performance Conduct
4. Use of Social Media in a manner that violates the rules of the school, the conference, the WIAA, or any other governing body
5. Transportation Conduct
6. Equipment Care
7. Unacceptable Language
8. Dress Code
9. Training Hours
10. Tardiness/Absences/Classroom Behavior
11. Attitude
12. Lettering policy
13. Other expectations as identified by the coach/advisor

Because the expectations referred to above cover a multitude of possible violations with a varying degree of severity, the consequences may also be broad. It is the intent to apply appropriate consequences to violations. These consequences may vary from a verbal reprimand to the loss of eligibility for the remainder of the current season. The coach/advisor will contact the student and parent(s)/guardian(s) if a suspension or dismissal is in order. Any coach's/advisor's decision to

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dismiss will be made in concert with the Activities Director. Violations of coach's/advisor's expectations are cumulative only during each season of participation.

9. OTHER PROVISIONS

In alignment with WIAA policy, victims of sexual assault and bystanders who do one or more of the following cannot be issued a code of conduct violation:

- report a sexual assault
- request emergency assistance
- cooperate with and assist law enforcement
- stay on the scene of the incident
- encounter law enforcement at a medical facility at which the victim is being treated.

The victim or bystander must meet the State Amnesty Law Requirements. The victim may not falsely claim amnesty knowing the situation that he or she reports does not exist.

10. CHANGING SPORTS/MULTIPLE SPORTS PARTICIPATION

A. An athlete may not quit one sport and begin another during the same sport season except by agreement of the coaches involved and/or the Activities Director.

B. An athlete may participate in multiple sports (maximum two) per season with the approval of both coaches involved. However, the athlete must declare his/her primary sport prior to participation in either sport. Once the athlete has declared their primary sport, they must participate in all scheduled competitions for that declared sport unless it is mutually agreed by both coaches involved.

11. AWARDS

A. Credit for earning a letter will be established by the coach or advisor in each activity. Written copies of these criteria will be on file in the office of the Activities Director and the building principal.

B. All awards for each activity are given only on the recommendation of the coach or advisor of that activity.

C. A student must be in good standing at the end of the activity's season to receive his or her awards.

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12. STUDENT ACCIDENT INSURANCE

The Wausau School District DOES NOT provide student accident insurance to cover medical costs to any of our students/athletes. However, it is recommended that all students participating in Wausau School District activities be insured by their parent/guardian.

The WIAA does provide insurance coverage for concussion treatment to all athletes participating in a WIAA sponsored sport at a member school. It does not cover open gyms, cheer, dance, or club sports. Details may be found on the WIAA website, wiaawi.org.

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Book	Policy Manual
Section	9000 Relations
Title	Copy of HOME-BASED, PRIVATE, OR TRIBAL SCHOOLING
Code	po9270 Ready
Status	
Adopted	December 9, 2019
Last Revised	June 13, 2022

9270 - **HOME-BASED, PRIVATE, OR TRIBAL SCHOOLING**

The Board encourages the enrollment of all school-age children residing in this District in public schools or in a parochial or private school so that such children may enjoy the benefits of a well-planned educational program and the socialization possible in a group environment.

Private Education or Tribal School Education Students

The Board shall allow students who are being educated at a private school or a tribal school to participate, if space is available, in any of the District's courses by enrolling in up to two (2) courses during each semester. The student must meet the criteria for admission to the high school established for private school or tribal school students.

~~The Board shall not allow any student who is being educated at a private school or a tribal school to participate in any of the District's non-WIAA sanctioned athletic or extra-curricular programs, unless the student's school is part of a Board approved cooperative agreement.~~
The Board shall no~~w~~t allow any student who is being educated at a private school or a tribal school to participate in any of the District's non-WIAA sanctioned athletic or extra-curricular programs, unless the student's school is part of a Board-approved cooperative agreement. This restriction does not apply to middle school athletics and activities, which are open to all age-appropriate students residing within the Wausau School District attendance zone.

Home-Based Private Education Students

The Board shall allow a student receiving Home-Based private education to attend up to two (2) courses per semester in the public school classroom provided that the student meets the minimum standards for enrollment in each course as established by the District. Such student may attend no more than two (2) courses per semester, which shall include any courses being taken by the student in another public school district such that the aggregate number of courses taken in a public school district in any semester does not exceed two (2).

A student receiving Home-Based private education may participate in interscholastic athletics in the District, including WIAA sanctioned interscholastic athletics, on the same basis and to the same extent that the District permits students enrolled in the District to participate. Upon request, the Home-Based educational program in which the student is enrolled shall provide the District with a written statement that the student meets the Board's requirements for participation in interscholastic athletics based on age and academic and disciplinary records. No person may provide a false statement.

A student receiving Home-Based private education may participate in extra-curricular activities in the District on the same basis and to the same extent that it permits students enrolled in the District to participate.

The District may charge a student who participates in interscholastic athletics or extracurricular activities participation fees, including fees for uniforms, equipment, and musical instruments, on the same basis and to the same extent that it charges these fees to a student who is enrolled in the District.

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Legal	118.133, Wis. Stats.

118.145(4), Wis. Stats.

118.53, Wis. Stats.

Book	Policy Manual
Section	2000 Program
Title	Copy of HIGH SCHOOL ACTIVITIES CODE
Code	po2431.01
Status	
Adopted	July 13, 2020

2431.01 - **HIGH SCHOOL ACTIVITIES CODE**

PHILOSOPHY OF CO-CURRICULAR ACTIVITIES

The Wausau School District believes that co-curricular activities are a vital component of the District's educational program. Activities should be a positive learning experience, allowing students to achieve their greatest potential in their chosen activity. In addition, selection to a team or co-curricular activity is both an honor and privilege and, as such, carries responsibilities and the expectation that students will demonstrate leadership in that activity. As leaders, students are visible representatives of the Wausau School District and its programs. This position means they must demonstrate the highest personal standards of excellence, determination, integrity, and self-discipline.

Wausau School District students will be recognized for their achievements in co-curricular activities. Behaviors that are detrimental to themselves or those they represent will not be acceptable. Dishonesty, unsportsmanlike behavior, and use of controlled substances or conduct unbecoming of a student-athlete/activity member cannot and will not be tolerated by the Wausau School District. The Student Activities Code will be administered fairly and without exception for students participating in co-curricular activities.

PURPOSE OF ACTIVITIES CODE

The Activities Code of the Wausau School District is established to provide clear and consistent expectations for students participating in District-sponsored activities. Taken together with the Coach's/Advisor's Expectations, the Code is intended to define for those it governs the ideals of good citizenship, fair play, and responsibility for one's individual actions.

PROCESS TO FOLLOW TO BECOME INVOLVED IN ACTIVITIES PROGRAMS

Before a student may participate in an activity, the student and parent(s)/legal guardian(s) must:

A. Annually attend one (1) general High School Activities Code presentation that is held three (3) times throughout the year at which:

    1. The High School Activities Code will be explained and reviewed.
    2. District policies relevant to activities participation will be reviewed.
    3. Co-curricular activities will be presented.
    4. Annually, sign and return the Activities Code and insurance waiver.
    5. Sign and return the Coach's/Advisor's Expectations and emergency medical card.
    6. Pay user fee before the first contest/event, if applicable.
    7. Athletics:

        WIAA physical examination and permit card (signed by a licensed physician/ physician assistant or advanced practice nurse prescriber) must be submitted every other school year.

In agents must attend a mandatory coach's meeting prior to the first competition.

8. Activities:

Parents/Guardians and students may be required to attend an advisor's meeting.

REGULATIONS OF HIGH SCHOOL ACTIVITIES CODE

All participants must be enrolled as full-time students in accordance with Wausau School Board Policies 5200.01 and 9270. Middle school students who attend private schools, or are home-schooled, but reside within the John Muir or Horace Mann attendance boundaries, are also eligible to participate. By joining, all participants, regardless of school enrollment, agree to abide by the requirements of Policy 2431.01 (The 6-12 Athletics and Activities Code) on a year-round (12-month) basis and must commit to the following standards:

A. Attendance

The student must be in a full day of attendance (not including in-school suspension) to be able to participate in any contest or event that day. Students leaving school for illness may not participate in any contest or event on the same day. The only exceptions to this requirement are:

1. Excused absences not to exceed one-half of the student's scheduled classes;
2. Family emergencies (such as funerals) approved by the Activities Director;
3. Absences with administrative approval;

Habitual Truancy: Students who are cited with a Marathon County Truancy Court citation for habitual truancy shall be suspended from participation in co-curricular and extracurricular events and contests. Students may earn reinstatement by having (15) days free of unexcused absences. Following reinstatement, any additional unexcused absence, including any part of a school day, will result in ineligibility to compete in the subsequent contest or event. This process stands for the duration of the court order. **HABITUAL TRUANT** is defined under Wisconsin Statutes as "a pupil who is absent from school without an acceptable excuse under sub. (4) s.118.15 for part or all of five (5) or more days on which school is held during a school semester".

B. Academic

In order to be academically eligible, a student must have no failing grades at the end of quarter 1, semester 1, quarter 3, and semester 2. A student not meeting this criterion will be ineligible for activities for fifteen (15) consecutive scheduled school days and nights. The ineligibility will begin on the fifth (5th) scheduled school day following the end of the first (1st) quarter, first (1st) semester, or third (3rd) quarter. Eligibility for activities that begin on or before the first (1st) quarter of the new academic year shall be based on the previous second (2nd) semester grades. Opportunities may exist to regain eligibility through summer school courses. Students who are ineligible due to second-semester grades may restore eligibility by taking and successfully completing the same number of courses (maximum of two), that caused ineligibility over summer school.

Grade changes and removal of an incomplete grade must be completed within two weeks of the date grades are posted. Students will remain ineligible until the grade is changed or the incomplete is removed.

To regain eligibility, a student must complete a grade check with the Activities Director on the fifteenth (15th) school day after the declaration of ineligibility to ensure passing grades in all classes. To maintain eligibility, the student must complete a second grade check on the thirtieth (30th) school day after the declaration of ineligibility to ensure continued passing grades in all classes. A student who is ineligible due to failing grades, will continue to practice, may attend home games but not travel with the team to away events, and may not return to competition - until the SCHOOL DAY FOLLOWING the fifteen (15) day ineligibility period. For fall activities, the period of ineligibility is the lesser of twenty-one (21) calendar days beginning with the date of earliest allowed competition in an activity or one-third of the maximum number of games/meets allowed in an activity. Students who withdraw-fail during the first or third quarter will be academically ineligible for the fifteen (15) day period and cannot return to competition until after this 15 day period. The student will not become ineligible for the same class when semester 1 or semester 2 grades are posted.

~~The student must be a full-time student and is required to follow the conditions set forth in the High School Activities Code on a year-round (twelve (12) month) basis, and s/he must make a commitment to the following:~~

A. ~~Attendance~~

~~The student must be in a full day of attendance (not including in-school suspension) to be able to participate in any activity that day. Students leaving school for illness may not participate in any activities that same day. The only exceptions to this requirement are:~~

1. ~~Excused absences not to exceed one-half of the student's scheduled classes;~~
2. ~~Family emergencies (such as funerals) approved by the Activities Director;~~
3. ~~Administrative approval.~~

~~Habitual Truancy: Students that are cited for habitual truancy shall be suspended from participation in co-curricular activities. Students may earn reinstatement by having (15) days free of unexcused absences. Further unexcused absences will cause additional suspension from co-curricular activities.~~

~~**HABITUAL TRUANT** is defined under Wisconsin Statutes as a student who is absent from school without an acceptable excuse under sub. (4) s.118.15 for part or all of five (5) or more days on which school is held during a school semester.~~

B. ~~Academic~~

~~In order to be academically eligible, a student must have no failing quarter grades. A student not meeting this criterion will be ineligible for activities for fifteen (15) consecutive scheduled school days and nights. The ineligibility will begin on the fifth (5th) scheduled school day following the end of the first (1st), second (2nd), or third (3rd) quarter. Eligibility for activities that begin on or before the first (1st) quarter of the new academic year shall be based on the previous fourth (4th) quarter grades. Opportunities may exist to regain eligibility through summer school courses. Summer school grades may be substituted for fourth (4th) quarter failures provided they are in the same academic area as the failed class. Summer school is to be considered an extension of the school year it follows.~~

~~Grade changes and removal of an incomplete grade must be completed within two (2) weeks of the date grades are posted.~~

~~To regain eligibility, a student must complete a grade check with the Activities Director on the fifteenth (15th) school day after the declaration of ineligibility to ensure passing grades in all classes. To maintain eligibility, the student must complete a second grade check on the thirtieth (30th) school day after the declaration of ineligibility to ensure continued passing grades in all classes. A student who is ineligible due to failing grades, will continue to practice, but may not return to competition - until the SCHOOL DAY FOLLOWING the fifteen (15) day ineligibility period. For fall activities, the period of ineligibility is the lesser of twenty-one (21) calendar days beginning with the date of earliest allowed competition in an activity or one-third of the maximum number of games/meets allowed in an activity.~~

C. Conduct Rule

The following conduct rules are established in the best interest of the student and the school. Students who comply with these rules demonstrate their desire to dedicate themselves to self-improvement. These conduct rules apply year-round (twelve (12) months), in and out of school.

A student shall not:

1. Violate Board Policy 5517.01 - Bullying.
2. Steal or possess stolen articles.
3. Buy, sell, use or possess illegal drugs, controlled substances, street drugs, or performance enhancing substances (PES).
4. Buy, sell, use or possess tobacco products, including vapes, e-cigarettes, etc.
5. Buy, sell, use or possess alcohol products, non-alcoholic beer, wine, or look-a-likes.
6. Conduct him/herself in a manner unbecoming a student representing the Wausau School District. Examples of conduct unbecoming may include, but are not limited to: (a) violation of a law; (b) vandalism; (c) disrespect to school authorities; (d) inappropriate use of social media; (e) violation of school rules; (f) attending and remaining where any code violation is occurring – not making an effort to remove yourself from the situation immediately.

A student participating in a WIAA-sponsored sport who is charged and/or convicted of a felony shall, upon the filing of felony charges, become ineligible for all further participation until the student has paid his/her debt to society and the courts consider the sentence served (including probation, community service, etc.).

Note: Except for conduct violations under felony charges, the school must provide an opportunity for the student to be heard prior to any penalty being enforced. If a student appeals a suspension, according to the school's appeal procedure, the student is ineligible during the appeal process.

CONSEQUENCES OF ACTIVITIES CODE VIOLATIONS

Students who make a commitment to accept the responsibilities listed in the High School Activities Code will have the privilege of full participation in the co-curricular activities program. Consequences of High School Activities Code violations shall be cumulative beginning with and continuing throughout the student’s participation during his/her freshman, sophomore, junior, and senior years.

Activities Council

The Joint Wausau East and Wausau West Activities Council will be composed of the following: The Principals, the Activities Directors, the head coach/advisor involved with the student, and one coach and/or one advisor from each school. If the violation being examined involves a student in athletics, the member of the Council will be an athletic coach. If the violation being examined involves a student in activities the member of the Council will be an advisor. If the violation being examined involves a student in both athletics and activities, both members will serve.

The Activities Council shall meet as often as necessary and will take action in a fair and impartial manner. Minutes of the meeting will be recorded and kept by an Activities Director. If the Activities Council cannot meet prior to the activity or awards night the student will be participating in, the Activities Director or Principal may suspend the student from participation or receiving any award. The student and/or parent/guardian will be notified prior to the event. Any activity suspensions that occur prior to the date the Activities Council meets will be included in the total suspension the student is required to serve.

In all cases, the student shall be provided due process to include:

A. The student and parent(s)/guardian(s) will be informed of the alleged violation and will be provided an opportunity to meet with the Activities Director to discuss the alleged violation and potential consequences. Additionally, parents may submit a written statement to be provided to all Activities Council members.

B. The Activities Council will meet to discuss the information gathered on the alleged violation and will determine appropriate action and consequences in accordance with the Activities Code.

C. In the event that conditions exist which are otherwise unpredictable and that have a district-wide impact over an extended period of time, or create a serious disruption of the athletic and/or activities schedules, the Activity Council may choose to amend a code violation consequence. The amended consequence supersedes any previous consequences and must be in alignment with WIAA rules and regulations.

D. The student and parent(s)/guardian(s) will be informed in writing of the decision of the Activities Council.

E. **Violation of Conduct Rule:**

Violations of the responsibilities described in Section IV C. will be dealt with in the following manner:

1. When Administration is made aware of a possible violation, the Administration and/or Activities Director will investigate the violation. If there is evidence of a violation Administration will contact the student and parent(s)/guardian(s) to review the alleged violation. If Administration determines there is sufficient proof that a violation has occurred, it will be referred to the Activities Council to determine potential consequences.

2. A "season/activity" is defined as beginning with the official starting date for the season/activity through the last day of the individual's official competition/participation in that particular activity.

   A violation will result in the loss of any recognition/award for that activity if the offense occurs before the awards are presented. In-season violations will remove that individual from nomination for or receipt of any awards for that activity.

3. A first code violation will result in the loss of, or eligibility to hold, any elected or appointed leadership position (e.g. team captain/club officer) in any activity for no less than the next six (6) months of the school calendar from the date of written confirmation.

4. A second code violation will make the student ineligible to hold any elected or appointed leadership position during the remainder of his/her high school career.

5. A suspension from athletics must be served in athletics. A suspension from a non-athletic activity must be served in a non-athletic activity.

6. Per WIAA regulations, if a student transfers to a different school, the consequences for a violation of an Activities Code and academic ineligibility transfer with him/her.

SUSPENSIONS

A. First Offense or Violation:

1. The violator will be suspended from athletic competition for twenty~~-five~~ percent (2~~5~~0%) of the regular season scheduled contests in that sport (rounded up). A contest is defined as an interscholastic competition, played under rules, with officials (not a scrimmage). The number of game suspensions will be determined as twenty~~-five~~ percent (2~~5~~0%) of scheduled games at the time the schedule is published.

2. If the violation is the result of alcohol, tobacco or other drug-related offenses, the student-athlete must undergo an AODA assessment performed by a community-based health organization/AODA treatment agency. The student must follow the recommendations made by the agency. The cost of the assessment will not be covered by the school and is the responsibility of the student/parent. The student will provide the athletic director written notification of progress made through the counseling process prior to any reinstatement to participate.

3. If the violation is not an alcohol or drug-related offense, the student will meet with a high school counselor. This plan will require:

   a. Suspension for not less than twenty~~-five~~ percent (2~~5~~0%) of the activities' regular scheduled games/performances, which may be carried into the next activity in which the student participates.

   b. Completion of two (2) to three (3) risk management session with a high school counselor.

   c. If school counselor feels the violation rises to a high-need level, recommendation will be made to a community-based counselor.

d. Following the recommendations of the agency, probationary eligibility will be determined by reported progress in the program by counseling agency.

e. The student will be responsible for any costs associated with participation in the counseling program.

4. Students will continue to practice with the team during the suspension period but will not suit up or travel. Students are expected to attend home events. They are required to be in street clothes on the bench with their team. If less than twenty ~~five~~ percent (2~~5~~0%) of the contests remain on the schedule, the remaining percentage of the suspension will carry over into the post-season and/or the contests of the next sport in which the athlete participates.

   If suspension carries over into the post-season, the student is ineligible to participate in all post-season play per WIAA Rules. NOTE: Regardless of how many post-season games are played, only one (1) game (the first post-season game) is credited toward satisfying the violation penalty.

5. For an in-season suspension, the student will continue to practice but will be suspended from participating in contests/performances as determined by the Activities Council. The maximum allowable penalty for an in-season first offense will be all contests/performances for the remainder of the current activity. If the violation occurs at a time the student is not participating in an activity, the student will be suspended from participating in contests/performances in his/her next activity of participation, as determined by the Activity Council. The maximum penalty allowable for an out-of-season first offense will be all contests/performances for the next activity of participation. During a suspension, the student must participate for the entire activity/season and finish in good standing in order for the suspension to be satisfied.

6. If the offense occurs in-season, the student will lose any recognition/awards for that activity.

7. If the violation occurs during the last two (2) weeks of the regular scheduled activity, the suspension may carry over to the next activity in which the student chooses to participate; however, during this suspension the student must participate for the entire season in the next activity and finish in good standing in order for the suspension to be satisfied.

B. Second Offense or Violation:

1. The student will lose eligibility for not less than fifty percent (50%) of the games/performances for that activity up to one (1) calendar year for all activities, from the date the suspension begins.

2. If the violation is the result of alcohol, tobacco or other drug-related offenses, the student-athlete must undergo an AODA assessment performed by a community-based health organization/AODA treatment agency. The student must follow the recommendations made by the agency. The cost of the assessment will not be covered by the school and is the responsibility of the student/parent. The student will provide the athletic director written notification of progress made through the counseling process prior to any reinstatement to participate.

3. If the offense occurs in-season, the student will lose any recognition/awards for that activity.

4. If the violation is not an alcohol or drug-related offense, the student will meet with a high school counselor. This plan will require:

   a. Referral for community-based counseling

   b. Agency Intake - signed release of records

   c. Following the recommendations of the agency.

   d. Probationary eligibility will be determined by reported progress in the program by the counseling agency.

   e. The family is responsible for financial responsibilities.

5. The student and parent(s)/guardian(s) may opt for reduced suspension by completing the school-approved Assessment/Counseling Plan, with District counseling staff, designed for each type of violation under the following rules:

a. The student who chooses the counseling option will be ineligible to compete in games/performances again until completion of the plan. All counseling programs are a minimum of eight (8) sessions in length.

b. At the discretion of the head coach/advisor and Activities Director, the student may practice while completing the Plan.

c. Upon completion of the school-approved Assessment/Counseling Plan and suspension period, eligibility will be reviewed and reinstatement may be made by the Activities Director.

d. The student who begins but does not complete the entire Plan, has no opportunity to regain eligibility through early reinstatement.

e. The student will be responsible for any costs associated with participation in the Assessment/Counseling Plan.

C. Third Offense or Violation

The student is ineligible for further participation in any activity for the remainder of his/her high school career with the following exception:

A student may request an Activities Council review after one full calendar year from his/her last code violation if, during the time of suspension, the student has remained free from any additional activities code violations. The Activities Council may grant eligibility if it determines the student and situation warrants it.

D. Fourth Offense or Violation

The student is ineligible for further participation in any activity for the remainder of his/her high school career.

COACH'S/ADVISOR'S EXPECTATIONS

The High School Activities Code states that each coach/advisor will establish in writing his/her expectations. The expectations are to include student behavior. This supplement is developed to identify unacceptable student conduct that is contrary to the ideals and standards of the District's and our community. If a student's behavior is considered unacceptable, s/he will be disciplined as stated in the final paragraph of this supplement.

Areas of expectations are, but are not limited to:

A. Practice/Meeting Conduct and Rules

B. Locker Room/Dressing Room Conduct and Rules

C. Game/Performance Conduct

D. Use of Social Media

E. Transportation Conduct

F. Equipment Care

G. Unacceptable Language

H. Dress Code

I. Training Hours

J. Tardiness/Absences/Classroom Behavior

K. Attitude

L. Other expectations as identified by the coach/advisor

Because the expectations referred to above cover a multitude of possible violations with a varying degree of severity, the consequences may also be broad. It is the intent to apply appropriate consequences to violations. These consequences may vary from a verbal reprimand to the loss of eligibility for the remainder of the current season. The coach/advisor will contact the student and parent(s)/guardian(s) if a suspension or dismissal is in order. Any coach's/advisor's decision to dismiss will be made in concert with the Activities Director. Violations of coach's/advisor's expectations are cumulative only during each season of participation.

OTHER PROVISIONS

In alignment with Wisconsin Act 279 and WIAA policy, victims of sexual assault and bystanders who do one or more of the following cannot be issued a code of conduct violation:

A. report a sexual assault

B. request emergency assistance

C. cooperate with and assist law enforcement

D. stay on the scene of the incident

E. encounter law enforcement at a medical facility at which the victim is being treated

The victim or bystander must meet the State Amnesty Law Requirements. The victim may not falsely claim amnesty knowing the situation that s/he reports does not exist.

CHANGING SPORTS/MULTIPLE SPORTS PARTICIPATION

A. An athlete may not quit one sport and begin another during the same sport season except by agreement of the coaches involved and/or the Activities Director.

B. An athlete may participate in multiple sports (maximum two) per season with the approval of both coaches involved. However, the athlete must declare his/her primary sport prior to participation in either sport. Once the athlete has declared their primary sport, they must participate in all scheduled competitions for that declared sport unless it is mutually agreed by both coaches involved.

AWARDS

A. Credit for earning a letter will be established by the coach or advisor in each activity. Written copies of these criteria will be on file in the office of the Activities Director and the building principal.

B. All awards for each activity are given only on the recommendation of the coach or advisor of that activity.

C. A student must be in good standing at the end of the activity's season to receive his or her awards.

STUDENT ACCIDENT INSURANCE

The Wausau School District DOES NOT provide student accident insurance to cover medical costs to any of our student/athletes. However, it is recommended that all students participating in Wausau School District activities be insured by their parent/guardian.

RIVERVIEW ELEMENTARY
HVAC & ROOFING PROJECT



Project Status

- Plans are now 75% complete
- Next step: Partnering with a general contractor for the project
  - General contractor will work with Wausau School District and Dynamic Consulting Engineers to bring plans from 75% to 100%
  - We can move forward immediately once a funding source is identified

Project Timeline

- March 10: Request for Proposals issued
- April 2: Mandatory Pre-Proposal Meeting
- April 14: 4 proposals that met RFP requirements received
- April 21: Panel reviewed proposals; 2 finalists selected
  - Panel included representatives from:
    - Wausau School District Buildings & Grounds
    - Administration
    - Dynamic Consulting Engineers
- May 1: In-person interviews completed
  - Panel selected Miron Construction

Miron Construction Details

- Miron's Pre-construction Service Fee: $5,000
- Esimated cost to complete project using the 75% completed plans and bidder's scope: $5,614,067.00
- Miron's Construction Fee: $117,967.00 (2.25% of $5,242,978.00)
- Not included in the proposal scope:
  - Any needed insurance
  - Abatement
  - Contingency
  - Commissioning
  - Envelope and design
  - Engineering fees
  - These costs will be determined during the pre-construction phase going from the current 75% plan set to 100%
  - Projected costs of HVAC, structural, electrical, architectural design fees are estimated at 10% of the project cost.

Motion

Approval to move forward with Miron Construction Corporation, Inc. as our general contractor for the Riverview HVAC and roofing project.

THANK YOU!



Wausau School District
Final 2026 Defeasance Analysis

Levy Year (Fall)	Payment Year (CY)	BEFORE DEFEASANCE: $99,990,000 G.O. School Bonds Dated July 6, 2022 PRINCIPAL (3/1)	RATE	INTEREST (3/1 & 9/1)	$10,000,000 G.O. School Bonds Dated March 1, 2016 PRINCIPAL (3/1)	RATE	INTEREST (3/1 & 9/1)	OTHER FUND 39 D/S	TOTAL FUND 39 D/S	AFTER DEFEASANCE: $99,990,000 G.O. School Bonds Dated July 6, 2022 PRINCIPAL (3/1)	INTEREST (3/1 & 9/1)	$10,000,000 G.O. School Bonds Dated March 1, 2016 PRINCIPAL (3/1)	INTEREST (3/1 & 9/1)	2025-2026 INCREMENTAL LEVY	TOTAL FUND 39 LEVY	ANNUAL REDUCTION IN FUND 39 PAYMENTS (1)
2025	2026	$2,575,000	5.000%	$2,920,075			$270,913	$435,200	$6,201,188	$2,575,000	$2,540,175		$270,913	$12,723,321	$18,924,508	**$0**
2026	2027	$2,705,000	5.000%	$2,788,075			$270,913	$435,175	$6,199,163	$2,705,000	$2,028,275		$270,913		$5,439,363	**$759,800**
2027	2028	$2,845,000	5.000%	$2,649,325			$270,913	$1,502,200	$7,267,438	$2,845,000	$1,889,525		$270,913		$6,507,638	**$759,800**
2028	2029	$4,530,000	5.000%	$2,464,950			$270,913		$7,265,863	$4,530,000	$1,705,150		$270,913		$6,506,063	**$759,800**
2029	2030	$4,765,000	5.000%	$2,232,575			$270,913		$7,268,488	$4,765,000	$1,472,775		$270,913		$6,508,688	**$759,800**
2030	2031	**$5,005,000**	5.000%	$1,988,325			$270,913		$7,264,238	**$5,005,000**	$1,228,525		$270,913		$6,504,438	**$759,800**
2031	2032	**$3,610,000**	5.000%	$1,772,950	**$1,635,000**	2.500%	$250,475		$7,268,425	**$3,610,000**	$1,013,150	**$1,635,000**	$250,475		$6,508,625	**$759,800**
2032	2033	**$2,750,000**	5.000%	$1,613,950	**$2,710,000**	2.750%	$192,775		$7,266,725	**$2,750,000**	$854,150	**$2,710,000**	$192,775		$6,506,925	**$759,800**
2033	2034	**$2,870,000**	4.000%	$1,487,800	**$2,790,000**	2.750%	$117,150		$7,264,950	**$2,870,000**	$728,000	**$2,790,000**	$117,150		$6,505,150	**$759,800**
2034	2035	**$2,990,000**	4.000%	$1,370,600	**$2,865,000**	2.750%	$39,394		$7,264,994	**$2,990,000**	$610,800	**$2,865,000**	$39,394		$6,505,194	**$759,800**
2035	2036	**$6,080,000**	4.000%	$1,189,200					$7,269,200	**$6,080,000**	$429,400				$6,509,400	**$759,800**
2036	2037	**$6,325,000**	4.000%	$941,100					$7,266,100	**$6,325,000**	$181,300				$6,506,300	**$759,800**
2037	2038	**$6,585,000**	4.000%	$682,900					$7,267,900	**$1,370,000**	$27,400				$1,397,400	**$5,870,500**
2038	2039	**$6,855,000**	4.000%	$414,100					$7,269,100	**$0**	$0				$0	**$7,269,100**
2039	2040	**$6,925,000**	4.000%	$138,500					$7,063,500	**$0**	$0				$0	**$7,063,500**
2040	2041	**$0**	4.125%	$0					$0	**$0**	$0				$0	**$0**
2041	2042	**$0**	4.125%	$0					$0	**$0**	$0				$0	**$0**
		$67,415,000		$24,654,425	$10,000,000		$2,225,269	$2,372,575	$106,667,269	$48,420,000	$14,708,625	$10,000,000	$2,225,269	$12,723,321	$90,829,689	**$28,560,900**

(1) Calendar Year 2026 interest savings of $379,900 is being applied to the defeasance.

Callable: March 1, 2030 @ Par — **Callable: March 1, 2025 @ Par**

$18,995,000 Principal Reduction

FUNDS APPLIED TO DEFEASANCE

Deposit to Defeasance Escrow*:	$19,351,518	
Total Costs of Defeasance:	$26,344	
Total Amount Needed for Defeasance:	**$19,377,862**	
Calendar Year 2026 Interest Savings Applied:	$379,900	
Incremental Amount Applied (Targeted Available Funds):	$18,997,962	<<Target = $19,000,000

Total Reduction in Debt Service:	$28,560,900
Less Incremental Funds Applied to Defeasance:	($18,997,962)
Net Debt Service Savings:	**$9,562,938**
Prior Years Debt Service Savings (2017-2025):	**$19,590,631**
Total Debt Service Savings:	**$29,153,569**

Closing Date:	June 22, 2026

2025-26 Tertiary Aid %:	29.74%
Est. one-time aid increase to be received in 2026-27:	**$5,762,976**

Detailed Breakout of Funds

Principal Defeased:	$18,995,000
Net Interest Defeased:	$356,518
MA Fee (PMA):	$4,000
Bond Counsel Fee (Quarles & Brady):	$17,700
CPA Fee (Robert Thomas):	$2,000
Escrow Agent Fee (Associated):	$2,400
CUSIP Fee (Standard & Poor's):	$244
Total Amount Needed for Defeasance:	**$19,377,862**

*Based on final escrow investment rates from June 4, 2026.

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WAUSAU SCHOOL DISTRICT

Debt Defeasance

Erik Kass
Director, Public Finance
Public Finance Team | PMA Securities, LLC

June 8, 2026

DEBT PREPAYMENT HISTORY

Wausau School District
Debt Levy Management History

Fiscal Year	Method	Funds Applied	Debt Service Reduction	Savings	
2017 - 2018	Defeasance	$3,386,779	$3,727,288	$340,508	
2018 - 2019	Defeasance	$6,525,799	$7,098,088	$572,289	
2019 - 2020	Defeasance	$8,179,795	$8,682,825	$503,030	
2020 - 2021	Defeasance	$12,466,195	$14,495,016	$2,028,821	
2021 - 2022	Accelerated New Debt Amort.	$10,250,000	*$4,973,751*	*$4,973,751*	*(1) estimated*
2022 - 2023		$0	$0	$0	
2023 - 2024	Prepayment	$13,233,527	$14,335,033	$1,101,506	
2024 - 2025	Defeasance	$15,441,767	$25,512,494	$10,070,727	
Total		**$69,483,862**	**$78,824,493**	**$19,590,631**	

(1) Estimated by comparing the Net Interest Cost from the final 2022 bonds compared to the same from an example bond issuance without the accelerated amortization.

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EXISTING DEBT

	Fund 39					Fund 39					Fund 39				
	Issue: 1					Issue: 2					Issue: 3				
	Amount: $19,565,000					Amount: $10,000,000					Amount: $99,990,000				
	Type: General Obligation School Building Bonds, Series 2015A					Type: General Obligation School Building Bonds, Series 2016					Type: General Obligation School Building and Facility Improvement Bonds, Series 2022				
	Dated: August 4, 2015					Dated: March 1, 2016					Dated: July 6, 2022				
	Callable: ***'26-'32 Callable 3/1/25 @ Par***					***Callable:*** ***'32-'35 Callable 3/1/25 @ Par***					***Callable:*** ***'31-'42 Callable 3/1/30 @ Par***				
PAYMENT PERIOD	PRINCIPAL *(3/1)*	RATE	CUSIP 943363	INTEREST *(3/1 & 9/1)*	TOTAL	PRINCIPAL *(3/1)*	RATE	CUSIP 943363	INTEREST *(3/1 & 9/1)*	TOTAL	PRINCIPAL *(3/1)*	RATE	CUSIP 943363	INTEREST *(3/1 & 9/1)*	TOTAL
July-Dec 2025				$37,225	$37,225				$135,456	$135,456				$1,492,225	$1,492,225
Jan-June 2026	**$370,000**	5.000%	PY1	$37,225	$407,225				$135,456	$135,456	$2,575,000	5.000%	QD6	$1,492,225	$4,067,225
July-Dec 2026				$27,975	$27,975				$135,456	$135,456				$1,427,850	$1,427,850
Jan-June 2027	**$385,000**	3.000%	PZ8	$27,975	$412,975				$135,456	$135,456	$2,705,000	5.000%	QE4	$1,427,850	$4,132,850
July-Dec 2027				$22,200	$22,200				$135,456	$135,456				$1,360,225	$1,360,225
Jan-June 2028	**$1,480,000**	3.000%	PX3	$22,200	$1,502,200				$135,456	$135,456	$2,845,000	5.000%	QF1	$1,360,225	$4,205,225
July-Dec 2028				$0	$0				$135,456	$135,456				$1,289,100	$1,289,100
Jan-June 2029		3.125%	NE7	$0	$0				$135,456	$135,456	$4,530,000	5.000%	QG9	$1,289,100	$5,819,100
July-Dec 2029				$0	$0				$135,456	$135,456				$1,175,850	$1,175,850
Jan-June 2030		4.000%	NF4	$0	$0				$135,456	$135,456	$4,765,000	5.000%	QH7	$1,175,850	$5,940,850
July-Dec 2030				$0	$0				$135,456	$135,456				$1,056,725	$1,056,725
Jan-June 2031		4.000%	NG2	$0	$0				$135,456	$135,456	**$5,005,000**	5.000%	QJ3	$1,056,725	$6,061,725
July-Dec 2031				$0	$0				$135,456	$135,456				$931,600	$931,600
Jan-June 2032		4.000%	NH0	$0	$0	**$1,635,000**	2.500%	NJ6	$135,456	$1,770,456	**$3,610,000**	5.000%	QK0	$931,600	$4,541,600
July-Dec 2032									$115,019	$115,019				$841,350	$841,350
Jan-June 2033						**$2,710,000**	2.750%	NK3	$115,019	$2,825,019	**$2,750,000**	5.000%	QL8	$841,350	$3,591,350
July-Dec 2033									$77,756	$77,756				$772,600	$772,600
Jan-June 2034						**$2,790,000**	2.750%	NL1	$77,756	$2,867,756	**$2,870,000**	4.000%	QM6	$772,600	$3,642,600
July-Dec 2034									$39,394	$39,394				$715,200	$715,200
Jan-June 2035						**$2,865,000**	2.750%	NM9	$39,394	$2,904,394	**$2,990,000**	4.000%	QN4	$715,200	$3,705,200
July-Dec 2035														$655,400	$655,400
Jan-June 2036											**$6,080,000**	4.000%	QP9	$655,400	$6,735,400
July-Dec 2036														$533,800	$533,800
Jan-June 2037											**$6,325,000**	4.000%	QQ7	$533,800	$6,858,800
July-Dec 2037														$407,300	$407,300
Jan-June 2038											**$6,585,000**	4.000%	QR5	$407,300	$6,992,300
July-Dec 2038														$275,600	$275,600
Jan-June 2039											**$6,855,000**	4.000%	QS3	$275,600	$7,130,600
July-Dec 2039														$138,500	$138,500
Jan-June 2040											**$6,925,000**	4.000%	QX2	$138,500	$7,063,500
July-Dec 2040														$0	$0
Jan-June 2041											**$0**	4.125%	QU8	$0	$0
July-Dec 2041														$0	$0
Jan-June 2042											**$0**	4.125%	QV6	$0	$0
July-Dec 2042															
TOTAL	$2,235,000			$174,800	$2,409,800	$10,000,000			$2,360,725	$12,360,725	$67,415,000			$26,146,650	$93,561,650
	$2,235,000 Callable Maturities					**$10,000,000** Callable Maturities					**$49,995,000** Callable Maturities				
	Paying Agent: District Notes: 2015 Referendum 2026, 2027 partially defeased 6/1/20, 3/22/21 2028 partially and 2029-32 defeased 3/22/21					Paying Agent: District Notes: 2015 Referendum					Paying Agent: District Notes: 2022 Referendum 2040 partially and 2041-2042 defeased 5/27/25				

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OPTIONS

DEBT PREPAYMENT APPROACHES

- ✓ Prepay Existing Debt
  - Utilize call feature available on issue
  - Costs approximately $2,000 to coordinate
- ✓ Legal Defeasance
  - Funds placed in an irrevocable trust (escrow account) for the purpose of prepaying debt at the call date
  - Funds considered “spent” for aid purposes on the date they are placed in the escrow account
  - Costs to setup defeasance is approximately $25,000

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Wausau School District
Final 2026 Defeasance Analysis

Levy Year (Fall)	Payment Year (CY)	BEFORE DEFEASANCE: $99,990,000 G.O. School Bonds Dated July 6, 2022 PRINCIPAL (3/1)	RATE	INTEREST (3/1 & 9/1)	$10,000,000 G.O. School Bonds Dated March 1, 2016 PRINCIPAL (3/1)	RATE	INTEREST (3/1 & 9/1)	OTHER FUND 39 D/S	TOTAL FUND 39 D/S	AFTER DEFEASANCE: $99,990,000 G.O. School Bonds Dated July 6, 2022 PRINCIPAL (3/1)	INTEREST (3/1 & 9/1)	$10,000,000 G.O. School Bonds Dated March 1, 2016 PRINCIPAL (3/1)	INTEREST (3/1 & 9/1)	2025-2026 INCREMENTAL LEVY	TOTAL FUND 39 LEVY	ANNUAL REDUCTION IN FUND 39 PAYMENTS (1)
2025	2026	$2,575,000	5.000%	$2,920,075			$270,913	$435,200	$6,201,188	$2,575,000	$2,540,175		$270,913	$12,723,321	$18,924,508	**$0**
2026	2027	$2,705,000	5.000%	$2,788,075			$270,913	$435,175	$6,199,163	$2,705,000	$2,028,275		$270,913		$5,439,363	**$759,800**
2027	2028	$2,845,000	5.000%	$2,649,325			$270,913	$1,502,200	$7,267,438	$2,845,000	$1,889,525		$270,913		$6,507,638	**$759,800**
2028	2029	$4,530,000	5.000%	$2,464,950			$270,913		$7,265,863	$4,530,000	$1,705,150		$270,913		$6,506,063	**$759,800**
2029	2030	$4,765,000	5.000%	$2,232,575			$270,913		$7,268,488	$4,765,000	$1,472,775		$270,913		$6,508,688	**$759,800**
2030	2031	**$5,005,000**	5.000%	$1,988,325			$270,913		$7,264,238	**$5,005,000**	$1,228,525		$270,913		$6,504,438	**$759,800**
2031	2032	**$3,610,000**	5.000%	$1,772,950	**$1,635,000**	2.500%	$250,475		$7,268,425	**$3,610,000**	$1,013,150	**$1,635,000**	$250,475		$6,508,625	**$759,800**
2032	2033	**$2,750,000**	5.000%	$1,613,950	**$2,710,000**	2.750%	$192,775		$7,266,725	**$2,750,000**	$854,150	**$2,710,000**	$192,775		$6,506,925	**$759,800**
2033	2034	**$2,870,000**	4.000%	$1,487,800	**$2,790,000**	2.750%	$117,150		$7,264,950	**$2,870,000**	$728,000	**$2,790,000**	$117,150		$6,505,150	**$759,800**
2034	2035	**$2,990,000**	4.000%	$1,370,600	**$2,865,000**	2.750%	$39,394		$7,264,994	**$2,990,000**	$610,800	**$2,865,000**	$39,394		$6,505,194	**$759,800**
2035	2036	**$6,080,000**	4.000%	$1,189,200					$7,269,200	**$6,080,000**	$429,400				$6,509,400	**$759,800**
2036	2037	**$6,325,000**	4.000%	$941,100					$7,266,100	**$6,325,000**	$181,300				$6,506,300	**$759,800**
2037	2038	**$6,585,000**	4.000%	$682,900					$7,267,900	**$1,370,000**	$27,400				$1,397,400	**$5,870,500**
2038	2039	**$6,855,000**	4.000%	$414,100					$7,269,100	**$0**	$0				$0	**$7,269,100**
2039	2040	**$6,925,000**	4.000%	$138,500					$7,063,500	**$0**	$0				$0	**$7,063,500**
2040	2041	**$0**	4.125%	$0					$0	**$0**	$0				$0	**$0**
2041	2042	**$0**	4.125%	$0					$0	**$0**	$0				$0	**$0**
		$67,415,000		$24,654,425	$10,000,000		$2,225,269	$2,372,575	$106,667,269	$48,420,000	$14,708,625	$10,000,000	$2,225,269	$12,723,321	$90,829,689	**$28,560,900**

(1) Calendar Year 2026 interest savings of $379,900 is being applied to the defeasance.

Callable: March 1, 2030 @ Par — **Callable: March 1, 2025 @ Par**

$18,995,000 Principal Reduction

FUNDS APPLIED TO DEFEASANCE

Deposit to Defeasance Escrow*:	$19,351,518	
Total Costs of Defeasance:	$26,344	
Total Amount Needed for Defeasance:	**$19,377,862**	
Calendar Year 2026 Interest Savings Applied:	$379,900	
Incremental Amount Applied (Targeted Available Funds):	$18,997,962	<<Target = $19,000,000

Total Reduction in Debt Service:	$28,560,900
Less Incremental Funds Applied to Defeasance:	($18,997,962)
Net Debt Service Savings:	**$9,562,938**
Prior Years Debt Service Savings (2017-2025):	**$19,590,631**
Total Debt Service Savings:	**$29,153,569**

Closing Date:	June 22, 2026

2025-26 Tertiary Aid %:	29.74%
Est. one-time aid increase to be received in 2026-27:	**$5,762,976**

Detailed Breakout of Funds

Principal Defeased:	$18,995,000
Net Interest Defeased:	$356,518
MA Fee (PMA):	$4,000
Bond Counsel Fee (Quarles & Brady):	$17,700
CPA Fee (Robert Thomas):	$2,000
Escrow Agent Fee (Associated):	$2,400
CUSIP Fee (Standard & Poor's):	$244
Total Amount Needed for Defeasance:	**$19,377,862**

*Based on final escrow investment rates from June 4, 2026.

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UPDATED DEBT PREPAYMENT HISTORY

Wausau School District
Debt Levy Management History

Fiscal Year	Method	Funds Applied	Debt Service Reduction	Savings	
2017 - 2018	Defeasance	$3,386,779	$3,727,288	$340,508	
2018 - 2019	Defeasance	$6,525,799	$7,098,088	$572,289	
2019 - 2020	Defeasance	$8,179,795	$8,682,825	$503,030	
2020 - 2021	Defeasance	$12,466,195	$14,495,016	$2,028,821	
2021 - 2022	Accelerated New Debt Amort.	$10,250,000	*$4,973,751*	*$4,973,751*	*(1) estimated*
2022 - 2023		$0	$0	$0	
2023 - 2024	Prepayment	$13,233,527	$14,335,033	$1,101,506	
2024 - 2025	Defeasance	$15,441,767	$25,512,494	$10,070,727	
2025 - 2026	***Defeasance***	***$18,997,962***	***$28,560,900***	***$9,562,938***	
Total		**$88,481,824**	**$107,385,393**	**$29,153,569**	

(1) Estimated by comparing the Net Interest Cost from the final 2022 bonds compared to the same from an example bond issuance without the accelerated amortization.

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Approved

SUMMER LEARNING

Dr. Rob Phelps

Mrs. Vickie Christianson

2026



Programs

Morning:

- Elementary
- Camp School Forest
- Middle School
- High School

Afternoon:

Combined G2M Community Connections and Summer Learning








Morning Programs

Includes:

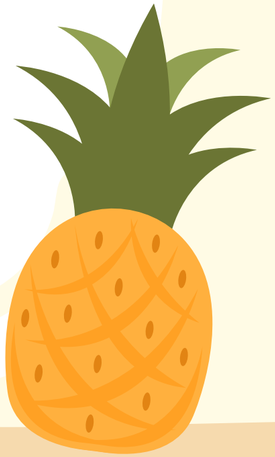
- Elementary “Transition to ___ Grade” (Math, ELA, and Encore)
- Camp School Forest for students going to middle school (2 days at middle school and 2 days at school forest)
- Middle School- combination of ELA/Math intervention and enrichment classes
- High School- credit recovery with some enrichment (music, art, and Power classes)













Morning Programs

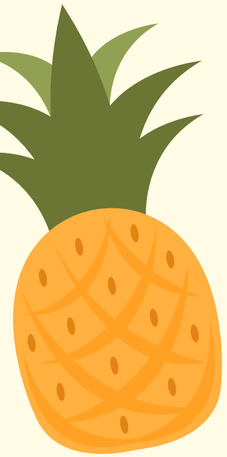
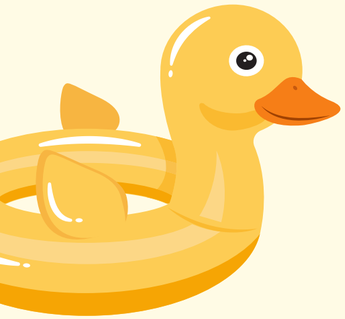
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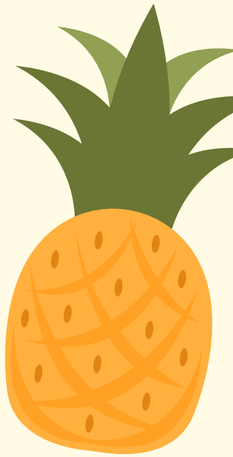
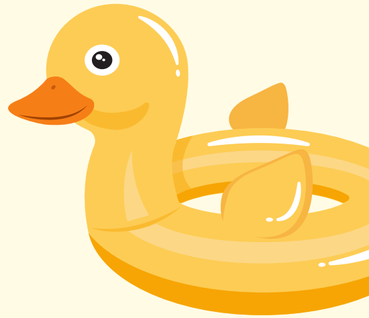
- 5 week program; 6th week option
- Bussing from district buildings and other
- No cost Breakfast and Lunch



Afternoon Program

- G2M and Summer Learning = one program
- No fee
- One location all day
- 500+ K-5th grade students in all afternoon programs

Example

G2M and Summer Learning Experience



Day 1: Welcome

Days 2-7: Every other day field trips; every other day learning at school

Days 8-13: Swimming Lessons and Gym Activities

Days 14-19: Every other day field trips; every other day learning at school

Day 20: Wrap-up and Celebration



Core Principles

1. Increase and enhance the scope of traditional summer school.
2. Target participation by students who would benefit the most.
3. Strengthen systems-level supports through community-wide partnerships and coordination.
4. Provide innovative professional development for staff.
5. Embed summer learning into the district's school-year operations.

NVSS Flyer

Comments and Questions

Thank You



Nutrition Department Updates

The following WSD Elementary Schools will enter a four year Community Eligibility Provision (CEP) contract on June 30 , 2026 with the DPI for the following cycle SY's 2026-2030:

Franklin Elementary School
GD Jones Elementary School
John Marshall Elementary School

The ISP's of each of these schools are multiplied by a factor of 1.6 and then averaged to get the meal claiming rates. (the 1.6 federal multiplying factor covers the assumption that for every 10 students identified in the direct certification match up there are 6 more students who may qualify via application).
These schools will operate with a free meal reimbursement claiming percentage of approximately 91.39% with and a paid meal reimbursement claiming percentage of approximately 8.61%. What does this mean? If 200 students come through the meal line at lunch (and/or breakfast), the WSD can claim 91.39% of those students at the FREE federal reimbursement rate ($4.71) and 8.61% at the PAID reimbursement rate($0.55). The monetary difference in reimbursement rates would need to be covered by WSD nutrition services program revenues. That is why the higher the ISP, the less the financial burden is on the district.

Beginning with the 2026-2027 SY, Thomas Jefferson Elementary will no longer be included on the CEP contract due to their declining Identified Student Percentage which is the percentage of students who qualify for FREE MEALS automatically (as a result of government program support) . The current Jefferson Elementary ISP is 44.84% (Identified Student Percentage of 44.84% FREE students) . When Jefferson's ISP was averaged in with the other schools, it brought the overall meal reimbursement claiming percentage down too much and made the financial burden too high to be covered successfully by the district.

Historically, Thomas Jefferson Elementary used to have one of the highest ISP's , but has shown steady declines over the past 10 years. There has been **significant declines seen in ALL WSD ISP's in the past year due to the changes in program qualifiers at the State/Federal levels which became effective July 1, 2025. Some of the common State/Federal Qualifiers being : medicaid, foodshare, foster, and FIDPR program.** The CEP contract is reviewed annually in the Spring, using ISP's collected from direct certification match ups that are run on or right before April 1. Should these ISP's suddenly show increases at that time, the contracts can be updated with the DPI.

Parents will be notified of the change in school meal status in July via Social media. The plan is to also notify parents via Skyward messaging before school starts and then to have a written letter provided at the "Back to School" Open House at Thomas Jefferson Elementary where WSD staff will be available to support parents as they navigate the completion of FREE and Reduced meal applications online. It is important to know that 44.84% (estimated) of those Jefferson students will already qualify for FREE meals at the start of the SY and will not need to

fill out an application , but the application process is good for all families to help capture as many qualifying students as possible.