WAUNAKEE COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION REGULAR MEETING
Monday, June 8, 2026
6:00 PM

Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597

Members of the public may attend Board of Education meetings in-person. Members of the public who choose to access the meeting via live stream video may do so at: https://www.youtube.com/channel/UClgebJT-i0GbAiYqrkpaBmA

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

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

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

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

Closed Session Starts at 6:00PM
Open Session Starts at 7:00 PM

AGENDA

I. **CALL TO ORDER**
II. **ROLL CALL**
III. **ADJOURN TO CLOSED SESSION PER WISCONSIN STATUTES 19.85 (1) (c), (e), (f) AND (g)**
A. Review Minutes of May 10, 2026 Regular Meeting.
B. Update and Consideration of Legal Matters Related to the School District Including Current and Potential Actions Involving the School District.
C. Review Individual Administrator, Teacher, Co-Curricular, Support Staff & Custodial Recommendations, Resignations, Leaves & Retirements
IV. **RETURN TO OPEN SESSION**
V. **BOARD DEVELOPMENT WORKSHOP**
A. *Great on Their Behalf* by AJ Crabill book study
VI. **APPROVAL OF MINUTES**
A. Review the minutes of the May 11, 2026, regular meeting. 7
VII. **APPROVAL OF AGENDA AND ADDITIONS**
A motion will be necessary to approve the agenda as presented (or) with changes as

recommended.

VIII. **PUBLIC COMMENTS** **13**

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

IX. **BOARD REPORTS/RECOMMENDATIONS/ACTION ITEMS**

A. Student Reports

1. Student Council Report

Abigail Anderson and Alena Wagoner are the student representatives from the high school. They are unable to attend the meeting on June 8, 2026. They will be the board of education representatives for the 2026-2027 school year.

B. Board Reports/Action Items

1. Individual Board Reports on Educational Related Events, Meetings, or Training's Attended by Individual Board Members

X. **2026-2027 TRANSPORTATION - ACTION ITEM** **16**

The purpose of this agenda item is to consider options for transportation for the 26-27 school year. At the March 9th regular board meeting, the school board approved the following for the 26-27 school year:

1) Implement unusually hazardous transportation plan as previously approved by the school board (saves 3 bus routes for 5th through 12th grade).

2) Eliminate shuttles between the 3 elementary schools — replace the shuttles with 3 new shorter and 3 new longer routes that provide alternative transportation options for elementary students. The 3 shorter routes do not have a fiscal impact because they will continue on as 5th through 12th grade routes as they currently do. The 3 longer routes would have a fiscal impact because they would not connect to 5th through 12th grade routes. However, there would be 3 fewer 5th through 12th grade routes required if the unusually hazardous transportation plan remains as approved.

3) St. John's students would be served by a northern and southern bus route.

Administration shared this decision with all impacted families in early May. Administration and the board received numerous responses from families throughout the month of May opposing this change. Attached please find maps that show the difference between 1.0 miles and 1.75 miles from the school. An option for consideration for the school board is to align the 1.0 mile transportation policy for grades K-8 which will bring back bussing for middle school students who live beyond 1.0 mile from the intersection of Knightsbridge and South Street. Attached please also find policy 751 as it currently stands and then with changes. Approximately 190 families are affected by this change. Administration will work with Lamers to create bus stops in these geographical areas to minimize the impact on the district transportation system. Administration recommends approval of transportation changes for the 2026-27 school year and beyond.

XI. **COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS**

A. Budget Committee

1. Review June 2, 2026 budget committee meeting minutes 28

2. Approval of the Second Draft of the 2026-2027 Budget - **ACTION ITEM** 30

The purpose of this agenda item is to request approval of the second draft of the budget for the 26-27 school year. I have attached the second draft of the budget for your review. Please note that the second draft of the budget is based on the following:

1. The $0/student increase in the per pupil categorical aid, with a $325/student increase in the revenue limit formula
2. The personnel cost line includes an inflationary salary increase of 2.63%, implementation of the teacher and classified staff compensation systems, implementation of the classified staff operational referendum funds pay adjustments, a 13% increase in dental insurance rates, and a 5% increase for health insurance rates, utilities, and transportation.
3. The capital maintenance projects are funded from Fund 49
4. The first draft includes an increase of 6.55 FTE, as outlined on page 12 of the document.
5. The debt service fund includes the most recent financial plan.
6. All other remaining budget requests have been placed on hold at this time.

The second draft of the budget in June includes:

1. Grant allocation updates
2. Updates to the Food Service budget (Fund 50)
3. Updates to the gift fund (Fund 21)
4. Updates to building/department revenue accounts and corresponding expense accounts

The third draft of the budget in July will include:

1. Updates to Fund 27, the Special Education Fund
2. Updates to Fund 80, the Community Service Fund
3. Any other budget updates

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

3. Consideration of 2026-2027 Lease Agreements - **ACTION ITEM** 52

The purpose of this agenda item is to request approval the lease agreements for the 26-27 school year. The lease agreement is attached for your review.

The district currently has leases with the Wisconsin Youth Company (K-4

after-school program for the school year) and the New Teacher Project. The New Teacher Project is moving to CESA #2.

The administrative recommendation is to approve this lease with the Wisconsin Youth Company lease changing from $ to $ per building. The budget committee is recommending approval 3-0.

4. Consideration of Fund Balance Classifications - **ACTION ITEM** 54

The purpose of this agenda item is to request approval of the fund balance classifications. The School Board is annually required to approve fund balance accounts prior to the close of the fiscal year. I have attached the fund balance accounts that are currently being used, and were last presented to the school board at the conclusion of the 2024-2025 audit. Administration is recommending no changes. Please let me know if you have any questions on the fund balance classifications. The budget committee is recommending approval 3-0.

5. Consideration of 25-26 Budget Revisions - **ACTION ITEM** 55

The purpose of this agenda item is to request approval of the formal budget change process that will be presented to the School Board for approval in June. The budget change document is attached.

All budget revisions are entered into the Skyward Financial System using the Skyward Budget Revision process. The budget revisions for 25-26 include:

* changes in grant allocations (both Fund 10 and 27)
* changes to the State of Wisconsin Library Aid (Fund 10)
* transfer of funds between Fund 10 & 27
*changes between funds 10 and 50 to reflect the board-approved goal of $1.1 million end of the year balance

The budget committee is recommending approval 3-0.

B. Facility Committee

1. Review the minutes of the June 1, 2026 facility committee meeting. 57

2. Consideration of Capital Projects Approval - **ACTION ITEM** 59

The purpose of this agenda item is to request approval of robotic cleaning equipment for the Intermediate School and the High School South Campus. Adminsitration is recommending a reallocation of .5 FTE custodial staff from the Intermediate School to either the new Middle School or High School. The request for robotic equipment is $118,024.88 and will come from referendum funds. The facility committee is recommending approval 3-0.

C. Co-Curricular Committee Meeting

1. Review the minutes from the June 1, 2026 co-curricular committee meeting 60

2. Consideration of a Best Buddies group at the Middle School. 61
- ACTION ITEM

3. 2026-2027 Co-Curricular Booster Handbook Updates - **ACTION ITEM** 63

There were no updates other than date and principal name for the 26-27 booster club handbook.

XII. **ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS**

A. Administrative Reports/Action Items

1. 2025-2026 End of School Year Review

Dr. Brown will provide an overview of accomplishments for the 2025-2026 school year.

2. Announcements/Correspondence

XIII. **CONSENT AGENDA**

A. Finance

1. Monthly Finance Reports 96

Attached you will find the Budget Status report as of May 31st, 2026 and the Cash Reconciliation report for April 2026.

B. Approval of Checks

Attached in the "extras" section of BoardBook, please find a list of the accounts payable payments issued during the month of May 2025.

C. Consideration of School Safety Drills 101

D. Consideration of Dane County Driver Education Scholarship Program 102

Attached please find the agreement with Dane County for scholarship funds for driver education for economically disadvantaged students. We have participated in this program in the past and it has been a success and well received.

E. Consideration of Middle School Family Handbooks 113

Attached please find the changes made to the handbook for 2026-2027. The full handbook is attached to the extras section of the agenda.

F. Consideration of the 26-27 Employee Guidelines 117

The three draft employee guidelines will be attached prior to the meeting. Additionally, a summary document highlighting language changes or additions is attached. Condensing, clarifying, and formatting changes will not be noted in the summary document. All edits will be highlighted with colored text and language deletions will be noted with a strike-through text.

The administration is seeking approval for the drafts as presented, with the additional

language for ACTs 88 (Grooming) and 89 (Staff/ Student Communications) incorporated as "Staff and Student Interactions" but not reviewed by the HR Committee.

G. Gifts and Field Trips

1. Gifts
2. Field Trips

H. Approve Individual Administrative, Teacher, Co-curricular, Support Staff & Custodial Recommendations, Resignations, Leaves & Retirements

XIV. **BOARD BUSINESS**

A. Legislative Update

1. Consideration of District Statement on State of Wisconsin Budget Surplus -ACTION ITEM

XV. **FUTURE AGENDAS AND MEETINGS**

A. Agenda Items for Next Meeting

B. Special Meeting

June 29 @ 3:30pm BOE Training — DAPES

June 29 @ 5:00pm BOE Workshop

C. Budget Committee -July 13, 2026 at 8:00am

D. Co-Curricular Committee

E. Curriculum Committee

F. DEI Committee

G. Facility Committee

H. Human Resources Committee

I. Policy Committee — July 15, 2026 at 7:30am

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

XVII. **RETURN TO OPEN SESSION**

XVIII. **ACTION AS APPROPRIATE, ON ITEMS DISCUSSED IN CLOSED SESSION**

XIX. **ADJOURN**

"Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires assistance with access or materials should contact the Waunakee Community School District Office at 849-2000, 905 Bethel Circle Drive Waunakee, WI 53597, at least twenty-four hours prior to the commencement of the meeting so that necessary arrangements can be made to accommodate the request."

Minutes of Regular Meeting - Open

The Board of Education
Waunakee Community School District

A Regular Meeting of the Board of Education of Waunakee Community School District was held Monday, May 11, 2026, beginning at 6:00 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. **CALL TO ORDER**

President Ensign called the meeting to order. A motion was made by Frey, second by Murray, to adjourn to closed session pursuant to Wisconsin Statutes 19.85 (1)(c), (e), (f) and (g) to review individual teacher contract recommendations, resignations and retirements, review individual co-curricular contract recommendations, review individual support staff/custodial staff recommendations, resignations, and retirements, and review student requests. Motion carried 7-0 on a roll call vote. Time 6:05pm

II. **ROLL CALL**

Eaton -Yes, Ensign- Yes, Frey-Yes, Hetzel-Yes, Murray,-Yes, Sonne -Yes, Thornberg - Yes

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

A. Review Minutes of the April 13, 2026 regular meeting

B. Update and Consideration of Legal Matters Related to the School District Including Current and Potential Actions Involving the School District.

C. Review Individual Administrator, Teacher, Co-Curricular, Support Staff & Custodial Recommendations, Resignations, Leaves & Retirements and Succession Planning.

D. Review Summer School Contract Recommendations

IV. **RETURN TO OPEN SESSION**

A motion was made by Sonne, second by Hetzel, to adjourn closed session and reconvene in open session. Motion carried 7-0. Time: 6:21pm

V. **BOARD DEVELOPMENT WORKSHOP**

A. *Great on Their Behalf* by AJ Crabill book study

The board discussed chapters 14 & 15.

Ensign welcomed all in attendance and resumed the meeting at 7:00pm.

VI. **APPROVAL OF MINUTES**

A. Review Minutes of April 13, 2026 regular meeting and the May 5, 2026 Re-Organizational Meeting.

A motion was made by Eaton, second by Murray, to approve the April 13, 2026 and the may 5, 2026 meeting minutes as presented. Motion carried 7-0.

VII. **APPROVAL OF AGENDA AND ADDITIONS**

A motion was made by Hetzel, second by Thornberg, to approve the agenda with one change to move the School Perceptions survey update to right after the board updates (IX C.) Motion carried 7-0.

VIII. **PUBLIC COMMENTS**

There were no public comments for this meeting.

IX. **TEACHING STAFF, STUDENTS, & BOARD REPORTS/RECOMMENDATIONS/ACTION ITEMS**

A. Staff Report

Gina Pagel, member of the WTA provided an update to the Board from the Teachers. They thanked the community for the great teacher appreciation week. They appreciate the collaborative work that is done each year during negotiations and also the monthly WTA discussions. The WTA ratified unanimously. The WTA will be picking up trash along Hwy I. The teachers are busy with end of the school year commitments and are working hard to finish strong.

B. Student Reports

1. Student Council Report

Abigail Anderson and Alena Wagoner are the student representatives from the high school and shared their update about what is happening at the high school. They gave updates about FFA state convention and upcoming banquet. The student council will go to Devils Lake on May 22nd and will determine officer positions soon. HOSA attended their state leadership conference in April and will be moving on to the national conference. DECA will be attending the leadership conference in Florida. They also gave updates regarding the Science Olympiad and the Pay-It-Forward club. Updates were given about adaptive wiffle ball, track, and softball. CTE has their showcase coming up on May27th which will present all the Youth Apprentices. They gave updates on the HS Sr. Art show, the Senior Scholarship drive, Physics 2 Class, and the Chinese speaking contest. The band concert will be May 8th, the honors orchestra concert is May 15th and the Choral concert is coming up as well. Solo Ensemble had 68 events go to the state level. Everyone at the high school has been helpful since AP testing was happening right now.

Sport.

C. Board Reports/Action Items

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

Thornberg and Ensign attended the WASB new board member meeting in Verona. Murray attended the MSAN conference and acknowledged how well our students did on the panel.

2. CESA 2 Delegate Convention June 2026

The CESA 2 Delegate convention is scheduled for Tuesday June 16, 2026 @ 7pm. Our CESA 2 Delegates are Carly Eaton and Heather Murray. Heather Murray will be attending this convention.

3. Board 2026-2027 Committee Assignments

The committee assignments were shared by the President Ensign and Vice President Sonne.

X. **COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS**

A. Curriculum Committee Meeting

1. The minutes of the April 20, 2026 Curriculum Committee Meeting were reviewed.
2. Presentation from the Directors of Student Services and Special Education

Jondle and Loken were available to answer any questions regarding their presentations at the Curriculum committee meeting.

B. Human Resources Committee Meeting

1. The minutes from the April 21, 2026 HR Negotiations meeting and the May 8, 2026 regular HR meeting were reviewed.
2. Consideration of the Tentative Agreement with the Waunakee Teachers Association on Base Wage Increase for 2026-2027.
   Grabarski answered questions regarding the Tentative agreement with the WTA to reach a base wage increase of 2.63% equally distributed to all members of the teaching group as $1988.
   A motion was made by Eaton, second by Sonne, to approve the agreement with the WTA to reach a base wage increase of 2.63% equally distributed to all members of the teaching group as $1988. Motion carried 7-0.
3. Consideration of pay increases for 2026-2027 for Administration, Administrative Support, Administrative Assistants, Classified staff, Custodial/Maintenance Staff and supplemental pay for Teachers.
   Grabarski answered questions regarding the proposed 26-27 compensation plan.
   A motion was made by Hetzel, second by Sonne to approve the 26/27 compensation plan as presented. Motion carried 7-0.
4. Consideration of additional pay increases for 2026-2027 for Administrative Assistants, Classified Staff, and Custodial / Maintenance staff using operational referendum funds.
   Grabarski answered questions regarding the use of Operational Referendum funds to raise hourly employees to a more competitive wage as compared to Dane County peer districts.
   A motion was made by Hetzel, seconded by Eaton, to approve the proposal as presented. Motion carried 7-0.

C. Budget Committee

1. Review Minutes of the Budget Committee Meeting on May 4, 2026.
2. Approval of First Draft of 2026-27 Budget
   Newton and Summers answered questions regarding the request of approval of the first draft of the budget for the 26-27 school year. A motion was made by Hetzel, second by Frey, to approve the first draft of the 2026-27 budget as presented. Motion carried 7-0.
3. Approval of 26-27 Student Fees
   Newton and Summers answered questions regarding the proposed student fees for the 2026-2027 school year. A motion was made by Hetzel, second by Frey, to approve the 26-27 student fees as presented. Motion carried 7-0
4. Approval of 26-27 Facility Use Fees
   Newton and Summers answered questions regarding the updated facility use and aquatic center fees for 2026-27. A motion was made by Sonne, second by Eaton to approve the facility use fees for 26-27 as presented. Motion carried 7-0.

D. Facility Committee

1. Review the minutes of the May 8, 2026 Facility meeting.
2. Approval of Capital Maintenance Requests
   Summers answered questions regarding the review of district-wide capital maintenance requests and summer capital maintenance projects. Summers also presented and answered questions regarding an additional score board for the west end zone of Warrior stadium and how this project will help with turf costs. A motion was made by Murray, second by Eaton, to approve the projects as presented. Motion carried 7-0.

XI. **ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS**

A. Preliminary 2026 Survey Referendum Results

Bill Foster from School Perceptions gave a high-level report on the survey results.

B. Board Community Listening Session with Facilitator

The board discussed this option and will look into other possibilities to engage with the community.

C. 4K Update

Miranda Moe updated the board on 4K enrollment

D. Announcements/Correspondence - NA

XII. **CONSENT AGENDA**

The board acknowledged the music scholarships from Ted and Jan Tweed and also from Cooper. The board also acknowledged the gift for the schools from Gift of Games.

A request was made to consider the Open Enrollment separately from the rest of the consent agenda.

A motion was by Murray, second by Sonne, to approve the consent agenda as posted without the open enrollment item included. Motion carried 7-0.

Summers presented and answered questions regarding the open enrollment. A motion was made by Hetzel, second by Sonne, to approve the open enrollment numbers as presented. Motion carried 7-0.

A. Approval of Checks

1. Monthly Financial Reports

B. Cooper and Ted & Jan Tweed Scholarships

C. Consideration of K-6 Family/Student Handbook

The handbook is attached to the extras section, for your reference.

D. Consideration of the 7-12 Family/Student Handbook

The high school handbook is attached to the extras section, for your reference.

Due to the new building, the MS handbook will be brought to the board for approval in June.

E. Consideration of 2026-27 Pupil Transportation Handbook

F. Consideration of Open Enrollment Applications for 2026-27

G. Instructional Adoptions

H. Curriculum Project Requests

I. Building Bridges MOU for 2026-27

J. Safety Drills Report

K. Gifts and Field Trips

1. Gifts

a. Gift of Games — board games, card games and a program handbook approximate value of $2000.00 for the High school, Intermediate school, Arboretum elementary, and Heritage elementary. A donation was given to Prairie Elementary and the Middle school earlier this year.

2. Field Trips

a. FCCLA National Leadership Competition in Washington, D.C. July 6-10, 2026

b. Future Problem Solvers Bloomington IN June 10-14, 2026

c. China Club - China - June 2027
d. FBLA National Leadership - San Antonio, TX — June 28—July 3, 2026
e. HOSA - Indianapolis, IN - June 17 - 21, 2026
f. Middle School - Washington DC - June 11-17, 2026.
g. WHS Band - San Diego, CA 3/31/27 - 4/4/27

L. Review Individual Teacher/Administrative/Administrative Support Contract Recommendations, Resignations, Leaves, and Retirements/Resignations.

New Administrative Staff

Krista Andringa, EC-5 Special Education Coordinator

New Teaching Staff

Brittany Brazzel, Alternative Education Teacher, HS
Kari Heldmann, 6th Grade Teacher, IS
Jessica Kennedy, ELA Teacher, HS
Dominic Leising, Music Teacher, IS
Jared Mack, 7th Grade Science Teacher, MS
Kurt Muchow, Tech Ed Teacher, HS
Sierra Muench, Cross Categorical Special Education Teacher, IS
Allison Smith, Cross Categorical Special Education Teacher, IS
Jason Smith, French Teacher, HS
Margaret Uselman, 7th Grade ELA Teacher, MS

New Support Staff

Jack Bogost, Custodian, HS
Matthew Cummuta, Custodian, IS
Hartley Erickson, Custodian, AES
Joel Grunder, Custodian, HES
Augustus Jones, Custodian, MS
Ian Vander Linden, Para Educator Special Education, WaunaGrow

Resignations

Tiffany Bowdish, 1st Grade Teacher, AES
Alissa Bratz, French Teacher, HS
Nick Conrad, Athletic Director
Priscila Espinoza Castillo, Bilingual Speech/Language Pathologist, HES
Mary Keenan, Spanish Teacher, PES
Emily Loewi, 4th Grade Teacher, HES
Christopher Moorhead, Custodian, MS
Kali Rickey, Cross Categorical Teacher, PES
Sabrina Schmitt, Custodian, HES
Courtney Stephens, Cross Categorical Special Education Teacher, HS

Internal Changes - No Action

Makaela Brown, from Custodian, AES, to Head Custodian, AES
Leah Kaltenberg, from Math Teacher, MS, to Interventionist, MS
Madeline Niezgoda, from 100% FTE Adapted Phy Ed Tchr to 50% FTE Adapted Phy Ed Tchr
Samantha Pilsner, from 1-Year Spanish Teacher, PES, to regular
Kristina Puntney, from Agriculture Teacher, MS, to Science Teacher, MS
LuAnn Stroik, from 1-Year 50% FTE Adapted Phy Ed Teacher to regular contract

Terminations

Cynthia Adams, Para Educator Special Education, MS

Co curricular staff updates are posted in the extras section of boardbook

M. Summer School Recommendations – are posted in the extras section of boardbook.

XIII. **BOARD BUSINESS**

A. Correspondence

1. Staff Recognition Celebration - May 15, 2026 starting at 6:30PM at the High School
2. WHS Graduation June 7, 2026 @ 3pm arrive by 2:30pm

XIV. **FUTURE AGENDAS AND MEETINGS**

A. Agenda Items for Next Meeting

B. Special Meeting

Board summer workshop June 29, 2026 5pm-8pm

A motion was made by Sonne, second by Hetzel, to approve the workshop on June 29, 2026 from 5pm – 8pm

C. Budget Committee

D. Co-Curricular Committee

E. Curriculum Committee

F. Facility Committee

G. DEI Committee

H. Human Resources Committee

I. Policy Committee

XV. **RETURN TO CLOSED SESSION** - NA

XVI. **RETURN TO OPEN SESSION** - NA

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

XVIII. **ADJOURN**

XIX. The Board of Education adjourned at 8:54pm on a motion by Frey, second by Eaton, and passed unanimously by voice vote 7-0.

Respectfully submitted,

_____

Carlena Eaton, Clerk

Date: _____

CE/rm

PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

Policy 187

Waunakee Community School District

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

1. The Superintendent and Board President shall ensure that the agenda and public notice of the Board's primary regular business meeting each month includes a period for public comment. During a public comment period noticed under this paragraph, interested persons may briefly address the Board on topics that are reasonably germane to some aspect of the District's policies, practices, programs, or operations, regardless of whether the speaker's topic is otherwise noticed as a specific subject matter of the meeting in question.

2. Subject to any more specific decision or directive of the Board, the Board President has discretion to include a period of public comment on the agenda and public notice of additional Board meetings. In exercising such discretion, the President may specify on the public notice of the meeting that speaker comments during the public comment period will be limited to topics that are sufficiently germane to the noticed subject matter of the meeting.

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

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

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

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

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

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

2. During a public comment period, Board members will not engage in a substantive discussion of or otherwise attempt to materially investigate or reach a Board resolution of either (a) complaints or grievances regarding the conduct of individual staff members or individual students; or (b) attempts to appeal staff or administrative decisions relating to individual District employees or students. A public comment period during a Board meeting is not the preferred or established means of processing such issues or bringing such matters to the Board's attention.

3. If time or other limitations preclude an interested person from addressing the Board at a specific meeting, the person may submit written information to the Board and/or attempt to utilize a public comment period at a future meeting.

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

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

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

1. A meeting or any portion of a meeting that constitutes a formal public hearing on a particular topic or issue.

2. Instances where the Board seeks or agrees, by majority vote, to accept input that is relevant to a noticed agenda item from a person who is not a Board member in order to (for example) resolve a formal or informal point of information that arises during the Board's discussion of an agenda item.

3. Meetings of any standing or ad hoc committee that may be established by the Board.

Legal References:

Wisconsin Statutes
Section 19.81 [state policy on open meetings]
Section 19.83(2) [discussion during period of public comment]

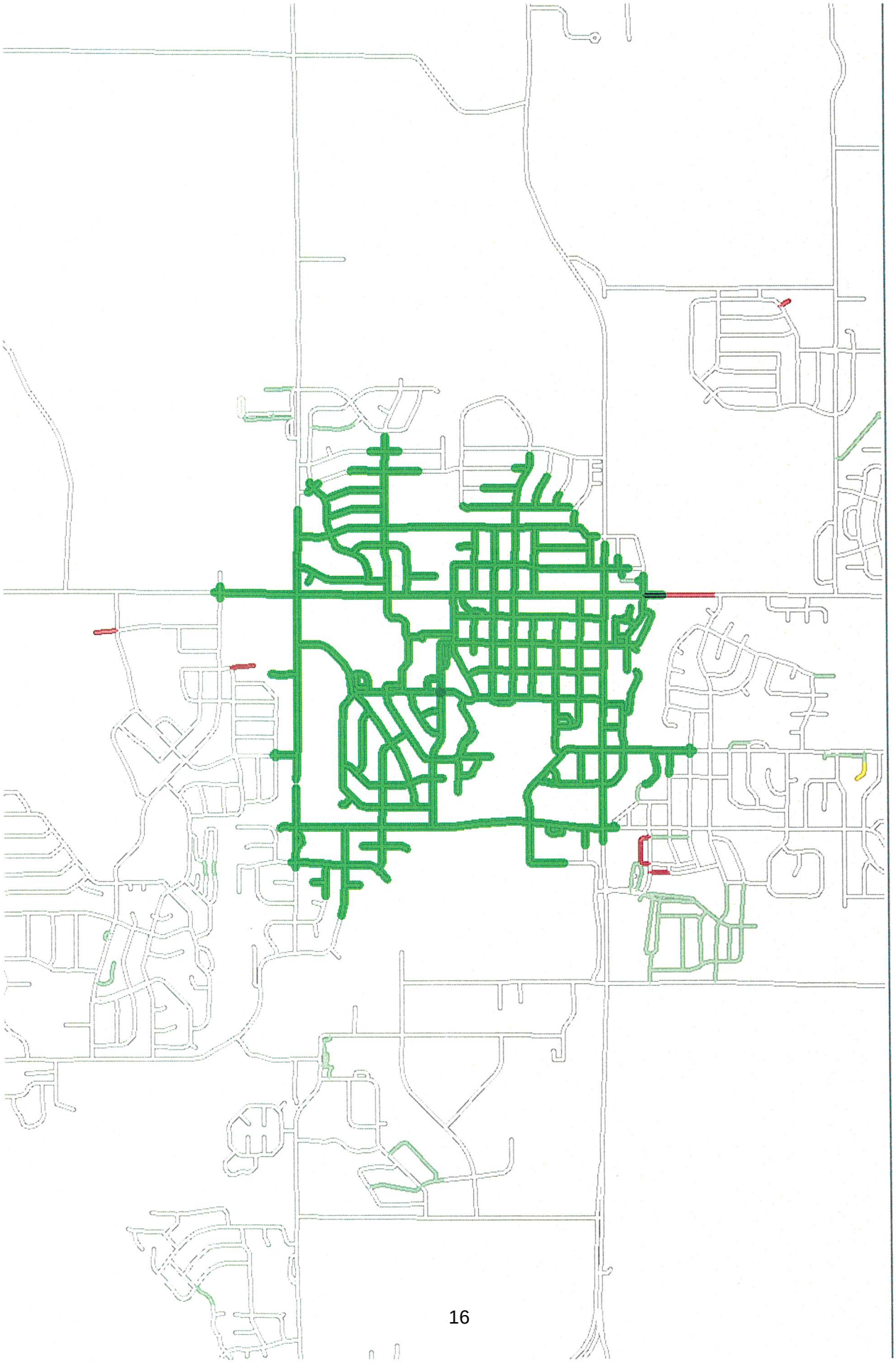
Section 19.84(2) [public notice of board meetings, including public comment period]
Section 19.85 [exemptions to open meetings]

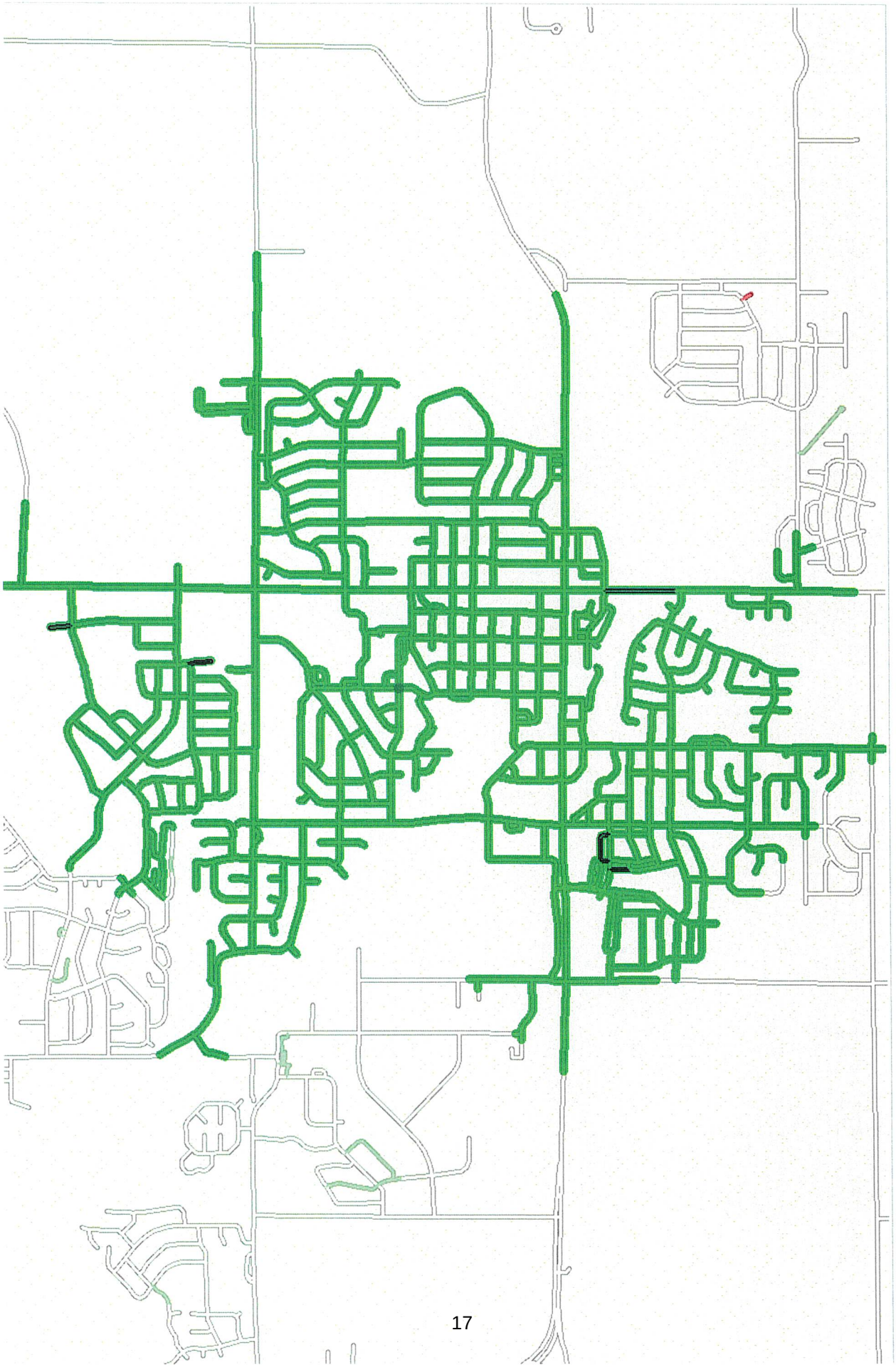
Cross References:

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

Adoption/Revision Date(s):

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





1 Mile Walk Out MS Students

Planning

Feature Search

22-WHS (1.0 Mile Walkout South & Knightsbridge)

Select Schools to narrow results

WAUNAKEE MIDDL... ×

Select Programs to narrow results

Programs

Select Grades to narrow results

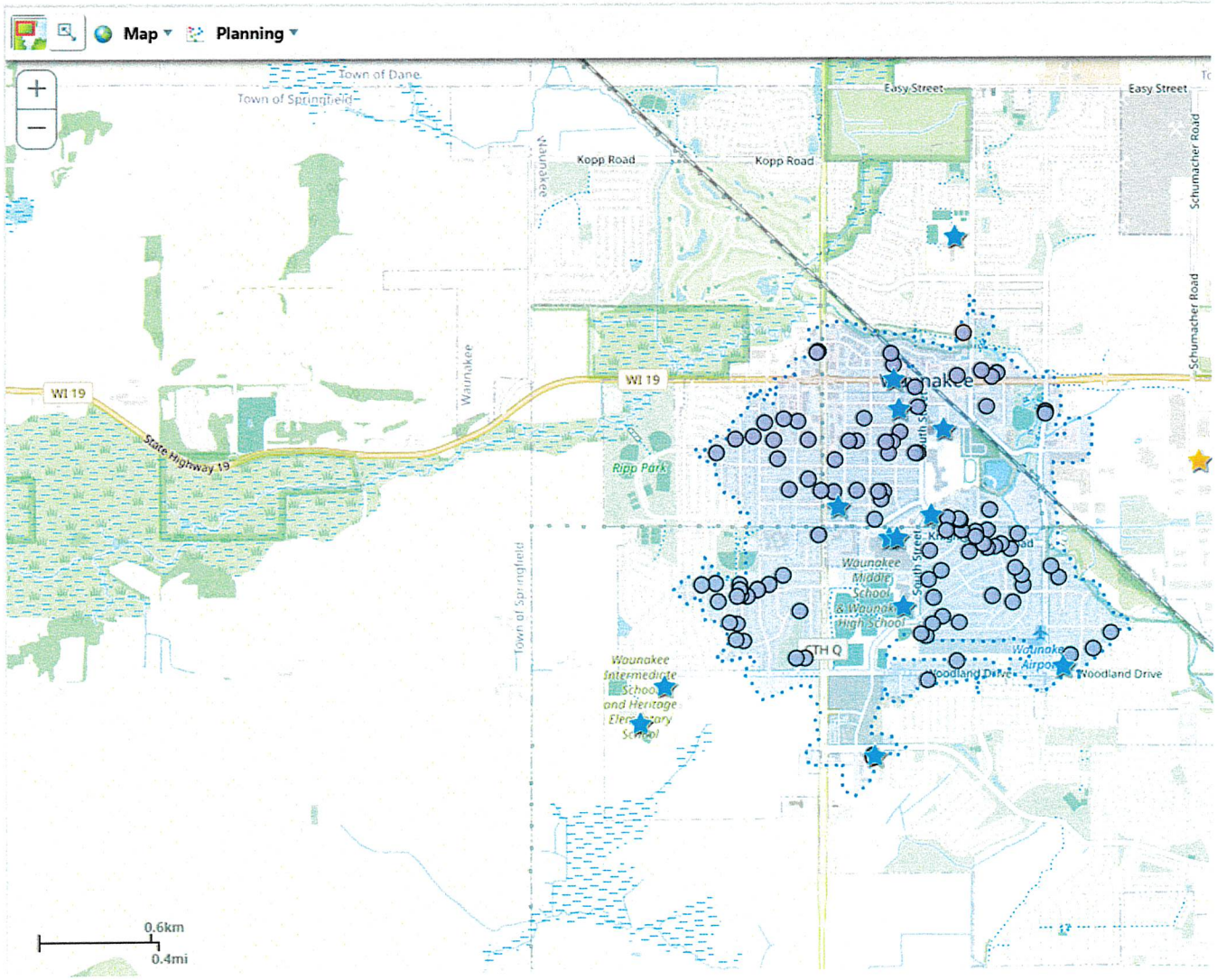
Grades

Group Students By: School

WAUNAKEE MIDDLE SCHOOL 115

18

115 students selected Print...



1.75 Mile Walk Out MS Students

Planning

Feature Search

22-WHS (1.75 Mile Walkout South & Knightsbridge)

Select Schools to narrow results

WAUNAKEE MIDDL... ×

Select Programs to narrow results

Programs

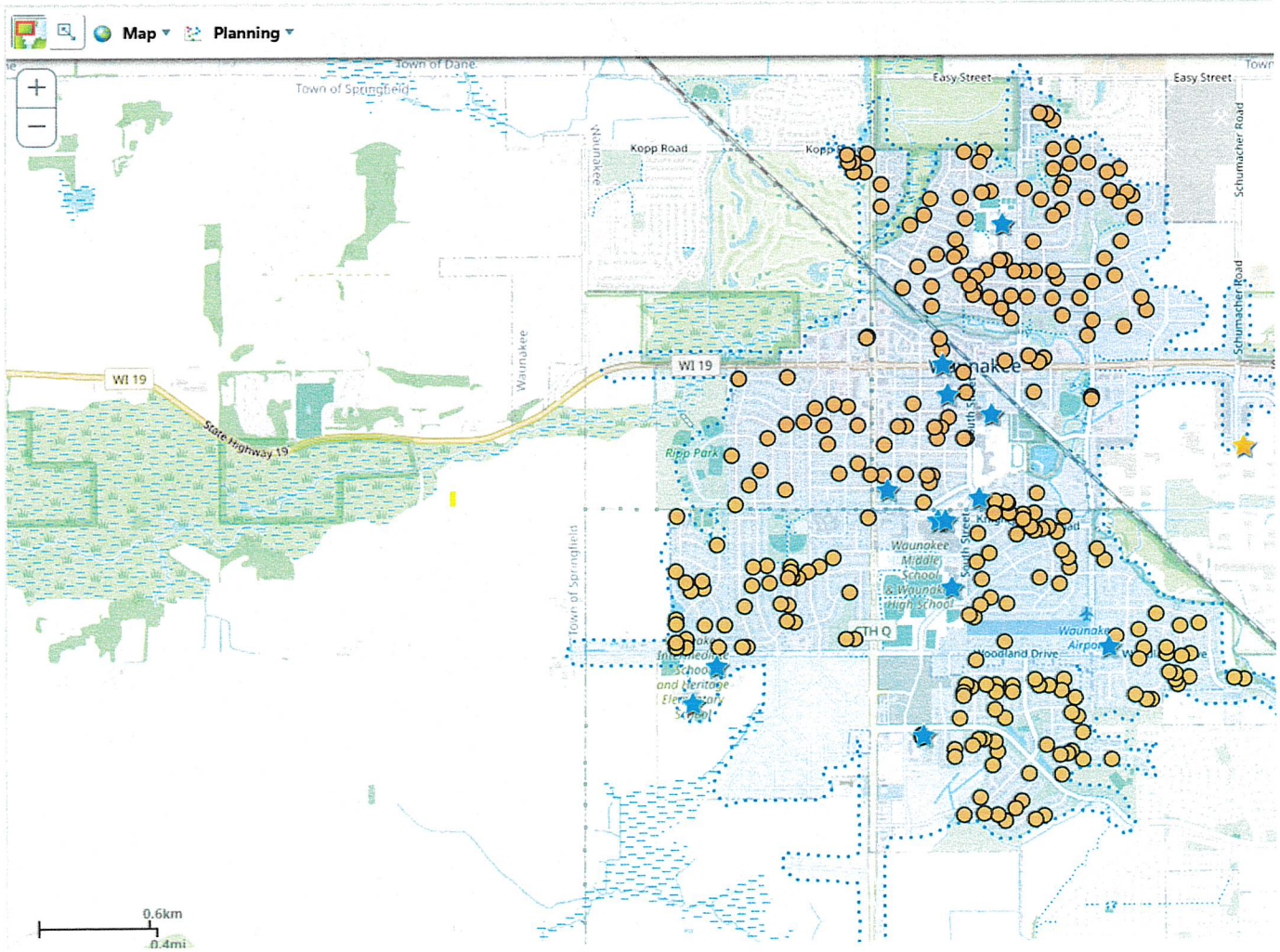
Select Grades to narrow results

Grades

Group Students By: School

WAUNAKEE MIDDLE SCHOOL 292

292 students selected Print...



STUDENT TRANSPORTATION SERVICES

Policy 751

Waunakee Community School District

The District will meet its legal obligations to provide mandated student transportation services to public school students and private school students using the method(s) that the District deems most appropriate to the particular circumstances. To the extent consistent with applicable law and Board policy, the District may provide student transportation services by contracting with third-party entities, or by using District employees, contracts with parents, or other lawful methods.

In addition to providing legally-mandated student transportation, the District shall also provide student transportation services in other situations where permitted by state law and where such transportation has been appropriately authorized by (a) a Board policy; or (b) a motion or resolution of the Board or (c) the school district annual meeting, whichever may be applicable. To the extent permitted by law, the District may charge fees related to such additional transportation.

The Board, at its discretion, has determined that the district shall provide transportation to students in grades Kindergarten through fourth grade who reside more than 1.0 miles from their assigned school. The 1.0 mile is measured from the intersection of the bus loop and he nearest public road. The district shall provide transportation to students in grades 5-6 who live more than 1.75 miles from the intersection of Aldora Lane and Woodland Drive in the Village of Waunakee. The district shall provide transportation to students in grades 7-12 who live more than 1.75 miles from the intersection of Knightsbridge and South Street in the Village of Waunakee.

The District Administrator may approve the transportation of students within the mileage limits above. The approval shall only be granted upon parent/guardian request for an extenuating circumstance which may include factors such as: financial hardship, medical hardship, language barriers, etc. Documentation of the extenuating circumstance must be provided to the District Administrator. Students will be required to walk to the nearest existing bus stop location.

The Executive Director of Operations shall direct and manage the transportation services the District provides to public and private school students and coordinate such services among relevant parties in the interest of the students' safety and welfare. The Executive Director of Operations may delegate responsibility for the oversight of operational issues related to transportation services to another administrator or supervisory employee. The Executive Director of Operations shall also ensure that the District develops any administrative guidelines that may be necessary or advisable for the implementation of the School Board's transportation policies, and the Board of Education shall approve such guidelines and any revisions thereto.

At this time, the District neither owns nor leases any school busses, and no District employee operates a District owned school bus as part of his/her regular duties. Accordingly, all student transportation via school bus involves a contracted service provider. The following provisions concern contracted service providers (not including individual parent contracts) that provide student transportation services for the District:

1. For daily student transportation to and from school using school busses, the District will contract with one or more service providers as the Board determines is in the best interests of the District. The contracting process will involve the periodic solicitation of bids or requests for proposals.

2. Each contract shall require the service provider to ensure that the drivers and vehicles used for student transportation meet the requirements established under state or federal law, Board policy, or the contract itself. Such requirements shall include but are not limited to ensuring proper licensure, verifying all aspects of operator eligibility, providing operator training, maintaining appropriate insurance, conducting vehicle inspections, and monitoring vehicle operation.

3. Subject to approval of the Executive Director of Operations the contracted provider shall initially determine and schedule regular bus routes and bus stops, taking into account factors such as the number and location of children, the safety of students, and the cost efficiency of the route. Changes to routes and schedules may be required during the school year, and the contracted provider shall provide advance notification of District-approved changes to affected families.

    a. The Executive Director of Operations shall obtain Board approval if he/she and the contractor's representative determine that it may be necessary for any student to spend more than 60 minutes on the bus on the way to or from school. There could be an occasion where the riding time of some students may exceed this time depending on the weather.

    b. In connection with formulating routes and schedules, the contracted provider may designate pick-up/drop-off points along a proposed route that require one or more students to walk to the common pick-up/drop-off points.

4. A contracted provider (via the contracted party, the contractor's driver, and/or any other employee of the contractor who may be assigned to provide services under the contract) shall have responsibility to supervise the students who are being transported and shall have the authority to enforce rules and directives and to monitor and appropriately respond to student conduct, except that the contractor is not delegated final authority to suspend or revoke a student's ability to receive/use District-provided transportation services. Further, nothing in this paragraph prevents the District from choosing to exercise concurrent supervisory authority through its officers or employees in any situation.

5. If a student or parent or guardian has a concern about a third-party contractor or any other individual involved in the provision of student transportation services who is not a District employee, the student/parent/guardian is expected to notify and work with the building principal, the District business official, or the Executive Director of Operations to resolve the concern with the third-party contractor or individual.

Student Conduct

To the fullest extent that state law considers a student who is utilizing the District's transportation services to be (1) at school; (2) under the supervision of a school authority; or (3) otherwise subject to the District's disciplinary jurisdiction or oversight or control, the student must abide by all applicable policies, procedures, rules, and directives that govern student conduct. Rules and directives may be established and enforced that are specific to the context of transportation and/or transportation-related safety. Students using transportation services are subject to

appropriate discipline or other consequences or interventions related to their conduct, up to and including loss of transportation services, suspension or expulsion from school.

Legal References:

Wisconsin Statutes

Section 115.76	[students with disabilities; definitions]
Section 118.15(2)(d)	[technical college attendance for children at risk of not graduating from high school; transportation requirement]
Section 118.51(14)	[full-time public school open enrollment; transportation provisions]
Subchapter IV of Chapter 121	[student transportation and transportation aid]
Section 340.01(56)	[state law definition of school bus]
Section 345.05	[municipal liability for motor vehicle accidents]

Wisconsin Administrative Code

PI 7	[unusually hazardous areas; parent contracts]
TRANS 300	[state rules governing the transportation of school children, including driver and passenger requirements]

Federal Law

Section 504 of the Rehabilitation Act of 1973	[programs/services for handicapped students]
20 U.S.C. Chapter 33	[Individuals with Disabilities Education Act (IDEA); programs and services for students with disabilities; IDEA regulations at 34 C.F.R. Part 300]
McKinney-Vento Homeless Assistance Act	[equal access for homeless students; includes transportation provisions]
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Cross References:

WASB PRG 751 Sample Policy 2
423, Admission of Full-time Open Enrollment Students
423.1, Admission of Part-time Open Enrollment Students
751-Rule (1), Student Transportation Services
751-Rule (2), Bus Discipline Procedures
751-Exibit, Fee Schedule for Transportation to and from Babysitters
751.1, Bus Routes and Schedules
751.2, Bus Contractors
751.3, Bus Safety Program

751.4, Parent Contracts to Transport Students

Adoption Date: January 1993

Revised:
April 1996
March 1994
April 2000
June 2002
May 2005
May 2007
September 2017
October 2024

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Adoption Date: January 1993

Revised:
April 1996
March 1994
April 2000
June 2002
May 2005
May 2007
September 2017
October 2024

Minutes of Budget Committee Meeting

The Board of Education
Waunakee Community School District

A Budget Committee Meeting of the Board of Education of Waunakee Community School District was held Tuesday, June 2, 2026, beginning at 8:00 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. **CALL TO ORDER**
Chairperson Hetzel called the meeting to order at 8:00am.

II. **ROLL CALL**
Present: Ensign, Hetzel, Sonne
Also present: Brown, Newton, Summers, Grabarski, and Schell

III. **APPROVAL OF AGENDA AND ADDITIONS**
A motion was made by Ensign, second by Sonne, to approve the agenda as posted. Motion carried 3-0.

IV. **PUBLIC COMMENTS**
Tim Decorah with WCCC gave an update to the board and discussed funding for the organization. The budget committee asked Summers and Newton to evaluate fund 80 options. The administration and board also gave Decorah some suggestions to develop a proposal for funding.

V. **2025-26 BUDGET UPDATE**

A. 2025-2026 Budget Changes
Newton presented and answered questions regarding formal budget change process that will be presented to the School Board for approval in June. Summers was available to answer questions as well. The budget revisions for 25-26 include:
* changes in grant allocations (both Fund 10 and 27)
* changes to the State of Wisconsin Library Aid (Fund 10)
* transfer of funds between Fund 10 & 27
*changes between funds 10 and 50 to reflect the board-approved goal of $1.1 million end of the year balance
Summers shared information on the state budget surplus proposal that did not pass the Senate and how it effects Waunakee. The budget committee is interested in a district statement regarding support for reconsideration of a budget surplus deal. This topic will be discussed at the regular June board meeting. A motion was made by Ensign, seconded by Sonne, to recommend that the full board approve the budget changes as presented. Motion carried 3-0.

B. Fund Balance Classifications
Newton presented and answered questions regarding the fund balance classifications. Administration is recommending no changes. A motion was made by Hetzel, second by Sonne, to recommend that the full board approve the administration recommendation as presented. Motion carried 3-0.

VI. **2026-2027 PLANNING**

A. Timeline

B. Approval of Second Draft of 2026-27 Budget

Newton and Summers presented and answered questions regarding the second draft of the budget for the 26-27 school year. The second draft of the budget is based on the following:

1. The $0/student increase in the per pupil categorical aid, with a $325/student increase in the revenue limit formula
2. The personnel cost line includes an inflationary salary increase of 2.63%, implementation of the teacher and classified staff compensation systems, implementation of the classified staff operational referendum funds pay adjustments, a 13% increase in dental insurance rates, and a 5% increase for health insurance rates, utilities, and transportation.
3. The capital maintenance projects are funded from Fund 49
4. The first draft includes an increase of 6.55 FTE, as outlined on page 12 of the document.
5. The debt service fund includes the most recent financial plan.
6. All other remaining budget requests have been placed on hold at this time.

The second draft of the budget in June includes:

1. Grant allocation updates
2. Updates to the Food Service budget (Fund 50)
3. Updates to the gift fund (Fund 21)
4. Updates to building/department revenue accounts and corresponding expense accounts

The third draft of the budget in July will include:

1. Updates to Fund 27, the Special Education Fund
2. Updates to Fund 80, the Community Service Fund
3. Any other budget updates

A motion was made by Sonne, second by Ensign, to recommend that the full board approve the 2nd draft of the budget as presented. Motion carried 3-0.

C. Lease Agreements

Newton presented and answered questions regarding the lease agreements for the 26-27 school year. The district currently has leases with the Wisconsin Youth Company (K-4 after-school program for the school year).

The administrative recommendation is to approve this lease with the Wisconsin Youth Company lease changing from $3,000 to $3,100 per building.

A motion was made by Ensign, second by Sonne, to approve the Wisconsin Youth Company lease as presented. Motion carried 3-0.

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

VIII. **FUTURE AGENDA ITEMS** The next Budget Committee meeting is July 13, 2026 @ 8:00am

IX. **ADJOURN**

A motion was made by Ensign, second by Sonne, to adjourn the meeting at 8:59am. Motion carried 3-0.

WAUNAKEE
COMMUNITY SCHOOL DISTRICT

2026-2027 Budget

SECOND DRAFT

Prepared by Allie Newton, Director of Business Services
June 8, 2026

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Board of Education

Name	Municipality	Term Expires
Joan Ensign (President)	Town of Westport, City of Middleton, City of Madison	Spring 2029
Kevin Thornberg	Village of Waunakee	Spring 2029
Mark Hetzel	Town of Vienna	Spring 2027
Carley Eaton	Village of Waunakee	Spring 2028
Ted Frey	Town of Westport, City of Middleton, City of Madison	Spring 2027
Heather Murray	Village of Waunakee	Spring 2028
Christopher Sonne	Town of Dane/Springfield	Spring 2028

Budget Committee Members

Mark Hetzel, Chair

Joan Ensign

Christopher Sonne

Introduction

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

Timeline

The budget process for the 2026-2027 fiscal year began in December 2025 when the budget committee reviewed a budget timeline and revenue estimates. The budget committee reviewed expenditure estimates on January 5th. A draft of the budget planning process document was presented at a Budget Committee meeting in February. The school board approved the budget planning process document on March 10th. Building/department level budget planning took place in March. Administrative review of the budget took place in March. The first draft of the budget was presented to the Budget Committee and the Board of Education in May. The second draft of the budget will be presented in June. The third draft of the budget will be presented in July. The preliminary budget will be presented at the Annual Meeting on August 25th with community approval of the tax levy. The Board of Education will approve the final version of the budget and set the tax levy at a special meeting scheduled for October 27th.

Executive Summary

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

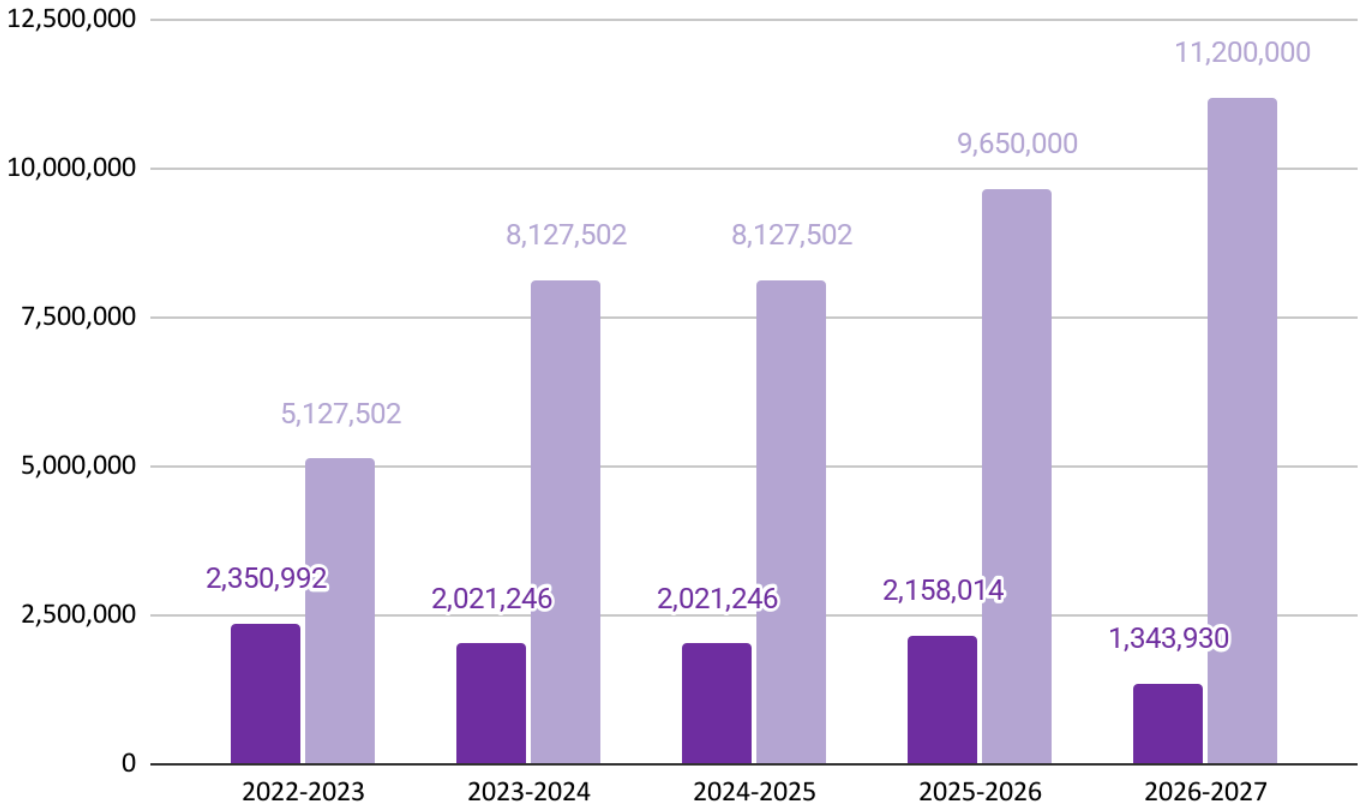
FUND	DESCRIPTION
10	General
21	Special Revenue Trust
27	Special Education
38	Non-Referendum Debt Service*
39	Referendum Debt Service
41	Capital Expansion Fund*
49	Capital Projects
50	Food Service
72	Private Benefit Trust*
73	Employee Benefit Trust
80	Community Service
99	Other Cooperative Funds

* Currently not being utilized

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

The 2026-27 Waunakee state budget process increases the revenue cap per student amount by $325.00. The budget includes a $0 change in the per pupil categorical aid. The most recent four years of revenue cap changes and the increase for 2026-27 is shown below (dark purple reflects the revenue limit increases from state budgets).

The 2022-23 through 2025-26 revenue caps were increased by $3,127,502 in 2022-23, $5,127,502 in 2023-24, and $8,127,502 in 2024-25 due to a November 2020 and November 2022 non-recurring operational referendum question (light purple reflects the referendum approved revenue limit increases). In November 2024, the community approved an operational referendum for $9.65 million for 2025-26 and $11.2 million for 2026-27. The operational referendum included $1.05 million in 2025-26 and $2.1 million in 2026-27 in non-recurring referendum funds. The remainder was recurring.



Enrollment

Student enrollment is a key factor in the revenue cap formula. The most recent four years of historical numbers and the estimated September 2026 student count numbers are shown below:

Grade	2021-22	2022-23	2023-24	2024-25	2025-26	2026-2027
EC	12	15	18	13	15	15
4K	270	249	238	249	221	245
K	295	292	289	258	261	243
1	278	303	299	293	264	266
2	297	285	307	310	296	269
3	304	310	301	314	318	306
4	285	311	312	315	311	323
TOTAL	1741	1765	1764	1752	1686	1667
ELEMENTARY						
5	326	294	320	328	333	325
6	318	342	300	332	334	341
TOTAL	644	636	620	660	667	666
INTERMIDIATE						
7	349	330	346	310	338	341
8	303	354	329	354	308	340
TOTAL	652	684	675	664	646	681
MIDDLE						
9	316	314	374	334	364	318
10	348	318	304	366	334	358
11	341	347	318	303	363	333
12	349	350	351	332	309	372
TOTAL	1354	1329	1347	1335	1370	1381
HIGH						
TOTAL	4391	4414	4406	4411	4369	4395
DISTRICT						

The historical student count shows a stable enrollment. The estimated September 2026 enrollment shows an increase of 26 students. Enrollment increases result in more revenues being available through the revenue cap formula. Enrollment decreases result in a decline in revenues through the revenue cap formula, with the exception of a temporary declining enrollment exception. This budget anticipates a temporary declining enrollment exception for 2026-27.

The 2026-2027 revenue cap limit increases to $64,745,077 or $2,893,930 higher than 2025-26. This equates to a 4.7% increase. The $2,893,930 is a combination of referendum approved funds ($1,550,000), state budget funds ($1,193,930) and Transfer of Service ($150,000). The 2026-2027 state equalization aid estimate decreased to $$22,621,680 or $712,706 lower than 2025-26. This change equates to a 3.1% decrease. The 2026-2027 tax levy increases to $51,619,364 or $4,128,361 higher than 2025-2026. This increase equates to an 8.7% increase. Two years of historical information and the proposed tax levy for this year is shown below.

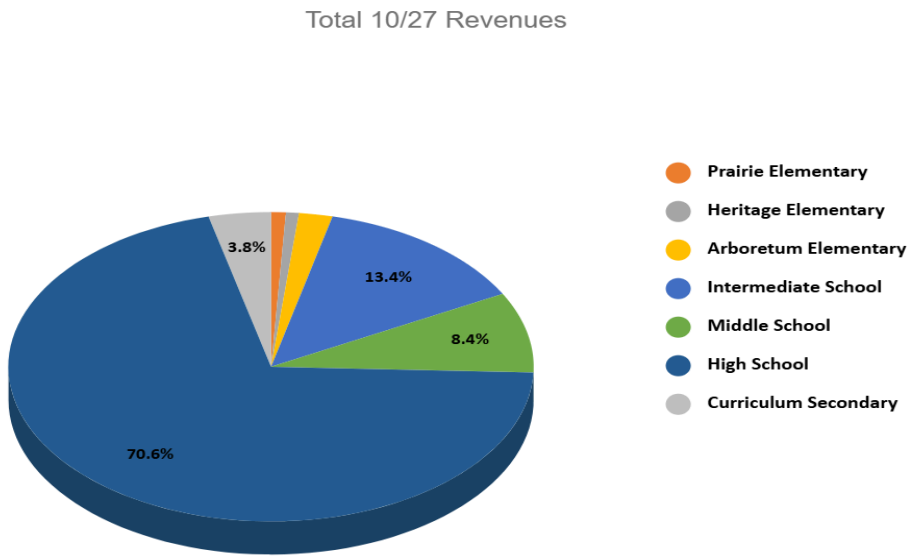
Proposed Property Tax Levy			
FUND	**Audited**	**Unaudited**	**Proposed**
	2024-25	**2025-26**	**2026-27**
General Fund	33,383,590.00	37,939,991.00	41,546,626.00
Referendum Debt Service Fund	10,699,681.00	8,544,712.00	8,850,867.00
Non-Referendum Debt Service Fund	0.00	0.00	0.00
Capital Expansion Fund	0.00	0.00	0.00
Community Service Fund	740,000.00	1,006,300.00	1,221,871.00
TOTAL SCHOOL LEVY	**44,823,271.00**	**47,491,003.00**	**51,619,364.00**
PERCENTAGE INCREASE -- TOTAL LEVY FROM PRIOR YR	**8.0%**	**6.0%**	**8.7%**

The 2026-2027 tax base is estimated at $5,852,238,646 or $331,258,791 higher than 2025-2026. This change equates to a 6.0% increase. The 2026-2027 tax rate (tax levy/tax base) increases to $8.78. This equates to a 2.0% increase. Please also note the school levy credit has increased for the 2025-26 tax year.

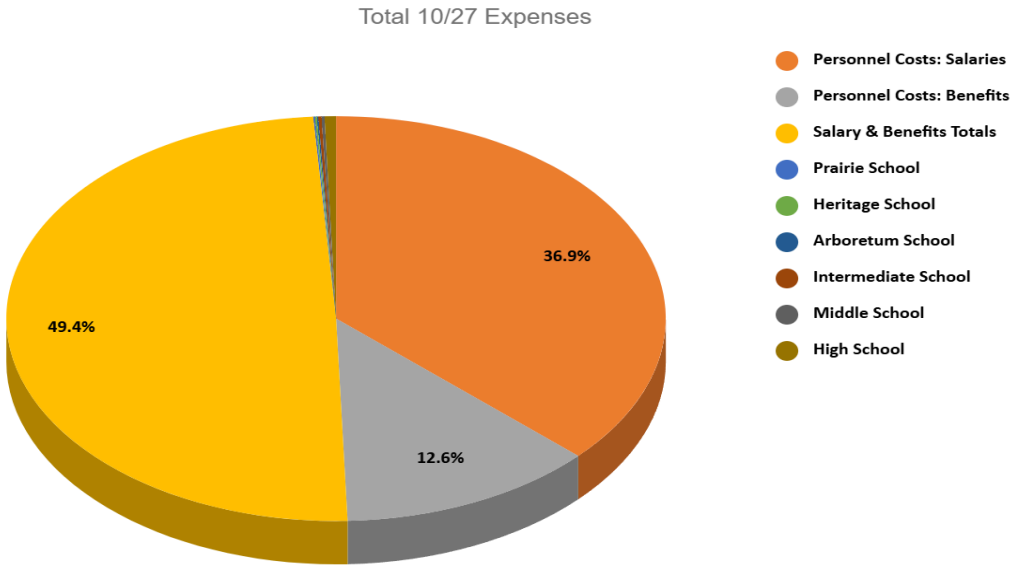
A summary of the expenditures showing two years of historical information and the proposed 2026-2027 budget is shown below. Fund 73 is not included in the summary below.

Total Expenditures and Other Financing Uses			
ALL FUNDS	**Audited**	**Unaudited**	**Proposed**
	2024-25	**2025-26**	**2026-27**
GROSS TOTAL EXPENDITURES--ALL FUNDS	160,043,043.11	145,434,141.00	116,754,307.33
Interfund Transfers (Source 100) - ALL FUNDS	7,930,542.01	7,594,427.00	6,844,790.00
Refinancing Expenditures (FUND 30)	0.00	0.00	0.00
NET TOTAL EXPENDITURES -- ALL FUNDS	152,112,501.10	137,839,714.00	109,909,517.33
PERCENTAGE INCREASE -- NET TOTAL FUND EXPENDITURES FROM PRIOR YEAR	**5.5%**	**-9.38%**	**-20.26%**

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



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



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

General Fund 10

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

2026-27 grant budgets are not available at this time. The 2026-27 open enrollment budgets will be updated based on actual student attendance in the fall of 2026. The state equalization aid/property tax budgets have been revised based on the aid certification amounts from the Department of Public Instruction from October 15th.

Fund 10 Revenues

	2025-2026	2026-2027	$ Change	% Change
Revenues:				
Prairie Elementary	$2,550	$4,850	$2,300	90%
Heritage Elementary	$2,250	$5,000	$2,750	122%
Arboretum Elementary	$5,820	$7,725	$1,905	33%
Intermediate School	$37,900	$37,900	$0	0%
Middle School	$23,700	$15,900	-$7,800	-33%
High School	$199,215	$245,530	$46,315	23%
Curriculum Elementary	$0	$0	$0	0%
Curriculum Secondary	$10,815	$6,500	-$4,315	-40%
Maintenance	$15,000	$15,000	$0	0%
Athletics	$71,000	$89,500	$18,500	26%
Human Resources	$0	$0	$0	0%
Technology	$4,200	$3,600	-$600	-14%
E-Rate	$0	$7,400	$7,400	0%
Common School Funds	$296,005	$310,243	$14,238	5%
Department Revenues	**$668,455**	**$749,148**	**$80,693**	12%
Title 1 Public Grant	$95,100	$76,330	-$18,770	-20%
Title 1 Private Grant	$2,700	$1,000	-$1,700	-63%
Title 2 Public Grant	$45,255	$42,259	-$2,996	-7%
Title 2 Private Grant	$6,797	$6,314	-$483	-7%
Title 3 Grant	$17,204	$17,204	$0	0%
Title 4A Public Grant	$8,672	$8,672	$0	0%
Title 4A Private Grant	$1,328	$1,328	$0	0%
Career/Tech Ed Grant	$58,704	$63,000	$4,296	7%
CEIS Federal Flow-Through	$191,600	$147,100	-$44,500	-23%
Ed. Effectiveness Grant	$33,442	$33,971	$529	2%
Peer Mentor Grant	$12,121	$12,500	$379	3%
Perkins Grant	$20,049	$20,049	$0	0%

School-Based Mental Health	$130,239	$130,239	$0	0%
SAODA	$25,000	$0	-$25,000	-100%
Youth Apprenticeship Grant	$88,825	$88,825	$0	0%
Grant Revenues	**$737,036**	**$648,791**	($88,245)	-12%
District Student Fees	$407,838	$407,838	$1	0%
Property Taxes	$37,939,991	$41,546,626	$3,606,635	10%
Interest	$700,000	$700,000	$0	0%
Tuition – OE	$2,886,626	$3,446,226	$559,600	19%
Transportation Aid	$90,000	$90,000	$0	0%
Equalization Aid	$23,334,386	$22,621,680	-$712,706	-3%
Computer Aid	$67,597	$67,597	$0	0%
Misc	$25,000	$25,000	$0	0%
Transportation	$20,000	$20,000	$0	0%
Tuition Payments	$28,000	$28,000	$0	0%
Property/Non-Capital Sales	$10,000	$10,000	$0	0%
Rentals	$60,000	$60,000	$0	0%
Aid for School Mental Health	$150,000	$150,000	$0	0%
Payment Lieu Taxes	$40,000	$40,000	$0	0%
Personal Property Aid	$509,173	$509,173	$0	0%
State Categorical Aid	$3,095,624	$3,085,236	-$10,388	0%
Act 12 - Personal Property Aid	$0	$0	$0	0%
Medicaid	$300,000	$300,000	$0	0%
Premium	$32,975	$32,975	$0	0%
Aidable Refund	$90,000	$90,000	$0	0%
District Revenues	**$69,787,210**	**$73,230,351**	**$3,443,141**	5%
Total Revenues	**71,192,701**	**74,628,290**	**3,435,589**	**5%**

Fund 10 Expenditures

	2025-2026	2026-2027	$ Change	% Change
Expenditures:				
Personnel Costs: Salaries	$38,243,560	$40,903,149	$2,659,589	7%
Personnel Costs: Benefits	$13,039,606	$13,759,275	$719,669	6%
Salary & Benefits Totals	51,283,166	54,662,424	3,379,258	7%
Prairie School	$87,510	$93,465	$5,955	7%
Heritage School	$88,170	$91,965	$3,795	4%
Arboretum School	$75,420	$79,855	$4,435	6%
Intermediate School	$160,000	$160,000	$0	0%
Middle School	$153,340	$163,140	$9,800	6%
High School	$586,365	$584,185	($2,180)	0%
Athletics	$447,602	$456,508	$8,906	2%
Prairie School Common School Funds	$41,522	$42,784	$1,262	3%
Heritage School Common School Funds	$41,359	$43,049	$1,690	4%
Arboretum School Common School Funds	$37,697	$38,774	$1,077	3%
Intermediate School Common School Funds	$46,973	$49,262	$2,289	5%
Middle School Common School Funds	$47,055	$48,469	$1,414	3%
High School Common School Funds	$74,069	$80,332	$6,263	8%
Common School Fund-District	$7,069	$7,573	$504	7%
Building Totals	1,894,151	1,939,361	45,210	2%
Utilities	$1,083,269	$1,337,432	$254,163	23%
Maintenance	$731,990	$1,031,990	$300,000	41%
Contingency Fund	$200,000	$250,000	$50,000	25%
Transportation	$1,724,075	$1,819,184	$95,109	6%
Technology	$718,729	$718,729	$0	0%
Technology-Erate	$0	$0	$0	0%
Curriculum-Elementary Operations	$455,382	$455,382	$0	0%
Curriculum-Elementary Fees	$576,861	$576,861	$0	0%
Curriculum-4K Program	$809,900	$637,900	($172,000)	-21%
Human Resources	$54,550	$54,550	$0	0%
Superintendent	$142,208	$142,208	$0	0%
Student Services-Operations	$93,500	$93,500	$0	0%
Student Services-District	$110,000	$110,000	$0	0%
Business Office	$566,433	$566,433	$0	0%
District Wide	$2,137,748	$2,416,997	$279,249	13%
Summer School	$109,515	$109,515	$0	0%
Special Projects	$0	$0	$0	0%
Department Totals	9,514,160	10,320,681	806,521	8%

Title 1 Public Grant	$95,100	$76,330	-$18,770	-20%
Title 1 Private Grant	$2,700	$1,000	-$1,700	-63%
Title 2 Public Grant	$45,255	$42,259	-$2,996	-7%
Title 2 Private Grant	$6,797	$6,314	-$483	-7%
Title 3 Grant	$17,204	$17,204	$0	0%
Title 4A Public Grant	$8,672	$8,672	$0	0%
Title 4A Private Grant	$1,328	$1,328	$0	0%
Career/Tech Ed Grant	$58,704	$63,000	$4,296	7%
CEIS Federal Flow-Through	$191,600	$147,100	-$44,500	-23%
Ed. Effectiveness Grant	$33,442	$33,971	$529	2%
Peer Mentor Grant	$12,121	$12,500	$379	3%
Perkins Grant	$20,049	$20,049	$0	0%
School-Based Mental Health	$0	$0	$0	0%
SAODA	$25,000	$0	-$25,000	-100%
Youth Apprenticeship Grant	$88,825	$88,825	$0	0%
Grant Totals	$606,797	$518,552	(88,245)	-15%
Transfer to Fund 27	$7,594,427	$6,844,790	($749,637)	-10%
Wellness Clinic	$300,000	$300,000	$0	0%
Other Program Totals	$7,894,427	$7,144,790	(749,637)	-9%
Total Expenditures	**$71,192,701**	**$74,585,808**	**$3,393,107**	**5%**
Rev-Exp	$0	$42,482	$42,482	0%
Beg Fund Balance	$7,481,181	$0	($7,481,181)	-100%
End Fund Balance	$7,481,181	$0	($7,481,181)	-100%

Overall considerations for Fund 10:

- The budget is balanced for 2026-2027.
- The budget will continue to reserve $11,875 for parking lot/band uniform fees and $60,000 for Warrior Stadium and the Soccer Stadium turf replacement.
- The revenue cap increase is based on an actual September 2024 student count and a $325/student increase.
- The per pupil aid increase of $0/student.
- The state equalization aid certification estimate will be provided by the DPI on July 1.
- A general contingency of $200,000 is included in the budget.
- The personnel budget includes an inflationary salary increase of 2.63%, advancement on the district compensations systems, a 13% increase in dental rates, a 5% increase in health insurance rates, and FTE changes as presented on the next page. Final decisions on salary increases will be approved at the May board meeting.
- The 4K program budget will be adjusted based on actual enrollment from the fall of 2026.

Additional Positions

Building	Position	FTE
Prairie	4K Teacher	0.50
	Teacher	(1.00)
Heritage	4K Teacher	0.50
	Teacher	(2.00)
Arboretum	4K Teacher	0.50
Intermediate		
Middle School	Custodians	2.00
	Interventionist	1.00
High School	ELA Teacher	0.00
	Security Personnel (South Campus)	1.00
	FACE Teacher	1.00
	Tech Ed Teacher	(0.25)
Special Ed	Special Education Paraeducator (TOS)	1.00
	WaunaGROW Teacher	1.00
Student Services	Nursing	0.30
	Social Worker	0.50
	Bilingual Para	(1.00)
Athletics		
District	Warrior Media Director (Fund 80)	0.50
	PAC Director (Fund 80)	0.50
	Community Safety & Security Coordinator	0.50
Other Budget Requests	To Be Determined	
Total Additional Staffing		6.550
(Fund 10)		3.05
(Fund 27)		2.00
(Fund 80)		1.50

Fund 21

Purpose of Fund: The purpose of the Special Revenue Trust Fund 21 is to account for gifts specified by donors to be used for operating purposes.

	2025-2026	2026-2027	$ Change	% Change
Revenues:				
Arboretum School	$22,950	$22,850	($100)	0%
Heritage School	$26,500	$26,200	($300)	-1%
Prairie School	$30,700	$34,400	$3,700	12%
Intermediate School	$8,600	$8,600	$0	0%
Middle School	$36,000	$51,750	$15,750	44%
High School-Scholarships	$7,650	$7,650	$0	0%
High School	$225,574	$229,197	$3,623	2%
Athletics	$383,000	$377,775	($5,225)	-1%
Business Office	$58,000	$75,000	$17,000	29%
Maintenance	$0	$0	$0	0%
Mentor	$0	$0	$0	0%
Student Services	$800	$2,000	$1,200	150%
Special Education	$41,000	$41,000	$0	0%
Total Revenues	$840,774	$876,422	$35,648	4%
Expenditures:				
Arboretum School	$100,700	$124,800	$24,100	24%
Heritage School	$22,000	$25,000	$3,000	14%
Prairie School	$50,100	$184,750	$134,650	269%
Intermediate School	$7,840	$7,840	$0	0%
Middle School	$36,000	$51,750	$15,750	44%
High School - Scholarships	$29,750	$29,750	$0	0%
High School	$194,040	$220,865	$26,825	14%
Athletics	$418,445	$467,350	$48,905	12%
Business Office	$52,000	$74,000	$22,000	42%
Maintenance	$0	$0	$0	0%
Mentor	$0	$0	$0	0%
Student Services	$0	$2,000	$2,000	0%
Special Education	$33,550	$33,550	$0	0%
Total Expenditures	**$944,425**	**$1,221,655**	**$277,230**	**29%**
Rev – Exp:	($103,651)	($345,233)	($99,476)	--
Beg Fund Balance	$1,241,189	$1,361,046	$119,857	10%
End Fund Balance	$1,361,046	$1,145,825	($215,221)	-16%

Special Education Fund 27

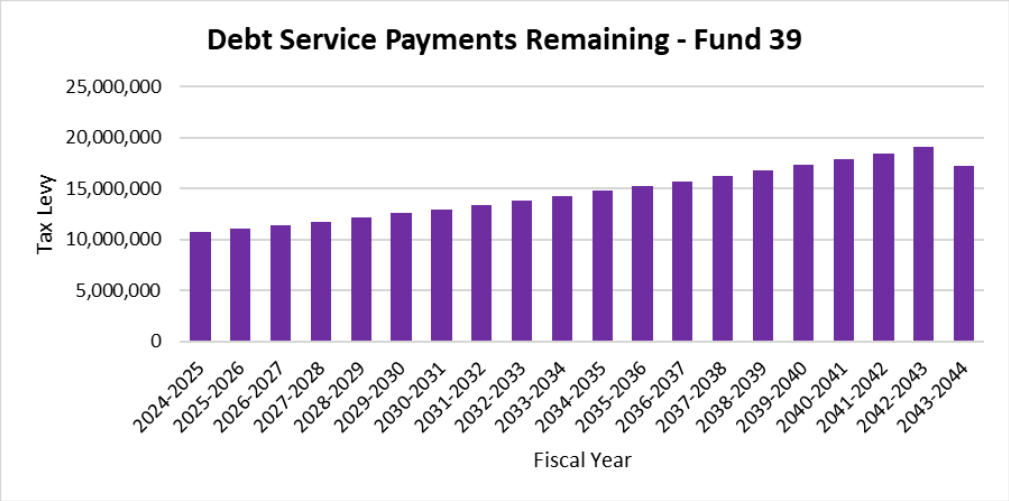
Purpose of Fund: The purpose of the special education Fund 27 is to account for all of the special education programs and operations in the school district. The personnel budget includes an inflationary salary increase of 4.12%, advancement on the district compensations systems, a 0% increase in dental rates, a 5% increase in health insurance rates, and FTE changes as presented on page 13. This will be updated for the third draft in July.

	2025-2026	2026-2027	$ Change	% Change
Revenues:				
Federal Grant PS	$58,500	$58,500	$0	0%
Federal Grant FT	$975,048	$975,048	$0	0%
Grand Totals	$1,033,548	$1,033,548	$0	0%
State Aid	$4,225,000	$5,274,383	$1,049,383	25%
Transfer In Fund 10	$7,594,427	$6,844,790	($749,637)	-9.9%
High Cost Aid	$775,000	$1,395,000	$620,000	80.0%
Medicaid	$200,000	$200,000	$0	0%
Transit of State Aid	$10,000	$10,000	$0	0%
Open Enrollment Tuition	$40,000	$40,000	$0	0%
State Transition Grant	$15,000	$15,000	$0	0%
Other Revenue	$12,859,427	$13,779,173	$919,746	7%
Total Revenues	$13,892,975	$14,812,721	$919,746	7%
Expenditures:				
Federal Grant PS	$58,500	$58,500	$0	0%
Federal Grant FT	$975,048	$975,048	$0	0%
Grant Totals	$1,033,548	$1,033,548	$0	0%
Personnel Costs: Salaries	$9,193,371	$9,716,567	$523,196	6%
Personnel Costs: Benefits	$3,198,010	$3,514,560	$316,550	10%
Salary & Benefits Totals	$12,391,381	$13,231,127	$839,746	7%
Special Ed-Operations	$63,546	$63,546	$0	0%
Special Ed-District	$237,000	$317,000	$80,000	34%
Transportation	$157,500	$157,500	$0	0%
Medicaid	$10,000	$10,000	$0	0%
Program Totals	$468,046	$548,046	$80,000	17%
Total Expenditures	$13,892,975	$14,812,721	$919,746	7%
Rev – Exp:	$0	$0	$0	---
Beg Fund Balance	$0	$0	$0	0%
End Fund Balance	$0	$0	$0	0%

Debt Service Fund 39

	2025-2026	2026-2027	$ Change	% Change
Revenues:				
Premium	$0	$0	$0	0%
Refinancing	$0	$0	$0	0%
Interest Earned	$50,000	$50,000	$0	0%
Property Taxes	$8,554,712	$8,850,867	$296,155	3%
Interest Rebate	$0	$0	$0	0%
Transfer from Fund 49	$0	$0	$0	0%
Total Revenues:	$8,604,712	$8,900,867	$296,155	3%
Expenditures:				
Refinancing	$0	$0	$0	0%
Interest Owed	$7,173,119	$6,814,719	($358,400)	-5%
Principal Owed	$6,165,000	$6,530,000	$365,000	6%
Other Debts	$6,000	$0	($6,000)	-100%
Total Expenditures	$13,344,119	$13,344,719	$600	0%
Rev – Exp:	($4,739,407)	($4,443,852)	$295,555	-6%
Beg Fund Balance	$7,330,161	$7,107,230	($222,931)	-3%
End Fund Balance	$7,107,230	$2,663,378	($4,443,852)	-63%

The following graph and table reflects the future tax levies (7 borrowings) in this fund. The school board has approved four bond issues related to the November 2022 referendum. Interest earnings and interest rebate have been updated for the fourth draft of the budget.



FISCAL YEAR	AMOUNT DUE
2026-2027	8,850,867
2027-2028	9,163,573
2028-2029	9,678,987
2029-2030	10,224,188
2030-2031	10,795,025
2031-2032	11,402,925
2032-2033	12,041,556
2033-2034	12,719,394
2034-2035	13,433,338
2035-2036	14,188,175
2036-2037	14,987,175
2037-2038	15,829,175
2038-2039	16,720,375
2039-2040	17,656,775
2040-2041	18,649,075
2041-2042	19,697,575
2042-2043	20,788,576
2043-2044	20,079,722
2044-2045	8,945,000
2045-2046	8,942,000
2046-2047	8,942,100
2047-2048	8,944,700
2048-2049	8,944,300
2049-2050	8,945,400
TOTAL DUE	**$310,569,976**

The amount due includes estimates based on the most recent financial plan. Only a portion of the November 2022 capital referendum has been borrowed long-term.

Capital Projects Fund 49

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

	2025-2026	2026-2027	$ Change	% Change
Revenues:				
Bond Proceeds	$0	$0	$0	0%
Interest	$1,500,000	$25,000	($1,475,000)	-98%
Total Revenues	$1,500,000	$25,000	($1,475,000)	-98%
Expenditures:				
Heritage Elementary	$0	$0	$0	0%
Middle School	$40,000,000	$5,000,000	($35,000,000)	-88%
HS/TLC/District	$0	$2,800,000	$2,800,000	0%
Districtwide Maintenance	$2,000,000	$1,000,000	($1,000,000)	-50%
Transfer to Fund 39	$0	$0	$0	0%
Total Expenditures	$42,000,000	$8,800,000	($33,200,000)	-79%
Rev – Exp:	(40,500,000.00)	(8,775,000)	31,725,000	-78%
Beg Fund Balance	101,487,266	43,641,427	(57,845,839)	-57%
End Fund Balance	$43,641,427	$34,866,427	($8,775,000)	-20%

The first draft of the budget has been updated to reflect the anticipated expenditures for the new Middle School and other districtwide projects. The district will likely have a small remaining balance as of June 30th, 2026.

Food Service Fund 50

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

	2025-2026	2026-2027	$ Change	% Change
Revenues:				
Milk Sales	$88,315	$86,826	($1,489)	-2%
Ala-Carte Sales	$978,109	$968,331	($9,778)	-1%
Lunch Sales-Students	$1,155,320	$1,293,516	$138,196	12%
Lunch Sales-Adults	$17,850	$18,270	$420	2%
Lunch-Dane County	$119,868	$62,621	($57,247)	-48%
Catering	$55,250	$25,926	($29,324)	-53%
Breakfast Sales	$32,937	$124,062	$91,125	277%
Madison Country Day	$180,540	$0	($180,540)	-100%
High Point Christian	$77,430	$0	($77,430)	-100%
Westside Christian	$86,078	$0	($86,078)	-100%
Total Revenues	$2,791,696	$2,579,552	($212,144)	-8%
Expenditures:				
Contracted Services	$1,243,714	$1,091,710	($152,004)	-12%
Food Purchase	$1,328,368	$1,238,185	($90,183)	-7%
Other Supplies	$88,247	$79,439	($8,809)	-10%
Equipment Purchase	$25,000	$25,000	$0	0%
Software/Tech Costs	$60,000	$60,000	$0	0%
Personnel Costs	$40,000	$40,000	$0	0%
Total Expenditures	$2,785,330	$2,534,334	($250,996)	-9%
Rev-Exp:	$6,367	$45,218	$38,852	--
Beg Fund Balance	$0	$0	$0	0%
End Fund Balance	$0	$45,218	$45,218	0%

The food service program is contracted out to Taher, Inc. The Dane County lunch program provides meals to community members and the revenue is received from the Dane County Department of Health and Human Services. Only July through December is accounted for in the budget as we have notified them that services will be ending December 31, 2026. The District food service program will no longer be supporting services to Madison Country Day, Westside Christian School, and High Point Christian starting July 1, 2026.

Employee Benefit Trust Fund 73

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

	2025-2026	2026-2027	$ Change	% Change
Revenues:				
Interest – AUL Trust	$10,000	$10,000	$0	0%
Interest – HRA Trust	$400,000	$400,000	$0	0%
Employer Contributions - AUL	$0	$0	$0	0%
Employee Contributions – AUL	$0	$0	$0	0%
Employer Contributions – HRA	$582,000	$582,000	$0	0%
Employee Contributions – HRA	$0	$0	$0	0%
Total Revenues	$992,000	$992,000	$0	0%
Expenditures:				
Disbursements – AUL	$600,000	$600,000	$0	0%
Disbursements – HRA	$600,000	$600,000	$0	0%
Disbursements - Implicit Rate	$33,000	$33,000	$0	0%
Total Expenditures	$1,233,000	$1,233,000	$0	0%
Rev – Exp:	($241,000)	($241,000)	$0	0%
Beg Fund	$8,935,703	$9,331,888	$396,185	4%
End Fund	$9,331,888	$9,090,888	($241,000)	-3%

This budget has been updated in the final draft of the budget based on the final retirement benefits for the 2024-2025 retirees.

Community Service Fund 80

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

	2025-2026	2026-2027	$ Change	% Change
Revenues:				
Property Taxes	$1,006,300	$1,221,871	$215,571	21%
Athletic Camps	$0	$0	$0	0%
Community Ed	$17,000	$17,000	$0	0%
Summer School Camps	$1,200	$1,200	$0	0%
Middle School Athletics	$15,500	$25,000	$9,500	61%
Community Ed/Swim	$45,000	$45,000	$0	0%
WCCC Grant	$125,000	$125,000	$0	0%
Warrior Media	$15,000	$20,000	$5,000	33%
Total Revenues	**$1,225,000**	**$1,455,071**	**$230,071**	**19%**
Expenditures:				
Community Education	$60,000	$60,000	$0	0%
Communications	$55,000	$60,000	$5,000	9%
Athletic Camps	$0	$0	$0	0%
Middle School Activities	$333,071	$333,071	$0	0%
Community Ed/Swim	$170,000	$220,000	$50,000	29%
Maintenance	$50,000	$50,000	$0	0%
Public Safety	$125,000	$180,000	$55,000	44%
Police Liaison Officer	$60,000	$82,000	$22,000	37%
Summer School Camps	$1,200	$1,200	$0	0%
Workers Compensation	$2,000	$2,000	$0	0%
WCCC Grant	$125,000	$125,000	$0	0%
Warrior Media	$150,000	$225,000	$75,000	50%
Utilities	$100,000	$100,000	$0	0%
DataWrangler	$16,800	$16,800	$0	0%
Total Expenditures	**$1,248,071**	**$1,455,071**	**$207,000**	**17%**
Rev – Exp:	($23,071)	$0	$23,071	--
Beg Fund Balance	$79,384	$85,567	$6,183	8%
End Fund Balance	$85,567	$85,567	$0	0%

A community service fund tax levy covers the administrative costs of the community education program and other costs such as custodial, maintenance, public safety, middle school athletics/clubs/organizations, Waunakee Community Cares Coalition Grant, and personnel costs not charged to the community through user fees. New for 2026-27: 0.5 FTE Community Safety & Security Coordinator, 0.5 FTE PAC Director, 0.5 FTE Warrior Media Director. This will be updated for the third draft in July.

Other Cooperative Fund 99

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

	2025-2026	2026-2027	$ Change	% Change
Revenues:				
DCNTP	$6,500	$0	($6,500)	-100%
Mentor Grants	$0	$0	$0	0%
Total Revenues	$6,500	$0	($6,500)	-100%
Expenditures:				
DCNTP	$6,500		($6,500)	-100%
Mentor Grants	$0	$0	$0	0%
Total Expenditures	$6,500	$0	($6,500)	-100%
Rev – Exp:	$0	$0	$0	---
Beg Fund Balance	$0	$0	$0	0%
End Fund Balance	$0	$0	$0	0%

The Dane County New Teacher was previously accounted for in this fund. At the end of the 2024-25 school year this program moved to CESA 2. We no longer have any financial transactions in fund 99.

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

It is hereby agreed that Wisconsin Youth Company, Inc., 1201 McKenna Blvd., Madison, Wisconsin 53719 for consideration of $3,100.00 per school per year, pro-rated from beginning date to end date, is permitted to utilize the facilities of Heritage, Prairie, and Arboretum Elementary Schools for a school-aged child care program beginning on September 1st, 2026 and terminating on June 9th, 2027. Payment for the building usage is due no later than December 1st, 2026.

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

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

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

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

HOLD HARMLESS AND INDEMNIFICATION:

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

Steve Summers
Executive Director of Operations
Waunakee Community School District

(Date)

Rebecca Carlin
Director of Administration
Wisconsin Youth Company, Inc.

June 10, 2026

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

Day Care Contract 2026-2027 School Year

The Waunakee School Board has approved a contract with your company for providing after school daycare for the 2026-2027 school year.

The agreement calls for a charge of $3,100.00 per school building.
Enclosed are two copies of the agreement for your signature. Return one copy to me and keep the other copy for your file. Also be reminded that I need a copy of your Certificate of Insurance when your insurance renews.

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

Sincerely,



Steve Summers
Executive Director of Operations

WAUNAKEE COMMUNITY SCHOOL DISTRICT

June 8, 2026 BOARD MEETING

FUND BALANCE ACCOUNTING

	FUND BALANCE	July 1, 2025	ACCOUNT
FUND	DESCRIPTION	FUND BALANCE	NUMBER
10	General Fund - Unassigned fund balance	5,668,628.02	939900
10	General Fund - Restricted fund balance : Self insurance	303,586.26	936110
10	General Fund - Restricted fund balance : Common School Funds	44,517.47	936130
10	General Fund - Committed Fund Balance*	530,234.68	937900
10	General Fund - Assigned Fund Balance**	934,214.14	938900
	FUND 10 TOTAL	**7,481,180.57**	
21	Special Projects Funds - Restricted fund balance : Other	1,361,046.79	VARIES
30	Debt Service Funds - Restricted fund balance : Debt service retirement	7,107,230.05	936320
40	Capital Projects Funds - Restricted fund balance : Other***	43,641,427.95	936900
50	Food Service Fund - Restricted fund balance: Food service programs	0.00	936500
73	Employee Benefit Trust Fund - Restricted fund balance: Other	9,331,888.70	936900
80	Community Service Fund - Committed Fund Balance	85,567.86	937900
	Total	69,008,341.92	

*The purpose of the committed fund balance is to allocate funds committed by the School Board for parking lot replacement/repairs, Warrior Stadium turf replacement, Warrior Pitch turf replacement (new), and band uniform replacement.

**The purpose of the assigned fund balance is to allocate funds to allow building/department budgets to carry over unspent funds from one fiscal year to the next.

***The district will be utilizing an additional fund, fund 49, to record the transactions related to the November 2022 referendum.

NOTICE OF CHANGE IN ADOPTED BUDGET

Waunakee Community School District

Notice is hereby given, in accordance with the provisions of Wisconsin Statute 65.90(5)(a), that the Waunakee Community School District adopted the following changes to previously approved budgeted 2025 - 26 amounts. The following presents only adopted budget line items with changes. Unchanged line items are not presented.

GENERAL FUND				
LINE ITEM	ACCOUNT CODE	PREVIOUS APPROVED AMOUNT $	AMENDED APPROVED AMOUNT $	CHANGE $
Anticipated Revenue:				
Transit of Aids	310	29,325.00	30,192.00	867.00
Payments for Services	340	2,886,626.00	2,892,626.00	6,000.00
State Aid - Categorical	610	536,005.00	550,243.03	14,238.03
Federal Special Projects Aid Transited through DPI	730	253,652.00	208,833.26	(44,818.74)
Elementary and Secondary Education Act	750	97,800.00	116,485.32	18,685.32
Refund of Disbursement	970	91,000.00	1,191,000.00	1,100,000.00
Total Anticpated Revenues		**71,197,659.00**	**72,292,630.61**	**1,094,971.61**
Expenditure Appropriations:				
Undifferentiated Curriculum	110000	16,711,689.00	16,686,989.00	(24,700.00)
Regular Curriculum	120000	12,271,603.00	12,290,288.32	18,685.32
Other Special Needs	170000	557,100.00	558,396.00	1,296.00
Pupil Services	210000	2,176,564.00	2,176,763.00	199.00
Instructional Staff Services	220000	5,077,625.00	5,074,696.03	(2,928.97)
Business Administration	250000	9,500,362.00	9,340,362.00	(160,000.00)
Other Support Services	290000	3,696,860.00	3,699,541.26	2,681.26
Transfers To Another Fund	410000	7,594,427.00	7,754,427.00	160,000.00
Total Expenditure Appropriations		**71,232,505.00**	**71,227,737.61**	**(4,767.39)**
Projected Ending Fund Balance:				
Fund Balance, Restricted	Enter	0.00	0.00	0.00
Projected Ending Fund Balance	**Enter**	**0.00**	**0.00**	**0.00**

SPECIAL EDUCATION FUND				
LINE ITEM	ACCOUNT CODE	PREVIOUS APPROVED AMOUNT $	AMENDED APPROVED AMOUNT $	CHANGE $
Anticipated Revenue:				
General Fund	110	7,594,427.00	7,694,427.00	100,000.00
State Aid - Categorical	610	4,225,000.00	4,325,000.00	100,000.00
State Aid - General	620	775,000.00	575,000.00	(200,000.00)
Federal Special Projects Aid Transited through DPI	730	1,033,548.00	849,963.22	(183,584.78)
Total Anticpated Revenues		**13,892,975.00**	**13,709,390.22**	**(183,584.78)**
Expenditure Appropriations:				
Special Education Curriculum	150000	10,519,140.00	10,415,583.22	(103,556.78)
Pupil Services	210000	2,289,673.00	2,294,697.00	5,024.00
Instructional Staff Services	220000	756,301.00	720,449.00	(35,852.00)
General Administration	230000	0.00	1,000.00	1,000.00
Business Administration	250000	211,361.00	211,661.00	300.00
Central Services	260000	11,500.00	11,000.00	(500.00)
Purchased Instructional Services	430000	50,000.00	0.00	(50,000.00)
Total Expenditure Appropriations		**13,892,975.00**	**13,709,390.22**	**(183,584.78)**
Projected Ending Fund Balance:				

Fund Balance, Restricted	Enter	0.00	0.00	0.00
Projected Ending Fund Balance	**Enter**	**0.00**	**0.00**	**0.00**

FOOD SERVICE FUND				
LINE ITEM	**ACCOUNT CODE**	**PREVIOUS APPROVED AMOUNT $**	**AMENDED APPROVED AMOUNT $**	**CHANGE $**
Anticipated Revenue:				
General Fund	110	0.00	60,000.00	60,000.00
Total Anticpated Revenues		**2,791,696.00**	**2,851,696.00**	**60,000.00**
Expenditure Appropriations:				
Total Expenditure Appropriations		**2,785,330.00**	**2,785,330.00**	**0.00**
Projected Ending Fund Balance:				
Fund Balance, Restricted	Enter	0.00	0.00	0.00
Projected Ending Fund Balance	**Enter**	**0.00**	**0.00**	**0.00**

PENSION AND OTHER EMPLOYEE BENEFIT TRUST FUND				
LINE ITEM	**ACCOUNT CODE**	**PREVIOUS APPROVED AMOUNT $**	**AMENDED APPROVED AMOUNT $**	**CHANGE $**
Anticipated Revenue:				
Contribution to Employee Benefit Trust	950	582,000.00	1,182,000.00	600,000.00
Total Anticpated Revenues		**992,000.00**	**1,592,000.00**	**600,000.00**
Expenditure Appropriations:				
Total Expenditure Appropriations		**1,233,000.00**	**1,233,000.00**	**0.00**
Projected Ending Fund Balance:				
Fund Balance, Restricted	Enter	0.00	0.00	0.00
Projected Ending Fund Balance	**Enter**	**0.00**	**0.00**	**0.00**

Minutes of Facility Committee Meeting

The Board of Education
Waunakee Community School District

A Facility Committee Meeting of the Board of Education of Waunakee Community School District was held Monday, June 1, 2026, beginning at 8:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. **CALL TO ORDER**
Chairperson Ensign called the meeting to order at 8:30am.

II. **ROLL CALL**
Present: Eaton, Ensign, Frey
Also Present: Brown, Summers, Cramer, Bauer, Lauderdale, Newton, Lybeck, Franz, Schell, and Chris Jones and New Lor from McKinstry

III. **APPROVE AGENDA**
A motion was made by Frey, seconded by Eaton, to approve the agenda as posted. Motion carried 3-0.

IV. **PUBLIC COMMENTS** There were no public comments at this meeting.

V. **NEW MIDDLE SCHOOL**
Summers presented and answered questions regarding an update on the schedule and finances for the Middle School project. The district received occupancy on June 1st.

VI. **APPROVAL OF CAPITAL MAINTENANCE REQUESTS**
Summers presented and answered questions regarding the review of our district-wide capital maintenance requests.

A. Robotic Cleaning Request
Summers and Cramer presented and answered questions regarding the request of approval for robotic cleaning equipment for the Intermediate School and the High School South Campus. Administration is recommending a reallocation of .5 FTE custodial staff from the Intermediate School to either the new Middle School or High School. The request for robotic equipment is $118,024.88 and will come from referendum funds. A motion was made by Frey, seconded by Eaton, to recommend that the full board approve robotic equipment at IS and HS South and reallocate .5FTE staff. Motion carried 3-0.

VII. **LONG-TERM CAPITAL MAINTENANCE PLANNING**
Summers introduced Chris Jones and New Lor from McKinstry who provided more detailed information on long-term capital maintenance planning. McKinstry provided a demo of their program and process to provide capital maintenance planning data to districts. No action was taken.

VIII. **FUTURE MEETINGS**
There is no need for a July committee meeting. Administration and the committee discussed the NAMI contract and the bidding process. The committee asked if some of the neighboring districts that McKinstry works with would have information to share regarding working with them.

IX. **ADJOURN**

A motion was made by Eaton, second by Frey, to adjourn the meeting at 9:46am. Motion carried 3-0.

Waunakee Community School District

Current cleaning program compared to cleaning program implementing robotic machinery

Building	Current FTE	Recommended FTE	Current Load	Proposed FTE	Proposed Load	REQUEST Robot Scrubber	Robot Vacuum
Arboretum ES	3.5	3.98	114%	3.28	94%	1 - Tennant X4	2 - Karcher Kira
Heritage ES	5.5	6.29	114%	5.41	98%	1 - Tennant X4	2 - Karcher Kira
Prairie ES	4	5.24	131%	4.5	113%	1 - Tennant X6	1 - Karcher Kira
Intermediate School	5.5	5.44	97%	~~4.52~~ 4.57	~~80%~~ 102%	1 - Tennant X4	1 - Karcher Kira
New Middle School	7.5	9.58	128%	8.29	111%	Already equipped	Already equipped
High School - South Campus	4.5	4.89	109%	4.28	95%	1 - Tennant X4	1 - Karcher Kira
High School - Main Building	8.5	12.39	144%	11.45	133%	Already equipped	Not needed
	39	**47.81**	**120%**	~~41.73~~ 41.78	~~103%~~ 106.5%		

* Current FTE includes Head Custodian actual cleaning time in their specific building
*Load: The load is the amount of assigned work. We recommend keeping the load between 95-105%
*Current: This is the cleaning plan with your buildings being equipped as they are today.
*Proposed: This the cleaning plan with the implementation of the robotic equipment.

Individual Price	$49,025.4 (X4)	$9,987.04
	$66,187.78 (X6)	
Total Price	$262,289.38	$69,909.28
GRAND TOTAL	**$332,198.66**	

Tennant X series robots	3 year warranty	3 year warranty	Software plan covered for the life of the machine
Karcher Kira CV 50	3 year warranty	no plan needed	

** The Intermediate School erroniously used a larger piece of equipment in the calculation (Tennant X6), where the Tennant X4 is listed. The error created an incorrect number of 80% proposed load. The correct proposed load has been updated above (102%) using the correct piece of equipment (X4).

The proposal to the Board is to move .5 FTE from Intermediate and deploy robots at this time.

The second proposal is to move .5 FTE out of Heritage and deploye robots at this time. The .5 FTE would move to the high school, from where it had been reallocated when Heritage opened. This .5 FTE would serve the need at the HS South Campus.

Total cost: $118,024.88

2 robot vacs @ 9,987.07/each 2 scrubbers @ 49,025.4/each

Minutes of Co-Curricular Committee Meeting

The Board of Education
Waunakee Community School District

A Co-Curricular Committee Meeting of the Board of Education of Waunakee Community School District was held Monday, June 1, 2026, beginning at 7:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. **CALL TO ORDER**
Chairperson Sonne called the co-curricular meeting to order at 7:30am.

II. **ROLL CALL**
Present: Frey, Sonne, Thornberg
Also present: Brown, Boyd, Conrad

III. **APPROVE THE AGENDA**
A motion was made by Frey, second by Thornberg, to approve the agenda as posted. Motion carried 3-0.

IV. **PUBLIC COMMENTS** There were no public comments for this meeting.

V. **CONSIDERATION OF BEST BUDDIES GROUP AT THE MIDDLE SCHOOL**
Secondary Special Education Coordinator Jerod Boyd presented and answered questions regarding starting a best buddies group in the Middle School.
A motion was made by Frey, seconded by Thornberg, to recommend that the full board approve the Best Buddies Group at the Middle School. Motion carried 3-0.

VI. **CO-CURRICULAR REPORT**
Athletic Director, Nick Conrad, presented and answered questions regarding the spring co-curricular report.

VII. **2026-27 WCHS CO-CURRICULAR BOOSTER HANDBOOK**
Conrad presented and answered questions regarding the Booster Club Handbook for 2026-2027.
A motion was made Frey, seconded by Thornberg, to recommend that the full board approve the booster club handbook for 2026-27. Motion carried3-0.

VIII. **FUTURE MEETINGS** NA

IX. **ADJOURN**
A motion was made by Frey, second by Thornberg, to adjourn the meeting at 8:04am.

TO: **WCSD Co-Curricular Committee**

FROM: **Tiffany Loken**
Director of Special Education

RE: **Middle School Best Buddies Proposal**

DATE: **May 28, 2026**

One of our goals in the special education department is to work hard to develop new ways for our students to grow and learn in an inclusive environment, both academically and socially. We are proposing the implementation of the Best Buddies program at Waunakee Middle School. The Best Buddies program is a national program designed to foster meaningful relationships between students with and without disabilities. By creating an inclusive and supportive environment, the program aims to promote social integration, acceptance, and friendship among all students, irrespective of their abilities.

Background:

The Best Buddies program has been successfully implemented at Waunakee High School, with our most recent level of participation hitting almost 100 students! Deanne Lensert, incoming High School Principal, recently expressed her feelings about the program stating, "Best Buddies has truly helped to change our culture at the High School." This program pairs students with intellectual and developmental disabilities (IDD) with their peers who do not have disabilities, creating lasting friendships and breaking down barriers that often exist in traditional school settings.

Objectives:

1. Promote Inclusivity: The Best Buddies program will contribute to creating a more inclusive school environment by breaking down social barriers and fostering a sense of belonging for all students.
2. Encourage Social Interaction: By facilitating one-on-one friendships and group activities, the program encourages social interaction and communication skills development among all students.
3. Develop Empathy and Understanding: Best Buddies promotes empathy and understanding among students by providing opportunities for them to learn about each other's strengths, challenges, and unique qualities.
4. Enhance Leadership and Advocacy Skills: The program offers leadership opportunities for students to serve as ambassadors, advocates, and peer mentors, helping to develop essential life skills.

Implementation Plan:

1. Program Introduction: The program was introduced initially at Waunakee High School and we would like to use our high school Best Buddy chapter to help recruit middle school students to join this new group at the middle school.
2. Recruitment: During the recruitment process, we are emphasizing the importance of creating lasting friendships and fostering an inclusive community

3. Training: Provide training sessions for Best Buddies participants, including guidance on effective communication, understanding disabilities, and promoting inclusivity.
4. Pairing Process: Thoughtfully pair students with and without disabilities based on shared interests, personalities, and compatibility.
5. Regular Activities: At the high school level, we have weekly gatherings for students to do fun activities and we also try to incorporate some outings, like bowling etc.
6. **Budget**: Because the development of this organization was initiated by the District, I am requesting that we start paying our two advisors who are interested in leading this group at the middle school level.

Conclusion:

The Best Buddies program aligns with the District's commitment to providing an inclusive and supportive learning environment for all students. By implementing this program, we have an opportunity to strengthen our school community, promote understanding and acceptance, and create lasting friendships that will positively impact the lives of our students.

2026–2027

WAUNAKEE
COMMUNITY HIGH SCHOOL

BOOSTER CLUB HANDBOOK

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Dear Waunakee Community High School Supporter:

Welcome to an exciting year of being a Waunakee Warrior! We are thrilled you have chosen to participate in athletics and our programming.

Waunakee Community School District provides a great learning environment for each and every student-athlete. As a member of the Badger Conference, we face and welcome great competition and high expectations of effort, achievement, and sportsmanship.

We hope this Booster Club handbook will provide you with guidance as you devote your time and resources to improving the experience for student-athletes, staff, and families involved in our programs. This handbook was designed to inform, educate, and guide you as a Booster Club, by addressing the rules, regulations, and information for participation in our Waunakee Community School District programming.

We partner with you and thank you for your dedication to our students, staff, and community.

Go Warriors!

Dr. Monica Kelsey-Brown, Superintendent
Mrs. Deanne Lensert, High School Principal
Mr. Nick Conrad, Athletic Director

SCHOOL DISTRICT MISSION AND VISION STATEMENT

MISSION STATEMENT
"Committed to Children…Committed to Community…Committed to Excellence"

VISION STATEMENT
The Waunakee Community School District is a collaborative learning community that works with students, staff, families, and the community to ensure that every student is ready for college and career; through a focus on data, research based best practices, and engagement with students to be active partners in their learning.

EQUITY STATEMENT
The Waunakee Community School District embraces the differences among our students, staff, and families. We work to provide a safe environment with access to resources, opportunities, and instruction for all students to reach their full potential in the classroom and beyond. We strive to create a culture of dialogue, acceptance, and inclusion. We are committed to engaging all students so that they may thrive academically, socially, and emotionally in an ever-changing multicultural society.

High School
Waunakee Community High School (9-12)
301 Community Drive
Waunakee, WI 53597
Phone: (608) 849-2100

Bethel Administration Office
905 Bethel Circle
Waunakee, WI 53597
Phone: (608) 849-2000

BOOSTER CLUB ORGANIZATIONS AND WAUNAKEE COMMUNITY SCHOOL DISTRICT

Booster Clubs are organizations of parents, family members, caregivers, staff, and community members working together for the purpose of supporting our students and coaches of our programs/teams.

Booster Clubs are valued partners in supporting the co-curricular activities of our students. While the school district welcomes and encourages the interest, participation, and support of Booster Clubs, the District maintains control and management of the activities and athletics, including all rules, policies, and procedures.

The partnership, transparency and accountability between the school district and Booster Clubs is critical to maintaining thriving relationships while also adhering to local, state, and national requirements including District policy, WIAA requirements, Title IX compliance, and Internal Revenue Service (IRS) laws.

For all these reasons, Booster Clubs private management is adapted to District concerns and compliance requirements. We each have responsibilities to our students and our programs, but we share the same common purpose.

There will be **TWO** meetings annually of Booster Club members, coaches, and the Waunakee Community School District to strengthen our partnership, give ample time to answer questions, and provide opportunities for consistency and unity in our work. Those dates are below and are held as virtual meetings.

DATES TO REMEMBER	
Booster Meeting #1	July 15, 2026
Booster Meeting #2	January 204, 2027
Financial Report Form Due (FRF)	July 15, 2027

SCHOOL BOARD POLICIES

School Board Policies are set for the educational goals of the entire school system and provide directives for administrators and other staff members and volunteers to follow while working towards the district's goals. The policies outline business procedures to allow for efficient operations of student activities and school operations.

It is expected that High School Booster Clubs follow all district purchasing and fiscal policies and procedures.

A. General Booster Club - 881.1
   The General Booster Club School Board policy includes information about gifts to the district, fundraising, and staff relations.

B. Expense Reimbursement - 671.2
   The Expense Reimbursement School Board policy includes information about the different rules and regulations of expense reimbursement, including meals, housing, parking, transportation, etc.
   **If you choose to manage your finances privately (see section VII), this School Board policy does not apply to your Booster Club organization.*

C. Purchasing - 672
   The Purchasing School Board policy includes information about general guidelines of district purchasing.
   **If you choose to manage your finances privately (see section VII), this School Board policy does not apply to your Booster Club organization.*

D. Purchasing Approval - 672.1
   The Purchasing School Board policy includes information about the bid process when making purchases based on purchase price.
   **If you choose to manage your finances privately (see section VII), this School Board policy does not apply to your Booster Club organization.*

E. Bidding/Cooperative Purchasing - Rule 672.1 and 672.3
   The Bidding/Cooperative Purchasing School Board policy includes information about the procedures when obtaining formal bids and quotes and making sure we use cooperative purchasing, when available.
   **If you choose to manage your finances privately (see section VII), this School Board policy does not apply to your Booster Club organization.*

FINANCIALS

The Waunakee Community School District Business Office is committed to supporting High School Booster Clubs. We strive to be as efficient as possible while maintaining consistency and transparency across all our programming.

Business Office Directory and Contact Information

Steve Summers Executive Director of Operations	stevesummers@waunakee.k12.wi.us
Allie Newton Director of Business Services	alexandranewton@waunakee.k12.wi.us

Financials - School District Business Office
Managing of Finances of Community Partners, including Booster Clubs (two options)

1. Manage Finances Through the School District[1]
    - Funds are accounted for in Fund 21, which is the gifts/donation fund for the school district.
    - Booster Clubs must follow all Waunakee Community School District School Board policies.
        - Fund 21 policies have more flexibility when it comes to topics like bidding requirements for purchases and gift card purchases.
    - Deposits, accounts payable, and payroll transactions are all processed by the school district.
    - There are no requirements of additional reporting to the IRS for the community organizations/Booster Club.
    - There is tax exempt status for all purchases and transactions.

2. Manage Finances Privately
    - Booster Clubs should be able to identify the Taxpayer Identification Number (TIN) connected to the bank account.
    - The bank account TIN should NOT be the Waunakee Community School District federal identification number or the social security number of a Booster Club member (former or present). The bank account TIN will have to be corrected if either scenario exists.
    - The Booster Club should have copies of the organizational paperwork that was filed originally to receive the Taxpayer Identification Number. If not, you can search for the document through the Internal Revenue Services (IRS).
    - The Booster Club should be aware of the specific type of organization that your Booster Club is.
        - An example includes IRS 501(c)(3) organization
    - The type of organization matters for compliance with state and federal regulations.
        - An example of annual reporting to the IRS is linked here.
    - Booster Club By-Laws
      If your organization is opting to become a 501(c)(3), you will be required to submit Booster Club By-Laws to the Athletic Department. If you are in need of examples, please reach out to the Waunakee Community School District Business Office.

[1] District management of Booster Club finances refers to serving as a repository of funds and performance of ministerial functions, as necessary. The District does not exercise discretion or judgment with respect to such funds apart from compliance with applicable laws and regulation.

Financials - Reporting Transparency and Accountability

At the end of each fiscal year, Booster Club organizations are required to submit a copy of the Financial Reporting Form (FRF) (section 2 - template provided) to the Athletic Director. The Athletic Director will forward this information to the Business Office for the School District.

1. Booster Club Guidelines
   This guideline document is School Board policy 881.1 regarding parent organization and Booster Clubs. The Booster Club must sign and return these guidelines to the Athletic Director's Office by July 30 of the District fiscal year (July 1 through the following June 30).

2. Financial Reporting Form (FRF)
   Each Booster Club must submit their completed Financial Reporting Tool (FRF) to the school district Athletic Director's Office by July 15 of the District fiscal year.

   The Business Office will provide the Financial Reporting Form (FRF) for each Booster Club for the upcoming school year. This will be emailed by the Athletics Office to the Head Coach/Booster Club representatives by September 1 of that respective year. *Please note. Booster Clubs may submit their own spreadsheets as long as all the information is included in the provided template above from the school district.

   All financial records will be presented to the Board of Education (BOE) in August of the District fiscal year.

3. Retention of Records
   In an effort to keep financial transparency, records are required to be kept for a set amount of time, per Board of Education Policy 773-Exhibit, Records Retention Schedule.
   - If the Booster Club manages their finances with the Waunakee Community School District, it is required to keep the current fiscal year + 6 years of documentation.
   - If the Booster Club manages their finances privately, please refer to the guidelines required for your type of organization.
     - Organizations registered as a 501(c)(3) must maintain records and keep books to show that it complies with tax rules. Please reference this website for more information.

Financials - Fundraising

Fundraisers must be approved and added to the document in the Athletics Office.
Here is a link to the reporting and approval form.

This document will be a resource each school year to have as a reference for programs to know what has been done regarding fundraising, what companies utilized, and offer suggestions and ideas on what has worked well for Booster Clubs/programs. We ask that similar fundraising efforts are not completed during the same season (for example: pizza products are not sold for two respective Booster Clubs during the same spring season). No fundraising is permitted without prior consent and clearance of the Athletics Office. All policies, procedures and local and state laws need to be followed regarding fundraising.

*Please note! These fundraisers are not mandatory, but suggestions for the sport/Booster Club to raise monies for their programming.

1. 50/50 raffles
    a. 50/50 raffles are a fundraising type activity.
    b. All state laws must be followed.
    c. Raffle license must be secured.
    d. All raffles must be approved by the Athletics Office.

2. Raffles
    a. All raffles are a fundraising type activity.
    b. All state laws must be followed.
    c. Raffle license must be secured.
    d. Examples: Girls Soccer and Boys Soccer

3. Concessions
    Booster Clubs must comply with the school district policy on the sale of food on school premises.There are no product restrictions or limitations on brands.
    School Board Policy - 763

    Booster Clubs are one of the organizations that the District can authorize to operate the concession stands at sporting events in order to raise funds for their organization/Club.

4. Product Sales
    School Board Policy- 374
    All product sales for fundraising must be a 50% profit margin for the organization, per School Board policy.
    **The Business Office plans to review this policy with the School Board.*

5. Classmunity
   Classmunity program is available to both Waunakee Community School District managed and privately managed organizations.

   Classmunity website:
   https://www.classmunity.com/waunakeewi/view-fundraisers.php

   School Board policy 881 defines the fundraising process.

6. Sponsorship
   Sponsorships are a viable form of fundraising for Booster Clubs. All sponsorship requests must follow the Board of Education Policy 851, Advertising in the School and Board of Education Policy Exhibit 881.1, Parent Organization/Booster Club Relations and Information Guidelines.

Financials - Fees

1. Athletic/Co-Curricular Fees
   Each student will be responsible for an Athletic/Co-Curricular Fee of $85 for participation in the programming. These fees are billed in Infinite Campus by the school district during athletic registration each season. These funds are managed and used by the Athletics Office.

2. Booster Club Fees
   Booster Club Fees are separate from the school fees. These fees are set by the Booster Club and are billed independently from the school district. These funds are managed and used by the Booster Club. In no capacity should these fees take the place of fundraising and they should not be used to offset expenses related to facility improvements.

   *The Student Financial Assistance Fund will automatically cover Booster Club Fees, as well as school district athletic fees for students approved for Free and Reduced Lunch. The families will NOT need to make the Booster Clubs/Coaches aware of this payment. The Student Financial Assistance Fund will work with the Athletic Department when fees are due, etc. for payment. Please reference the Student Financial Assistance Fund resources (Booster Club Handbook, page 26).

   It is very important that Booster Clubs communicate to their families that the Student Financial Assistance Fund is available for assistance, especially at the beginning of the season when families are required to pay/submit payment for Booster Club Fees or registering for a program.

Financials - District Financial Support

1. All coaches' salary and benefits are paid for by the school district, per Board of Education 370 Rule (1), Co-Curricular Activity Size Limitations Coach/Player Ratios.

2. Supply Expense Budget
   Each sport will be allotted a minimum of $1,500 of supply and expense budget per season. The Coach and the Booster Club will work together to decide what items will be purchased with this allotment. A final list of supplies will be submitted by the head coach to the athletic department.

3. Transportation
   The district shall fund the cost of school bus transportation to and from events. Booster Clubs may fund the difference between school bus transportation and Coach transportation, if approved by the Athletic Director.

4. Uniform Budget
   Each sport is included in a rotation for funds for new uniforms from the school district.

   Please review the following spreadsheet to view the year that your program is eligible for funding from the school district. This allotment can be used for home/away uniforms, pinnies, etc. and is allocated every four years.
   - Any cost above and beyond the dollars allotted would be the responsibility of the Booster Club.
   - Booster Clubs wishing to purchase new uniforms in an off-year of when the school district allotment is offered would be at the expense of the Booster Club.
   - All uniform purchases must be approved by the Athletic Department/Communications Office to follow the school district branding guidelines.

Financials - District Provided Insurance

The district provided liability policy provides coverage for the following:

Your past or present employees or elected or appointed officials while acting within the scope of their employment or authority, authorized volunteers while acting for you or on your behalf, including your students, and all commissions, agencies, boards, districts, authorities, PTAs, PTOs, Booster Clubs or similar entities when you retain the right to control the details of the work of these individuals or entities, except this insurance shall be excess of any insurance maintained by your past or present employees or elected or appointed officials, or authorized volunteers, including students for the ownership, maintenance, or use of any automobiles owned by the employee, official, volunteer, or student, regardless of whether such automobiles are also hired or borrowed by you.

- This also applies to Family Teacher Organizations (FTO).

An example of an event outside of the control of the Waunakee Community School District is a clinic hosted by an athletic program in another venue/location offered to student-athletes on a regional/statewide basis.

Booster Club board members/leadership liability policies are not necessary if all activities of the organization are under the control of the Waunakee Community School District. Booster Club officers/directors liability policies should be considered if the organization conducts activities outside of the control of the Waunakee Community School District.

Booster Club Provided Insurance [2]
Booster Clubs engaging in activity outside of the control of the Waunakee Community School District should purchase a liability policy for your organization through an insurance company. The school district purchases their insurance policies through Hub International in Waunakee.

[2] The District encourages Booster Clubs to secure separate coverage, as well. Although the District does direct Booster CLubs on, e.g., compliance issues, the District does not generally retain control over the work of Booster Clubs or their individual members.

TITLE IX REQUIREMENTS

The Waunakee Community School District is required to adhere to the Title IX requirements. These requirements are the basis behind many of the requirements the District has for the Booster Club organizations.

Please review this document that summarizes the requirements.

TITLE IX NOTICE

The Board of the Waunakee Community School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Director of Human Resources, Waunakee Community School District. 905 Bethel Circle, Waunakee, WI 53597

Brian Grabarski, 608.849.2000, ext. 8167 briangrabarski@waunakee.k12.wi.us

Director of Special Education, Waunakee Community School District. 905 Bethel Circle, Waunakee, WI 53597

Tiffany Loken, 608.849.2000, ext. 8268 tiffanyloken@waunakee.k12.wi.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 413/513 Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: https://www.waunakee.k12.wi.us/board/policies

The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

SCHOOL DISTRICT BRANDING GUIDELINES

Waunakee Community School District plays an integral role and is a staple in our Waunakee community. During the 2021-2022 school year, the Board of Education approved a year-long process to create a district visual brand. This process included a wide selection of community stakeholders, including students, staff, Board of Education members, parents, community members, etc. to gather input.

Visual branding is an important facet of an organization's communication plan. To keep the integrity of the Waunakee Community School District and the district/high school visual brand, it is crucial to follow these guidelines when using visual elements. This will help strengthen our image, promote trust, and will allow us to represent ourselves as one team.

A brand includes our name, logo, and identifying elements including fonts, colors, and graphics. The logo is a visual representation that represents our brand.

The visual branding results enclosed in these district branding guidelines packages are relevant for the Waunakee Community High School brand and the spirit/athletic/co-curricular programs of our school district. The correct guidelines should be followed with what you are producing or sharing with the community to represent our brand. Certain criteria must be met, and any and all entities that use the logo are subject to review and approval by the Waunakee Community School District.

With our high school brand, it is important that the district communicates to the community with a consistent, solid, and professional manner.

If you are seeking the Waunakee Community School District and its logo or the Waunakee Community High Schools and its logo, please contact the Communications Department via email at wcsd_communications@waunakee.k12.wi.us.

Waunakee Community School District Branding Guidelines
Waunakee Community High School Branding Guidelines
Color Reference Quick Sheet

School District Branding Guidelines - Additional Resources

Waunakee Community High School Google Slides Presentation
The Google document will ask you to make a copy when clicking on the above link. The header and footer will not change. Delete the text, and use the document for yourself. It will automatically add to your Google drive.

Under layout in Google Slides Presentation, there are many different options for layouts of your slides. You can select the option that you'd like.

Waunakee Community School District Google Slides Presentation
This Google document will ask you to make a copy when clicking on the above link. The header and footer will not change. Delete the text, and use the document for yourself. It will automatically save to your Google drive. This presentation is the Waunakee Community School District logo/brand.

Logos
It is very important when downloading our school district logos, you follow the branding guidelines. The rules help maintain the integrity of the brand.

WCHS Spirit/Shield Logo
WCHS Logo with Text (Vertical)
WCHS Logo with Text (Horizontal)
Waunakee Warriors (Vertical)
Waunakee Warriors (Horizontal)
Waunakee Warriors (Text)

*There are several versions of each logo, including file types. If you are in need of a specific file type for a vendor, social media, etc. please reach out to the Communications Department via email at wcsd_communications@waunakee.k12.wi.us.

FACILITIES

1. Facility Use by Community Organizations
   Facilities within the Waunakee Community School District are available for Booster Clubs that are managed both by the school district and privately managed organizations.

   Please visit our facility usage guidelines and procedures to reserve space or inquire about using our Waunakee Community School District facilities.

   School Board policy 830 defines the use of School Facilities.

   Fees (if applicable) are approved each year in May by the School Board.

2. Scheduling Facility Use

   Effective September of 2023, the Waunakee Community School District implemented a public-facing community scheduling software program. This software will allow community members, internal staff, etc. to schedule facility use within the school district. All requests for facility use will be inputted within this new system.
   - If you have an event that you would like to reserve space for outside of the normal school day (Monday-Sunday), we ask that you complete a facility reservation.
   - Once a request has been made, the Athletic Department will review the request and approve it, unless additional information is needed or a conflict occurs.

   Reservations can be made here:
   http://events.dudesolutions.com/waunakeecsd/page/quickform

3. Facility Enhancements
   If your organization is interested in completing a facility enhancement, please reach out to the Business Office prior to the start of the discussions. School Board policy requires review and approval for any facility enhancements before a capital campaign or fundraising begins.

CAMPS/CLINICS

Waunakee Community School District supports Booster Clubs and athletic programs offering opportunities for community youth camps and clinics to support our student athletes and their programs.

Effective for camps beginning in the 2023-2024 school year, all registrations and payment will be processed through the Waunakee Community School District via GoFan. All camp expenditures will be accounted for in the District's accounting system.

Facility use and fees may apply, depending on the nature of the camp.

Camp offerings for each summer are listed on the District Athletics website. The website is updated in the spring of the year for all the offerings/registrations for the respective summer camps that year/summer.

Questions regarding camps/clinics, please contact the Athletics Office at (608) 849-2103.

COMMUNICATION

It is very important that Booster Clubs keep open communication with the school district and the Athletics Office, as well as with school district employees (coaches, volunteers, etc.)

- Communication with the Athletic Office
    a. The head coach and Athletic Department are always the first points of contact with Booster Clubs, regardless of the request. If the request needs to be routed to a different department, the Athletic Office will route the request to the specific person.

- Communication with Coaches
    a. All communication with a Booster Club and coach **must use** the school district provided email for a coach.

- Communication with Students
    a. The Athletics Office has organized the program HUDL App for use for communication with coaches and student-athletes. The HUDL App will be required, and purchased by the Athletics Office. All athletic programs will have access to the basic package from the school district. Because the HUDL messaging app has changed in the past year, other apps may be more useful for communication. Examples of these apps include but are not limited to:
        i. SportsYou
        ii. BAND
        iii. Remind

    b. There are a variety of functions that organizations/sporting programs can utilize in addition to the basic package of communication with this tool. Any other or additional add-on features within HUDL is the responsibility of the Booster Club.

- Communication with Booster Clubs within our School District
    a. Information must be updated yearly to reflect contact information of Booster Clubs. Document contains names, email addresses, social media accounts, etc. for each Booster Club.
    Booster Club Database

- Advertising Events Protocols
    a. Listed on our Community Events page on the district website are guidelines for organizations wishing to distribute information through schools. Please follow the procedures carelly when submitting information.

b. All requests follow the Board of Education Policy 851, Advertising in the School.

c. Organizations wishing to advertise or distribute information on this community webpage need to follow these steps:
    - Send your request along with a flier to district_administrator@waunakee.k12.wi.us.
    - PDF format clearly includes the start and end date of the event, as well as contact information for individuals with questions.
    - Once the request is reviewed by the District Administrator's office, the requestor will be notified if/how the submission will be posted.
    - If posted, the District Administrator's office will share the information with the Waunakee Community School District building offices.

- School District Communications Office
    - As a resource, the Communications office can be a tool that can help you with operations, communication, and advertising. Please reach out to the Communications Office (905 Bethel Circle, Waunakee) at 849.2000, est. 8005.

STATE TOURNAMENT GUIDELINES

The Athletics Office has the following guidelines to share the expectations and support that the Waunakee Community School District provides to athletes and teams when they perform/compete at the state level.

Athletic Department Guidelines

SPECIAL EVENTS

The Athletics Office will have a sign-up each season for special event nights. Each Booster Club/Head Coach will be responsible for inputting the dates of all nights they will celebrate during their respective season.

Sign-Up Document(Fall, Winter, and Spring sports)

*Please note! These special nights are not mandatory, but suggestions for the sport/Booster Club to honor and celebrate during their season.

1. Youth Night
2. Senior Night
    - Banners: Banner hanging and the take-down are the responsibility of the senior parents and Booster Club members. Please contact Jen Lockman (jenlockman@waunakee.k12.wi.us) to schedule when you can hang the banners in the commons. You will need to provide your own zip ties.

    - For banners that will hang in the Fieldhouse-for the Senior Night game, we ask that the Booster Club members use Gaffer's tape to protect the walls.

    - If you do not schedule with Jen before the season, the Athletics Office can't guarantee you will be able to display the banners in the commons.

    - Senior Programs
        - Collecting Senior Information from Athletes

3. Parents Night
4. Teacher Appreciation Night
    - Form Templates
        - Collecting Teacher Choices from Athletes
        - Collecting RSVP from Staff Members
5. End of the Year Banquet
    - End of the year banquets are planned and held by the Head Coach/Advisor in honor of the team's season. Many times, a Booster Club committee will help the coach with this process. It is recommended that all banquets are held on-site at the High School, but special permission will be granted if a program would like to hold the event off-site. This must be approved by the Athletic Director or High School Principal.
    - School Board Policy - 522.1

All functions involving our students of the school district should be completely alcohol-free and drug-free.

- Awards
  All awards will be ordered from the Athletics Office. Each sport will receive 3 awards, including small (5x7) plaques and the American Legion award.
  Any additional awards beyond these will be at the expense of the Booster Club.

6. Additional Booster Club Activities and Resources
   - Rosters
     - Rosters - Printable Template
     - Roster Card Template

   - Away Game Food: Away game food is not required by the Booster Club program. Please note that when weather poses the threat of postponing a game, that decision may not come from the school(s) until 2:00pm on the day of a competition.

   - Photography
     - A yearbook photo must be submitted for each athletic program. In order for the yearbook to meet their deadlines, team photos of each level must be completed and uploaded in a timely manner.
     - Please see the team photo submission policy document for complete information. The athletic department can also take care of photo uploading by emailing us the name of the team and including the photo.
     - If you need assistance in setting up a team photo day, please contact the athletic office

   - Volunteers
     Volunteers are the heart of our programs.
     - Committee Chair Sign-Up Template

   - Websites
     At this time, Booster Club websites will not be linked off the district website. Our offerings at the high school level will be listed, as well as an email address contact for each sport.

   - Websites maintained by teams and/or Booster Clubs must:
     - Follow district branding guidelines
     - Be kept up-to-date

SOCIAL MEDIA GUIDELINES

The Waunakee Community School District social media accounts are maintained by the Communications & Engagement Specialist to inform and engage the Waunakee Community School District and Community.

Social media posts occur at a minimum of once per day. Social media posts include, but are not limited to:

- Highlighted accomplishments of anyone within the Waunakee Community School District
- Relevant district information
- Emergency and non-emergency school closures, early dismissals, delayed openings
- Employment opportunities

District administrators, principals, department supervisors, teachers, coaches, booster club representatives, and club advisors are encouraged to submit pictures/text monthly to provide transparency and engagement for our school community.

All district-related social media accounts must comply with FERPA, Copyright Laws, uphold the safety and security of all students, staff, and focus on branding while maintaining a positive image for Waunakee Community School District.

We do not promote fundraisers on our district social media channels.

1. We ask that all athletic programs/Booster Clubs submit their social media pages to the Athletics Office. This helps us help you celebrate our student-athletes. Our main district social media accounts can reshare, like, comment, and engage with your programs. Booster Club Contact Database + Social Media Pages
2. We ask that all Booster Clubs/athletic programs submit stories, pictures, text, etc. to our district social media email address to promote on our district level social channels. You can email social_media@waunakee.k12.wi.us.
    - Facebook
    - Instagram
    - Twitter
    - YouTube
3. Social Media Best Practices for Booster Clubs
    - It is important to select the right avenue of social media account for your Booster Club. It is not possible and manageable to use every platform for your organization, but it is important to know what the Booster Club would like to get out of the social media presence and how you can use social media to benefit

your Booster Club. Choosing the right social media platform to reach your different audiences is very important, but taking the time to understand your target audience and where they prefer to spend their social media time is crucial for the success of your channels.

- Posts to social media should focus on promoting the team and it's players and coaches in a positive manner.Examples of posts that would be anticipated include, but are not limited to:
    - Photos, videos, posts of team events, games, activities, tournaments, camps, etc.
    - Game scores and highlights.
    - Upcoming team games and events.
    - Team and individual accomplishments, including awards, special recognition, etc.
    - Reposts or retweets mentioning the team in the media.
    - Posts should be objective

- Only positive and appropriate facts are to be posted. Perceptions and opinions should be avoided. Facts are to be simple, clear, and concise. Spelling, grammar, and punctuation should be correct.

- Branding and school district guidelines must be followed and used on all social media channels and communications.

- The following text needs to be included in the notes/About Me (Facebook) or BIO (Instagram and Twitter) section of the Booster Club social media accounts.
    - This account is run by the "Waunakee Booster Club", volunteer members of the Booster Club. It is **not** an official account of the Waunakee Community School District.
    - Commenting Guidelines are required/posted on all social media channels.
    - Account is not managed or created by a school district employee, coach, etc.
    - Account is managed by a Booster Club volunteer.
    - Example

- The standard is to avoid using names unless necessary on social media posts. If there is special recognition, then it may be appropriate to include the athlete's name. You do not need to worry about including names with your pictures, but you should always include a short description of what is happening in the photo.

- Additional Resources
  Best Social Media Practices for Schools

WARRIOR MEDIA

Warrior Media students create and produce livestream broadcasts for many of the home Waunakee Athletics events, as well as game-day photography, play-by-play, video board content, and social media updates (gameday and final score graphics).

Website: https://www.waunakee.k12.wi.us/athleticsactivities/livestream#/
Photography Website: https://photos.warriormedia.org/
Social Media Channels

- Instagram: https://www.instagram.com/wm_whs/
- X (Twitter): https://twitter.com/wm_whs

PUBLIC RECORDS

Public Records Law - Wis. Stat. §§ 19.31 to 19.39

School Board Policies

Policy 823 - Access to Public Records
Policy 823 Exhibit - Public Records Notice and Fee Schedule
Policy 823 Rule - Procedures for Handling Public Records Requests

The public records law “shall be construed in every instance with a presumption of complete public access, consistent with the conduct of government business. The denial of public access generally is contrary to the public interest, and only in an exceptional case may access be denied.”

The school district, as a governmental entity, has a legal responsibility to maintain records. Those records are the responsibility of the Records Custodian – in WCSD the superintendent is the custodian of records.

View informational presentation regarding Public Records and Requests.

STUDENT FINANCIAL ASSISTANCE FUND

The Student Financial Assistance Fund is committed to ensuring that all Waunakee Community School District students and families can participate in school activities and programs regardless of their ability to pay.

If you have questions regarding the Student Financial Assistance Fund or to learn more about the Fund, please contact Teri Reible at the district office via phone (608) 849-2000. If you need assistance in a language other than English, please call the district interpreter and translator at 608-849-2000 option 2.

- The Student Financial Assistance Fund statement should be included in all written communication shared with families. **It is very important that the text is copied and pasted into emails, texts, messages, etc. when sending emails to your families, especially at the beginning of the season when families are required to pay/submit payment for Booster Club Fees or registering for the program.**

  Text to be included in your communications:
  The Waunakee Community School District is committed to ensuring that all students and families can participate in their school communities regardless of a family's financial situation and ability to pay. Scholarships or payment plans are available to any student who has been approved for the free/reduced meal program, and may be available to any student whose families have a financial need due to unique circumstances. Please contact your school building social worker to learn more about these opportunities. If you need assistance in a language other than English, please call the district interpreter and translator at 608-849-2000 option 2.

- The Student Financial Assistance Fund will automatically cover Booster Club Fees, as well as school district athletic fees for students approved for Free and Reduced Lunch. The families will NOT need to make the Booster Clubs/Coaches aware of this payment. The Student Financial Assistance Fund will work with the Athletic Department when fees are due, etc. for payment.

  Text to be included in your communications, as well:
  If you are approved with the Waunakee Community School District Free and Reduced Lunch program, your Booster Club Fees and Athletic Fees will be waived. You do NOT need to disclose this information to the Booster Club members. The Student Financial Assistance Fund will take care of this.

- Additional Student Financial Assistance Fund Resources
    - Presentation
    - Website
    - Classmunity Website of the Student Financial Assistance Fund

BOOSTER CLUB BEST PRACTICES

The following best practices are highly recommended to minimize legal liability for any Booster Club organization:

- All Booster Club members must be made aware that no individual should personally benefit from the organization's activities, but be focused on the benefit of the students and the programming.
- Individual Booster Club members are not employed by the District and are not representatives of the District for purposes of this Policy. Consequently, Booster Clubs must be careful to avoid giving the imprimatur of the District.
- To avoid the appearance of an actual conflict of interest, a coach/advisor should not be part of any decision making/approvals that result in any financial benefit to the coach.
- All Booster Club members are expected to follow the same standards of conduct as District employees when chaperoning, sponsoring, or attending student activities.
- Use a general email (like Gmail) for all communication within the Booster Club organization. This way, when there is a change in leadership, the Booster Club will just need to update passwords and document access.
- The treasurer of the Booster Club should be working with the school district to keep the financial reporting tool up-to-date. Please reach out if you have questions or concerns. The Financial Reporting Form (FRF) will be submitted to the Athletic Office by July 15 of the District fiscal year.
- All meetings should be properly communicated and posted for all members of the organization. The notice should clearly state the date, time, and location of the meeting and items to be discussed. The Booster Club organization may use the school facilities for their meetings with proper prior approval through the Facilities Rental Process.
- No coercion (actual or implied) may be exercised in fundraising activities and no student or teacher is required to raise any particular minimum money or sell any minimum number of tickets, etc. There can be a recommended amount per athlete/student/family.

ADDITIONAL RESOURCES FOR BOOSTER CLUBS

Waunakee Community School District website
Waunakee Community School District - Athletics website
Internal Revenue Services
Waunakee Booster Club Contact List

NATURE OF ACKNOWLEDGE FOR BOOSTER CLUBS

Each Booster Club must acknowledge the Booster Club Handbook and submit in writing the action of reading/receiving the document. Failure to abide by this document may result in the ability to attend in future athletic events and participate as a Booster Club member.

This document must be submitted to the Athletics Office. This acknowledgement should be completed by digitally signing this Google Form: https://forms.gle/9Fbv2bsJifusaXoAA

DISCLAIMER

This handbook serves as a resource for Booster Club volunteers, members, coaches, students, and families in partnership with the Waunakee Community School District. It is meant to provide guidance and information related to supporting our student athletes within our athletic programs, but should not be viewed as a legally binding document.

2025-2026 Budget Status Report - May 31st, 2026

GENERAL FUND 10 EXPENSES

Salary & Benefits (no grants)	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Personnel Costs: Salaries	38,243,560	38,284,181	32,635,072.11	7,011,444.56	103.56%	-1,362,335.67
Personnel Costs: Benefits	13,039,606	13,039,006	11,181,498.43	2,392,762.76	104.11%	-535,255.19
Total	**51,283,166**	**51,323,187**	**43,816,570.54**	**9,404,207.32**	**103.70%**	**-1,897,590.86**
Buildings	**Budget**	**Revised Budget**	**Spent**	**Ordered**	**% Spent/Or.**	**Available**
Prairie School	87,510	87,510	80,489.76	14,002.05	107.98%	-6,981.81
Heritage School	88,170	88,170	85,572.14	14,681.66	113.71%	-12,083.80
Arboretum School	75,420	75,420	80,774.56	4,886.79	113.58%	-10,241.35
Intermediate School	160,000	160,000	114,380.64	11,813.85	78.87%	33,805.51
Middle School	153,340	153,340	122,158.19	11,050.78	86.87%	20,131.03
High School	586,365	586,365	494,846.86	121,149.75	105.05%	-29,631.61
Athletics	447,602	447,602	391,014.45	31,778.82	94.46%	24,808.73
Prairie School CSF	41,522	42,784	40,332.16	1,804.77	98.49%	647.07
Heritage School CSF	41,359	43,049	22,354.78	9,102.17	73.07%	11,592.05
Arboretum School CSF	37,697	38,774	38,490.84	1,777.09	103.85%	-1,493.93
Intermediate School CSF	46,973	49,262	47,336.19	5,891.36	108.05%	-3,965.55
Middle School CSF	47,055	48,469	36,753.29	325.14	76.50%	11,390.57
High School CSF	74,069	80,332	72,218.50	2,099.51	92.51%	6,014.02
Common School Fund-District	7,069	7,573	7,330.32	0.00	96.80%	242.68
Departments						
Utilities	1,083,269	1,083,269	1,008,046.48	87,510.38	101.13%	-12,287.86
Maintenance	731,990	731,990	602,506.06	190,524.50	108.34%	-61,040.56
Contingency Fund	200,000	40,000	0.00	0.00	0.00%	40,000.00
Transportation	1,724,075	1,724,075	1,562,305.31	56,826.15	93.91%	104,943.54
Technology	718,729	718,729	751,390.61	287.25	104.58%	-32,948.86
Technology Erate/Fees	0	0	0.00	0.00	---%	0.00
Curriculum-Elementary Operation	455,382	461,382	386,732.53	13,872.00	86.83%	60,777.47
Curriculum-Secondary	576,861	576,861	558,642.28	7,858.68	98.20%	10,360.04
4K District	809,900	809,900	803,285.71	496.24	99.24%	6,118.05
Human Resources	54,550	54,550	52,947.42	15.98	97.09%	1,586.60
Superintendent	142,208	142,208	136,511.77	4,020.20	98.82%	1,676.03
Student Services-Operations	93,500	93,500	46,245.37	568.21	50.07%	46,686.42
Student Services-District	110,000	110,000	65,159.67	6,543.95	65.19%	38,296.38
Business Office	566,433	566,433	647,207.58	96,980.68	131.38%	-177,755.26
District Wide	2,137,748	2,197,748	923,446.79	4,835.07	42.24%	1,269,466.14
Summer School	109,515	109,515	106,493.16	0.00	97.24%	3,021.84
Special Projects	0	0	9,512.50	0.00	#DIV/0!	-9,512.50

Grants-Fund 10						
Title 1 Grant (Public)	95,100	114,275	82,961.11	22,259.39	92.08%	9,054.50
Title 1 Grant (Private)	2,700	2,210	1,815.52	0.00	82.14%	394.80
Title 2 Grant (Public)	45,255	45,255	45,148.31	0.00	99.76%	106.69
Title 2 Grant (Private)	6,797	6,478	6,478.26	0.00	100.00%	0.00
Title 3 Grant	17,204	18,239	16,939.33	0.00	92.87%	1,299.67
Title 4A Grant (Public)	8,672	8,672	8,671.98	0.00	100.00%	0.02
Title 4A Grant (Private)	1,328	1,328	1,328.04	0.00	100.00%	-0.04
Career/Tech Ed Grant	58,704	58,704	28,351.88	0.00	48.30%	30,352.12
CEIS Federal Flo-Through	191,600	147,100	128,070.26	827.50	87.63%	18,202.24
Ed. Effectiveness Grant	33,442	33,442	33,971.00	0.00	101.58%	-529.00
Peer Mentor Grant	12,121	11,953	11,616.85	0.00	97.19%	336.15
Perkins Grant	20,049	20,049	19,264.48	0.00	96.09%	784.52
School-Based Mental Health	0	0	122,477.55	10,106.50	#DIV/0!	-132,584.05
SAODA	25,000	25,000	0.00	0.00	0.00%	25,000.00
Youth Apprenticeship Grant	88,825	88,825	87,033.19	4,475.99	103.02%	-2,684.18
Other Program Totals						
Transfer to Fund 27	7,594,427	7,694,427	0.00	0.00	0.00%	7,694,427.00
Wellness Clinic	300,000	300,000	343,657.98	2,033.88	115.23%	-45,691.86

Subtotals	**Original Budget**	**Revised Budget**	**Spent**	**Ordered**	**% Spent/Or.**	**Available**
Salary & Benefits Totals	51,283,166	51,323,187	43,816,570.54	9,404,207.32	103.70%	-1,897,590.86
Building Totals	1,894,151	1,908,650	1,634,052.68	230,363.74	97.68%	44,233.61
Department Totals	9,514,160	9,420,160	7,660,433.24	470,339.29	86.31%	1,289,387.47
Grant Totals	606,797	581,531	594,127.76	37,669.38	108.64%	-50,266.56
Other Program Totals	7,894,427	7,994,427	343,657.98	2,033.88	4.32%	7,648,735.14
Total Fund 10 Expenditures	**71,192,701**	**71,227,955**	**54,048,842.20**	**10,144,613.61**	**90.12%**	**7,034,498.80**

GENERAL FUND 10 REVENUES

Building/Department	**Original Budget**	**Revised Budget**	**Received**	**Ordered**	**% Received**	**Unreceived**
Prairie School	2,550	2,550	6,410.38	0.00	251.39%	-3,860.38
Heritage School	2,250	2,250	3,827.44	0.00	170.11%	-1,577.44
Arboretum School	5,820	5,820	8,347.44	0.00	143.43%	-2,527.44
Intermediate School	37,900	37,900	14,008.75	0.00	36.96%	23,891.25
Middle School	23,700	23,700	28,662.14	0.00	120.94%	-4,962.14
High School	199,215	199,215	258,263.07	0.00	129.64%	-59,048.07
Curriculum - Elementary	0	6,000	6,000.00	0.00	100.00%	0.00
Curriculum - Secondary	10,815	10,815	16,709.56	0.00	154.50%	-5,894.56
Maintenance	15,000	15,000	3,173.10	0.00	21.15%	11,826.90
Athletic Dept	71,000	71,000	92,291.32	0.00	129.99%	-21,291.32
Human Resources	0	0	859.89	0.00	---%	-859.89
Technology	4,200	4,200	15,676.10	0.00	373.24%	-11,476.10

Technology Erate/Fees	0	0	67,934.48	0.00	---%	-67,934.48
District	69,787,210	70,887,210	55,195,897.15	0.00	77.86%	15,691,312.85
Common School Fund-District	296,005	310,243	310,243.00	0.00	100.00%	0.03
Grants - Fund 10						
Title 1 Grant (Public)	95,100	114,275	11,257.75	0.00	9.85%	103,017.25
Title 1 Grant (Private)	2,700	2,210	0.00	0.00	0.00%	2,210.32
Title 2 Grant (Public)	45,255	45,255	20,065.88	0.00	44.34%	25,189.12
Title 2 Grant (Private)	6,797	6,478	0.00	0.00	0.00%	6,478.26
Title 3 Grant	17,204	18,239	0.00	0.00	0.00%	18,239.00
Title 4A Grant (Public)	8,672	8,672	8,671.98	0.00	100.00%	0.02
Title 4A Grant (Private)	1,328	1,328	0.00	0.00	0.00%	1,328.00
Career/Tech Ed Grant	58,704	58,704	18,755.41	0.00	31.95%	39,948.59
CEIS Federal Flo-Through	191,600	147,100	0.00	0.00	0.00%	147,100.00
Ed. Effectiveness Grant	33,442	33,442	33,442.00	0.00	100.00%	0.00
Peer Mentor Grant	12,121	11,953	0.00	0.00	---%	11,953.00
Perkins Grant	20,049	20,049	14,708.90	0.00	73.36%	5,340.10
School-Based Mental Health	130,239	130,239	0.00	0.00	---%	130,239.00
SAODA	25,000	25,000	610.15	0.00	---%	24,389.85
Youth Apprenticeship Grant	88,825	88,825	54,486.71	0.00	---%	34,338.29
Total Fund 10 Revenues	**71,192,701**	**72,287,673**	**56,190,302.60**	**0.00**	**77.73%**	**16,097,370.01**

SPECIAL EDUCATION FUND 27 EXPENSES

Salaries & Benefits (no grants)	**Budget**	**Revised Budget**	**Spent**	**Ordered**	**% Spent/Or.**	**Available**
Salaries & Benefits	12,391,381	12,391,381	10,507,269.18	2,250,468.74	102.96%	-366,356.92
Departments						
Special Ed-Operations	63,546	63,546	31,102.41	10,721.94	65.82%	21,721.65
Special Ed-District	237,000	237,000	190,123.15	36,786.85	95.74%	10,090.00
Transportation	157,500	157,500	120,433.51	79,566.65	126.98%	-42,500.16
Medicaid	10,000	10,000	11,389.53	0.00	113.90%	-1,389.53
Grants-Fund 27						
IDEA FlowThrough Grant	975,048	813,963	667,795.78	92,432.19	93.40%	53,735.25
IDEA PreSchool Grant	58,500	36,000	13,666.26	0.00	37.96%	22,333.74
Total Fund 27 Expenditures	**13,892,975**	**13,709,390**	**11,541,779.82**	**2,469,976.37**	**102.21%**	**-302,365.97**

SPECIAL EDUCATION FUND 27 REVENUES

Source	**Budget**	**Revised Budget**	**Received**	**Ordered**	**% Received**	**Unreceived**
IDEA FlowThrough Grant	975,048	813,963	452,758.20	0.00	55.62%	361,205.02

IDEA PreSchool Grant	58,500	36,000	12,560.78	0.00	---%	23,439.22
Special Ed Revenues	0	0	0.00	0.00	---%	0.00
Aid-Sp Ed Transition Grant BBL	15,000	15,000	0.00	0.00	---%	15,000.00
Other Fund 27 Revenues	12,844,427	12,844,427	3,140,918.88	0.00	24.45%	9,703,508.12
Total Fund 27 Revenues	**13,892,975**	**13,709,390**	**3,606,237.86**	**0.00**	**26.30%**	**10,103,152.36**

FOOD SERVICE FUND 50 EXPENSES

Function	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
All	2,785,330	2,785,330	2,504,967.83	437,316.39	105.64%	-156,954.22

FOOD SERVICE FUND 50 REVENUES

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
All	2,791,696	2,851,696	2,568,931.07	0.00	90.08%	282,764.93

CALCULATION OF BUILDING/DEPARTMENT BUDGET BALANCES May 31st, 2026

Building/Department	24-25 Carryover	25-26 Revenue Budget	25-26 Rec'd	25-26 Revenue Balance	25-26 Expense Budget	25-26 Spent / Encumbered		25-26 Expense Balance	25-26 Balance	Funds Available
Prairie School	47,635.60	2,550.00	6,410.38	-3,860.38	87,510	94,491.81		-6,981.81	-3,121.43	44,514.17
Heritage School	23,346.94	2,250.00	3,827.44	-1,577.44	88,170	100,253.80		-12,083.80	-10,506.36	12,840.58
Arboretum School	16,124.10	5,820.00	8,347.44	-2,527.44	75,420	85,661.35		-10,241.35	-7,713.91	8,410.19
Intermediate School	81,096.63	37,900.00	14,008.75	23,891.25	160,000	126,194.49		33,805.51	9,914.26	91,010.89
Middle School	73,627.64	23,700.00	28,662.14	-4,962.14	153,340	133,208.97		20,131.03	25,093.17	98,720.81
High School	95,339.58	199,215.00	258,263.07	-59,048.07	586,365	615,996.61		-29,631.61	29,416.46	124,756.04
Athletic Dept	49,511.14	71,000.00	92,291.32	-21,291.32	447,602	422,793.27		24,808.73	46,100.05	95,611.19
Curriculum-Elementary	21,534.06	6,000.00	6,000.00	0.00	461,382	400,604.53		60,777.47	60,777.47	82,311.53
Curriculum-Secondary	32,163.75	10,815.00	16,709.56	-5,894.56	576,861	566,500.96		10,360.04	16,254.60	48,418.35
CTE Grant	114,986.26	58,704.00	18,755.41	39,948.59	58,704	28,351.88		30,352.12	-9,596.47	105,389.79
Human Resources	15,480.06	0.00	859.89	-859.89	54,550	52,963.40		1,586.60	2,446.49	17,926.55
Maintenance	176,092.99	15,000.00	3,173.10	11,826.90	731,990	793,030.56		-61,040.56	-72,867.46	103,225.53
Special Education	28,375.10	0.00	0.00	0.00	63,546	41,824.35		21,721.65	21,721.65	50,096.75
Student Services	147,461.64	0.00	0.00	0.00	93,500	46,813.58		46,686.42	46,686.42	194,148.06
Superintendent	854.92	0.00	0.00	0.00	142,208	140,531.97		1,676.03	1,676.03	2,530.95
Technology	22,162.76	4,200.00	15,676.10	0.00	718,729	751,677.86		-32,948.86	-32,948.86	-10,786.10
4K	19,772.05	0.00	0.00	0.00	809,900	803,781.95		6,118.05	6,118.05	25,890.10
	965,565.22								129,450.16	1,095,015.38

CASH RECONCILIATION FOR THE MONTH OF APRIL 2026

	OCB PAYROLL CHECKING (FUND 10)	OCB DEPOSIT ACCT (FUNDS 10,21,27,50,60,80,99)	OCB OPERATING ACCT (FUNDS 10,21,27,50,60,80,99)	OCB Construction ACCT Checking (Fund 49)	LGIP GENERAL ACCOUNT (FUNDS 10,27,50,80,99)	LGIP DENTAL ACCT (FUND 10)	MIDAMERICA TRUST ACCT (FUND 73)	WISC DEBT SERVICE (FUNDS 38,39)	WISC SCHOLARSHIP ACCT (FUND 21)	WISC-211 2024 BOND Referendum ACCT (FUND 49)	WISC-212 2025 BOND Referendum ACCT (FUND 49)	WISC GENERAL (FUNDS 39 AND 49)	TOTALS
BEGINNING BALANCE	-260,614.97	7,632,414.35	140,632.46	15,460.36	11,982,909.45	283,661.77	59,803.26	10,706,705.47	362,605.26	6,354,995.28	$14,672,641.14	2,703.76	51,953,917.59
REVENUES:													
+ DEPOSITS	5,548,134.96	1,061,041.77	1,206,886.95	1,377,624.92	688,959.46	62,147.80	0.00	0.00	0.00		55,582.93	0.00	10,000,378.79
+ INTEREST	1,993.35	19,672.20	717.27	199.28	37,054.04	728.25	98.06	36.86	1,074.35	16,823.26	4,007.52	7.81	82,412.25
TOTAL REVENUES	5,550,128.31	1,080,713.97	1,207,604.22	1,377,824.20	726,013.50	62,876.05	98.06	36.86	1,074.35	16,823.26	59,590.45	7.81	10,082,791.04
EXPENSES:													
ACCOUNTS PAYABLE	0.00	6,697,865.86	1,261,790.51	1,377,624.92	0.00	56,810.35	0.00	10,694,059.38	0.00	1,377,624.92		$0.00	21,465,775.94
PAYROLL	5,025,544.27					0.00	0.00		0.00	0.00	0.00	0.00	5,025,544.27
								0.00		0.00			
TOTAL EXPENSES	5,025,544.27	6,697,865.86	1,261,790.51	1,377,624.92	0.00	56,810.35	0.00	10,694,059.38	0.00	1,377,624.92	0.00	0.00	26,491,320.21
ENDING BALANCE	263,969.07	2,015,262.46	86,446.17	15,659.64	12,708,922.95	289,727.47	59,901.32	12,682.95	363,679.61	4,994,193.62	14,732,231.59	2,711.57	35,545,388.42
BANK BALANCES-SKYWARD			$85,446.17										
ENDING BANK BALANCE FROM STMT	382,492.52	2,015,262.46	86,446.17	15,659.64	12,708,922.95	289,727.47	59,901.32	12,682.95	363,679.61	4,994,193.62	14,732,231.59	2,711.57	35,663,911.87
OUTSTANDING ACH	**645,695.51**		1,000.00		0.00	0.00	0.00	0.00	0.00			0.00	646,695.51
ACTUAL BALANCE: SKYWARD BALANCE	-263,202.99	2,015,262.46	$85,446.17	15,659.64	12,708,922.95	289,727.47	59,901.32	12,682.95	363,679.61	4,994,193.62	14,732,231.59	2,711.57	35,017,216.36

SKYWARD BALANCE	-263,969.07
	766.08
overpaid wages	$832.80
EBC	$8.28
HSA -	$75.00
	$766.08

This account can have a negative balance due to the WRS pymt. outstanding due at the end of the following month.

WAUNAKEE
COMMUNITY SCHOOL DISTRICT

ADMINISTRATION OFFICE
905 Bethel Circle
Waunakee, Wisconsin 53597
(608) 849-2000

Facilities and Maintenance

The Board of Education for the Waunakee Community School District has reviewed the School Violence Evaluation Reports for scheduled drills held during the month of MAY 2026.

	School Address		
AES	Arboretum Elementary School 1350 Arboretum Drive Waunakee, WI 53597	EVACUATION	5.11.26
HES	Heritage Elementary School 6271 Woodland Drive Waunakee, WI 53597	EVACUATION	5.11.26
PES	Prairie Elementary School 700 N. Madison Street Waunakee, WI 53597	EVACUATION	5.14.26
WIS	Waunakee Intermediate School 6273 Woodland Drive Waunakee, WI 53597	EVACUATION	5.1.26
WMS	Waunakee Middle School 1001 South Street Waunakee, WI 53597	EVACUATION	5.12.26
WHS	Waunakee High School 301 Community Drive Waunakee, WI 53597	EVACUATION	5.14.26
ALT	WaunaGrow Alternative Site 1025 Quinn Drive Ste 100 Waunakee, Wi 53597	EVACUATION	5.1.26

Board of Education Representative: _____
Joan Ensign, President

DANE COUNTY CONTRACT # _____

GRANT AGREEMENT

Revised 11.2024

THIS GRANT AGREEMENT is made and entered into, by and between the County of Dane (hereafter referred to as "GRANTOR") and Waunakee School District (hereafter, "GRANTEE"),

W I T N E S S E T H :

WHEREAS, GRANTOR, whose address is Department of Administration, 210 Martin Luther King, Jr. Blvd, Room 425, Madison, WI 53703, and desires to support GRANTEE's project to Drivers' Education Scholarship Program; and

WHEREAS GRANTEE, is a Wisconsin nonprofit corporation, whose address is 905 Bethel Circle, Waunakee, WI 53597 and is able and willing to complete such a project;

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, GRANTOR and GRANTEE do agree as follows:

I. TERM:

The term of this Agreement shall commence as of the date by which all parties have executed this Agreement January 1, 2026 ("Effective Date") and shall end as of December 31, 2026 ("Expiration Date") unless terminated pursuant to this Agreement.

II. PURPOSE AND SCOPE:

A. In consideration of a grant in the amount of $5,000.00 ("Grant Funds"), GRANTEE agrees to Drivers' Education Scholarship Program ("Project"). Notwithstanding any other provision of this Agreement to the contrary, GRANTOR shall never pay more than the amount of the Grant Funds.

B. GRANTEE shall commence, carry on and complete its obligations under this Agreement with all deliberate speed and in a sound, economical and efficient manner, in accordance with this Agreement, including the Scope of Work set forth in Exhibit A, which is fully incorporated herein by reference, and all applicable laws.

C. GRANTEE agrees to secure at GRANTEE's own expense all personnel necessary to carryout GRANTEE's obligations under this Agreement. Such personnel shall not be deemed to be employees of GRANTOR nor shall they or any of them have or be deemed to have any direct contractual relationship with GRANTOR.

III. ASSIGNMENT:

GRANTEE shall neither assign nor transfer any interest or obligation in this Agreement, without the prior written consent of GRANTOR unless otherwise provided herein.

IV. TERMINATION:

A. Failure of GRANTEE to fulfill any of its obligations under this Agreement in a timely manner, or violation by GRANTEE of any of the covenants or stipulations of this Agreement, shall constitute grounds for GRANTOR to terminate this Agreement by giving a thirty (30) day written notice to GRANTEE.

B. The following shall constitute grounds for immediate termination:

1. Violation by GRANTEE of any State, Federal or local law, or failure by GRANTEE to comply with any applicable States and Federal service standards, as expressed by applicable statutes, rules and regulations.

2. Failure by GRANTEE to carry applicable licenses or certifications as required by law.

3. Failure of GRANTEE to comply with reporting requirements contained herein.

4. Inability of GRANTEE to perform the work provided for herein.

C. In the event GRANTOR terminates this Agreement as provided in Subsections A or B , GRANTEE shall, within thirty (30) days of termination of this Agreement, return to the GRANTOR the full amount of the Grant Funds minus any amount that should be paid to GRANTEE for work that has been completed and which costs can be substantiated. GRANTOR may seek any and all other remedies available to it against the GRANTEE.

D. Failure of the Dane County Board of Supervisors or the State or Federal Governments to appropriate sufficient funds to carry out GRANTOR's obligations hereunder, shall result in automatic termination of this Agreement as of the date funds are no longer available, without notice.

V. PAYMENT:

GRANTOR's obligation to make payments under this Agreement is contingent upon GRANTEE demonstrating to GRANTORS satisfaction that GRANTEE has arranged sufficient funding to complete the project in a timely manner. It is currently estimated that the cost to complete the project is $5,000.00.

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VI. REPORTS:

GRANTEE agrees to make such reports as are required in the attached Exhibit C, which is fully incorporated herein by reference. With respect to such reports it is expressly understood that time is of the essence and that the failure of GRANTEE to comply with the time limits set forth in said Exhibit C shall result in the penalties set forth herein.

VII. DELIVERY OF NOTICE:

Notices, bills, invoices and reports required by this Agreement shall be deemed delivered as of the date of postmark if deposited in a United States mailbox, first class postage attached, addressed to a party's address as set forth above. It shall be the duty of a party changing its address to notify the other party in writing within a reasonable time.

VIII. INSURANCE:

A. GRANTEE shall indemnify, hold harmless and defend GRANTOR, its boards, commissions, agencies, officers, employees and representatives against any and all liability, loss (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses which GRANTOR, its officers, employees, agencies, boards, commissions and representatives may sustain, incur or be required to pay by reason of GRANTEE's work or obligations under this Agreement, provided, however, that the provisions of this paragraph shall not apply to liabilities, losses, charges, costs, or expenses caused by or resulting from the acts or omissions of GRANTOR's, its agencies, boards, commissions, officers, employees or representatives. The obligations of GRANTEE under this paragraph shall survive the expiration or termination of this Agreement.

B. In order to protect itself and GRANTOR, its officers, boards, commissions, agencies, agents, volunteers, employees and representatives under the indemnity provisions of the subparagraph above, GRANTEE shall, at GRANTEE's own expense, obtain and at all times during the term of this Agreement keep in full force and effect the insurance coverages, limits, and endorsements listed below. When obtaining required insurance under this Agreement and otherwise, GRANTEE agrees to preserve GRANTOR's subrogation rights in all such matters that may arise that are covered by GRANTEE's insurance. Neither these requirements nor the GRANTOR's review or acceptance of GRANTEE's certificates of insurance is intended to limit or qualify the liabilities or obligations assumed by the GRANTEE under this Agreement. The GRANTOR expressly reserves the right to require higher or lower insurance limits where GRANTOR deems necessary.

1. **Commercial General Liability:**
   GRANTEE agrees to maintain Commercial General Liability insurance at a limit of not less than $1,000,000 per occurrence. Coverage shall include, but not be limited to, Bodily Injury and Property Damage to Third Parties, Contractual Liability, Personal Injury and Advertising Injury Liability, Premises-Operations, Independent GRANTEEs and Subcontractors, and Fire Legal Liability. The policy shall not exclude Explosion, Collapse, and

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Underground Property Damage Liability Coverage. The policy shall list DANE COUNTY as an Additional Insured.

2. **Commercial/Business Automobile Liability:**
   GRANTEE agrees to maintain Commercial/Business Automobile Liability insurance at a limit of not less than $1,000,000 Each Occurrence. GRANTEE further agrees coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event GRANTEE does not own automobiles, GRANTEE agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

3. **Workers' Compensation:**
   GRANTEE agrees to maintain Workers Compensation insurance at Wisconsin statutory limits.

4. **Umbrella or Excess Liability:**
   GRANTEE may satisfy the minimum liability limits required above for Commercial General Liability and Business Auto Liability under an Umbrella or Excess Liability policy.

   There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for the Commercial General Liability and Business Auto Liability. GRANTEE agrees to list DANE COUNTY as an "Additional Insured" on its Umbrella or Excess Liability policy.

C. Upon execution of this Agreement, GRANTEE shall furnish GRANTOR with a Certificate of Insurance listing DANE COUNTY as an additional insured and, upon request, certified copies of the required insurance policies. If GRANTEE's insurance is underwritten on a Claims-Made basis, the Retroactive Date shall be prior to or coincide with the date of this Agreement, the Certificate of Insurance shall state that professional malpractice or errors and omissions coverage, if the services being provided are professional services coverage is Claims-Made and indicate the Retroactive Date, GRANTEE shall maintain coverage for the duration of this Agreement and for six (6) years following the completion of this Agreement. GRANTEE shall furnish GRANTOR, annually on the policy renewal date, a certificate of Insurance as evidence of coverage. It is further agreed that GRANTEE shall furnish the GRANTOR with a 30-day notice of aggregate erosion, in advance of the Retroactive Date, cancellation, or renewal. It is also agreed that on Claims-Made policies, either GRANTEE or GRANTOR may invoke the tail option on behalf of the other party and that the Extended Reporting Period premium shall be paid by GRANTEE. In the event any action, suit or other proceeding is brought against GRANTOR upon any matter herein indemnified

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against, GRANTOR shall give reasonable notice thereof to GRANTEE and shall cooperate with GRANTEE's attorneys in the defense of the action, suit or other proceeding. GRANTEE shall furnish evidence of adequate Worker's Compensation Insurance. In case of any sublet of work under this Agreement, GRANTEE shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of GRANTEE. In case of any sublet of work under this Agreement, GRANTEE shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of GRANTEE.

D. The parties do hereby expressly agree that GRANTOR, acting at its sole option and through its Risk Manager, may waive any and all requirements contained in this Agreement, such waiver to be in writing only. Such waiver may include or be limited to a reduction in the amount of coverage required above. The extent of waiver shall be determined solely by GRANTOR's Risk Manager taking into account the nature of the work and other factors relevant to GRANTOR's exposure, if any, under this Agreement.

IX. NO WAIVER BY PAYMENT OR ACCEPTANCE:

In no event shall the making of any payment required by this Agreement constitute or be construed as a waiver by GRANTOR of any breach of the covenants of this Agreement or a waiver of any default of GRANTEE and the making of any such payment by GRANTOR while any such default or breach shall exist shall in no way impair or prejudice the right of GRANTOR with respect to recovery of damages or other remedy as a result of such breach or default.

X. NON-DISCRIMINATION:

During the term of this Agreement, GRANTEE agrees not to discriminate on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or political beliefs against any person, whether a recipient of services (actual or potential) or an employee or applicant for employment. Such equal opportunity shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, rates of pay, and any other form of compensation or level of service(s). GRANTEE agrees to post in conspicuous places, available to all employees, service recipients and applicants for employment and services, notices setting forth the provisions of this paragraph. The listing of prohibited bases for discrimination shall not be construed to amend in any fashion state or federal law setting forth additional bases, and exceptions shall be permitted only to the extent allowable in state or federal law.

XI. CIVIL RIGHTS COMPLIANCE:

A. If GRANTEE has 20 or more employees and receives $20,000 in annual contracts with GRANTOR, the GRANTEE shall submit to GRANTOR a current

Civil Rights Compliance Plan (CRC) for Meeting Equal Opportunity Requirements under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title VI and XVI of the Public Service Health Act, the Age Discrimination Act of 1975, the Omnibus Budget Reconciliation Act of 1981 and Americans with Disabilities Act (ADA) of 1990. GRANTEE shall also file an Affirmative Action (AA) Plan with GRANTOR in accordance with the requirements of chapter 19 of the Dane County Code of Ordinances. GRANTEE shall submit a copy of its discrimination complaint form with its CRC/AA Plan. The CRC/AA Plan must be submitted prior to the effective date of this Agreement and failure to do so by said date shall constitute grounds for immediate termination of this Agreement by GRANTOR. If an approved plan has been received during the previous CALENDAR year, a plan update is acceptable. The plan may cover a two-year period. GRANTEEs who have less than twenty employees, but who receive more than $20,000 from the GRANTOR in annual contracts, may be required to submit a CRC Action Plan to correct any problems discovered as the result of a complaint investigation or other Civil Rights Compliance monitoring efforts set forth herein below. If GRANTEE submits a CRC/AA Plan to a Department of Workforce Development Division or to a Department of Health and Family Services Division that covers the services purchased by GRANTOR, a verification of acceptance by the State of GRANTEE's Plan is sufficient.

B. GRANTEE agrees to comply with the GRANTOR's civil rights compliance policies and procedures. GRANTEE agrees to comply with civil rights monitoring reviews performed by the GRANTOR, including the examination of records and relevant files maintained by the GRANTEE. GRANTEE agrees to furnish all information and reports required by the GRANTOR as they relate to affirmative action and non-discrimination. GRANTEE further agrees to cooperate with GRANTOR in developing, implementing, and monitoring corrective action plans that result from any reviews.

C. GRANTEE shall post the Equal Opportunity Policy, the name of GRANTEE's designated Equal Opportunity Coordinator and the discrimination complaint process in conspicuous places available to applicants and clients of services, applicants for employment and employees. The complaint process will be according to GRANTOR's policies and procedures and made available in languages and formats understandable to applicants, clients and employees. GRANTEE shall supply to GRANTOR's Contract Compliance Officer upon request a summary document of all client complaints related to perceived discrimination in service delivery. These documents shall include names of the involved persons, nature of the complaints, and a description of any attempts made to achieve complaint resolution.

D. GRANTEE shall provide copies of all announcements of new employment opportunities to GRANTOR's Contract Compliance Officer when such announcements are issued.

E. If GRANTEE is a government entity having its own compliance plan, GRANTEE'S plan shall govern GRANTEE's activities.

XII. MISCELLANEOUS:

A. Registered Agent:

GRANTEE warrants that it has complied with all necessary requirements to do business in the State of Wisconsin, that the persons executing this Agreement on its behalf are authorized to do so, and, if a corporation, that the name and address of GRANTEE's registered agent is readily available and current. GRANTEE shall notify GRANTOR immediately, in writing, of any change in its registered agent, his or her address, and GRANTEE's legal status. For a partnership, the term 'registered agent' shall mean a general partner.

B. Controlling Law and Venue:

It is expressly understood and agreed to by the parties hereto that in the event of any disagreement or controversy between the parties, Wisconsin law shall be controlling. Venue for any legal proceedings shall be in the Dane County Circuit Court.

C. Limitation of Agreement:

This Agreement is intended to be an agreement solely between the parties hereto and for their benefit only. No part of this Agreement shall be construed to add to, supplement, amend, abridge or repeal existing duties, rights, benefits or privileges of any third party or parties, including but not limited to employees of either of the parties.

D. Entire Agreement:

The entire agreement of the parties is contained herein and this Agreement supersedes any and all oral agreements and negotiations between the parties relating to the subject matter hereof. The parties expressly agree that this Agreement shall not be amended in any fashion except in writing, executed by both parties.

E. Counterparts:

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

F. Execution:

This Agreement has no effect until signed by both parties. PROVIDER warrants that the persons executing this Agreement on its behalf are authorized to do so. The parties agree that execution of this document may be made by electronic signatures. The parties may make electronic signatures by typing the name of the authorized signature followed by the words, "electronically signed" or by any other electronic means representing an authorized signature by GRANTEE. GRANTEE shall ensure that only authorized persons may affix electronic signatures to this

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Agreement and COUNTY may rely that the electronic signature provided by PROVIDER is authentic.

G. Copies Valid:

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

IN WITNESS WHEREOF, GRANTOR and GRANTEE, by their respective authorized agents, have caused this Agreement and its Schedules to be executed, effective as of the date by which all parties hereto have affixed their respective signatures, as indicated below.

FOR GRANTEE:

_____ _____
Alexandra Newton – Director of Business Services Date

_____ _____
Name, *Title* Date

* * *

FOR GRANTOR:

_____ _____
Melissa Agard, Dane County Executive Date

_____ _____
Scott McDonell, Dane County Clerk Date

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EXHIBIT A
SCOPE OF WORK

I. Pursuant paragraph #2 of the attached AGREEMENT, the GRANTEE shall provide the following services:

a. GRANTEE shall coordinate with CESA #2 School or any other driver's agency for the provision of a driver education course approved by the Department of Public Instruction to up to 10 selected District selected students in the Waunakee Community School District.

b. GRANTEE shall use means-tested selection criteria to target low-income students for the program. Classroom instruction shall be provided by CESA #2 instructors from January 1, 2025 to December 31, 2025.

c. Behind-the-wheel instruction shall be provided by CESA #2 School or any other driver's agency instructors approved by the Department of Public Instruction to commence as soon as instruction permits are obtained and to continue until students have the requisite number of hours driving and observation to enable them to take a driver's test.

II. COUNTY personnel shall cooperate with the GRANTEE and its agents in the performance of the GRANTEE'S obligations hereunder.

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

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EXHIBIT B
PAYMENT TERMS

I. GRANTEE shall be paid on the basis of work completed, when completed at the following rates:

a. District shall pay CESA #2 $400.00 per student for the course and behind-the-wheel instruction and the DMV fees associated with the instruction permit ($35) or current price as set by WI Department of Transportation (WI DOT) and the probationary license ($28) or the current price as set by WI DOT.

b. All invoices for payment must be received no later than last day in January 2027.

c. Send Invoices to invoices-dccrd@danecounty.gov. The DCCRD invoice e-mail address.

d. Invoices must be on school district invoice letterhead in order for the County to reimburse the district.

II. If GRANTEE is timely with respect to all its obligations under this AGREEMENT, the COUNTY shall reimburse District for the foregoing amounts within 30 days after presentation of an invoice(s) in a form indicated by the County. County's costs for the services provided by this Agreement shall not exceed $5,000.00.

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EXHIBIT C
REPORTS

I. District shall provide invoice(s) for reimbursement for costs of students successfully completing course on or before January 31, 2027. The District shall provide a written report of the number students that successfully obtaining probationary licenses by January 30 and June 30. The written report shall provide information which includes the number of students enrolled in the program, the number of students who obtained probationary licenses and identification of any known barriers to completing the program.

Primary 2026 School Program Contact

Name Alexandara Newton

Email: alexandradye@waunakee.k12.wi.us

Telephone: 608-849—2000 x8426

Second 2026 School Program Contact

Name: Rose Nadler

Email: Rosenadler@waunakee.k12.wi.us

Telephone: 608-849-2100 x2056

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TO: Board of Education

FROM: Jeff Kenas and Michael Zibell

RE: 2026-2027 Family Handbook

DATE: May 2026

Pages:

4 – LETTER TO PARENTS/GUARDIANS, STUDENTS
- Changed school year to 2026-2027
- Removed to Afterall,
- Changed school year at end

5 - PUPIL TRANSPORTATION HANDBOOK
- Moved paragraph to above the section title
- Added paragraph about Lamers Bus Company and contact information

6 - SCHOOL DISTRICT MISSION AND VISION STATEMENT
- Updated address for new middle school

7 - ENROLLMENT/WITHDRAWAL INFORMATION
- Updated process and added contact information for district register

8 - IMPORTANT DATES 2026-2027
- Removed redundant information about the district calendar

9 - Bell Schedule
- Added in new bell schedule
- Added in 2 hour late start bell schedule

10 - EFFECTIVE COMMUNICATION
- Rewrote first paragraph
- Updated step 1, 2, 3, 4
- Added step 5 by splitting step 4 in to 2 parts

11-16 - SCHOOL ATTENDANCE POLICY
- Added Importance of attendance
- First day of school - updated dates
- Arrival at School - updated process with new middle school details
- Absences - Updated policy number to 431, Separated out attendance office details, updated paragraph for when a student is absent and how to excuse it
- Leaving School During the Day - Updated first paragraph with first bell time, removed bullet point about questions and made it a separate sentence
- Legal Excuses for Absences - added needing a note to excuse an absence as medical, added visiting parent or guardian in active military duty, added serving as an election official, added sounding Taps
- Make Up Work - Updated paragraph to be more consistent with practices of current school processes

Late Arrivals to School - Updated paragraph to remove written notes and updated it with has not received notification from a parent/ guardian excusing the absence

Anticipated Absences/Family Vacations - added bullet points to break up the paragraph

Tardiness to class - added bullet points to break up the paragraph, added after school detention and a paragraph about it

Truancy - added bullet points to break out the second paragraph

Infinite Campus - added contact information for district registrar

School Closing/Delay - updated how families will be contacted regarding closings

17 - TRANSPORTATION

Busing - removed the evacuation drill, added a link to our website and the transportation page

Bicycles - updated paragraph to work with the new school and where the bike racks are located,

Skateboards, in-line skates, and similar modes of transportation - added to following the protocol for bikes and also if it does not fit in lockers then they need to be locked securely outside

18 - Dropping off/Picking up Students - updated where students are to be dropped off and removed by the high school,

Field Trips - rearranged paragraphs

19 - Safety and Health - Updated by Jenny Sydow

Illness/Injury - updated wording on getting a pass to the health off and notifying parents as needed

Medication - updated paragraph to better match district, updated links and wording to be ADA compliant

Immunizations - removed the first sentence, removed for immunizations, updated where to return waivers, updated health staff and not nurse

20 - Emergency Procedures - added standard response protocol to define SRP, added in case of an emergency to first sentence, said 4 important things but only 3 bullet points - updated to ready 3 important things, updated the last bullet to read to be actively engage in all drills

Automated External Defibrillator - removed to match HS handbook

Inclement Weather Information - Removed

District Guidelines regarding pets in classroom - updated the first paragraph to bullets, updated students bringing a pet must get principal approval, added that students/parents will be information when a pet will be in the classroom,

21 - Student Procedures

Lockers/Locks - Updated homerooms to advisory, locker inspections may be held on an intermittent basis, updated to no stickers, writing, or other adhesive materials may be used in or on lockers, Fines may be assigned for any damage

to lockers, updated homeroom to advisory, updated to not capitalize the sentence about valuables in lockers.

Lunch - removed long-term, weekly, or daily, updated Taher phone number to include 608,

Guidelines - removed fresh air and added weather permitting, Removed having students signed up for a noon hour activity and added that students who have a pass from a teacher may proceed to that area after getting their lunch, removed to use bathroom before departing the building, updated bullet to remove inclement weather to not be redundant from paragraph above.

23 -Free/Reduced Lunch - removed contact name and put food service director in its place,

Student Fees - updated from all student use to personal use

Cellphones - added exceptions that are outlined in Wisconsin Act 42 involving emergencies, student health care, educational purposes, 504 plans and IEP requirements

Visitors - updated parties to sponsored social events, added visitors to the school must have an appointment scheduled with a designated staff member or group of staff members, added all visitors must be added to the middle school visitors calendar so that office staff know they are coming and who they will be meeting,

25 - Student posters, decorations, and advertisements - added any wall hangings must be pre-approved by middle school administration,

26 - Classes and Grading -

Staff Responsibilities - removed

Violations of academic honesty policy - moved to the beginning of the academic honest policy section, removed duplicate section of dishonest work bullet points, updated first sentence to read academic dishonesty, Procedures for implementation of this policy was removed,

27 - Academic dishonesty procedure - 5. Added may refer the matter to school administration

28 - Privileges - updated that students can not bring personal devices, added that students failing to follow this expectations may be subject to the district policy,

30 - Privacy - Bullet point 1-3 combined to 1 bullet point

31 - Requests for class changes - added bullet point 3 regarding reqeust for teacher changes,

32 - Assignment Notebook - updated to have the option to purchase, added students who do not purchase an assignment notebook should have another means for organizing their school work, Removed that parents can communicate through the notebook

Homework - updated to read Middle school students in second paragraph, Students may seek additional support from teachers during WYN.

Progress Reports - added to include 4, 9,13 week mark of the semester

33-Grade Report - details about evidence based grading and the point system was added,

Honor Roll - removed due to the evidence based grading system being implemented

Promotion-Retention - updated section to reflect what is done with in the retention process

34 - Parent/Guardian - Student Teacher Conference - added to meet the varying needs of families, conferences provide families with a combination of virtual and in person meetings, the middle school defaults to virtual meetings but families have the right to request in person meetings with their teachers, Instructions for conference sign up are sent via email one to two weeks in advance to the conference dates

37 - Student Behavioral Expectations

Positive Behavior intervention and supports - Removed as it is not longed used at the MS

Classroom code of contact - where Code was it was added to read code of conduct,

42/43 - Student Discrimination/ harassment - Copied what the HS has and pasted whole section, updated homeroom teacher to a trusted staff member, updates suspensions policy,

44 - Grooming/Dress - Updated title to Dress Code/Personal Grooming,

48 - Electronic communication devices - updated to Electronic Devices, added students may use personal electronic items if they do not interfere with the learning environment, do not violate school/district policies, and have specific permission of their teacher, deleted that items must be turned off and in lockers since it is covered in the cellphone area

49 - removed gage related activity since it was added above under harassment,

updated all necessary page numbers in TABLE OF CONTENTS

Draft Changes Employment Guidelines

All Guidelines: Language regarding ACTs 88 (Grooming) and 89 (Staff / student communication); Called ***Staff and Student Interactions***
(**All** = Teacher, Hourly, Admin, Sub, Aquatics, Student Teacher)

Teacher Employment Guidelines
4.15.26 - Review by Teacher/ HR Workgroup

Cover Reminder of most current handbook location
P15 Involuntary transfers - paid hours
P17 late resignation fee payment
P20 travel time update for new MS
P23 IEP/504 $
P28 Bereavement leave
Pp35-37 Health insurance - removal of rates, moved language
P37 Removal of 3% rate savings
P38 ABP $
P39 Dental insurance - removal of rates
Added Supplemental insurance
P43 Sick leave value $
HRA contribution $
P44 HRA contribution $
Sick leave $
P48 Staff and Student interactions expectations (ACTs 88/89)
P51 updated policy #'s to correspond to policy re-org
P 52 removed PPG
P53 PoI 2nd evaluator
P56 Base salary tbd = with Board action on 5/11 = $58,317
P57 Curriculum $
Summer School $
P58 Added SEL coordinator
$ amounts for leadership
Selection
CIT teams $
P59 CIT selection
P60 Salary advancement for PoI
Sub $
Sp Ed driver $
P60 Student co-curricular support $
P69 Base salary tbd = with Board action on 5/11 = $58,317
P65 HS Athletic Coordinator
P72 MSAN club addition
Weight room coordinator added

Pp74-75	Other position $

Hourly Employee Guidelines

Cover	Reminder of most current handbook location
P6 2.4	Timing of breaks clarification
P8-9 5.5	Call Back clarification
	Remote workers/ weather cancellation clarification
P12 6.4	Added miscarriages for use of bereavement leave
P17-18 7.2	Removal of 3% rate savings
	Allowance for spouses to use virtual visits
P19 7.5	Removal of rate information; referred to information
P20 7.12	Added section on supplemental insurance
P25 9.1	Increased value of sick leave
P30 12.2	Updated applicable policies
P32 14.1	Updated Hourly rates for driving and support
P33	Staff and Student interactions expectations (ACTs 88/89)
P35-37	Appendices B-D TBD by Board action 5/11
P39	Appendix F updated ABP amount

Administration / Admin Support Guidelines

Cover	Reminder of most current handbook location
P6	Added PAC director
	Added language about legacy social work contracts
P11-12	Removed rates; referred to information
P12	Removal of 3% rate savings
	Allowance for spouses to use virtual visits
P13	Removed dental rates
P14	Added supplemental insurance
P19	Added miscarriages for use of bereavement leave
P23	Updated applicable policies
	Staff and Student interactions expectations (ACTs 88/89)
P27-28	Added clarifying language about which insurance plan is used for HRA

Substitute Handbook

Updated wages, calendar, school contacts

Aquatics Guidelines

Updated wages

WAUNAKEE
COMMUNITY SCHOOL DISTRICT

Administrator
&
Administrative Support
Employment Guidelines

BOE Adopted: ~~6/10/2025~~ 6/8/2026

The most recent and updated version is available on the district website

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Purpose

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

All cited references are to sections of the Wisconsin Statutes and WCSD policies as amended to date. This handbook is part of School Board policy. As with any School Board policy, the information contained in this Handbook is subject to change. This Employee Handbook replaces any and all prior verbal and written communications regarding the Waunakee Community School District's working conditions, policies, procedures, appeal processes, and benefits

SECTION I
Positions

Administrative Positions

Position	Contracted Days (for 100% FTE)
District Administrator	261 days
Executive Director of Operations	261 days
Director of Elementary Curriculum & Instruction	261 days
Director of Secondary Curriculum & Instructions	261 days
Director of Business Services	261 days
Director of Student Services	261 days
Director of Special Education	261 days
Director of Human Resources	261 days
Director of Technology	261 days
High School Principal	261 days
Middle School Principal	261 days
Intermediate Principal	261 days
Elementary Principal	261 days
Associate High School Principal	238 days
Associate Middle School Principal	238 days
Associate Intermediate School Principal	238 days
Associate Elementary Principal	210 days
Athletic Director	261 days

Administrative Support Positions

Position	Contracted Days
Aquatics Director	261 days
Communications & Engagement Specialist	261 days
Computer Technician	261 days
Director of Facilities	261 days
Network Administrator	261 days
Network Engineer	261 days
Nurse	200 days
Performing Arts Center Director	261 days
Psychologist	238 days
Safety & Security Coordinator	238 days
School-to-Career Coordinator	238 days
*Sign Language Interpreter	# of student days
**Social Worker	210 days
Special Education Coordinator EC - Grade 6 Special Education Coordinator Grades 6 - 12	210 days
Translation & Interpretation Coordinator	238 days

*Covered by these guidelines only to the extent outlined in letter of employment.
**Only those Social Worker staff members hired prior to July 1, 2025, and approved by the Board of Education (BOE), will be legacied into these guidelines."

Compensation Plan

A goal of the Waunakee Community School District is to attract, retain, and recognize the highest level of competent Administrative staff possible. The beginning salaries are intended to be internally and externally consistent and to be competitive with comparable school districts in Dane County.

Factors used to determine appropriate beginning salaries include:

- the administrative / administrative support position's role within the organization
- the number of contract day
- the reporting relationship of the position
- the scope of responsibilities of the position
- the diversity of functions performed within the position
- the required level of experience for the position
- the required level of education for the position

Initial compensation plan placement and future advancement are determined by the Superintendent of Schools, subject to the approval of the Board of Education. Any part-time employee shall have their salary pro-rated based upon their FTE.

Employees will receive paychecks on the 15th and 30th of each month. When the fifteenth or thirtieth day of the month falls on a Saturday, Sunday, or on a bank holiday, payment shall be made on the preceding business day. The District shall provide all payments via electronic deposit, and all payroll information shall be provided electronically.

Administrators / Administrative Support Staff will be paid year round, ~~who work less than 238 days will receive less than~~ 24 payrolls each fiscal year from ~~paychecks depending upon their annual payroll cycle election as follows: 24 payrolls~~ July 15 – June 30~~;~~. The only exception is Administrators / Administrative Support School Year Only Staff will receive 19 payrolls each fiscal year from September 15 – June 15. ~~22 payrolls August 15 – June 30; 19 payrolls September 15 – June 15~~.Employees are responsible for reviewing their pay statements and immediately reporting any discrepancies to the Director of Human Resources and payroll. The school district reserves the right to recover any payroll overpayments made, regardless of the reason for the overpayment.

~~All other administrators will be paid year round.~~

I. PART-TIME POSITIONS

Each administrative / administrative support staff position has a specific number of work days and paid holidays established for that position. A work day is considered to be an eight hour day even though these are salaried positions.

Any staff member that is contracted for less than the specified number of work days/holidays and/or is contracted for less than eight hour days is considered a part time employee.

II. PART TIME SALARY COMPUTATION

An employee working less than the specified number of days for a full time employee will have their salary computed by multiplying the per diem salary by the number of days contracted. An employee working the number of days specified as full time but for less than eight hours on those days shall have their salary computed based on the number of days worked times the per diem rate times the percentage of 8 hours worked each day.

SECTION II
GUIDELINES FOR SALARY INCREASES

Each administrator's / administrative support staff's performance evaluation will be reviewed annually. Based on that review an appropriate salary adjustment will be made. The following process will serve as a guideline for the review.

A. At the end of their first year of district employment and at least every third year thereafter, all administrator / administrative support staff evaluations will be reviewed by the appropriate supervisor no later than June 30.

B. Determination of salary adjustments will be made by the superintendent and their recommendation will be submitted to the Board of Education for adoption.

C. The Board of Education will annually authorize an amount of money to be made available for administrator compensation.

D. The allocation of annual pay adjustments for each administrator will be determined by the superintendent. The superintendent will consider and recommend adjustments to the Board of Education which reflect annual increases, job performance increases, or role adjustment increases.

If the budget allows, an annual increase will be granted for work performance which is at the "satisfactory" level based on the annual evaluation. If an administrator is on an improvement plan, they shall not receive a salary increase.

A role adjustment increase or decrease and a corresponding salary range increase or decrease may be made in those instances where the length of the annual contract is substantially changed, the organizational role is substantially modified, a salary inequity exists, or other non-performance factors warrant such a change.

SECTION III
GRIEVANCE PROCEDURE

Definitions

A grievance shall mean a dispute regarding the application of School Board policies regarding an employee's discipline or termination of employment, or a dispute concerning workplace safety. No grievance shall be processed under this policy unless it is in writing and contains all of the following:

1. The name and position of the grievant;
2. a clear and concise statement of the grievance;
3. the issue involved;
4. the relief sought;
5. the date the incident or alleged violation took place;
6. the specific section of the Policy or workplace safety rule alleged to have been violated; and
7. the signature of the grievant and the date.
    a. The term "days" means regular business days, Monday through Friday, other than weekends and holidays regardless of whether the employee or their classification is scheduled to work.
    b. A "grievant" is an employee as defined by state statutes governing this grievance procedure. At the grievant's cost and request they may be represented by a person of their choice.
    c. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under federal or state law, or District rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk.
    d. "Discipline" means oral reprimands (where a written record of the reprimand is placed in the employee's file), written reprimands, suspension and demotion. Discipline does not include performance reviews, work plans or corrective actions that do not include a reprimand or other adverse employment action.
    e. "Termination" means discharge from employment. Non-renewals and layoffs (reduction in force) are not considered terminations and are not subject to this procedure.

Procedures

<u>First Step</u>

Within fifteen (15) days after the facts upon which the grievance is based or should have reasonably become known the employee shall present the written grievance to their immediate supervisor. The immediate supervisor shall give a written answer within ten (10) days of receipt of the grievance, with a copy to the District Office. An employee who has been notified of termination may process the grievance commencing at Step 3.

Second Step

If the grievance is not satisfactorily resolved at Step 1, it may be submitted by the grievant to the District Administrator within five (5) days after having received the answer in the First Step. After receipt of the written grievance by the District Administrator, they or the designated representative of the District Administrator will meet with the grievant in an effort to resolve the issue(s) raised by the grievance. Within ten (10) days after the meeting, the District Administrator shall respond to the grievance in writing. The District Administrator shall also determine if the grievance is timely, if the subject matter of the grievance is within the scope of this policy and otherwise properly processed as required by this policy. If the District Administrator is aware of other similar pending grievances, they may consolidate those matters and process them as one grievance.

Third Step

Upon the written request of the grievant in response to an adverse decision, the decision at the Second Step may be appealed to the District Administrator by a written statement particularly describing the reason for appeal. If the decision at Step 2 is based in whole or in part on the basis of timeliness, scope of the grievance process or other failure of the Grievant to properly follow the process the matter shall be referred to the Board who shall determine whether the matter should be processed further. If the Second Step decision is on the merits of the grievance only the grievance will be referred to an Impartial Hearing Officer (IHO). The IHO will be designated by the District Administrator. Any costs incurred by the (IHO) will be paid by the School District. The IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The burden of proof shall be “a preponderance of the evidence”. In termination and discipline cases, the District shall have the burden. In workplace safety cases, the employee shall have the burden. The IHO may request oral or written arguments and replies. The IHO shall provide the parties a written decision. The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add to subtract from or modify the terms of the Board policy or rule that forms the basis for the grievance.

Fourth Step

Either party may appeal an adverse determination at Step 3 to the Board of Education, by filing written notice appealing the decision of the IHO in the District Office within ten (10) days of the decision of the IHO. The Board of Education shall within thirty (30) days after submission of the appeal schedule the review of the IHO's decision. The review will be conducted by the Board during a closed session meeting unless an open session is requested by the employee. The Board may make its decision based on the written decision of the IHO or the Board may examine any records, evidence and testimony produced at the hearing before the IHO. A simple majority vote of the Board membership shall decide the appeal within twenty (20) days following the last session scheduled for review. The Board will issue a final written decision which shall be binding on all parties.

SECTION IV
BENEFIT PLAN

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

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

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

INSURANCE BENEFITS

A. Health Insurance

1. Employees who work 30 or more hours per week shall be eligible to enroll in district health insurance. The district makes a substantial contribution toward the cost of each eligible employee's medical coverage. Medical plan rates and summaries on insurance plans offered to employees and employer contribution rates approved by the Board of Education may be obtained from the Human Resources Department. The employer provides a HMO, POS and HDHP health plans. For employees enrolling in a single or family Point of Service (POS) health plan, the employer contribution dollar amount will match the employer contribution dollar amount paid towards the HMO health plan. The High Deductible Health Plan (HDHP) is the lowest cost plan and is the single rate offer for the Federal Affordable Care Act.

   Employees completing the established district annual health assessment process will receive an additional employee premium savings as outlined in the annual health assessment incentive section of this handbook. ↵
   ¶

~~Staff Person~~¶	~~Plan~~¶	~~Single Coverage~~¶	~~Family Coverage~~¶
~~8 hours (100% FTE)~~¶	~~HPHP~~¶ ~~HMO & POS~~¶	~~$518.93~~¶ ~~$690.67~~¶	~~$1167.58~~¶ ~~$1554.01~~¶
~~7+ hours (88% - 99% FTE)~~¶	~~HPHP~~¶ ~~HMO & POS~~¶	~~$485.79~~¶ ~~$649.56~~¶	~~$1093.02~~¶ ~~$1454.78~~¶
~~6+ hours (75% - 87% FTE)~~¶	~~HPHP~~¶ ~~HMO & POS~~¶	~~$452.65~~¶ ~~$602.46~~¶	~~$1018.46~~¶ ~~$1355.54~~¶

2. ~~-~~ Employer health insurance contribution rate when both spouses are employed by the district ~~and are both eligible for health insurance~~. This paragraph defines employer contribution rates when one family health insurance policy is selected when both spouses are district employees and both are eligible for health insurance. The contribution varies depending on eligibility and participation in the Alternative Benefit Plan. The contribution will be based on the employee enrolled in health insurance. When at least one spouse is eligible for and elects to enroll in the Alternative Benefit Plan, t~~T~~he district contribution will be based on the family plan rate ~~in the chart below~~ of the HMO or HDHP premium (or if enrolling in the POS

Plan, the family HMO Plan premium).¶

~~Family plan employer contribution paid when both spouses are employed at the district. This table is based on the employee who carries the health insurance, works 8 hours per day (100% FTE) with no participation in the health assessment~~¶	~~Plan~~¶	~~Family Rate~~¶
~~Neither spouse participating in ABP~~¶	~~HDHP~~¶ ~~HMO & POS~~¶	~~$1316.69~~¶ ~~$1752.48~~¶
~~One spouse eligible & elects enrollment in ABP~~¶	~~HDHP~~¶ ~~HMO & POS~~¶	~~$1167.58~~¶ ~~$1554.01~~¶

~~3.~~ Detailed information about health insurance, including rates is available on the Human Resources for Staff Benefits website page.

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

2. Should an administrator / administrative support staff die during their term of employment by the Board, their surviving spouse and dependents may remain in the group insurance plan for four months plus the month in which death occurred with the above-mentioned premium paid by the Board. The surviving spouse may continue in the District's health insurance plan at their own expense as provided by COBRA.

B. Annual Health Assessment Incentive

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

~~**3% rate savings.** Family - Both the employee and spouse are required to visit and meet with the staff at the district Staff Wellness Clinic.~~↵

5% rate savings (3% plus an additional 2% rate savings). Family - Both the employee and spouse are required to visit and meet with the staff at the district Staff Wellness Clinic and the employee is required to be current or have completed all recommended age/gender appropriate screenings. Spouses not employed by the district may complete their visit as a virtual visit with staff at the district Wellness Clinic.↵

Human Resources will provide employees with the last date to complete the employee and spouse annual health assessment to receive the above rate savings. Participation in

the annual health assessment affects the premium rates for the following insurance plan year. The only information Human Resources receives from the health assessment provider is whether the individual meets with the Wellness Clinic staff, is current on age/gender appropriate screenings and a summary report of aggregate data with no identifiable individual data.

C. Health Savings Account (HSA)

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

D. Family Reimbursement Account (FRA) with Alternative Benefit Plan (ABP) / Health Reimbursement Account (HRA)

If an employee provides proof of enrollment in a non-District qualified health insurance plan, the employee may choose to waive District health insurance at time of employment or reduce District health insurance enrollment at a future date by making a health insurance tier level change (family to waive, single to waive, or family to single). In exchange, the employee is eligible to accept enrollment in the FRA. The FRA has two benefit components:

1. Cash payment per month amount of either: $ 50 single to waive coverage, $100 family to single coverage or $150 family to waive coverage. This benefit component is an alternative benefit plan (ABP).

2. Reimbursement by the District for qualifying out-of-pocket medical expenses incurred on the non-District health insurance plan including in-network deductibles, copays, and prescription expenses. This benefit component is a health reimbursement account (HRA).

   The Family Reimbursement Account (FRA) is maintained under the District's IRS Section 125 Cafeteria Plan. It is the employee's responsibility to enroll with the Human Resources Department for this benefit including: electing FRA at time of employment, when eligible to enroll due to a qualifying event occurring mid-plan year, and annually at the district's annual open enrollment.

E. Dental Insurance

Employees who work 30 or more hours per week shall be eligible to enroll in district dental insurance. The employer monthly dental contribution is indicated below. If both

spouses are employed by the District, and both are eligible for health and dental insurance benefits, the Board shall pay 100% for family dental insurance. If an eligible employee waives health insurance but elects single or family dental insurance, the District will pay 100% of the dental premium. ¶

~~Staff Person~~¶	~~Single Coverage~~¶	~~Family Coverage~~¶
~~8 hours (100% FTE)~~¶	~~$52.27~~¶	~~$117.13~~¶
~~7+ hours (88% - 99% FTE)~~¶	~~$49.30~~¶	~~$110.47~~¶
~~6+ hours (75% - 87% FTE)~~¶	~~$46.33~~¶	~~$103.82~~¶

F. Vision Insurance

The employer shall offer a voluntary, employee-paid vision policy for teachers working 30 or more hours per week.

G. Supplemental Insurance

The employer shall offer a voluntary, employee-paid supplemental policies for staff working 30 or more hours per week.

~~H~~G. COBRA Insurance Continuation

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

~~I~~H. Flexible Spending Account (FSA) / Cafeteria Plan

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

J~~I~~. Life Insurance

The district shall provide a 100% employer premium paid term life insurance policy to employees working 30 hours or more per week. The policy value is $200,000. See current life insurance policy booklet for benefit limitations and/or exclusions.

Employees working less than 30 hours per week who were employed by the district prior to July 1, 2023 and were enrolled in the district's life insurance plan prior to July 1, 2023 shall be legacied in.

~~J~~K. Long Term Disability Insurance

The employer shall pay for a disability insurance plan for all employees working 30 hours

or more per week. The benefit is 90% of salary after 60 calendar days. See the current long-term policy booklet for benefit limitations and/or exclusions. Employees working less than 30 hours per week who were employed by the district prior to July 1, 2023 and were enrolled in the district's long-term disability insurance(s) prior to July 1, 2023 shall be legacied in.

LK. Short-Term Disability

The employer shall offer a voluntary, employee-paid short-term disability policy for staff working 30 or more hours per week.

LM. Workers Compensation Coverage and Reporting Responsibilities

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

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

1. Up to day sixty (60) of Worker's Compensation Leave: The employee will be paid income equivalent to the income the employee would have earned had the employee not been injured. This income will be generated by combining worker's compensation insurance with prorated accumulated sick leave as necessary through a deduction of one-third (1/3) of a day of sick leave for each day while on worker's compensation. This provision will apply up until the sixtieth (60th) consecutive day of leave, or as long as the employee has accumulated sick leave available, whichever occurs first.

2. Day Sixty-One (61) and thereafter of Worker's Compensation Leave: The employee will receive their worker's compensation payment. No other leaves will be applied to the worker's compensation leave. The employee, subject to the rules and regulations of the carrier, may be eligible for long-term disability leave.

3. Injuries Not Covered by Worker's Compensation. Some types of injuries suffered while at work may not be covered by worker's compensation insurance. Examples of non-covered injuries suffered at work include, but are not limited by enumeration to, the following:

    a. Injuries because of a self-inflicted wound.

    b. Injuries sustained because of an employee's horseplay.

    c. Injuries sustained while an employee does an activity of a strictly private nature.

4. Absence from work during the first three days due to injury or illness allowed under Worker's Compensation shall not be fully charged to the employee's accumulated paid leave provided the following conditions are met.

    a. The district's worker's compensation carrier approves the employee claim as work comp related.

    b. And, the employee provides the Director of Human Resources with a doctor's note verifying work restrictions, including the dates absence from work is required as a result of the illness or injury.

5. The district does not make or influence the determination of eligibility for a worker's compensation claim. Our carrier reviews the situation and the medical records to make the decision.

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

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

~~M~~N. Wisconsin Retirement System (WRS) (Retirement Fund)

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

~~N~~O. 403(b) Employee Savings Plan

The Board of Education maintains a 403(b) Employee Savings Plan to help employees save for retirement via district approved 403(b) investment vendors. The 403(b) plan is a voluntary retirement savings program funded solely by the employee via payroll salary reduction contributions on a pre-tax or ROTH after-tax basis. The district does not make any contributions to employee 403(b) employee savings plans. It is the employee's responsibility to manage their 403(b) plan participation in accordance with 403(b) rules and regulations and district plan documents. If the staff person's 403(b) calendar year

annual deposits exceed the IRS standard calendar year maximum, it is the staff person's responsibility to properly calculate and determine their annual 403(b) deferral eligible amount when submitting salary reduction agreement payroll deduction requests related to 403(b) age 50 catch ups and 15 years of service catch ups.

P. 457(b) Deferred Compensation Plan

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

Q. Tuition Reimbursement

The Board shall reimburse administrators /administrative support personnel (with a Master's Degree or more) for full tuition of credit earned from a recognized college or university up to a maximum of twenty-one (21) credits in any rolling 5 year period. To be eligible for such reimbursement, the administrator / administrative support staff member must receive at least a "B" grade and a "pass" for a pass or fail course. Authorization of the superintendent shall be obtained by an administrator / administrative support personnel prior to enrollment to be eligible for such reimbursement.

Administrators/Administrative Support personnel in the operational areas of Business Services, FAcilities, Human Resources, and/or Technology may apply for reimbursement for district role-related certifications provided by accredited schools or reputable industry-related providers. For certifications not identified as credits, 15 hours of certification-related activity is equated to one credit for purposes of the rolling 5-year period. The "B grade" or "pass" standard applies. For Administrative Support personnel without a masters degree, this reimbursement is permissible but may not be used for purposes of earning an initial masters degree.

Administrators will be required to follow established DPI procedures for maintaining current licensure. Administrative support personnel will be required to take sufficient training to meet the minimum requirements for renewal of their respective licenses or certifications.

SECTION V
LEAVES

A . Vacation

Experience	261 Day	238 Day	210 Day

	Contracts	Contracts	Contracts
0 - 5 years	3 weeks	2 weeks	1 week
6 - 10 years	4 weeks	3 weeks	2 weeks
Over 10 years	5 weeks	4 weeks	3 weeks

* Administrative Support Personnel hired after March 1, 2011 and working less than 238 days are not eligible for vacation.

1. Unused Vacation Days
   Administrators /Administrative Support Personnel may carry over ten (10) unused vacation days to the next year. Accumulated vacation may not exceed the normal allocation plus 10 days at the beginning of any contract year.

   Up to ten (10) unused vacation days may annually be placed in a "bank" of vacation days to a maximum of sixty (60) days. Upon retirement (not resignation) these days shall be converted to a one time retirement payment based on the last year's per diem wage rate for the retiring administrator/ administrative support staff member.

   Retiring Administrators /Administrative Support Personnel are also entitled to receive a payment of their last year's unused vacation days in addition to the maximum of sixty (60) days in their "bank".

B. Personal Leave (Not deducted from sick leave)

Unused personal leave is added to accrued sick at the end of each school year.

238 day contracts	3 days
261 day contracts	4 days
Administrative Support Less than 238 days	4 days
Administrator Less than 238 days	2 days

C. Sick Leave (Any accumulated days over 120 may be banked to be used for sickness)

Sick leave may be used for personal illness and health-related appointments. Sick leave may also be used for illness or health-related appointments for members of the immediate family or care for a child in their immediate family that cannot safely be left alone in situations of canceled or closed childcare. Immediate family includes spouse, child, step-child, parent, step-parent, grandparent, grandparent-in-law, grandchild, brother, sister, parent-in-law, brother or sister in law.

238 day contracts	11/120 days
261 day contracts	12/120 days
Administrative Support Less than 238 days	8/120 days
Administrator Less than 238 days	10/120 days

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

have questions they should contact the Director of Human Resources.

D. Bereavement Leave

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

E. Holidays

Administrators /Administrative Support Personnel are eligible for the following holidays:

If a paid holiday falls on a Saturday, the previous Friday shall be considered the holiday. If a paid holiday falls on a Sunday, the following Monday shall be construed the holiday. These holidays may be adjusted to best fit the work year.

<u>261 day contract</u>

New Year's Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving
Memorial Day	Christmas Eve Day
4th of July	Christmas Day
Labor Day	New Year's Eve Day

<u>200, 210 & 238 day contracts</u>

New Year's Day	Friday After Thanksgiving	
Good Friday	Christmas Eve Day	
Memorial Day	Christmas Day	
Labor Day	New Year's Eve Day	Thanksgiving Day

<u># of student day contracts</u>

Labor Day
Thanksgiving Day
Friday After Thanksgiving
Memorial Day

F. Comp Time

Because of the many extra hours that administrators / administrative support personnel put in beyond the normal day, 238 and 261 contract day employees will receive 7 comp days to be taken during Spring or Winter break.

G. Professional Leave

Professional leave is defined as release from regular duties for the purpose of attending professional meetings, seminars, workshops, conferences, conventions, institutes, and others of similar nature. Professional leave may be granted upon request to the District Administrator.

H. Jury Duty

Any employee who is required to respond to a call for jury duty as a witness in court not involving a party to this employer shall be excused from work and the employer agrees to pay the difference between jury fees paid the employee (excluding mileage and parking fees or Saturday or Sunday fees) and the employee's regular daily rate. Employees are asked to submit to the payroll office a copy of the check they receive for jury duty within 3 days of their receipt of the check.

I. Other Leaves

Administrators/ Administrative Support Personnel will not be able to take more than five (5) consecutive days off while students are in session. Approval is necessary from the District Administrator.

SECTION VI
BUSINESS AND PERSONNEL ITEMS

A. Expense Accounts

Actual expenses will be paid for travel to and expenses for meetings, workshops, conferences and conventions in Wisconsin as approved by the superintendent. Note the national convention restrictions that follow.

B. Smartphone

The Board of Education shall provide a smartphone device to the administrator / administrative support personnel employed for 200 or more days per year. The employee is expected to carry the smartphone device at all times including nights and weekends. The Board of Education will allow personal use of the smartphone device as the employee is not expected to carry both a work and personal device at all times.

C. Membership Dues

The Board of Education shall provide up to $900 per year for 261 day contracts, up to $800 per year for 238 day contracts, and up to $700 per year for less than 238 day contracts. This may be distributed among one or more professional organizations.

D. National Convention

The Board of Education shall provide reimbursement of expenses up to $1,500.00 for National Conventions every other year for administrators / administrative support personnel employed for 200 or more days per year. The district administrator may increase, at their discretion, the maximum expense allowance to $2,000.00 for administrators attending national conventions at expensive locations such as San Francisco, Boston, New York.

E. Reduction in Force

In the event of any reduction of administrative / administrative support personnel, the employee, if appropriate, shall have the opportunity to be reassigned to a suitable position if it does not violate state law and the district's policies or existing contracts. However,

administrative / administrative support personnel assignments will be decided on the needs of the district and the individual's record of performance not withstanding any other contract provisions.

F. Liquidated Damages

Administrative / Administrative Support Personnel who request a release from their contract with the district assume a legal obligation to pay for the reasonable expense incurred by the district in securing a replacement. That reasonable amount shall be: $500 after June 1st but before July 15th, $750 after July 15th but before the first day teachers report for the new school year, and $1500 after the first day teachers report for the new school year.

A release from an administrative / administrative support contract is at the discretion of the Board of Education as the employee is expected to honor their contract except in cases where the circumstances are beyond their control. The Board may waive or reduce the above fees at their discretion in such cases. Part-time employees will have the penalties prorated based upon their FTE.

G. Criminal Background Checks/Charges - Obligation to Report Criminal Record

1. Job Applicants
    a. All individuals applying for employment with the District are required to file in writing, in advance of employment and on forms provided by the District, a statement identifying whether the applicant has been convicted of a misdemeanor or felony in this state or any other state or country; and has been dismissed or non-renewed, or has resigned from employment in-lieu-of a potential dismissal or non-renewal, for any of the following causes: failure to meet the District's performance expectations, incompetence, inefficiency, neglect of duty, unprofessional conduct or insubordination. Knowingly falsifying information shall be sufficient grounds for refusal to hire or termination of employment. Omission or withholding of information may be grounds for refusal to hire or termination of employment.

    b. Additionally, all persons applying for any position shall be required to agree to the release of all investigative records to the Board for examination for the purpose of verifying the accuracy of criminal violation information. Employment will be offered pending the return and disposition of such background checks. All offers of employment are contingent upon the results of such checks.

2. Current Employees
    a. Current District employees shall be required to notify Human Resources as soon as possible, before reporting to their next scheduled day of work but no more than three calendar days after any arrest, indictment, conviction, no contest plea or guilty plea, or other adjudication of the employee for any felony, misdemeanor or other offense.

    b. Employees are not required to report minor traffic violations. However, for positions requiring driving duties, an offense of operating a vehicle while under the influence, revocation or suspension of a license, and driving after

revocation or suspension are required to be reported.

c. The District shall conduct an annual driver's license record check on all District employees who drive a District vehicle, operate mobile equipment for the District, or transport children. The District may also conduct criminal history and background checks on current District employees as deemed appropriate.

d. An employee's arrest, indictment or conviction of a crime shall not be an automatic basis for termination. The District shall consider the criminal record information and make related employment decisions in accordance with provisions of the District's current Employee Handbook and applicable legal requirements.

Failure to report under this section may result in disciplinary action, up to and including termination of employment.

WCSD Policies 522, 529, 533.1, 546~~541.1~~, 751.22, ~~752~~

H. Staff and Student Interactions

District staff members are expected to conduct themselves in a manner that promotes the health, safety, and wellbeing of students, including by establishing and maintaining role-appropriate communicative, physical, emotional, and social boundaries in their interactions with students. This requires every staff member to consistently exercise sound judgment that is context dependent and that gives due consideration to the staff member's District-assigned role and responsibilities.

No staff member may engage in any activity, conduct, or communication in the staff member's interactions with students that constitutes, encourages, or invites either unlawful conduct or conduct that would unreasonably endanger the safety or well-being of any person. For the avoidance of doubt, any conduct that constitutes an assault, the abuse of a child, or that reflects the elements of a crime defined under Chapter 948 of the Wisconsin Statutes is, of course, prohibited, as is any relationship between a non-student staff member and a student that is or that a reasonable person would perceive as being sexual or romantic in nature.

Further, the District prohibits staff members from engaging in conduct or communications, or any course of conduct or any pattern of behavior or communication, that manipulates, coerces, or grooms a student to engage in, or to consider engaging in, an inappropriate relationship (including a sexual relationship with the staff member) or other inappropriate behavior that endangers the welfare of a student. For these purposes:

- **Grooming includes communications that are part of any course of conduct or pattern of behavior that a reasonable person would view as conditioning, seducing, soliciting, luring, or enticing a student to engage in, or to consider engaging in, inappropriate behavior.**
- **Grooming can occur, for example, by exploiting a student's vulnerabilities, by creating inappropriate emotional dependence, or by normalizing or desensitizing the student to**

inappropriate conduct. Grooming often involves, but is not limited exclusively to, sexual or romantic contexts.

- **Specific examples of conduct or behaviors that might be part of a violation that involves prohibited manipulation, coercion, or grooming of a student include the following:**
  1. **Written, electronic, or digital communications, including using text messages, emails, social media, or online platforms, to seduce, solicit, lure, or entice a student.**
  2. **The provision or promise of gifts, favors, privileges, inordinate special attention, or other items of value with the intent to lower a student's inhibitions, gain and exploit trust, or create emotional dependence.**
  3. **An act intending to isolate a child, or to encourage a child to separate, from family, peers, or guardians.**
  4. **Verbal comments, suggestions, or conversations of a sexual nature directed toward a student, such as exchanging information about a student's or an adult's sexual experiences or communicating other sexually-explicit content or sexualized subject matter.**
  5. **Exploiting a power dynamic, such as by offering improper benefits or privileges or by inappropriately threatening to impose negative consequences in a quid quo pro posture.**
  6. **Inappropriate or sexualized physical contact or attempts to initiate such contact.**
  7. **Using threats, bribery, fear, intimidation, harassment, embarrassment, or guilt to encourage inappropriate secrecy in the conduct or relationship or to facilitate the start or continuation of an inappropriate relationship or other inappropriate conduct.**
  8. **Soliciting or encouraging secrecy or concealment to avoid detection, oversight, or accountability for inappropriate communication or inappropriate conduct.**

SECTION VII
RETIREMENT, ELIGIBILITY, NOTIFICATION AND RETIREE BENEFITS

A.Eligibility

Administrators / administrative support personnel are eligible for retirement benefits at age 55. If an employee has to retire before reaching the age of 55 due to a serious health condition that qualifies for WRS disability retirement, they shall be deemed eligible for the District's retirement benefits as well.

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

Notification

Notification for retirement must be given in writing to the superintendent on or before January 2nd preceding the requested retirement date. The normal retirement date shall be June 30th or the last regular work day in June if June 30th falls on a Saturday or Sunday. These dates may be waived by the Board of Education, upon recommendation of the superintendent.

B. Benefits

If the employee provides proper retirement notice and meets the eligibility requirements they shall be eligible to receive retirement benefits as follows:

1. If permitted by the health care and dental insurance provider(s), an employee may continue District coverage as a retiree by paying the monthly plan premium directly to the insurance provider(s). The effective retiree insurance date will be the date after active employee insurance(s) end which is outlined in the Benefit Section. The offer of retiree insurance(s) will be the same insurance plans and coverage the employee was enrolled in on the last day of active employee insurance coverage. The program offered to district employees is subject to change on an annual basis.

2. The following HRA benefits outlined in Section C, 1 a, b and c and Section C, 2 a, b, c and d below are provided to retiring administrators / administrative support personnel in recognition for the years of service provided to the Waunakee Community School District. No other payment for retirement such as severance pay or payment for unused sick days will be granted as the cost of the outlined benefits is already substantial.

   This program is subject to annual review and, when deemed appropriate, revisions shall be made. However, individuals already participating in the program shall continue to receive payment and benefits under the retirement program in effect at the time of their retirement and shall do so through the month of such individual's 65th birthday, or the age at which the retired employee is eligible for Medicare, or death, whichever occurs first.

   The Waunakee Community School District reserves the right at any time to unilaterally offer additional retirement benefits during a time-related window for employees who meet certain minimum age and service requirements.

C. Retirement Health Reimbursement Account (HRA)

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

The district shall provide employer contributions to a Health Reimbursement Account (HRA) for administrators / administrative support.. The contribution and vesting procedures for the HRA account are set forth below and vary according to the date employment began as an administrator / administrative support in the District.

Part-time employee contributions shall be prorated based upon their percentage of full-time equivalency.

The HRA account is intended to be accessed during retirement years, subject to the terms and conditions of the HRA provider. Employees who sever employment and have a vested

HRA benefit shall be able to immediately access the HRA Plan funds, pursuant to the terms and conditions of the HRA Plan Provider. All withdrawals and payments from the HRA Plan shall cease when the funds in the plan are exhausted.

Non-vested contributions made on behalf of employees who terminate employment with the District for any reason will revert back to the District's Fund 73 fund.

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

The District shall pay the HRA plan administrative fee for administrators / administrative support personnel receiving active employment HRA deposits. The retired employee shall pay the distribution fee to access the HRA funds.

FOR ADMINISTRATORS / ADMINISTRATIVE SUPPORT STAFF HIRED BEFORE APRIL 1, 2010

1. Health Reimbursement Account Retirement Benefit
   a. Eligibility. The HRA retirement benefit is based on their administrative / administrative support years-experience with the District. The retiree is fully vested after 15 years of service in the District. If less than 15 years of service, the years-experience vesting percentage chart below applies.

Years-Experience Vesting Schedule

After # Years Administrative Experience in the Waunakee Community School District	Premium Amount Contributed of family **HMO** health and family dental plan	Maximum # Years of Contribution
Less than 6 years	0%	0
After 6 years	10%	10
After 7 years	20%	10
After 8 years	30%	10
After 9 years	40%	10
After 10 years	50%	10
After 11 years	60%	10
After 12 years	70%	10
After 13 years	80%	10
After 14 years	90%	10
After 15 years	100%	10

   b. Post-Retirement Employee HRA Contributions and Values. The

post-retirement HRA employer contribution amount shall be based on the following, regardless of the coverage level or health and dental insurance plans the administrator or administrative support employee is enrolled in, or if coverage was waived, on their last day of employment.

c. ~~The post-retirement HRA amount shall be based on the following:~~

The employer monthly contribution toward the health insurance HRA benefit shall be calculated based on the full monthly premium rate of the District-offered family traditional HMO health plan in effect on the employee's last day of employment.~~A health employer contribution value set and based on the monthly family HMO health "full premium" rate on last day of employment. For purposes of determining the health benefit , the "premium" amount" shall be the premium amount for the lowest cost family health plan offered by the District in effect on the Administrator's/Administrative Support Personnel's date of retirement.~~

The employer monthly contribution for the dental insurance HRA benefit value shall be based on the full monthly premium rate of the District-offered family dental plan in effect on the last day of employment.~~A dental employer contribution value set and based on the monthly family dental "full premium" rate on last day of employment. For purposes of determining the dental benefit amount, the "premium amount" shall be the premium amount for a family dental plan offered by the district in effect on the administrator's / administrative support personnel's date of retirement.~~

A life employer contribution value, if applicable, shall be a legacy district paid life insurance amount based on the number of contracted days the employee worked their last year of employment as follows: An administrator / administrative support person hired before April 2010 and who elects to retire after their 55th birthday, shall have a legacy district paid life insurance premium amount deposited annually to their HRA for the number of years as detailed above. The premium value shall be based on the number of contracted days the employee worked their last year of employment as follows;

261 day contract $550 per year

238 day contract $500 per year

Less than 238 day contract, if hired prior to 97-98 school year. $250 per year

The following calculation determines the employer contribution to the HRA.

Post-HRA Annual Contribution Value Calculation

+ $ Family HMO health monthly full premium on last day of employment
~~at time of retirement~~
+ $ Family dental monthly full premium on last day of employment
~~at time of retirement~~
= Net health and dental monthly value
x 12 months
= Annual subtotal of health and dental value (x part-time FTE if applicable)
+ Life benefit annual amount (if applicable) in chart above
=$ Total Employer Annual HRA contribution

HRA employer contributions will be made for up to 10 years following retirement, or until Medicare eligible. or to the age at which the retired employee is eligible for Medicare, whichever comes first.

d. Deposit Schedule by the District in the HRA upon Retirement.

Deposits shall be made to the HRA by the district via semi-annual payments on January 15 and September 15.

FOR ADMINISTRATORS / ADMINISTRATIVE SUPPORT STAFF HIRED ON OR AFTER APRIL 1, 2010 RETIREMENT HEALTH REIMBURSEMENT ACCOUNT (HRA) BENEFIT. EMPLOYER-FUNDED DURING ACTIVE EMPLOYMENT

1.

a. Eligibility: The HRA retirement benefit is based on administrative / administrative support years-experience with the District. The retiree is fully vested after 10 years of service in the District. If less than 10 years of service, the years-experience vesting percentage chart below applies.
Years-Experience Vesting Schedule

After # Years Administrative Experience in the Waunakee Community School District	Vested	Non-Vested
After 1 year	10%	90%
After 2 years	20%	80%
After 3 years	30%	70%
After 4 years	40%	60%
After 5 years	50%	50%
After 6 years	60%	40%
After 7 years	70%	30%
After 8 years	80%	20%
After 9 years	90%	10%
After 10 years	100%	0%

b. Active Employment Employer HRA Benefit Contribution Value.

The District annual contribution is made for the administrator / administrative support while actively working and the value is based on their contracted days as outlined in the chart below.

District annual contribution

# of student day contracts	$2,790
200 day contracts	$3,065
210 day contracts	$3,220
238 day contracts	$3,650
261 day contracts	$4,000

Contributions shall cease when the administrators/administrative support person's employment with the District ends.

District Deposit Schedule to the HRA during employment: The dollar amounts set forth above shall be deposited into the HRA in equal monthly installments.

c. The employee must complete the contract year in order to receive the benefit
d. Non-vested contributions made on behalf of employees who terminate employment with the District for any reason will revert back to the District's Fund 73 fund. The schedule above will determine the amount of non-vested contributions compared to vested contributions.
e. Contributions on behalf of part-time administrators / administrative support personnel shall be prorated based upon their percentage of full-time equivalency, and their number of contract days.

2. All withdrawals and payments from the HRA Plan shall cease when the funds in the plan are exhausted.
3. No HRA plan shall be made available unless the provider of such plan executes a hold harmless provision in favor of the District against any liabilities arising from mistakes of the vendor.
4. The retired employee may, if permitted by the health and dental care insurance provider, continue coverage under the health and dental care insurance plan by paying the monthly plan premium directly to the insurance provider.
5. Survivorship Rights For All Retirees Receiving the Health Reimbursement Account Plan Benefits payable to the spouse and/or dependents will not exceed, in combination with those already provided to the retiree before their death, those that would have been available to the retiree if they had survived. Such benefits are subject to the terms and conditions of the HRA plan and applicable Internal Revenue Service Code and rules.
6. The District shall pay the HRA plan administrative fee for active administrators / administrative support personnel. The retired employee shall pay the distribution

fee to access the HRA funds.

D. Conditions
This program is subject to annual review and, when deemed appropriate, revisions shall be made. However, individuals already participating in the program shall continue to receive payment and benefits under the retirement program in effect at the time of their retirement and shall do so through the month of such individual's 65th birthday, or the age at which the retired employee is eligible for Medicare, or death, whichever occurs first.

E. The Waunakee Community School District reserves the right at any time to unilaterally offer additional retirement benefits during a time-related window for employees who meet certain minimum age and service requirements.

Appendix A
Title IX Notice

The Board of the Waunakee Community School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Director of Human Resources, Waunakee Community School District. 905 Bethel Circle, Waunakee, WI 53597

Brian Grabarski, 608.849.2000, ext. 8167 briangrabarski@waunakee.k12.wi.us

Director of Special Education, Waunakee Community School District. 905 Bethel Circle, Waunakee, WI 53597

Tiffany Loken, 608.849.2000, ext. 8268 tiffanyloken@waunakee.k12.wi.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 413/513 Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: https://www.waunakee.k12.wi.us/board/policies
The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, **to request FMLA leave you must**:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your **employer must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

SCAN ME

WH1420 REV 04/23

The contents of this handbook are presented as a matter of information only. The procedures described are not conditions of employment. The school district reserves the right to modify, revoke, suspend, terminate, or change any or all such procedures, in whole or in part, at any time with or without notice. The language which appears in this handbook is not intended to create, nor is it to be construed to constitute, a contract between the school district and any one or all of its employees or a guarantee of continued employment. Notwithstanding any provisions of this handbook, employment may be terminated at any time, with or without cause, except as explicitly provided for in any other pertinent section of this handbook or individual contract.

The Waunakee School District is an equal opportunity employer and does not discriminate against any individual on the basis of age, race, religion, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, gender identity, transgender status, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political or religious affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law, or according to District policy.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.

WAUNAKEE
COMMUNITY SCHOOL DISTRICT

Administrative Assistant
Classified Staff
Custodial and Maintenance
Employment Guidelines

BOE Adopted: 6/14/21
Updated 7/1/26~~5~~

The most recent and updated version is available on the district website

Purpose

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

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

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

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1.0 DEFINITIONS OF EMPLOYEE

1.1 Regular Full-Time Employee

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

1.2 Regular Part-Time Employee

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

1.3 Weekend Employee

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

1.4 Probation

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

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

1.5 Limited Term Employee

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

2.0 WORK SCHEDULES / HOURS OF WORK

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

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

2.3 The District is required by law to record and pay for hours actually worked, including overtime hours, for non-exempt employees. Time actually worked for non-exempt employees is documented by a time sheet. Employees are responsible for accurately recording their time worked for each scheduled workday. It is not appropriate for

employees to simply mark down the scheduled work time, but rather must record actual "time in" and "time out" in order to be paid properly.

2.4 An employee shall take a one-half (1/2) hour unpaid, duty free lunch break near the mid-point of each work day. Employees working less than six (6) hours per day may or may not have a lunch break at the discretion of the employer.

2.5 Paid break times shall be determined by the supervisor, and shall not be taken consecutively or in conjunction with lunch breaks, nor to start or finish the work day:

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

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

3.0 TIMEKEEPING

3.1 A work week consists of Sunday 12:00 a.m. through Saturday 11:59 p.m.

3.2 The normal workday for all full time employees shall be no more than eight (8) hours per day. The normal workweek for all full time employees shall be forty (40) hours per week. A custodian's normal schedule of forty (40) hours per week may include work on Saturdays at a building where services are routinely provided.

3.3 All hourly employees will record hours worked through True Time, an electronic time tracking system. Hourly employees must clock in when they arrive at work, clock out for lunch, clock back in upon return from lunch, and clock out at the end of their work day.

3.4 Employees are responsible for their own timesheet and shall not punch in or out for any other employee.

3.5 The District's Timekeeping System requires that an employee complete the electronic timesheet and submit it for True Time approver/supervisor approval. The payroll department will then input the employee's time worked into the system for timekeeping. Timesheets must be submitted weekly within the time frame established for the pay schedule.

3.6 When an employee submits their timesheet for approval they are certifying that the time recorded is accurate. Falsification of the time record is a serious violation of District policy and is, in essence, theft. Such falsification will result in corrective action, up to and including immediate termination.

3.7 Work in excess of forty (40) hours per week (overtime) shall be compensated at the

rate of time and one-half (1 1/2) the employee's normal hourly rate of pay. All overtime hours must have the prior approval of an employee's supervisor.

3.8 The District reserves the right to schedule overtime work as required in a manner consistent with the requirements of the School District.

3.9 Paid holidays shall be counted as hours worked for purposes of overtime calculation. Other paid time off shall not be counted as hours worked for purposes of overtime calculation.

See Appendix E – True Time

4.0 COMPENSATORY TIME (COMP TIME)

4.1 Regular, 12-month, full time employees are eligible to accrue comp time in lieu of overtime payment.

4.2 Compensatory (comp) time is earned at the rate of one and one-half (1 1/2) times the number of overtime hours actually worked.

4.3 Comp time shall be utilized in no less than 15 minutes increments.

4.4 Consecutive comp days shall not be approved and comp days shall not be approved in conjunction with vacation or personal days. An exception to this restriction may be made when the comp time is going to be used during winter or spring break, or other non-student days.

4.5 All comp time earned between January 1st and December 15th must be taken by December 15th or paid out. A maximum of 48 hours of comp time may be taken during this timeframe; all remaining hours earned shall be paid out.

5.0 PAYROLL, WAGES AND REIMBURSEMENTS

5.1 Hourly Wages

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

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

5.2 Paychecks

Staff will receive paychecks on the 15th and 30th of each month during the school year. When the fifteenth or thirtieth day of the month falls on a Saturday, Sunday, or on a bank holiday, payment shall be made on the preceding business day. The District shall provide

all payments via electronic deposit, and all payroll information shall be provided electronically.

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

5.3 Overused Leave at Time of Termination

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

5.4 Mileage

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

5.5 Building Checks and Call Back - Custodial/Maintenance

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

If employees are called back to work after having completed their regular work hours and leaving for the day, or are called to work and leave again before the start of their regular shift, they shall be paid for a minimum of two (2) hours at time and one-half their regular rate of pay for hours that are unattached to other hours worked that day. For an event to be considered call back, it needs to end more than two (2) hours prior to the start of an employee's regularly defined start time. Periods of time one (1) hour 45 minutes or less will be considered a temporary schedule adjustment.

5.6 Weather-Related Closed Days~~Snow Days~~

A. Employees shall be paid for up to four (4) weather-related closed days~~snow days~~ if it is necessary to cancel school.

B. In the case of an early release or delayed start, hours paid for hours not worked shall be counted toward the maximum of four (4) paid weather-related closed days~~snow days~~.

C. In the event of a fifth weather-related closed day~~snow day~~ or any weather-related closed day~~snow day~~ thereafter, employees will have the option of taking an unpaid day, or using a personal or vacation day if available. Employees are asked to submit a leave request via Employee Access indicating how they choose to account for the time.

D. In the event of an early release or delayed start after there have already been four paid weather-related closed days~~snow days~~, paychecks shall be adjusted to reflect fewer hours worked, unless paid time off is substituted. The missed time shall not be made up and employees should leave work or report to work according to the adjusted schedule.

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

F. Employees who work 50% or more of their total weekly assigned hours remotely are not eligible for paid closure days, as outlined above, including closures due to weather or facility-related events (e.g. weather closed days, power outages, or water main breaks).

6.0 TIME OFF

6.1 Eligibility and Paid Time Off Allocations

All employees classified in these Employment Guidelines shall be eligible for time off as outlined in the following sections.

10-Month, and School-Year Only Employees: Paid time off allocations occur on the first day of July each year. Employees hired after July 1st or after the school year begins will accrue paid time off on a prorated basis based on a proration of the remaining days in their

assignment.

11-Month and 12-Month, Year-Round Employees: Paid time off allocations occur on hire date anniversaries.

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

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

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

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

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

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

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

External substitutes (substitutes in Frontline) only are hired for a minimum of two (2) hours per day. Frontline substitute requests must be a minimum of two (2) hours up to eight (8) hours per day. Absences of 1.75 hours or less requiring a substitute request are submitted to the building office via the shared communication plan administered by the building substitute coordinator/office staff.

6.2 Personal Leave

A. **Allocation Amounts**: 11 and 12-Month employees will be credited with two (2) days of personal leave per year. 10-month and School-Year only employees will be credited with four (4) days of personal leave per year. These days are separate from sick leave and are allocated as personal leave.

B. **Use**:
    a. Personal days can be used for anything.

b. Unused personal leave is added to accrued sick leave at the end of each fiscal year (June 30th) or for 11 and 12-month staff on anniversary date, which is accumulative to 188 days (1,504 hours), 120 days (960 hours) of which can be applied toward retirement.

C. **Restrictions on Use:**
   a. District-Wide: No more than three (3) hourly support staff (Para-Educators, LMTC Assistants, Technology Assistants, Health Assistants) may use personal leave on any one day.
   b. Personal leave should be submitted forty-eight (48) hours in advance of the actual absence date whenever possible.
   c. Employees who work less than 12-months per year:
      i. Personal leave may not be used before or after an unpaid break or holiday.
      ii. Personal leave may not be used on the last ten (10) school days of the year.
      iii. Personal leave may not be used during the first week of school.

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

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

6.3 Sick Leave

A. **Allocation Amounts**: Employees shall be allocated sick leave as described below, accumulative to 188 days (1,504 hours). The maximum number of sick days to be applied toward retirement benefits shall be 120 days (960 hours). Unused sick leave is only paid out upon meeting the district's retirement eligibility.
   a. School-Year only Employees: Eight (8) days of sick leave are allocated each year.
   b. 11-Month Employees: Eleven (11) days of sick leave are allocated each year.
   c. 12-Month Employees: Twelve (12) days of sick leave are allocated each year.

B. **Use**: Sick leave may be used for:
   a. Personal illness.

b. Doctor and/or dentist appointment for self that cannot be scheduled outside of normal work hours.
c. Immediate family* member illness, or doctor and/or dentist appointment that cannot be scheduled outside of normal work hours.
d. Care for a child in their immediate family that cannot safely be left alone in situations of canceled or closed childcare.
e. Staff may request sick leave for attendance at funerals not covered under bereavement leave. Verification of attendance may be required.
f. If an employee exhausts all available sick leave, they must use any available personal leave, vacation, or any other accrued, paid leave prior to requesting unpaid sick leave. There may be certain exceptions under the State and Federal Family and Medical Leave Laws.

* Immediate family includes: spouse, child, step-child, parent, step-parent, grandparent, grandchild, brother, sister, parent-in-law, brother or sister-in-law, son or daughter-in-law, or grandparent-in-law

Family and Medical Leave

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

6.4 Bereavement Leave

Staff may use up to three (3) days of paid leave for death in the immediate family. These days shall not be deducted from sick leave. An additional three (3) days of sick leave may be used as bereavement leave for deaths in the immediate family. The Director of Human Resources may grant additional days, either as paid leave deducted from sick leave or as unpaid days, at their discretion. Immediate family includes: spouse, child, step-child, parent, step-parent, grandparent, grandchild, brother, sister, parent-in-law, brother or sister in law, son or daughter-in-law or grandparent-in-law, aunt or uncle. An employee's or employee spouse's miscarriage is also eligible for bereavement leave.

Staff may request sick leave for attendance at funerals, not covered under bereavement leave. Verification of attendance may be required.

6.5 Jury Duty

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

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

An employee must notify their immediate supervisor as soon as notice of jury duty is received.

Also, the employee is expected to contact their immediate supervisor immediately upon termination of jury duty or when temporarily relieved of jury duty.

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

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

6.6 Vacation

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

B. **Allocation Amounts:**
   a. 12-month employees shall be given five (5) days of vacation to use during their first year of employment, and 11-month employees shall be given two (2) days of vacation to use during their first year of employment. During their first year of employment, they are also accruing vacation that will be posted for use during their second year of employment. Vacation will be accrued accordingly for future years. *See vacation allocation schedule below.
   b. A maximum of ten (10) days of unused vacation may be carried over to the next year.

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

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

D. **Restrictions on Use:**
   a. Employees who work less than 12-months per year:
      i. Vacation may not be taken during the first five (5) days or the last ten (10) days of the school year. This restriction may be waived at the discretion of the Director of Human Resources, for extenuating circumstances.
      ii. Vacation cannot be used to extend a holiday or recess (a recess is defined as any break in the regular five (5)-day school week). This restriction may be waived at the discretion of the Director of Human Resources for extenuating circumstances.
   b. A maximum of two (2) people per day, per classification can use vacation time except on days when employees are not scheduled to work. If conflicts between employees arise as to vacation scheduling, preference will be given in order of seniority, provided that the vacation requests have been submitted at least six months in advance.

VACATION SCHEDULE			
12-Month Full-Time	5 days during first year		
	10 days during 2nd year	16 days during 7th year	21 days during 13th & 14th year
	11 days during 3rd year	17 days during 8th year	22 days during 15th & 16th year
	12 days during 4th year	18 days during 9th year	23 days during 17th & 18th year
	14 days during 5th year	19 days during 10th year	24 days during 19th & 20th year
	15 days during 6th year	20 days during 11th & 12th year	25 days during 21st year & thereafter
11-Month Full-Time	2 days during first year		
	5 days during 2nd year	10 days during 6th & 7th year	14 days during 14th & 15th year
	6 days during 3rd year	11 days during 8th & 9th year	15 days during 16th year and thereafter
	7 days during 4th year	12 days during 10th & 11th year	
	9 days during 5th year	13 days during 12th &13th year	

6.7 Unpaid Leave Eligibility:

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

there would be no unpaid leave days available until the following year, when there would be one (1).

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

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

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

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

      Taking unpaid leave without having received prior approval for the leave is a serious offense which may result in an unpaid suspension or discharge.
   b. The allowance for unpaid leave days will be on a first come, first served basis with each building.
   c. Unpaid leave may be used for education, medical reasons, maternity, military or National Guard service, civic duties or for other purposes approved by the District.
   d. After the initial thirty (30) days of unpaid leave, no benefits shall be received nor shall the leave serve as experience credit for seniority or for any other purposes. Employees may continue District insurance coverage at their own expense if permitted by District policies in effect at the time.

C. **Restrictions on Use:**
   a. No more than two (2) staff members per classification per day may use unpaid leave at any time.
   b. Unpaid leave shall be taken in increments of not less than one (1) full day.
   c. Unpaid leave requests must be submitted at least five (5) days prior to the absence date(s).
   d. Unpaid leave may not be used to extend holidays.
   e. Employees who work less than 12-months per year:
      i. Unpaid leave may not be used before or after an unpaid break.
      ii. Unpaid leave may not be used on the last ten (10) school days of the year.

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

6.8 Paid Holidays

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

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

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

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

A. If a paid holiday falls on a Saturday, the previous Friday shall be considered the holiday. If a paid holiday falls on a Sunday, the following Monday shall be construed the holiday. These holidays may be adjusted to best fit the work year.

B. Holidays Falling on Student Contact Days: If any of the holidays listed above, fall on a student contact day, the employees shall work their regular hours that day, and shall instead receive a holiday on a date determined by the Administration.

C. Any employee required to work on a holiday for which they are eligible to receive holiday pay shall receive two times the regular hourly rate of pay.

D. To qualify for holiday pay an eligible employee must be on the active payroll of the District and must have worked on their regularly scheduled work day immediately preceding and immediately following the paid holiday, unless a scheduled vacation is taken, an illness is verified by a physician's certificate, or the employee is otherwise excused by the District Administrator.

7.0 BENEFITS

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

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

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

7.1 Health Insurance

Employees who work 30 or more hours per week shall be eligible to enroll in the district's health insurance. The district makes a substantial contribution toward the cost of each eligible employee's medical coverage. Medical plan rates and summaries on insurance plans offered to employees and employer contribution rates approved by the Board of Education may be obtained from the Human Resources Department. The employer provides a HMO, POS and HDHP health plans. For employees enrolling in a single or family Point of Service (POS) health plan, the employer contribution dollar amount will match the employer contribution dollar amount paid towards the HMO health plan. The high deductible health plan is the lowest cost plan and is the single rate offer for the Federal Affordable Care Act.

Employees completing the established district annual health assessment process will receive an additional employee premium savings as outlined in the annual health assessment incentive section of this handbook.

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

7.2 Annual Health Assessment Incentive

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

handbook. The following employer contribution rates apply towards single or family health coverage for individuals participating in the health assessment.

~~3% rate savings. Family - Both the employee and spouse are required to visit and meet with the staff at the district Staff Wellness Clinic. ¶~~

5% rate savings ~~(3% plus an additional 2% rate savings)~~. Family - Both the employee and spouse are required to visit and meet with the staff at the district Staff Wellness Clinic and both the employee and spouse are required to be current or have completed all recommended age / gender appropriate screenings. Spouses not employed by the district may complete their visit as a virtual visit with staff at the district Wellness Clinic.

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

7.3 Health Savings Account (HSA)

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

7. 4 Family Reimbursement Account (FRA) with Alternative Benefit Plan (ABP)/Health Reimbursement Account (HRA)

If an employee provides proof of enrollment in a non-District qualified health insurance plan, the employee may choose to waive District health insurance at time of employment or reduce District health insurance enrollment at a future date by making a health insurance tier level change (family to waive, single to waive, or family to single). In exchange, the employee is eligible to accept enrollment in the FRA. The FRA has two benefit components:

A. Cash payment per month amount of either: $50 single to waive coverage, $100 family to single coverage or $150 family to waive coverage. This benefit component is an alternative benefit plan (ABP).

B. Reimbursement by the District for qualifying out-of-pocket medical expenses incurred on the non-District health insurance plan including in-network deductibles, copays, and prescription expenses. This benefit component is a health reimbursement account (HRA).

The Family Reimbursement Account (FRA) is maintained under the District's IRS Section 125 Cafeteria Plan. It is the employee's responsibility to enroll with the Human Resources Department for this benefit including: electing FRA at time of employment, when eligible to enroll due to a qualifying event occurring mid-plan year, and annually at the district's annual open enrollment.

Custodial & Maintenance Employee Group Only - See Appendix F

7.5 Dental Insurance

Employees who work 30 or more hours per week shall be eligible to enroll in district dental insurance. The district shall pay premiums as indicated below. If both spouses are employed by the District, and both are eligible for health and dental insurance benefits, the Board shall pay 100% for family dental insurance. If an eligible employee waives health insurance but elects single or family dental insurance, the District will pay 100% of the dental premium. See Appendix G for dental insurance legacied language.

~~11 & 12 Month Hourly Staff~~	~~Single Coverage~~	~~Family Coverage~~
~~8 hours~~	~~88%~~	~~88%~~
~~7+ hours~~	~~83%~~	~~83%~~
~~6+ hours~~	~~78%~~	~~78%~~

~~School Year Only Hourly Staff~~	~~Single Coverage~~	~~Family Coverage~~
~~8 hours~~	~~88%~~	~~70%~~
~~7+ hours~~	~~83%~~	~~66%~~
~~6+ hours~~	~~78%~~	~~58%~~

7.6 Vision Insurance

The employer shall offer a voluntary, employee-paid vision policy for employees working 30 or more hours per week.

7.7 Cobra Law Insurance Continuation

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

7.8 Flexible Spending Plan

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

7.9 Life Insurance

The district shall provide a 100% employer premium paid life insurance policy to employees working 30 or more hours per week.

$35,000 - Hourly school year only staff

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

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

7.10 Long-Term Disability (LTD)

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

7.11 Short-Term Disability

The employer shall offer a voluntary, employee-paid short-term disability policy for support staff working 30 or more hours per week. See the current short-term policy booklet for benefit limitations and/or exclusions. See Appendix G for disability insurance legacy language.

7.12 Supplemental Insurance

The employer shall offer a voluntary, employee-paid supplemental policies for employees working 30 or more hours per week.

8.0 OTHER BENEFITS

8.1 Wisconsin Retirement/Employee Trust Funds

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

8.2 403(b) Employee Savings Plan

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

8.3 457(b) Deferred Compensation Plan

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

8.4 Uniforms (Custodial & Maintenance)

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

8.5 Phones (Head Custodians & Maintenance Department)

The Board of Education shall provide a smartphone device to the Head Custodian and Maintenance employee. The Head Custodian and Maintenance employee is expected to

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

8.6 Workers Compensation Coverage and Reporting Responsibilities

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

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

1. Up to day sixty (60) of Worker's Compensation Leave: The employee will be paid income equivalent to the income the employee would have earned had the employee not been injured. This income will be generated by combining worker's compensation insurance with prorated accumulated sick leave as necessary through a deduction of one-third (1/3) of a day of sick leave for each day while on worker's compensation. This provision will apply up until the sixtieth (60th) consecutive day of leave, or as long as the employee has accumulated sick leave available, whichever occurs first.

2. Day Sixty-One (61) and thereafter of Worker's Compensation Leave: The employee will receive his/her worker's compensation payment. No other leaves will be applied to the worker's compensation leave. The employee, subject to the rules and regulations of the carrier, may be eligible for long-term disability leave.

3. Injuries Not Covered by Worker's Compensation. Some types of injuries suffered while at work may not be covered by worker's compensation insurance. Examples of non-covered injuries suffered at work include, but are not limited by enumeration to, the following:

    a. Injuries because of a self-inflicted wound.

    b. Injuries sustained because of an employee's horseplay.

    c. Injuries sustained while an employee does an activity of a strictly private nature.

4. Absence from work during the first three days due to injury or illness allowed under Worker's Compensation shall not be fully charged to the employee's accumulated paid leave provided the following conditions are met:

    a. The district's worker's compensation carrier approves the employee claim as work comp related

    b. And, the employee provides the Director of Human Resources with a doctor's note verifying work restrictions, including the dates absence from work is required as a result of the illness or injury.

5. The district does not make or influence the determination of eligibility for a worker's compensation claim. Our carrier reviews the situation and the medical records to make the decision.

6. Temporary Transitional Duty

    Purpose:

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

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

    Assignments:

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

    a. Modification of an employee's regular work assignment.
    b. Temporary reassignment to another shift.
    c. Temporary reassignment to another position within the employee's department and/or,
    d. Temporary reassignment to another department.

8.7 District employees may receive free entry to home athletic events by presenting their employee identification badge. WIAA tournament events are excluded.

9.0 RETIREMENT ELIGIBILITY AND DISTRICT RETIREE BENEFITS

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

2. If the employee provides proper notice outlined above in item 1 of this Retirement Section, and who have been employed at least one (1) year in the Waunakee School District and who have reached the age of 55 shall be eligible to receive retirement benefits as follows.
    a. If permitted by the health care and dental insurance providers, an employee may continue District coverage as a retiree by paying the monthly plan premium directly to the insurance provider(s). The effective retiree insurance date will be the date after active employee insurance(s) end which is outlined in 7.0 Benefits. The offer of retiree insurance(s) will be the same insurance plans and coverage the employee was enrolled in on the last day of active employee insurance coverage. The program offered to district employees is subject to change on an annual basis.
    b. A District post-retirement HRA employer contribution benefit shall be provided based on the years of service schedule in Section 9.1e below.

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

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

9.1 Retirement Health Reimbursement Account (HRA)

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

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

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

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

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

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

   HRA Vesting Schedule after # years experience in the Waunakee Community School District

After # Years Experience	HRA Benefit Eligibility
After 1 year	10%
After 2 years	20%
After 3 years	30%
After 4 years	40%
After 5 years	50%

After # Years Experience	HRA Benefit Eligibility
After 6 years	60%
After 7 years	70%
After 8 years	80%
After 9 years	90%
After 10 years	100%

   Sick Leave Value Definition. The sick leave per day maximum value is based on the employee's per diem salary (hourly rate at time of retirement x hours per day work schedule) and the maximum sick leave value shall not exceed $147~~143~~ per day. The maximum unused sick day credit shall not exceed 120 unused sick days.

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

Post-Employment Employer HRA Contribution Calculation
+$ Sick Leave Value = Up to $147~~143~~ x # Unused sick on last day of employment
+$ Years of Service Value = $500.00 x # Years of Service
=$ Net Total Post-Employment HRA Value
x$ HRA Vesting Schedule Percent (See Vesting Schedule chart above)
=$ Final Total Post-Employment HRA Value

   Deposit by the District in the HRA Upon Retirement. The final total post-employment HRA value is a one-time deposit into the employee's HRA by the District. The payment shall occur on either September 15th or January 15th,

whichever date occurs first following the effective date of the employee's retirement.

10.0 SUPERVISION & EVALUATION

A. Employees shall be evaluated annually during their first three years of employment in the district and every third year thereafter, or more often if necessary as determined by their immediate supervisor. Direct supervisors shall meet with each employee to discuss their written evaluation.

B. Employees on an improvement plan shall not receive an increase in pay.

   If, after a period of time, the employee's performance does not improve, notice of termination shall be given.

C. In-Service: All classified staff are encouraged to attend in-service sessions or take courses for professional development as recommended and approved by their immediate supervisor. The district will pay registration fees and employees will be paid their regular hourly rate for time spent attending pre-approved in-service or training sessions outside of their regular work hours. Employees are encouraged to discuss their individual training needs and suggestions with their immediate supervisor.

11.0 ASSIGNMENTS, VACANCIES, TRANSFERS, LAYOFFS

11.1 Physical Examination

Upon initial employment, an employee must have a limited physical examination, including a chest x-ray or TB test, and a physician must certify the employee to be free from communicable disease. The District shall provide for the physical at one of the local clinics at employer expense. The employee may elect to have a physical at another clinic or provider at their own expense.

11.2 Job Postings/Vacancies

A. Any job opening within the hourly employment groups shall be posted for a minimum of five (5) working days. The notice shall include the date of posting, a description of the position available, hours of work, shift, work location, pay range, and the qualifications required for the position. It shall be the responsibility of the employee to check the postings and to apply for the vacant positions.

B. In situations where administration determines that the needs of the students and the district will be best served by doing so, an employee may be reassigned to an open position in lieu of posting the particular vacancy.

C. An employee who wishes to transfer to a vacant position shall file a written application for the position with the Director of Human Resources or other person designated by the District on the job posting.

D. Qualified personnel may apply for the vacant position without resigning their present position in the District, and if selected shall retain their seniority within the same classification within their current employee group.

E. An employee who applies for a vacant position prior to the end of the posting period may be granted an interview for the position, and if qualified, may be awarded the position. The District retains the right to determine the qualifications needed for any vacant position.

F. The employer may select the best qualified applicant based upon an impartial assessment of the relative ability, training, qualifications, experience, and performance among the applicants. The term applicant refers to internal and external applicants. In the event two or more equally qualified applicants shall apply for a position, the internal applicant will be selected.

11.3 Job Changes/Transfers

When employees within the classified staff move from one position to another, pay and benefits shall be determined as follows:

A. There shall be no hourly wage increase when employees move between positions within the same classification or pay range. Exceptions may be made at the discretion of the Human Resources Director, based upon experience and qualifications.

B. When an employee moves into a position that has a higher wage scale than their current position, they shall be placed within the pay range to insure that they have received a pay increase. If the beginning hourly wage for the new position is higher than the employee's current hourly wage, they may be placed at the minimum hourly wage for the new position. If the employee is currently earning more than the beginning hourly wage for the new position, they will be placed higher within the range to insure a pay increase.

C. If an employee moves from a position that doesn't earn vacation into a position that does earn vacation, they will have to work in the new position for the length of time indicated in order to qualify for vacation. Previous time worked in a position that does not earn vacation will not apply. If, however, an employee has been earning vacation, they will retain their earned vacation and previous time worked will apply toward vacation in the new position.

11.4 Lay-Off Language

A. The District may subcontract for goods and services. No employee will be reduced in regular hours or laid off as a result of the operation of this provision.

B. The District will, if practicable, give at least thirty (30) calendar days' notice of layoff. The layoff notice shall specify the effective date of layoff.

C. Normal attrition resulting from employees retiring or resigning will be relied upon to the extent that it is administratively feasible in implementing layoffs.

D. If layoff becomes necessary, seasonal and temporary employees will be laid off before regular employees.

E. Layoff decisions shall be based upon the relative ability, training, qualifications, experience, performance, and seniority of the employees within affected classifications. Seniority shall be defined as continuous, permanent employment with the District. An employee's wages shall not be a factor considered in selection for layoff.

F. Seniority shall be broken if an employee:
    a. Quits.
    b. Is discharged.
    c. Fails to report to work upon expiration of a leave of absence.
    d. Retires.
    e. Voluntarily transfers out of a custodial or maintenance position.
    f. Failure to report to work within the time frame set forth in a recall notice.

G. An employee who is to be laid off or reduced in hours shall not be allowed to replace (bump) a less senior employee in another classification.

H. Laid off (full or partial) employees shall not lose any seniority, sick leave, and vacation earned as employees. Fully laid off employees shall not accrue any sick or vacation time. Reduced in time employees shall have all the rights and privileges of full-time employees except that economic provisions will be prorated to be consistent with the portion of a full-time position held.

I. Employees on lay-off shall be recalled to vacancies in their classification in the inverse order of lay-off. If an employee refuses the position, they shall be removed from the re-call list.

    a. If the District has a vacant position available for which a laid-off employee is qualified as determined by the District, the employee shall be notified of such position and offered employment in that position, commencing as of the date specified in the notice but no earlier than fifteen (15) days from the date of notice

b. Employees shall be notified of recall by registered mail. The employee shall respond to the recall within five (5) days of receipt of the notice. It shall be the responsibility of the employee to keep the District advised of their current whereabouts. An employee's failure to respond to the recall will be considered a waiver of that employee's recall rights.

J. Laid-off employees who are eligible may continue group insurance coverage available through the District during the 18-month recall period by reimbursing the District for premium costs. Nothing in this section shall be construed as expanding upon state or federal COBRA rights.

K. No new custodial or maintenance hires will be made by the District while there are custodian or maintenance employees who have been laid off or reduced in hours who are willing, available, and qualified to fill the vacancy.

12.0 CRIMINAL BACKGROUND CHECKS/CHARGES/CONVICTIONS – OBLIGATION TO REPORT CRIMINAL RECORD

12.1 Job Applicants

A. All individuals applying for employment with the District are required to file in writing, in advance of employment and on forms provided by the District, a statement identifying whether the applicant has been convicted of a misdemeanor or felony in this state or any other state or country; and has been dismissed or non-renewed, or has resigned from employment in-lieu-of a potential dismissal or non-renewal, for any of the following causes: failure to meet the District's performance expectations, incompetence, inefficiency, neglect of duty, unprofessional conduct or insubordination. Knowingly falsifying information shall be sufficient grounds for refusal to hire or termination of employment. Omission or withholding of information may be grounds for refusal to hire or termination of employment.

B. Additionally, all persons applying for any position shall be required to agree to the release of all investigative records to the Board for examination for the purpose of verifying the accuracy of criminal violation information. Employment will be offered pending the return and disposition of such background checks. All offers of employment are contingent upon the results of such checks.

12.2 Current Employees

A. Current District employees shall be required to notify Human Resources as soon as possible, before reporting to their next scheduled day of work but no more than three calendar days after any arrest, indictment, conviction, no contest plea or guilty plea, or other adjudication of the employee for any felony, misdemeanor or

other offense.

B. Employees are not required to report minor traffic violations. However, for positions requiring driving duties, an offense of operating a vehicle while under the influence, revocation or suspension of a license, and driving after revocation or suspension are required to be reported.

C. The District shall conduct an annual driver's license record check on all District employees who drive a District vehicle, operate mobile equipment for the District, or transport children. The District may also conduct criminal history and background checks on current District employees as deemed appropriate.

D. An employee's arrest, indictment or conviction of a crime shall not be an automatic basis for termination. The District shall consider the criminal record information and make related employment decisions in accordance with provisions of the District's current Employee Handbook and applicable legal requirements.

Failure to report under this section may result in disciplinary action, up to and including termination of employment.

WCSD Policies 522, 529, 533.1, 546~~541.1~~, 751.22, ~~752~~

13.0 GRIEVANCE PROCEDURE

13.1 Definitions:

A grievance shall mean a dispute regarding the application of School Board policies regarding an employee's discipline or termination of employment, or a dispute concerning workplace safety. No grievance shall be processed under this policy unless it is in writing and contains all of the following:

A. The name and position of the grievant;
B. a clear and concise statement of the grievance;
C. the issue involved;
D. the relief sought;
E. the date the incident or alleged violation took place;
F. the specific section of the Policy or workplace safety rule alleged to have been violated; and
G. the signature of the grievant and the date.
    a. The term "days" means regular business days, Monday through Friday, other than weekends and holidays regardless of whether the employee or his or her classification is scheduled to work.
    b. A "grievant" is an employee as defined by state statutes governing this grievance procedure. At the grievant's cost and request they may be represented by a person of their choice.

c. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under federal or state law, or District rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk.
d. "Discipline" means oral reprimands (where a written record of the reprimand is placed in the employee's file), written reprimands, suspension and demotion. Discipline does not include performance reviews, work plans or corrective actions that do not include a reprimand or other adverse employment action.
e. "Termination" means discharge from employment. Non-renewals and layoffs (reduction in force) are not considered terminations and are not subject to this procedure.

13.2 Procedures:

First Step

Within fifteen (15) days after the facts upon which the grievance is based or should have reasonably become known the employee shall present the written grievance to their immediate supervisor. The immediate supervisor shall give a written answer within ten (10) days of receipt of the grievance, with a copy to the District Office. An employee who has been notified of termination may process the grievance commencing at Step 3.

Second Step

If the grievance is not satisfactorily resolved at Step 1, it may be submitted by the grievant to the District Administrator within five (5) days after having received the answer in the First Step. After receipt of the written grievance by the District

Administrator, they or the designated representative of the District Administrator will meet with the grievant in an effort to resolve the issue(s) raised by the grievance. Within ten (10) days after the meeting, the District Administrator shall respond to the grievance in writing. The District Administrator shall also determine if the grievance is timely, if the subject matter of the grievance is within the scope of this policy and otherwise properly processed as required by this policy. If the District Administrator is aware of other similar pending grievances, they may consolidate those matters and process them as one grievance.

Third Step

Upon the written request of the grievant in response to an adverse decision, the decision at the Second Step may be appealed to the District Administrator by a written statement particularly describing the reason for appeal. If the decision at Step 2 is based in whole or in part on the basis of timeliness, scope of the grievance process or other failure of the Grievant to properly follow the process the matter shall be referred to the Board who shall determine whether the matter should be processed further. If the Second Step decision is on the merits of the grievance only the grievance will be referred to an Impartial Hearing Officer (IHO). The IHO will be designated by the District Administrator.

Any costs incurred by the (IHO) will be paid by the School District. The IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The burden of proof shall be "a preponderance of the evidence". In termination and discipline cases, the District shall have the burden. In workplace safety cases, the employee shall have the burden. The IHO may request oral or written arguments and replies. The IHO shall provide the parties a written decision. The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add to subtract from or modify the terms of the Board policy or rule that forms the basis for the grievance.

Fourth Step

Either party may appeal an adverse determination at Step 3 to the Board of Education, by filing written notice appealing the decision of the IHO in the District Office within ten (10) days of the decision of the IHO. The Board of Education shall within thirty (30) days after submission of the appeal schedule the review of the IHO's decision. The review will be conducted by the Board during a closed session meeting unless an open session is requested by the employee. The Board may make its decision based on the written decision of the IHO or the Board may examine any records, evidence and testimony produced at the hearing before the IHO. A simple majority vote of the Board membership shall decide the appeal within twenty (20) days following the last session scheduled for review. The Board will issue a final written decision which shall be binding on all parties.

13.3 Timelines

Failure to process a grievance by the grievant within the time limit, or agreed upon extensions, shall constitute waiver of the grievance and will be considered resolved on the basis of the District's last answer. Failure of a management representative to meet the time limits shall cause the grievance to move automatically to the next step in the procedure. To encourage that grievances are addressed in a prompt manner the time limits set by this policy are intended to be strictly observed and may not be extended except in extreme circumstances and then only upon the express written consent of the parties.

13.4 Exclusive Remedy

This procedure constitutes the exclusive process for the redress of any employee grievances as defined herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by administration which has final authority, subject to any applicable Board policy or directive, to resolve the matter.

14.0 OTHER DUTIES

14.1 Voluntary Special Education Duties/Driving Duties

Staff that voluntarily accept additional hours to transport students in Special Education or under McKinney Vento Act support in school vans or approved personal vehicles shall be paid $39.12~~38.00~~ per hour.

Staff that voluntarily accept additional hours to supervise and support students in after school co-curricular activities shall be paid $23.15~~22.49~~ per hour.

14.2 School Bus Driving

Staff that have a CDL permitting school bus operation may drive for the WCSD bus service and simultaneously be paid for their regularly scheduled daily work hours and as a bus driver for the service. Supervisors must approve of these schedule arrangements in advance and not all positions will be eligible due to student care responsibilities.

The district will also provide a $500 bonus to any staff person that earns their CDL and/or becomes a bus driver for the WCSD bus service after 90 days of driving services.

15.0 SPECIAL EDUCATION PROGRAM AIDE LICENSE

Effective for licenses obtained or renewed on July 1, 2023 or later

15.1 Initial Licensure Upon Hire

Staff hired to work as special education para educators can submit for WI licensure fee reimbursement after working for WCSD for 90 days.

15.2 Licensure Renewal – Returning Staff

Returning staff hired to work as special education para educators can submit for licensure fee reimbursement after incurring such fees. Reimbursement will be via the Accounts Payable office.

16.0 Staff and Student Interactions

District staff members are expected to conduct themselves in a manner that promotes the health, safety, and wellbeing of students, including by establishing and maintaining role-appropriate communicative, physical, emotional, and social boundaries in their interactions with students. This requires every staff member to consistently exercise sound judgment that is context dependent and that gives due consideration to the staff member's District-assigned role and responsibilities.

No staff member may engage in any activity, conduct, or communication in the staff member's interactions with students that constitutes, encourages, or invites either unlawful conduct or conduct that would unreasonably endanger the safety or well-being

of any person. For the avoidance of doubt, any conduct that constitutes an assault, the abuse of a child, or that reflects the elements of a crime defined under Chapter 948 of the Wisconsin Statutes is, of course, prohibited, as is any relationship between a non-student staff member and a student that is or that a reasonable person would perceive as being sexual or romantic in nature.

Further, the District prohibits staff members from engaging in conduct or communications, or any course of conduct or any pattern of behavior or communication, that manipulates, coerces, or grooms a student to engage in, or to consider engaging in, an inappropriate relationship (including a sexual relationship with the staff member) or other inappropriate behavior that endangers the welfare of a student. For these purposes:

- Grooming includes communications that are part of any course of conduct or pattern of behavior that a reasonable person would view as conditioning, seducing, soliciting, luring, or enticing a student to engage in, or to consider engaging in, inappropriate behavior.
- Grooming can occur, for example, by exploiting a student's vulnerabilities, by creating inappropriate emotional dependence, or by normalizing or desensitizing the student to inappropriate conduct. Grooming often involves, but is not limited exclusively to, sexual or romantic contexts.
- Specific examples of conduct or behaviors that might be part of a violation that involves prohibited manipulation, coercion, or grooming of a student include the following:
    1. Written, electronic, or digital communications, including using text messages, emails, social media, or online platforms, to seduce, solicit, lure, or entice a student.
    2. The provision or promise of gifts, favors, privileges, inordinate special attention, or other items of value with the intent to lower a student's inhibitions, gain and exploit trust, or create emotional dependence.
    3. An act intending to isolate a child, or to encourage a child to separate, from family, peers, or guardians.
    4. Verbal comments, suggestions, or conversations of a sexual nature directed toward a student, such as exchanging information about a student's or an adult's sexual experiences or communicating other sexually-explicit content or sexualized subject matter.
    5. Exploiting a power dynamic, such as by offering improper benefits or privileges or by inappropriately threatening to impose negative consequences in a quid quo pro posture.
    6. Inappropriate or sexualized physical contact or attempts to initiate such contact.
    7. Using threats, bribery, fear, intimidation, harassment, embarrassment, or guilt to encourage inappropriate secrecy in the conduct or relationship or to facilitate the start or continuation of an inappropriate relationship or other inappropriate conduct.

8. Soliciting or encouraging secrecy or concealment to avoid detection, oversight, or accountability for inappropriate communication or inappropriate conduct.

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, **to request FMLA leave you must**:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your **employer must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

SCAN ME

WH1420 REV 04/23

Appendix B Administrative Assistant Job Titles and Pay Ranges

*AA = Administrative Assistant

Years of Experience	AA - Attendance AA - Guidance Receptionist	AA-Asst. Principal AA-Principal Receptionist/AA-Asst. HS Principal	AA-Activities Director AA-Director of Student Services AA-Data and Scheduling AA-Director of Building/Grounds AA-Director of Human Resources AA-Director of Instruction AA-Director of Special Education AA-Director of Technology AA-Director of Business Services AA-Summer School District Receptionist/AA-Auxiliary Serv	Accounting Specialist Accounts Payable Specialist AA-Superintendent District Registrar Employment & Benefits Specialist Payroll Specialist Payroll & Benefits Specialist Grant Specialist Special Ed Compliance Specialist
Minimum	$23.02~~$21.27~~	$26.25~~$24.30~~	$29.58~~$27.36~~	$33.79~~$31.24~~
1 Year	$23.62~~$21.85~~	$26.91~~$24.94~~	$30.33~~$28.09~~	$34.65~~$32.08~~
2 Years	$24.22~~$22.43~~	$27.57~~$25.58~~	$31.08~~$28.82~~	$35.51~~$32.92~~
3 Years	$24.82~~$23.01~~	$28.23~~$26.22~~	$31.83~~$29.55~~	$36.37~~$33.76~~
4 Years	$25.42~~$23.59~~	$28.89~~$26.86~~	$32.58~~$30.28~~	$37.23~~$34.60~~
5 Years	$26.02~~$24.17~~	$29.55~~$27.50~~	$33.33~~$31.01~~	$38.09~~$35.44~~
6 Years	$26.32~~$24.46~~	$29.88~~$27.82~~	$33.70~~$31.37~~	$38.52~~$35.86~~
7 Years	$26.62~~$24.75~~	$30.21~~$28.14~~	$34.07~~$31.73~~	$38.95~~$36.28~~
8 Years	$26.92~~$25.04~~	$30.54~~$28.46~~	$34.44~~$32.09~~	$39.38~~$36.70~~
9 Years	$27.22~~$25.33~~	$30.87~~$28.78~~	$34.81~~$32.45~~	$39.81~~$37.12~~
10 Years	$27.52~~$25.62~~	$31.20~~$29.10~~	$35.18~~$32.81~~	$40.24~~$37.54~~
11 Years	$27.82~~$25.91~~	$31.53~~$29.42~~	$35.55~~$33.17~~	$40.67~~$37.96~~
12 Years	$28.12~~$26.20~~	$31.86~~$29.74~~	$35.92~~$33.53~~	$41.10~~$38.38~~
13 Years	$28.42~~$26.49~~	$32.19~~$30.06~~	$36.29~~$33.89~~	$41.53~~$38.80~~
14 Years	$28.72~~$26.78~~	$32.52~~$30.38~~	$36.66~~$34.25~~	$41.96~~$39.22~~
15+ Years	$27.07	$32.85~~$30.70~~	$37.03~~$34.61~~	$42.39~~$39.64~~

Appendix C Custodial and Maintenance Job Titles and Pay Ranges

Years of Experience	Custodian Courier	Head Custodian	Maintenance HS Head Custodian	Electrician Plumber
Minimum	$22.24~~$21.35~~	$28.59~~$27.26~~	$30.20~~$28.66~~	$37.56~~$35.63~~
1 Year	$22.57~~$21.67~~	$29.20~~$27.86~~	$30.99~~$29.43~~	$38.55~~$36.60~~
2 Years	$22.90~~$22.00~~	$29.81~~$28.46~~	$31.78~~$30.20~~	$39.54~~$37.57~~
3 Years	$23.23~~$22.32~~	$30.42~~$29.06~~	$32.57~~$30.97~~	$40.53~~$38.54~~
4 Years	$23.56~~$22.64~~	$31.03~~$29.66~~	$33.36~~$31.74~~	$41.52~~$39.51~~
5 Years	$23.89~~$22.96~~	$31.64~~$29.96~~	$34.15~~$32.51~~	$42.51~~$40.48~~
6 Years	$24.18~~$23.24~~	$31.95~~$30.56~~	$34.55~~$32.90~~	$43.00~~$40.96~~
7 Years	$24.47~~$23.52~~	$32.26~~$30.86~~	$34.95~~$33.29~~	$43.49~~$41.44~~
8 Years	$24.76~~$23.80~~	$32.57~~$31.16~~	$35.35~~$33.68~~	$43.98~~$41.92~~
9 Years	$25.05~~$24.08~~	$32.88~~$31.46~~	$35.75~~$34.07~~	$44.47~~$42.40~~
10 Years	$25.34~~$24.36~~	$33.19~~$31.76~~	$36.15~~$34.46~~	$44.96~~$42.88~~
11 Years	$25.63~~$24.64~~	$33.50~~$32.06~~	$36.55~~$34.85~~	$45.45~~$43.36~~
12 Years	$25.92~~$24.92~~	$33.81~~$32.36~~	$36.95~~$35.24~~	$45.94~~$43.84~~
13 Years	$26.21~~$25.20~~	$34.12~~$32.66~~	$37.35~~$35.63~~	$46.43~~$44.32~~
14 Years	$26.50~~$25.48~~	$34.43~~$32.96~~	$37.75~~$36.02~~	$46.92~~$44.80~~
15+ Years	$26.79~~$25.76~~	$34.74~~$33.26~~	$38.15~~$36.41~~	$47.41~~$45.28~~

Appendix D Classified Staff Job Titles and Pay Ranges

Years of Experience	LMTC Assistant Para Educator-Regular	Health Assistant Technology Assistant	Para Educator-Special Education/ELL	Copy Clerk Crossing Guard
Minimum	$21.68~~$20.62~~	$22.03~~$20.97~~	$23.06~~$21.96~~	$22.37~~$21.20~~
1 Year	$22.20~~$21.12~~	$22.55~~$21.47~~	$23.58~~$22.47~~	$22.99~~$21.80~~
2 Years	$22.72~~$21.62~~	$23.07~~$21.97~~	$24.10~~$22.97~~	$23.61~~$22.40~~
3 Years	$23.24~~$22.12~~	$23.59~~$22.47~~	$24.62~~$23.47~~	$24.23~~$23.00~~
4 Years	$23.76~~$22.62~~	$24.11~~$22.97~~	$25.14~~$23.97~~	$24.85~~$23.60~~
5 Years	$24.28~~$23.12~~	$24.63~~$23.47~~	$25.66~~$24.47~~	$25.47~~$24.20~~
6 Years	$24.55~~$23.38~~	$24.90~~$23.73~~	$25.93~~$24.73~~	
7 Years	$24.82~~$23.64~~	$25.17~~$23.99~~	$26.20~~$24.99~~	
8 Years	$25.09~~$23.90~~	$25.44~~$24.25~~	$26.47~~$25.25~~	
9 Years	$25.36~~$24.16~~	$25.71~~$24.51~~	$26.74~~$25.51~~	
10 Years	$25.63~~$24.42~~	$25.98~~$24.77~~	$27.01~~$25.77~~	
11 Years	$25.90~~$24.68~~	$26.25~~$25.03~~	$27.28~~$26.03~~	
12 Years	$26.17~~$24.94~~	$26.52~~$25.29~~	$27.55~~$26.29~~	
13 Years	$26.44~~$25.20~~	$26.79~~$25.55~~	$27.82~~$26.55~~	
14 Years	$26.71~~$25.46~~	$27.06~~$25.81~~	$28.09~~$26.81~~	
15+ Years	$26.98~~$25.72~~	$27.33~~$26.07~~	$28.36~~$27.07~~	

Appendix E True Time

HOURLY STAFF – TRUE TIME

Skyward Abbreviated Instructions

To report time worked, as well as submitting weekly time sheets.

Reporting time worked is often referred to as "Punching In / Punching Out":
Devices to use to complete this action are:

- A computer
- Skyward Mobile Access (mobile device)

Punch in / out as follows:

Beginning of Day: In

Lunch Start: Lunch

Lunch End: In

End of Day: Gone

Submit Timesheet at end of each week:
It is the employee's responsibility to submit their timesheet to their True Time approver / supervisor at the end of each workweek. A workweek consists of Sunday 12:00 AM through Saturday 11:59 PM. Timesheets need to be submitted by no later than 8:00 AM Monday morning.

Denied timesheet:
If your True Time approver / supervisor denies your timesheet, you will receive an email indicating denial. You will need to figure out why it was denied, make the edits and submit again in a timely manner (Monday for the previous week).

For assistance, please visit the Human Resources (For Staff) website, or send an email to your True Time approver / supervisor.

Appendix F
Alternative Benefit Plan [ABP] in Lieu of Health Insurance

Custodial & Maintenance Employee Group
The Alternative Benefit Plan (ABP) is maintained under the District's IRS Section 125 Cafeteria Plan. If an employee is eligible for health insurance from the District and can demonstrate they have health insurance coverage by a health insurance policy outside of the District, the employee may choose to waive District health insurance coverage. The employee may then choose to accept a "cash in lieu" payment through the Alternative Benefit Plan (ABP). It is the employee's responsibility to enroll with the Human Resources Department for this benefit including: electing cash in lieu (ABP) at the time of employment, when eligible to enroll due to a qualifying event occurring mid-plan year, and annually at the district's annual open enrollment if choosing to maintain the ABP benefit. The cash payment amount for full-time (8 hours per day) is $455~~437~~ per month.

Once an employee opts to enroll in either the Section 7.4 ABP benefit or Section 7.5 FRA benefit, the employee forfeits the eligibility to transition between the ABP and FRA benefits. This restriction is in place as the employee would not fulfill the criterion for a health insurance tier level change from being enrolled in District health insurance to waiving it.

Appendix G
Benefits and Insurance Legacy Language

Health Insurance
Employees who work less than 30 hours and were employed by the district prior to July 1, 2015 and were enrolled in the district's health insurance prior to July 1, 2015 shall be legacied in, as long as allowable by applicable employment law.

Dental, Life, Short-Term Disability and Long-Term Disability Insurances
Employees who work less than 30 hours and were employed by the district prior to July 1, 2023 and were enrolled in the district's dental, life, short-term disability and long-term disability insurances prior to July 1, 2023 shall be legacied in, as long as allowable by applicable employment law.

Appendix H
Title IX Notice

The Board of the Waunakee Community School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Director of Human Resources, Waunakee Community School District. 905 Bethel Circle, Waunakee, WI 53597

Brian Grabarski, 608.849.2000, ext. 8167 briangrabarski@waunakee.k12.wi.us

Director of Special Education, Waunakee Community School District. 905 Bethel Circle, Waunakee, WI 53597

Tiffany Loken, 608.849.2000, ext. 8268 tiffanyloken@waunakee.k12.wi.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 413/513 Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: https://www.waunakee.k12.wi.us/board/policies
The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

The contents of this handbook are presented as a matter of information only. The procedures described are not conditions of employment. The school district reserves the right to modify, revoke, suspend, terminate, or change any or all such procedures, in whole or in part, at any time with or without notice. The language which appears in this handbook is not intended to create, nor is it to be construed to constitute, a contract between the school district and any one or all of its employees or a guarantee of continued employment. Notwithstanding any provisions of this handbook, employment may be terminated at any time, with or without cause, except as explicitly provided for in any other pertinent section of this handbook or individual contract.

The Waunakee School District is an equal opportunity employer and does not discriminate against any individual on the basis of age, race, religion, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, gender identity, transgender status, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political or religious affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law, or according to District policy.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.

WAUNAKEE
COMMUNITY SCHOOL DISTRICT

Teacher
Employment Guidelines

BOE Adopted: 4/2012
Updated: 7/1/2026~~5~~
The most recent and updated version is available on the district website

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Purpose

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

All cited references are to sections of the Wisconsin Statutes and WCSD policies as amended to date. This handbook is part of School Board policy. As with any School Board policy, the information contained in this Handbook is subject to change. This Employee Handbook replaces any and all prior verbal and written communications regarding the Waunakee Community School District's working conditions, policies, procedures, appeal processes, and benefits.

PREAMBLE

The educational welfare of the children of the district is paramount in the operation of the schools. The community rightfully expects men and women of the highest caliber and unbiased in their opinions to serve in the most important task of teaching its children.

It is recognized that education consists of the reciprocal processes of teaching and learning. The effectiveness of these processes is dependent upon the dedication of the teachers and the motivation of their students.

Therefore, the community, through the Board of Education, will endeavor to acquire and maintain teachers who recognize teaching as an honorable profession. The Board of Education and the teaching staff shall endeavor to provide both equal and varied opportunities for a sound education based on excellence of instruction, study, high scholastic standards, participation, good health, the spirit of fair play, and joy in work well done to insure that our students shall be responsible citizens serving as a perpetuation of the American freedoms. Through leadership and proper teacher-student relationship, we hope to create an atmosphere conducive to educational advancement, friendship, fellowship, and loyalties while always forging toward new and enriched goals.

Part 1
DEFINITIONS OF STAFF AND RELATED INFORMATION

Article A - Part Time Teachers

Article B - Job Sharing Assignment

Article A - Part Time Teachers

A part time teacher is a teacher who is employed by the District for less than a full 100% contract.

1. Determination of Contract Percentage/Salary
   The contract percentage for a part time teacher is determined in the fashion below.

   a. Elementary (K-6) (including specials of art, music, P.E.) (Full time is 315 minutes) Contract Percentage = assigned minutes divided by 315.

   b. Middle school (7-8) (full time is 12 assignments per 3 day rotation Contract Percentage = number of assignments divided by 12/semester

   c. High school (9-12) (full time is six assignments or 3 blocks) Contract Percentage = number of assignments divided by 6/semester or = number of assignments divided by 12/year.

      Contract percentage for part time positions such as library, guidance, SWD or similar positions will be determined by the Administrator.

2. Pay for Extra Partial Days
   The formula for pay for the 15~~11~~ full time days worked in the contract will be determined as follows:

   Full time salary amount divided by one hundred and eighty-eight (188) days - Daily Rate

   Daily Rate x Contract Percentage = Contracted Pay
   Daily Rate minus Contracted Pay x 15~~11~~ = Additional Compensation

   Example
   Employee works ninety percent 90% contract
   Full time salary amount = $65,000

   65,000 divided by 188 = $345.74/day

   $345.74 x .90 = $311.17
   $345.74 minus $311.173 = $34.57 x 15~~11~~= $380.27 (adjustment)

3. Full Day/Partial Week Computation
   A part time teacher that works full days but not full weeks (e.g. Monday, Wednesday, Friday) will have their contract established on a per diem basis.

   Days worked will include parent-teacher conference days, workshop and staff development days. For example: a teacher works Mondays, Wednesdays, and Fridays and the actual days worked with students total 102 plus the 15~~11~~ days above (13~~9~~ work/development/virtual~~convention~~ days and 2 conference days) 102 + 15~~11~~=

117~~113~~ days worked; 117~~113~~ days divided by 188= 60% contract; 60% x salary = salary.

Holiday pay would be calculated at the daily rate times contract percentage times three and added to the computed salary. In the example above, for a teacher with a $45,000 salary, it would be daily rate ($345.74) x 60% ($207.44) x 3 (holidays) = $622.33

4. 15~~11~~ Additional Days
   The 15~~11~~ full time days referenced in subsection (3) above are the 13~~nine(9)~~ work~~shop~~/~~staff~~ development/virtual days and two (2) parent-teacher conference days

5. Department and Faculty Meetings
   Part time staff will attend all department and faculty meetings if required by the principal. If they are not normally scheduled at this time, they will receive an hourly wage according to the extended year schedule.

6. Sick Leave Accumulation
   Part time teachers' sick days accumulate at the same rate as their contract percentage. (A fifty percent (50%) teacher who used no sick days in a year has twelve (12) days x fifty percent (50%), or six (6) full days accumulated for future use).

7. Fringe Benefits
   Teachers working at least 30 hours but less than 40 hours per week shall be eligible to receive the following benefits: prorated health insurance benefits or cash in lieu of insurance, prorated dental benefits, prorated enrollment in long-term disability, optional enrollment in the voluntary short-term disability and vision plans, a life insurance policy with the value equal to a teacher working 100% FTE, and participation in the District's Flexible Spending Plan(s) if meeting the plan's eligibility criteria.

   Teachers working less than 40 hours per week shall be eligible for the following benefits: enrollment in the Wisconsin Retirement System if meeting the Employee Trust Funds eligibility criteria, prorated District contributions to a retirement health reimbursement arrangement account and enrollment in voluntary retirement 403(b) and 457 plans.

8. Job Security
   Part time teachers will have the same rights as full time teachers in regard to probationary period, (three years of employment) just cause, grievance, and discharge.

Article B - Job Sharing Assignment

A job share is defined as one full-time position with two teachers sharing the position. Approval of a job share is solely at the discretion of the Superintendent. A job share will not be approved if there is already a job share in the same grade level in the same building or in the same department in the same building. A job share will only be approved if it is evident that it will benefit both the teachers and the students. A job share may only be created between two existing employees. The district will not hire a part-time teacher to become part of a job share. If two teachers wish to request a job sharing assignment, they should approach their building administrator and discuss the request. If the building administrator is willing to consider the request, they will schedule a meeting with the teachers, the Director of Human Resources, and the Superintendent. In order to be considered for a job sharing assignment, the two teachers must agree to the following:

- Both teachers understand they are sharing one position and they will split the workload equally
- Both teachers understand that they relinquish the right to a full-time position as a result of the job share
- Both teachers understand that in the event one individual leaves the job share, it ceases to exist
- If one member of the job share substitutes for the other, they will be paid the current daily substitute rate
- Seniority will accumulate at 50% of the full-time rate for each individual
- Each individual will work full days on staff development days and parent-teacher conference days and have their pay adjusted accordingly
- Sick and personal days are based on the contract percentage
- Principals may require both individuals to attend staff meetings
- Each teacher will be responsible for all normal administrative tasks, record keeping, plans, etc.
- Each teacher will be evaluated separately based upon the normal evaluation rotation
- Both teachers will be responsible for providing ongoing and consistent communication regarding students and parents
- After July 1, 2015, language under Part I, Article A-6 applies

Part II
GRIEVANCE PROCEDURE

Article A - Definitions

Article B – Procedures

Article C – Timelines

Article D – Exclusive Remedy

Article A - Definitions

1. A grievance shall mean a dispute regarding the application of School Board policies regarding an employee's discipline or termination of employment, or a dispute concerning workplace safety. No grievance shall be processed under this policy unless it is in writing and contains all of the following:
    a. the name and position of the grievant;
    b. a clear and concise statement of the grievance;
    c. the issue involved;
    d. the relief sought;
    e. the date the incident or alleged violation took place;
    f. the specific section of the Policy or workplace safety rule alleged to have been violated; and
    g. the signature of the grievant and the date.

2. The term "days" means regular business days, Monday through Friday, other than weekends and holidays regardless of whether the employee or his or her classification is scheduled to work.

3. A "grievant" is an employee as defined by state statutes governing this grievance procedure. At the grievant's cost and request they may be represented by a person of their choice.

4. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under federal or state law, or District rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk.

5. "Discipline" means oral reprimands (where a written record of the reprimand is placed in the employee's file), written reprimands, suspension and demotion. Discipline does not include performance reviews, work plans or corrective actions that do not include a reprimand or other adverse employment action.

6. "Termination" means discharge from employment. Non-renewals and layoffs (reduction in force) are not considered terminations and are not subject to this procedure.

Article B - Procedures

<u>First Step</u>
Within fifteen (15) days after the facts upon which the grievance is based or should have reasonably become known the employee shall present the written grievance to their immediate supervisor. The immediate supervisor shall give a written answer within ten (10) days of receipt of the grievance, with a copy to the District Office. An employee who has been notified of termination may process the grievance commencing at Step 3.

Second Step

If the grievance is not satisfactorily resolved at Step 1, it may be submitted by the grievant to the District Administrator within five (5) days after having received the answer in the First Step. After receipt of the written grievance by the District Administrator, they or the designated representative of the District Administrator will meet with the grievant in an effort to resolve the issue(s) raised by the grievance. Within ten (10) days after the meeting, the District Administrator shall respond to the grievance in writing. The District Administrator shall also determine if the grievance is timely, if the subject matter of the grievance is within the scope of this policy and otherwise properly processed as required by this policy. If the District Administrator is aware of other similar pending grievances, they may consolidate those matters and process them as one grievance.

Third Step

Upon the written request of the grievant in response to an adverse decision, the decision at the Second Step may be appealed to the District Administrator by a written statement particularly describing the reason for appeal. If the decision at Step 2 is based in whole or in part on the basis of timeliness, scope of the grievance process or other failure of the Grievant to properly follow the process the matter shall be referred to the Board who shall determine whether the matter should be processed further. If the Second Step decision is on the merits of the grievance only the grievance will be referred to an Impartial Hearing Officer (IHO). The IHO will be designated by the District Administrator. Any costs incurred by the (IHO) will be paid by the School District. The IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The burden of proof shall be “a preponderance of the evidence”. In termination and discipline cases, the District shall have the burden. In workplace safety cases, the employee shall have the burden. The IHO may request oral or written arguments and replies. The IHO shall provide the parties a written decision. The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add to subtract from or modify the terms of the Board policy or rule that forms the basis for the grievance.

Fourth Step

Either party may appeal an adverse determination at Step 3 to the Board of Education, by filing written notice appealing the decision of the IHO in the District Office within ten (10) days of the decision of the IHO. The Board of Education shall within thirty (30) days after submission of the appeal schedule the review of the IHO's decision. The review will be conducted by the Board during a closed session meeting unless an open session is requested by the employee. The Board may make its decision based on the written decision of the IHO or the Board may examine any records, evidence and testimony produced at the hearing before the IHO. A simple majority vote of the Board membership shall decide the appeal within twenty (20) days following the last session scheduled for review. The Board will issue a final written decision which shall be binding on all parties.

Article C - Timelines

Failure to process a grievance by the grievant within the time limit, or agreed upon extensions, shall constitute waiver of the grievance and will be considered resolved on the

basis of the District's last answer. Failure of a management representative to meet the time limits shall cause the grievance to move automatically to the next step in the procedure. To encourage that grievances are addressed in a prompt manner the time limits set by this policy are intended to be strictly observed and may not be extended except in extreme circumstances and then only upon the express written consent of the parties.

Article D - Exclusive Remedy

This procedure constitutes the exclusive process for the redress of any employee grievances as defined herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by administration which has final authority, subject to any applicable Board policy or directive, to resolve the matter.

Part III
LAYOFFS, TRANSFERS, NON-RENEWALS

Article A - Layoff and Recall Procedure

Article B – Vacancies and Transfers

Article C - Non-Renewal/Renewal

Article D - Late Resignations

Article E – Rehired Teachers

Article A - Layoff and Recall Procedure

1. This procedure shall apply when the Board of Education reduces the teaching staff of all part-time and full time teachers. The Board shall have the sole right to determine the teaching position or positions to be eliminated.

2. Layoff shall occur when one or more of the following circumstances are present:
    a. A substantial decrease in pupil population within the School District.
    b. Loss of operating revenues.
    c. A substantial decrease in the enrollment in a specific grade level or program area or the elimination of a program(s).
    d. The return of a teacher from a leave of absence.
    e. Other legitimate reasons which require a reduction in staff. The Board shall not apply this section in an arbitrary or capricious manner.

3. Procedures and timelines in WI SS 118.22 will be followed in the event of a layoff.

4. The selection of the teachers to be laid off shall be made according to the following guidelines:
    a. Normal attrition resulting from teachers retiring or resigning will be relied upon to the extent possible.
    b. Volunteers will be considered next. Voluntary layoff shall occur only by mutual agreement between the teacher who volunteers for layoff and the Board.
    c. Teachers on intensive supervision will be considered next.
    d. If steps (a), (b) and (c) are insufficient to accomplish the desired reduction in staff, the following will occur:

    Layoff decisions will be based upon a-c above, and longevity in the District. The teachers with the fewest years of service shall be considered first for layoff.

    The Board shall determine the employee for layoff. The Board will notify the teacher in the notice of layoff of the reason for the layoff and of the teacher's re-employment rights. Layoff decisions shall not be based upon salary.

5. <u>Recall</u>
    Teachers laid off under the terms of this article will be given priority for such vacancies that occur in their area of certification for a period of two (2) years following the layoff if the employee is certified and qualified for the position as determined by the district. Reinstatements shall be made without loss of credit or accrued benefits from prior years of service in the District. Within ten (10) calendar days after a teacher receives a notice of re-employment, they must advise the district, in writing, that they accept the position offered by such notice and will be able to commence employment on the date specified therein. Any notice shall be considered received when sent by registered letter, return receipt requested, to the last known address of the teacher in question as shown on the district's

records. It shall be the responsibility of each teacher on layoff to keep the district advised of their current whereabouts. Any and all re-employment rights granted to a teacher on layoff shall terminate upon such teacher's failure to accept within said ten (10) calendar days any position for which they are certified, offered to them by the district.

6. No teacher may be prevented from seeking and securing other employment during the period they are laid off under this article.

7. During the two (2) year recall period, the teacher on layoff shall be allowed to participate in the group health and life insurance plans then in effect at their own expense, provided such participation is permitted under the insurance contract and provided the teacher has not been re-employed in a position where health and life insurance coverage is available.

Article B – Vacancies and Transfers

1. When the Board of Education officially accepts a resignation (teaching assignment, co-curricular, or special services), and the Board of Education decides to fill the vacancy, it will be listed as an official opening on the professional staff and posted in designated district platforms. Qualified and interested personnel may apply for vacant positions without resigning their current positions in the District.

2. Teachers who desire a change in grade and/or subject assignment or who desire to transfer to another building shall file a written statement of such desire with their building administrator and/or the Human Resources Director. Such a statement shall include the grade and/or subject to which the teacher desires to be assigned, the reason for the request, and the school or schools to which they desire to be transferred, in order of preference. Transfer decisions shall be made at the discretion of administration, based upon district, school and student needs. Teachers will be required to interview for vacant positions in other buildings prior to transfer decisions being made. Any teacher who meets posted requirements for the vacancy, has received satisfactory evaluations, and is not on a plan of improvement shall be granted an interview upon request.

3. Involuntary Transfers - No transfer of an individual's position or responsibility shall be made without prior consultation with the teacher. Such transfers shall be made to meet the needs of the assigned school and grade as determined by the building principal, ~~or~~ Director of Student Services or Director of Special Education and the District Administrator. Staff involuntarily transferred may submit for up to 16 hours of curriculum planning.

Article C - Non-Renewal/Renewal

1. In accordance with the provisions of Section 118.22, Wis. Stats., and any successor thereto, at least fifteen (15) days prior to giving written notice of refusal to renew a full-time teacher's contract for the ensuing school year, and not later than the last day in April, the Board of Education, through the District Administrator, shall inform the full-time teacher by preliminary notice, in writing, that the Board is considering non-renewal of the full-time teacher's contract. The full-time teacher shall then be granted either a private or public conference, at the full-time

teacher's option with the Board, if he files such notice within five (5) days of receipt of the notice of refusal. At the time of the conference with the Board, the full-time teacher and the Board may each be represented by one (1) individual of their own choosing. School District Administrator(s) may be present at the conference and represented by one (1) individual of their choosing.

2. Teachers employed in the District are subject to non-renewal on a statutory basis, as prescribed in Section 118.22 of the State Statutes during the first three years of continuous employment in the District. Non-renewals of teachers with three (3) years or less of continuous employment in the school district are at the discretion of the Board of Education.

3. After completing the probationary period, the following procedure for non-renewal shall be followed:
    a. A non-probationary teacher who has not been placed on a plan of improvement under the District's evaluation procedures for three consecutive semesters will only be non-renewed for just cause.
    b. A non-probationary teacher who has been placed on a plan of improvement under the District's evaluation procedures for three or more consecutive semesters may be non-renewed for reasons that are not arbitrary or capricious.

4. The action of the Board either to renew or not to renew such full-time teacher's contract, whether or not the full-time teacher has requested a conference, shall not be taken until at least fifteen (15) days following the receipt by the full-time teacher of the written notice provided in Step 1, but, in no event, later than May 15. The action of the Board in following this non-renewal procedure shall not be subject to the grievance procedure.

5. <u>Renewal</u>
   According to Section 118.22 Wis. Stats, full-time teachers are to receive written notice of renewal of contract for the ensuing school year by May 15th and they shall accept or reject in writing such contract no later than the following June 15th.

6. <u>Discharge/Discipline</u>
   Discharge and discipline for non-probationary teachers shall be based on just cause and is subject to the grievance procedure.

Article D - Late Resignations

1. Teachers who request a release from their teaching contract with the district assume a legal obligation to pay for the reasonable expense incurred by the district in securing a replacement. That reasonable amount shall be:
    a. Five hundred dollars ($500) after June 15 but before July 15 of a newly contracted year.
    b. Seven hundred and fifty dollars ($750) after July 15 but before the first day all teachers report for a newly contracted year.
    c. One thousand five hundred dollars ($1,500) after the first day all teachers report for a contract year.

    d. Deducted from the employee's last paycheck, unless the resignation is received when the employee is not receiving a check.

2. A release from a teaching contract is at the discretion of the Board of Education as the teacher is expected to honor their contract to teach in the district except in cases where the circumstances are beyond the teacher's control. The Board may waive or reduce the above fees at their discretion in such cases. The Board will not consider reducing or waiving the late resignation fee unless a specific written request is submitted by the teacher.

3. Part time employees will have the penalties prorated based on their FTE level.

Article E - Rehired Teachers

If a teacher resigns his or her position with the district and is subsequently rehired to teach in the district, all other terms and conditions of employment, e.g. salary, probationary period, and sick leave accrual, , shall be applied as if the teacher was new to the District, with the option for Human Resources to offer credit for prior service.

Part IV
TEACHING LOAD AND WORKDAY

Article A - Normal Teaching Load

Article B – Workday

Article C - Calendar Clarification

Part IV
Teaching Load and Workday

Article A - Normal Teaching Load

1. Thirty minutes must be scheduled for a duty free lunch period.

2. A normal elementary (Pre K-6) teaching load per day shall consist of a maximum of 315 minutes of instructional teaching per day averaged per week. The principal shall schedule and assign classes. No teacher will be assigned more than 315 minutes of instructional teaching per day averaged per week, without compensation for an overload. The K-6 building principals will structure the teacher workday and utilize the assistants in such a way as to maximize teacher classroom management and planning times as much as reasonably possible. The work day will be structured in such a way as to insure that the classroom teachers will not need to be present with their students for library study skills instruction or guidance instruction, and so that a single longer recess period could be scheduled instead of two shorter periods at appropriate grade levels as determined by the building principal and grade level staff.

3. A normal middle school teaching load shall consist of 12 periods over a three day cycle. The teacher will be assigned the equivalent of one period per three day cycle of supervision responsibilities with no additional compensation. If a teacher is assigned an additional class in a semester, they shall be compensated an additional 8.15% per additional class over a three day cycle, as part of their normal monthly salary (ex. If a teacher were asked to teach 14 periods over a three day cycle, then their additional compensation would be 8.15% x 2 additional classes = 16.3%). The principal shall be responsible for scheduling and assigning classes.

4. Prior to each year, a joint review of specialist's schedules for the upcoming school year will be conducted by a teacher representing specialists and the District Administrator with the intent being to keep schedules as reasonable as physically possible. This review process will begin no later than June 1. A reasonable schedule shall not include scheduled overlapping classes.

5. A normal high school teaching load shall consist of twelve instructional periods per year (six per semester or 3 blocks per day each semester) with at least one of these twelve assignments being a study hall, resource room or supervision. A teacher may be assigned, with no additional compensation, another assignment in lieu of the study hall, resource room or supervision (section split of 6/5 or 5/6);. If a teacher is assigned twelve classes (6/6), they shall be compensated an additional eight and fifteen-hundredths percent (8.15%) of their base salary as part of their normal monthly salary. The principal shall be responsible for scheduling and assigning classes.

6. The following departments/teachers are excluded in the normal teaching load

outlined above: library services, counselors, instructional coaches, interventionists, and special education teachers. Personnel in those roles are expected to use the inherent flexibility in daily schedules of that nature to provide for the preparation of the activities required therein and should create a schedule accordingly that includes a 30 minute duty free lunch. Prep times for those individuals should be structured similarly to like grade level peer teachers

7. In order to facilitate flexibility in scheduling classes, teachers may accept teaching assignments outside of the normal workday or structure in lieu of the normal assignment, or for additional compensation at the per diem hourly rate, as agreed upon by the Board and individual teachers.

8. Teachers shared between buildings will only be assigned supervisory duties (e.g. bus duty, lunch duty) at one of the buildings. This assignment should be scheduled so as to avoid the teachers having to travel between buildings to fulfill a supervisory role.

9. A resource room or center is defined as a small group of fewer than twenty-five (25) students that requires the teacher to provide supervisory and tutorial assistance to students. No additional planning time or preparation is required by the teacher for this assignment.

10. A study hall is generally a large group assignment where a teacher's main responsibility is to supervise and manage assigned students. The teacher does provide general learning assistance to students as requested. Study hall supervisors will not be assigned the role of 'tutor' for failing students.

    Supervision for purposes of this article involves the supervision of students for a period of time generally associated with a full class period such as lunchroom, open gym, weight room, hallways, etc. It does not include the duties all staff share such as bike duty, bus duty, playground duty, hall monitoring between classes, etc., that are considered basic functions of the job and the responsibility of teachers.

11. Travel time is defined as travel between building assignments within the district during the teacher's regular work day. Travel time will be included as a contract percentage for the purposes of scheduling and compensation. Travel will not be scheduled during the employee's thirty (30) minute duty free lunch period. The travel time allotments will be no less than listed below.

Intermediate School (IS) to Heritage Elementary (HE):	Ten (10) minutes
Middle School (MS) to High School (HS):	Fifteen~~Ten~~ (10~~0~~5) minutes
~~Intermediate School (IS) to Heritage Elementary (HE):~~	~~Ten (10) minutes~~
MS to Prairie Elementary (PE):	Fifteen (15) minutes
MS/HS to HE/IS:	Twenty (20) minutes
~~MS/~~HS to PE~~Prairie Elementary (PE)~~:	Twenty (20) minutes

PE to HE/IS:	Twenty (20) minutes
Arboretum Elementary (AE) to IS/HE/PE/MS/HS:	Twenty (20) minutes

Travel time contract percentage will be calculated using the basis of the day that constitutes the majority of the teacher's schedule. If equal time is spent between building assignments, travel time percentage will be based on the school in which the teacher work day starts on the first day of school.

Example: Travel from Arboretum Elementary to Heritage Elementary for an Art teacher. Travel time allotment divided by full time instructional minutes = contract percentage 20 minutes travel / 300 daily instructional minutes = 0.0667 = 6.7% of the assigned teacher's contract

Article B – Workday

1. The normal workday for all teachers shall be a continuous eight hours. The actual workday for each building shall be established by the Board. Elementary: 7:15 am - 3:15 pm; Grades 5 - 12: 7:45 am - 3:45 pm. Teachers may leave fifteen minutes earlier, but not before the student release time, on Fridays and days preceding a holiday.
2. All faculty and department meetings will be held during normal working hours except that two staff meetings per month may begin fifteen (15) minutes before the normal workday begins or go fifteen (15) minutes later than the end of the normal workday.
3. The provisions of Paragraph 2 above do not include nor shall they apply to meetings of IEP teams, the preparation of individual education plans, parent-teacher conferences, or activities of similar nature, which are normally conducted at other times.
4. Department meetings will be held on workshop days and early release days as defined below.
5. Individual teacher workdays may be altered from the continuous eight-hour day described above with mutual agreement of the teacher and District Administrator.
6. <u>Professional Hours</u>
    a. The starting and dismissal times for students will be established by the Board (paragraph 1), provided, however, that no change in the present schedule will increase the length of the teacher's work day.

    b. Teachers are professional employees as defined by the federal Fair Labor Standards Act and the Wisconsin Municipal Employee Relations Act, section 111.70(1)(L), Wis. Stats.

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

    d. Teachers are responsible for the completion of their duties as set forth in the teacher job description and those other duties specific to each teacher's position. Professional hours do not abrogate the teacher's duty to supervise pupils as assigned.

e. Professional work hours are governed by the following:
    i. The starting and ending times for teachers are determined by the Board. The normal work day will be eight continuous hours. (See Part IV, Article B, Paragraph 1).

    ii. All teachers are required to attend up to two (2) evening events per contract year as directed by the applicable teacher's building administrator. These events, though not limited by enumeration, may be an open house, music program, art show and/or other District or building events that occur after the normal workday. Teachers shall be given no less than thirty (30) calendar days notice of such events. Teachers are required to attend administratively called meetings before, during, and/or after the normal workday. Examples of administratively called meetings are, but are not limited by enumeration to: staff meetings and meetings with parents/guardians. Teachers who are required to attend administratively called meetings will receive no additional remuneration, above their regularly paid salaries, for attending such meetings. (Non-public school student IEP's outside the normal day are compensated as noted per the teacher employment guidelines.)

    Teachers will not be adversely affected because they do not attend meetings called before or after the normal school day due to reasonable professional or personal conflicts. However, a pattern of non-attendance would be indicative of unprofessional behavior and should be reflected in the teacher's evaluation.

    Teachers will be evaluated based upon the completion of their duties rather than on adherence to a fixed time schedule.

    iii. It is not the intent of the professional hours section to require more or fewer meetings and conferences, nor is it the intent to have teachers present only in the classroom during instructional time and disregard their normal teaching responsibilities. In order to provide a means to resolve disagreements a joint teacher/administrator Professional Hours Council will be established. This Council shall be made up of the District Administrator, two administrators, and three teachers. The Council's decisions shall be binding and are not subject to the grievance procedure.

    iv. Inservice compensation for inservice meetings outside the "normal school day" will not be abrogated by professional hours.

7. <u>Individualized Educational Program (IEP) Meetings / 504 Meetings</u>
    a. All teachers are responsible for IEP and 504 related meetings with parents and other professionals.

    b. The Director of Student Services will authorize compensation to special education teachers and regular instructional staff for their required attendance at IEP meetings or Section 504 meetings.

c. Compensation shall be twenty-eight dollars and eleven cents ($28.94~~28.11~~) per hour paid to the nearest quarter hour.

d. Any teacher workday/non-student contact days where IEP or Section 504 meetings are required shall be considered eligible hours. Staff may also submit time used to attend a required IEP or Section 504 meeting during the scheduled student contact day, if attendance occurs during their "verified/scheduled" preparation period, non-scheduled student contact time or if the meeting occurs before or after their primary building's student contact day schedule. If the staff member has no "verified" preparation period or non-scheduled student contact time within their student contact day, attendance at an IEP/504 during their scheduled student contact time IS NOT to be considered eligible time. If the district provides a substitute to allow for staff participation, no compensation will be provided. If a staff member submits "fraudulent" hours that do not meet the validity criteria as outlined in this provision, they may be subject to disciplinary action. All staff members who submit hours for reimbursement within the IEP $10,000 fund MUST have a current daily schedule on file with the Director of Special Education or the hours may be rejected for payment.

e. Staff members are required to submit their hours within TrueTime to the Director of Special Education on or before the last day of school in order to receive reimbursement. No late submissions will be accepted.

Article C – Calendar Clarification

The school calendar shall be determined by the Board. The determination of the structure of the days, e.g. instructional, inservice, workdays, etc. shall be at the discretion of the Board.

1. Calendar Revisions due to weather:
   The first four (4) full days lost to inclement weather shall not be made up unless the District is required by state statutes to make up such day(s) and/or hours of instruction with pupils.

   Teachers shall not receive additional compensation in the event the District requires such day(s) and/or hours of instruction to be made up with pupils

   Last day for teachers (when a snow day is made up after the last student day) – Local staff development time or other administrative recommendation.

2. Total Days for Staff
   a. K-12 new teachers — One hundred and ninety two (192)
   b. K-12 teachers — One hundred and eighty-eight (188)

3. Paid Holidays
   a. Labor Day
   b. Thanksgiving Day
   c. Memorial Day

4. Workshop/Staff Development Days

   The following will be used as guidelines in the development of the calendar:
   Four Days before Students Report:

   There will be a combination of a day ~~First Teacher Day of the year~~. ~~Morning~~ consisting of meetings and inservice
   including an all district session, department meetings for at least ninety minutes, and possibly other meetings. Afternoon consisting of building meetings. (Lunch release of one hour)

   The other three days will include: two staff development days and one day for classroom/work time.

5. Parent-Teacher Conference Days/Times
   Teachers are responsible for 16 hours of formal parent-teacher conferences.

6. Check Out
   Teachers will check out at the end of the school year on the last scheduled workday or a day determined by the Board of Education if inclement weather days need to be made up.

Part V
LEAVES

Article A - Absences with Pay

Article B - Absences without Pay

Article C - General Provisions for Absences with Pay and without Pay

Part V
Leaves

Article A - Absences with Pay

Eligibility and Paid Time Off Allocations
All employees classified in these Employment Guidelines shall be eligible for time off as outlined in the following sections. Paid time off allocations occur on the first day of July each year.

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

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

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

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

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

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

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

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

Full-time (100% FTE) Teachers: paid time off is allocated based on eight (8) hours per day. If you will be absent the entire day, including prep time, you must submit eight (8) hours of time off. Any absence that requires substitute coverage of any increment must be submitted into Skyward Employee Access and include the full duration of the absence, including any prep or lunch time.

External substitutes (substitutes in Frontline) only are hired for a minimum of two (2)

hours per day. Frontline substitute requests must be a minimum of two (2) hours up to eight (8) hours per day. Absences of 1.75 hours or less requiring a substitute request are submitted to the building office via the shared communication plan administered by the building substitute coordinator/office staff.

1. Sick Leave
    a. New Teacher Eligibility: A new teacher to the district must teach at least one day in the district in order to be eligible to use sick leave.

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

        i. Eight(8) days of sick leave are allocated each year.

        ii. For each experienced teacher entering the school system, five (5) additional days of sick leave shall be granted per semester for the first year of teaching in the system if the individual has accumulated ten (10) days of sick leave in another system. If these additional days are not used, they shall be added to their accumulation of their first year of teaching in the system. Teachers are responsible for obtaining proof of ten (10) unused sick days from another school district and emailing it to the Director of Human Resources by Jan. 1st. If the other school district paid for these unused sick days, they will not be accepted.

    c. Use: Sick leave may be used for:

        i. Personal illness.

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

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

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

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

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

* Immediate family includes: spouse, child, step-child, parent, step-parent, grandparent, grandchild, brother, sister, parent-in-law, brother or sister-in-law, son or daughter-in-law, or grandparent-in-law.

d. Sick leave benefits include the base contract plus fringe benefits. Sick leave benefits exclude co-curricular and/or special services and extended school year assignments.

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

3. Bereavement Leave
   a. Bereavement leave shall be provided for death in the immediate family for up to three (3) days per occurrence. These days will not be deducted from sick leave. An additional three (3) days of sick leave may be used as bereavement leave for deaths in the immediate family. The Director of Human Resources may grant additional days, either as paid leave deducted from sick leave or as unpaid days, at their discretion.

      Immediate family includes spouse, child, step-child, parent, step-parent, grandparent, grandchild, brother, sister, parent-in-law, brother or sister-in-law, son or daughter-in-law, grandparent-in-law, aunt or uncle.

   b. An employee's or employee spouse's miscarriage is also eligible for bereavement leave.

   c. Teachers may request sick leave for attendance at funerals, not covered under bereavement leave. Verification of attendance may be required.

4. Personal Leave
   a. Allocation Amounts: Each employee will be credited with four(4) days of personal leave per year. These days are separate from sick leave and are allocated as personal leave.

b. Use:
    i. Personal days can be used for anything.

    ii. Unused personal leave is added to accrued sick leave at the end of each school year, which is accumulative to 188 days (1,504 hours), 120 days (960 hours) of which can be applied toward retirement.

    iii. Teachers may request to be paid out for up to four (4) unused personal days per year rather than use them or roll them over as sick leave. Unused personal leave is paid out at the current daily external substitute teacher rate.

    Requests must be submitted electronically via Skyward-Employee Access, following the same process used in requesting time off, with the following information in the description area of the request: "unused personal leave payout request."

    These requests must be made no later than May 30th of the current school year. Payment will be included in the last check of the year.

c. Restrictions on Use:
    i. District-Wide: No more than twelve (12) teachers may use personal leave on any one day.

    Per Building: Less than 800 students: no more than four (4) teachers may use personal leave on any one day; More than 800 students: no more than six (6) teachers may use personal leave on any one day.

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

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

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

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

    vi. Personal leave may not be used for parent-teacher conference time.

d. Requests for Exceptions of Use: The Director of Human Resources may grant approval for use of personal leave for extenuating circumstances or once-in-a-lifetime events. These requests must be submitted prior to submitting a time off request via a TalentEd/PowerSchools form. Log into your TalentEd/PowerSchools account to submit an Employee Special Time Off Request Form (Not extended leave).

6. Professional Leave

a. Professional leave is defined as release from classroom duties for the purpose of attending professional meetings, seminars, workshops, conferences, conventions, institutes, and others of a similar nature. In order to be considered professional, a meeting must meet one or more of the following requirements:

   i. It must be in one's teaching field or in the general field of education.

   ii. It must be designed to increase knowledge, skills, and understanding of subject or related educational matters.

   iii. It must be designated to update knowledge in rapidly changing fields.

   iv. It must be designed to improve teaching methods which will, in turn, improve instruction of students.

b. Professional leave may be granted upon request to the Building Principal or Supervising Administrator. The request will, if possible, be submitted at least three (3) weeks prior to the date of leave to allow for processing. Principals will create a rotation schedule for professional days to allow all teachers opportunities to use professional days. The Board may reimburse the teacher for all reasonable expenses incurred as defined in Policy 671.2.

c. Professional visit: Each faculty member may be granted one (1) day each year to visit a related professional department in another school. The request must be submitted in advance to the appropriate administrator. A report of such a visit is to be made to that administrator and department head within one week of the teacher's return to their own school.

7. Military Leave

A teacher who is a member of a reserve component of the armed forces, who is required to enter into active training duty or temporary special service will be granted leave and be reimbursed for time spent in necessary classroom preparation prior to the teacher's departure and the necessary preparation upon return from the leave. The hours of reimbursement will be determined by the District Administrator.

8. Pregnancy Leave

a. The Board of Education shall consider pregnancy to be medically related work interruption. A pregnant staff member shall be permitted to use sick leave as in other cases of staff members' illness or injury.

b. In instances where the building administrator has serious doubts as to the ability of the pregnant staff member to perform the duties of the job, the District Administrator may require the pregnant staff member to secure a medical statement of fitness to perform such duties.

c. The length of leave for childbearing shall be jointly determined by the staff member and the personal physician. The District reserves the right to

request a medical exam by a doctor of the District's choosing, at District expense for employee substitute costs and exam costs, to determine a teacher's fitness and availability for normal teaching duties. The District Administrator shall then approve the length of leave for childbearing.

d. Teachers who return after the approved leave will be placed on the salary schedule to which they are entitled and retain all benefits afforded to them under the educational agreement.

9. Jury Duty

The District Administrator shall grant leave for any teacher who is summoned for jury duty on a scheduled workday. The District Administrator shall determine the difference between base salary paid by the district and the per diem paid by the court and establish the share to be assumed by the district.

Article B - Absences without Pay

1. Personal Leave Without Pay

a. Eligibility: A teacher shall be able to take up to one (1) unpaid leave day after completing five (5) full years of employment in the district. Once eligible, teachers are able to take one unpaid day per year and those days do not carry over.

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

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

   iii. Any unpaid time off qualifies as a once-in-a-lifetime leave, even if for a single day, and must be pre-approved by your principal/supervisor and the Director of Human Resources prior to submitting an unpaid leave request in Skyward-Employee Access. Pre-approval requests must be submitted prior to submitting a time off request via a TalentEd/PowerSchools form. Log into your TalentEd/PowerSchools account to submit an Employee Special Time Off Request Form (Not extended leave).

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

c. Restrictions on Use:
   i. No more than eight (8) teachers per district and four (4) per building may use unpaid leave at any time.

   ii. Unpaid leave requests must be submitted at least forty-eight (48) hours prior to the absence date(s). This may be waived in case of a

family emergency/illness.

iii. Unpaid leave may not be used during Parent-Teacher Conferences.

iv. Unpaid leave may not be used to extend holidays, or recesses, except for emergency or educational reasons.

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

2. A one-time leave of absence of up to one year shall be granted upon written request by any teacher providing the teacher has been teaching in the school system for at least twelve (12) consecutive years. A one-time leave of absence for up to one year may be granted to any teacher upon written request providing the teacher has been teaching in the school system for at least five (5) consecutive years. The request for a leave of absence shall be made before March 1 of the school year preceding the beginning of the absence. During the one-time leave of absence, the teacher on leave will communicate to the Director of Human Resources by March 1st their intent to return. Upon return from such leave, the teacher shall be allowed to advance to the salary they had attained before the leave of absence, and will be assigned to a position that is consistent with their qualifications and certification. The Board of Education has discretion related to leaves for staff wherever it states they (BOE) "may" grant a leave. Its decision as to whether to grant or deny a leave in these cases is not precedent setting.

   If, however, the District Administrator and the Board of Education determine the experience to have been of value to the school system in improving instruction of students, upon return the teacher may be given the salary and benefits that would have accrued had they never left to take the leave of absence.

3. Unpaid Child Rearing Leave

   a. An unpaid child rearing leave shall be provided to teachers who have completed at least one contract year with the District subject to the application requirements in subsection c-i.

   b. The unpaid child rearing leave of absence shall be for up to eighteen (18) weeks duration. The date for the commencement of the unpaid child rearing leave is either:

      i. The date of the commencement of the teacher's pregnancy leave under Part V, Article A, Section 8, if the child rearing leave is to run consecutive to the teacher's pregnancy leave or

      ii. The date of the commencement of the teacher's family leave request under the applicable State and/or Federal family and medical leave acts if the child rearing leave is not going to run consecutive to the teacher's pregnancy leave.

   c. Leave for child rearing purposes will be granted according to the following

process:

i. To be granted such leave, a teacher must make a written application at least forty-five (45) days prior to the effective date of such leave. The leave must be requested within twelve (12) months of the birth or adoption of the teacher's child.

ii. The teacher shall notify the Director of Human Resources of the teacher's intent to return to work at least forty-five (45) days prior to the expiration of the leave. This notification may be given in the initial application by indicating the expected date the teacher intends to return to their position. If the teacher does not provide such notice they will be deemed to have resigned from their position with the District as of the expiration date of the leave. Teachers returning from leave shall be subject to the layoff policy as contained in Part III, Article A of these guidelines, if applicable.

iii. Child rearing leave as provided for above shall run concurrent with any family leave(s) provided for under the Wisconsin Family and Medical Leave Act and/or under the Federal Family and Medical Leave Act.

Article C - General Provisions for Absence with Pay and without Pay

1. Any time a leave is granted under the above provisions, the teacher will not be required to pay the cost of the substitute.

2. During a leave of absence, a teacher may continue to participate in the district's insurance programs during this absence, but must reimburse the district for all premiums. The teacher on leave will reimburse the district for insurance premiums at the same rate as the percentage of leave taken (one hundred percent (100%) leave = one hundred percent (100%) of premiums; fifty percent (50%) leave = fifty percent (50%) premiums, etc.)

   This applies to all types of unpaid leaves with the exception of those leaves taken under the federal or state Family and Medical Leave Act.

3. Teachers shall not accrue additional paid leaves while on an unpaid leaves of absence, unless the specific leave provision, under which they take such leave provides for the accrual of additional paid leave for teachers during the period of such leave.

Part VI
BENEFITS

Article A - Health Insurance

Article B – Annual Health Assessment Incentive

Article C – Health Savings Account (HSA)

Article D – Alternative Benefit Plan (ABP)/Cash in Lieu of Health Insurance

Article E - Family Reimbursement Account (FRA) with Alternative Benefit Plan (ABP) / Health Reimbursement Account (HRA)

Article F– Dental Insurance

Article G– Vision Insurance

Article H– COBRA Continuation Insurance

Article I– Flexible Spending Account (FSA) Cafeteria Plan

Article J– Long-Term and Short-Term Disability

Article K– Life Insurance

Article L– Wisconsin Retirement System WRS (Retirement Fund)

Article M– Retirement Eligibility Notification and Retiree Benefits

Article N– Retirement Health Reimbursement Account (HRA)
- Employees Hired before April 1, 2008 – Retirement (HRA) Benefits
- Employees Hired on or after April 1, 2008 – Retirement (HRA) Benefits

Article O– 403(b) Employee Savings Plan and Universal Availability Notice

Article P– 457(b) Deferred Compensation Plan

Article Q– Workers Compensation Coverage and Reporting Responsibilities

Article R - Admission to Home Athletic Events

Part VI
Benefits

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

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

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

Article A - Health Insurance

1. The district shall maintain an insurance advisory committee that will be responsible for gathering information about insurance options for the Board. The advisory committee shall consist of two BOE members, two teachers, the Director of Human Resources who shall serve as the chairperson and either the Director of Business Services or Executive Director of Operations and two members of the classified staff. The committee shall meet once per quarter. The District's Employment and Benefits Specialist shall serve on the committee as a non-voting member.

2. Employees who work 30 or more hours per week shall be eligible to enroll in the district's health insurance. The district makes a substantial contribution toward the cost of each eligible employee's medical coverage. Medical plan rates and summaries on insurance plans offered to employees and employer contribution rates approved by the Board of Education may be obtained from the Human Resources Department. The employer provides a HMO, POS and HDHP health plans. For employees enrolling in a single or family Point of Service (POS) health

plan, the employer contribution dollar amount will match the employer contribution dollar amount paid towards the HMO health plan. The high deductible health plan is the lowest cost plan and is the single rate offer for the Federal Affordable Care Act.

Employees completing the established district annual health assessment process will receive an additional employee premium savings as outlined in the annual health assessment incentive section of this handbook.

3. Employer health insurance contribution rate when both spouses are employed by the district. This paragraph defines employer contribution rates when one family health insurance policy is selected when both spouses are district employees and both are eligible for health insurance. The contribution varies whether at least one of the spouses is eligible for the Alternative Benefit Plan. The contribution will be based on the employee enrolled in health insurance. When neither spouse is eligible for the Alternative Benefit Plan, the district contribution paid will be based on the family plan rate of the HMO or HDHP premium (or if enrolling in the POS Plan, the family HMO Plan premium). When at least one spouse is eligible for and elects to enroll in the Alternative Benefit Plan, the district contribution will be based on the family plan rate of the HMO or HDHP premium (or if enrolling in the POS Plan, the familyHMO Plan premium).
4. Detailed information about health insurance, including rates is available on the Human Resources for Staff Benefits website page.~~Employees who work 30 or more hours per week shall be eligible to enroll in district health insurance. The district makes a substantial contribution toward the cost of each eligible employee's medical coverage. Medical plan rates and summaries on insurance plans offered to employees and employer contribution rates approved by the Board of Education may be obtained from the Human Resources Department. The employer provides HMO, POS and HDHP health plans.. For employees enrolling in a single or family Point of Service (POS) health plan, the employer contribution dollar amount will match the employer contribution dollar amount paid towards the HMO health plan. The High Deductible Health Plan (HDHP) is the lowest cost plan and is the single rate offer for the Federal Affordable Care Act.~~ ↵
¶
5. ~~The employer monthly health insurance contribution below represents no health assessment participation. Employees completing the established district annual assessment process will receive an additional employee premium savings as outlined in the annual health assessment incentive section of these guidelines.~~ ¶

~~Teacher~~¶	~~Plan~~¶	~~Single Coverage~~¶	~~Family Coverage~~¶
~~8 hours (100% FTE)~~¶	~~HPHP~~¶ ~~HMO & POS~~¶	~~$518.93~~¶ ~~$690.67~~¶	~~$1167.58~~¶ ~~$1554.01~~¶
~~7+ hours (88% - 99% FTE)~~¶	~~HPHP~~¶ ~~HMO & POS~~¶	~~$485.79~~¶ ~~$649.56~~¶	~~$1093.02~~¶ ~~$1454.78~~¶
~~6+ hours (75% - 87% FTE)~~¶	~~HPHP~~¶ ~~HMO & POS~~¶	~~$452.65~~¶ ~~$602.46~~¶	~~$1018.46~~¶ ~~$1355.54~~¶

↵
~~Employer health insurance contribution rate when both spouses are employed by the district and are both eligible for health insurance. This paragraph defines employer contribution rates when one family health insurance policy is selected when both spouses are district employees and both are eligible for health insurance. The contribution varies whether at least one of the spouses is eligible for the Alternative Benefit Plan. The contribution will be based on the employee enrolled in health insurance. When at least one~~

~~spouse is eligible for and elects to enroll in the Alternative Benefit Plan, the district contribution will be based on the family plan rate of the HMO or HDHP premium (or if enrolling in the POS Plan, the family HMO Plan premium). The contribution varies depending on eligibility and participation in the Alternative Benefit Plan. The contribution will be based on the employee enrolled in health insurance. The district contribution will be based on the family plan rate in the chart below of the HMO or HDHP premium (or if enrolling in the POS Plan, the family HMO Plan premium).¶~~

~~Family plan employer contribution when both spouses are employed at the district. This table is based on the employee who carries the health insurance, works 8 hours per day (100% FTE) with no participation in the health assessment¶~~	~~Plan¶~~	~~Family Rate¶~~
~~Neither spouse participating in ABP¶~~	~~HDHP¶ HMO & POS¶~~	~~$1316.69%¶ $1752.48¶~~
~~One spouse eligible & elects enrollment in ABP¶~~	~~HDHP¶ HMO & POS¶~~	~~$1167.58¶ $1554.01¶~~

Article B – Annual Health Assessment Incentive

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

~~**3% rate savings.** Single - The individual is required to visit and meet with the staff at the district Staff Wellness Clinic. Family - Both the employee and insured spouse are required to visit and meet with the staff at the district Staff Wellness Clinic.~~

5% rate savings ~~(3% plus an additional 2% rate savings).~~ Single - The individual is required to visit and meet with the staff at the district Staff Wellness Clinic and the employee is required to be current or have completed all recommended age/gender appropriate screenings. Family - Both the employee and insured spouse are required to visit and meet with the staff at the district Staff Wellness Clinic and both the employee and spouse are required to be current or have completed all recommended age/gender appropriate screenings. Spouses not employed by the district may complete their visit as a virtual visit with staff at the district Wellness Clinic.

Human Resources will provide employees with the last date to complete the employee and insured spouse annual health assessment to receive the above rate savings. Participation in the annual health assessment affects the premium rates for the following insurance plan year. The only information Human Resources receives from the health assessment provider is whether the individual meets with the Wellness Clinic staff, is

current on age/gender appropriate screenings and a summary report of aggregate data with no identifiable individual data.

Article C – Health Savings Account (HSA)

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

Article D – Alternative Benefit Plan [ABP] in Lieu of Health Insurance

The Alternative Benefit Plan (ABP) is maintained under the District's IRS Section 125 Cafeteria Plan. If an employee is eligible for health insurance from the District and can demonstrate they have health insurance coverage by a health insurance policy outside of the District, the employee may choose to waive District health insurance coverage. The employee may then choose to accept a "cash in lieu" payment through the Alternative Benefit Plan (ABP). It is the employee's responsibility to enroll with the Human Resources Department for this benefit including: electing cash in lieu (ABP) at the time of employment, when eligible to enroll due to a qualifying event occurring mid-plan year, and annually at the district's annual open enrollment if choosing to maintain the ABP benefit. The cash payment amount for full-time (100% FTE) teachers is $455.00~~437~~ per month. (66% of the lowest cost plan / the single rate offer for the Federal Affordable Care Act.)

Once an employee opts to enroll in the Article D ABP benefit, the employee forfeits the eligibility to transition between the ABP and FRA benefits. This restriction is in place as the employee would not fulfill the criterion for a health insurance tier level change from being enrolled in district health insurance to waiving it.

Article E - Family Reimbursement Account (FRA) with Alternative Benefit Plan (ABP) / Health Reimbursement Account (HRA)

If an employee provides proof of enrollment in a non-district qualified health insurance plan, the employee may choose to waive district health insurance at time of employment or reduce district health insurance enrollment at a future date by making a health insurance tier level change (family to waive, single to waive, or family to single). In exchange, the employee is eligible to accept enrollment in the FRA. The FRA has two benefit components:

A. Cash payment per month amount of either: $50 single to waive coverage, $100 family to single coverage or $150 family to waive coverage. This benefit component

is an alternative benefit plan (ABP).

B. Reimbursement by the district for qualifying out-of-pocket medical expenses incurred on the non-district health insurance plan including in-network deductibles, copays, and prescription expenses. This benefit component is a health reimbursement account (HRA).

The Family Reimbursement Account (FRA) is maintained under the district's IRS Section 125 Cafeteria Plan. It is the employee's responsibility to enroll with the Human Resources Department for this benefit including: electing FRA at time of employment, when eligible to enroll due to a qualifying event occurring mid-plan year, and annually at the district's annual open enrollment.

Article F - Dental Insurance

Teachers who work 30 or more hours per week shall be eligible to enroll in district dental insurance. The employer's monthly dental contribution is indicated below. If both spouses are employed by the District, and both are eligible for health and dental insurance benefits, the Board shall pay 100% for family dental insurance. If an eligible teacher waives health insurance but elects single or family dental insurance, the District will pay 100% of the dental premium.

~~Teacher Staff~~	~~Single Coverage~~	~~Family Coverage~~
~~8 hours (100% FTE)~~	~~$52.27~~	~~$117.13~~
~~7+ hours (88% - 99% FTE)~~	~~$49.30~~	~~$110.47~~
~~6+ hours (75% - 87% FTE)~~	~~$46.33~~	~~$103.82~~

Part-time teachers who were employed by the district prior to July 1, 2023 and were enrolled in the district's dental insurance prior to July 1, 2023 shall be legacied in.

Article G – Vision Insurance

The employer shall offer a voluntary, employee-paid vision policy for teachers working 30 or more hours per week.

Article H - Supplemental Insurance

The employer shall offer a voluntary, employee-paid supplemental policies for teachers working 30 or more hours per week.

Article I~~H~~- COBRA Insurance Continuation

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

ArticleJI - Flexible Spending Account (FSA) / Cafeteria Plan

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

Article KJ- Short-Term and Long-Term Disability

The employer shall offer a voluntary, employee-paid short-term disability policy to teachers working 30 hours or more per week. The employer shall pay for a long-term disability insurance policy for all teachers working 30 hours or more per week. The long-term disability benefit is 90% of salary after 60 calendar days. See the current short-term and long-term policy booklets for benefit limitations and/or exclusions.

Teachers working less than 30 hours per week who were employed by the district prior to July 1, 2023 and were enrolled in the district's short-term or long-term disability insurance(s) prior to July 1, 2023 shall be legacied in.

Article LK- Life Insurance

The district shall provide a 100% employer premium paid term life insurance policy to teachers working 30 hours or more per week. The policy value is $85,000. See current life insurance policy booklet for benefit limitations and/or exclusions.

Teachers working less than 30 hours per week who were employed by the district prior to July 1, 2023 and were enrolled in the district's life insurance plan prior to July 1, 2023 shall be legacied in.

Article ML- Wisconsin Retirement System WRS (Retirement Fund)

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

Article NM- Retirement Eligibility, Notification and Retiree Benefits

1. Notification and Eligibility
   Employees who plan to retire shall notify the Human Resources Director in writing, or their designee, of their intent to do so by March 15 of the school year at the conclusion of which they wish to retire.

   Any teacher hired after June 30, 2012 will not be eligible for district provided post-employment benefits if they are receiving an annuity from the WRS. No

teacher shall be eligible to retire from the district more than once.

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

2. Benefits
   If the employee provides proper retirement notice outlined above in section 1 of this Article, and who has been employed at least one (1) year in the Waunakee School District and who have reached the age of fifty-five (55) on or prior to the last day of school in the year they wish to retire, they shall be eligible to receive retirement benefits as follows.

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

   b. District post-retirement HRA contributions are based on when the employee began employment (if hired before April 1, 2008 or hired on or after April 1, 2008). The applicable Retirement Health Reimbursement Account (HRA) post-retirement benefit is outlined in Article O~~N~~.

   c. All Retirement Health Reimbursement Account (HRA) benefits shall be provided based on the vesting/percentage schedule in Article O~~N~~ below, except for those designated to vest immediately.

Article O~~N~~ – Retirement Health Reimbursement Account (HRA)

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

The district shall provide employer contributions to a Retirement Health Reimbursement Account (HRA) for teachers during active employment each year employed with the District. The annual contribution and vesting procedures for the HRA account are set forth below and vary according to the date employment began as a teacher in the District. Contributions will cease when the teacher's employment with the District ends.

Part-time employee contributions shall be prorated based upon their percentage of

full-time equivalency.

The HRA account is intended to be accessed during retirement years, subject to the terms and conditions of the HRA provider. Employees who sever employment and have a vested HRA benefit shall be able to immediately access the HRA Plan funds, irrespective of the eligibility standards set forth in Article M, above, pursuant to the terms and conditions of the HRA Plan Provider. All withdrawals and payments from the HRA Plan shall cease when the funds in the plan are exhausted.

The teacher may additionally be eligible for post-employment District HRA contributions if the employee meets the retirement eligibility criteria in Article N~~M~~, Sections 1 and 2b & 2c. If eligible, the post-employment district HRA contributions are set forth below and vary according to the date employment began as a teacher in the district.

Non-vested contributions made on behalf of employees who terminate employment with the District for any reason will revert back to the District's Fund 73 fund.

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

The District shall pay the HRA plan administrative fee for active employees. The retired employee shall pay the distribution fee to access the HRA funds.

Active Employment Definitions.
Immediate Vesting. The employer annual contribution made during the teacher's active employment that shall vest immediately to the employee.
Prorated Years of Service Vesting. The employer annual contribution made during the teacher's active employment shall have a variable years of service vesting amount based on the years of service Vesting Schedule outlined below. All prior years of service with the district will be included. The Vesting Schedule is to be used for the HRA benefit, except for those designated in this Article, either Section 1 and 2 that vest immediately.

Vesting Schedule - After # Years Teaching Experience in the Waunakee Community School District

After # Years Teaching Experience at WCSD	Vested	Non-Vested
After 1 year	10%	90%
After 2 years	20%	80%
After 3 years	30%	70%
After 4 years	40%	60%
After 5 years	50%	50%
After 6 years	60%	40%
After 7 years	70%	30%
After 8 years	80%	20%

After 9 years	90%	10%
After 10 years	100%	0%

Post-Employment Definitions.
Years of Service Value. A year of service shall be equivalent to an FTE of 100%. The contribution shall be prorated for teachers with less than 100% FTE.
Unused Sick Leave Value. Up to a maximum of 120 sick days (960 hours) can be allocated to this benefit. The total accumulation value cannot exceed $14,520~~160~~.00.
Banked Points Value. This is the points value listed on the teacher's final contract issued in August going into their last year of employment.

1. **Employees Hired before April 1, 2008 - Retirement (HRA) Benefits**

a. Active Employment Employer Annual HRA Contributions and Vesting Schedule. The annual district HRA contribution and vesting procedures for employees within this section are set forth below.

Active Employment Annual Employer Contribution

$393~~382~~.00 Immediate Vesting
$393~~382~~.00 + Prorated Years of Service Vesting
$786~~764~~.00 = Total Annual HRA Annual Active Employment Employer Contribution

The district will divide and make 10 deposits to the employee's HRA occurring each month of the school year.

b. Post-Retirement Employer Contribution and Retiree HRA Benefit. The district shall fund post-employment Health Reimbursement Account (HRA) for employees who elect to retire pursuant to and who meet district retiree eligibility requirements outlined in Article N~~M~~.

Post-Employment Employer HRA Contribution Calculation

+$ Years of Service Value = $1200 x # Years of service in the district
+$ Sick Leave Value = $121~~118~~ x # Unused sick days on last day of employment
+$ Banked Points Value = $3.00 x # Banked points earned prior to March 15 of the final year of employment
=$ Net Total Post-Employment HRA Value
x$ Vested Percent Years Experience See vesting chart above
=$ Final Total Post-Employment HRA Value

Deposit Schedule by the District in the HRA upon Retirement.

The final total post-employment HRA value is divided by eight equal separate

payments and deposited into the HRA by the District. Payments shall occur on each September 15th and each January 15th following the effective date of the employee's retirement.

2. **Employees Hired after April 1, 2008 - Retirement (HRA) Benefits**

a. Active Employment Employer Annual HRA Contributions and Vesting Schedule. The annual District HRA contribution and vesting procedures for employees within this section are set forth below.

Active Employment Annual Employer Contribution
$ 393~~382~~.00 Immediate Vesting $ 823~~799~~.00 + Prorated Years of Service Vesting $1,216~~1181~~.00 = Total Annual HRA Annual Active Employment Employer Contribution

The district will divide and make 10 deposits to the employee's HRA occurring each month of the school year.

b. Post-Retirement Employer Contribution and Retiree HRA Benefit. The district shall fund a post-employment Health Reimbursement Account (HRA) for employees who elect to retire pursuant to and who meet district retiree eligibility requirements outlined in Article N~~M~~.

Post-Employment Employer HRA Contribution Calculation
+$ Sick Leave Value = $121~~118~~ x # Unused sick days on last day of employment +$ Banked Points Value = $3.00 x # Banked points earned prior to March 15 of the final year of employment =$ Net Total Post-Employment HRA Value x$ Vested Percent Years Experience See vesting chart above =$ Final Total Post-Employment HRA Value

Deposit Schedule by the District in the HRA upon Retirement.

The final total post-employment HRA value is divided by two equal separate payments and deposited into the HRA by the District. Payments shall occur on each September 15th and each January 15th following the effective date of the employee's retirement.

Article P~~O~~– 403(b) Employee Savings Plan and Universal Availability Notice

1. The Board of Education maintains a 403(b) Employee Savings Plan to help employees save for retirement via district approved 403(b) investment vendors. The 403(b) plan is a voluntary retirement savings program funded solely by the

employee via payroll salary reduction contributions on a pre-tax or ROTH after-tax basis. The district does not make any contributions to employee 403(b) employee savings plans. It is the employee's responsibility to manage their 403(b) plan participation in accordance with 403(b) rules and regulations and district plan documents. If the teacher's 403(b) calendar year annual deposits exceed the IRS standard calendar year maximum, it is the teacher's responsibility to properly calculate and determine their annual 403(b) deferral eligible amount when submitting salary reduction agreement payroll deduction requests related to 403(b) age 50 catch ups and 15 years of service catch ups.

Article QP – 457(b) Deferred Compensation Plan

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

Article RQ – Workers Compensation Coverage and Reporting Responsibilities

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

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

1. Up to day sixty (60) of Worker's Compensation Leave: The employee will be paid income equivalent to the income the employee would have earned had the employee not been injured. This income will be generated by combining worker's compensation insurance with prorated accumulated sick leave as necessary through a deduction of one-third (1/3) of a day of sick leave for each day while on worker's compensation. This provision will apply up until the sixtieth (60th) consecutive day of leave, or as long as the employee has accumulated sick leave available, whichever occurs first.

2. Day Sixty-One (61) and thereafter of Worker's Compensation Leave: The employee will receive their worker's compensation payment. No other leaves will be applied to the worker's compensation leave. The employee, subject to the rules and

regulations of the carrier, may be eligible for long-term disability leave.

3. Injuries Not Covered by Worker's Compensation. Some types of injuries suffered while at work may not be covered by worker's compensation insurance. Examples of non-covered injuries suffered at work include, but are not limited by enumeration to, the following:

    a. Injuries because of a self-inflicted wound.

    b. Injuries sustained because of an employee's horseplay.

    c. Injuries sustained while an employee does an activity of a strictly private nature.

4. Absence from work during the first three days due to injury or illness allowed under Worker's Compensation shall not be fully charged to the employee's accumulated paid leave provided the following conditions are met.

    a. The district's worker's compensation carrier approves the employee claim as work comp related.

    b. And, the employee provides the Director of Human Resources with a doctor's note verifying work restrictions, including the dates absence from work is required as a result of the illness or injury.

    c. Absences meeting a and b above will result in paid leave being added back to the employee's account.

5. The district does not make or influence the determination of eligibility for a worker's compensation claim. Our carrier reviews the situation and the medical records to make the decision.

6. Temporary Transitional Duty

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

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

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

a. Modification of an employee's regular work assignment.

b. Temporary reassignment to another shift.

c. Temporary reassignment to another position within the employee's department and/or,

d. Temporary reassignment to another department.

Article SR ~~-~~ – Admission to Home Athletic Events

District employees may receive free entry to home athletic events by presenting their employee identification badge. WIAA tournament events are excluded.

Part VII
BUSINESS/PERSONNEL ISSUES

Article A - Pay Dates/Direct Deposits

Article B - Personnel Files

Article C - Use of Vehicles

Article D - Attending School Activities

Article E – Criminal Background Checks/Charges/Convictions – Obligation to Report Criminal Record

Article F - Staff & Student Interactions

Part VII
Business/Personnel Issues

Article A - Pay Dates/Direct Deposits

1. Method of Payment: Payments for the year will begin on September 15th and will end after nineteen (19) regular bi-monthly payments have been made. (15th and 30th). When the fifteenth (15th) or the thirtieth (30th) of the month falls on a Saturday, Sunday or on a bank holiday, payment shall be made on the preceding business day. Teachers will annually have the opportunity to voluntarily choose an alternate 24 payroll cycle. Under the alternate cycle, payments for the year will begin on August 30th and will end on June 30th with the last 4 payments coming at the same time.

2. The district shall provide payment via electronic deposit. The district will provide all payroll information electronically.

Article B – Personnel Files

1. A teacher shall have the right, upon request to the Director of Human Resources or designee, and on an appointment basis, to review the contents of their personnel file compiled within the District, and to receive copies at the teacher's personal expense of any documents contained therein. The teacher shall have the right to attach a rebuttal statement to the said document or other District accumulated materials located in their file. All personnel file materials examined by the teacher shall be signed by the teacher. Any document placed in the teacher's personnel file shall be copied to the teacher at time of placement in the file.

Article C - Use of Vehicles

Teachers who incur expense, through the authorized use of their private automobile for sanctioned school business, shall be reimbursed from school district funds at the rate equal to that allowed by the Internal Revenue Service (IRS) for business travel per miles traveled. Teachers who drive district or private vehicles must comply with all school transportation state statutes.

Article D - Attending School Activities

Teachers will be admitted to at-home conference and non-conference events if they present their ID badge. Tournaments and other special events are excluded. The District

supports and encourages attendance of the staff at academic, social, athletic, and other school related activities during the school year.

Article E - Criminal Background Checks/Charges/Conviction–Obligation to Report Criminal Record

1. Job Applicants
    a. All individuals applying for employment with the District are required to file in writing, in advance of employment and on forms provided by the District, a statement identifying whether the applicant has been convicted of a misdemeanor or felony in this state or any other state or country; and has been dismissed or non-renewed, or has resigned from employment in-lieu-of a potential dismissal or non-renewal, for any of the following causes: failure to meet the District's performance expectations, incompetence, inefficiency, neglect of duty, unprofessional conduct or insubordination. Knowingly falsifying information shall be sufficient grounds for refusal to hire or termination of employment. Omission or withholding of information may be grounds for refusal to hire or termination of employment.

    b. Additionally, all persons applying for any position shall be required to agree to the release of all investigative records to the Board for examination for the purpose of verifying the accuracy of criminal violation information. Employment will be offered pending the return and disposition of such background checks. All offers of employment are contingent upon the results of such checks.

2. Current Employees
    a. Current District employees shall be required to notify Human Resources as soon as possible, before reporting to their next scheduled day of work but no more than three calendar days after any arrest, indictment, conviction, no contest plea or guilty plea, or other adjudication of the employee for any felony, misdemeanor or other offense.

    b. Employees are not required to report minor traffic violations. However, for positions requiring driving duties, an offense of operating a vehicle while under the influence, revocation or suspension of a license, and driving after revocation or suspension are required to be reported.

    c. The District shall conduct an annual driver's license record check on all District employees who drive a District vehicle, operate mobile equipment for the District, or transport children. The District may also conduct criminal history and background checks on current District employees as deemed appropriate.

    d. An employee's arrest, indictment or conviction of a crime shall not be an automatic basis for termination. The District shall consider the criminal

record information and make related employment decisions in accordance with provisions of the District's current Employee Handbook and applicable legal requirements.

Failure to report under this section may result in disciplinary action, up to and including termination of employment. WCSD Policies 522, 529, 533.1, 546.2~~541.1~~, 751.22~~, 752~~

Article F - Staff and Student Interactions

District staff members are expected to conduct themselves in a manner that promotes the health, safety, and wellbeing of students, including by establishing and maintaining role-appropriate communicative, physical, emotional, and social boundaries in their interactions with students. This requires every staff member to consistently exercise sound judgment that is context dependent and that gives due consideration to the staff member's District-assigned role and responsibilities.

No staff member may engage in any activity, conduct, or communication in the staff member's interactions with students that constitutes, encourages, or invites either unlawful conduct or conduct that would unreasonably endanger the safety or well-being of any person. For the avoidance of doubt, any conduct that constitutes an assault, the abuse of a child, or that reflects the elements of a crime defined under Chapter 948 of the Wisconsin Statutes is, of course, prohibited, as is any relationship between a non-student staff member and a student that is or that a reasonable person would perceive as being sexual or romantic in nature.

Further, the District prohibits staff members from engaging in conduct or communications, or any course of conduct or any pattern of behavior or communication, that manipulates, coerces, or grooms a student to engage in, or to consider engaging in, an inappropriate relationship (including a sexual relationship with the staff member) or other inappropriate behavior that endangers the welfare of a student. For these purposes:

- Grooming includes communications that are part of any course of conduct or pattern of behavior that a reasonable person would view as conditioning, seducing, soliciting, luring, or enticing a student to engage in, or to consider engaging in, inappropriate behavior.
- Grooming can occur, for example, by exploiting a student's vulnerabilities, by creating inappropriate emotional dependence, or by normalizing or desensitizing the student to inappropriate conduct. Grooming often involves, but is not limited exclusively to, sexual or romantic contexts.
- Specific examples of conduct or behaviors that might be part of a violation that involves prohibited manipulation, coercion, or grooming of a student include the following:
    1. Written, electronic, or digital communications, including using text messages, emails, social media, or online platforms, to seduce, solicit, lure, or entice a student.

2. The provision or promise of gifts, favors, privileges, inordinate special attention, or other items of value with the intent to lower a student's inhibitions, gain and exploit trust, or create emotional dependence.
3. An act intending to isolate a child, or to encourage a child to separate, from family, peers, or guardians.
4. Verbal comments, suggestions, or conversations of a sexual nature directed toward a student, such as exchanging information about a student's or an adult's sexual experiences or communicating other sexually-explicit content or sexualized subject matter.
5. Exploiting a power dynamic, such as by offering improper benefits or privileges or by inappropriately threatening to impose negative consequences in a quid quo pro posture.
6. Inappropriate or sexualized physical contact or attempts to initiate such contact.
7. Using threats, bribery, fear, intimidation, harassment, embarrassment, or guilt to encourage inappropriate secrecy in the conduct or relationship or to facilitate the start or continuation of an inappropriate relationship or other inappropriate conduct.
8. Soliciting or encouraging secrecy or concealment to avoid detection, oversight, or accountability for inappropriate communication or inappropriate conduct.

Part VIII
EVALUATION

Article A – Evaluation

Part VIII
Evaluation

Article A – Evaluation

1. The overall goal of an evaluation should be to help the teacher improve their instruction. The district will use the Wisconsin Educator Effectiveness Model for the evaluation process.

2. The Model includes Educator Practice and Student Outcomes. Educator Practice includes classroom activities, team meetings, parent/guardian meetings, and involvement in IEP's and staffings. Student Outcomes are Student Learning Objectives (SLO's). ~~Educators also create Professional Practice Goals (PPG's).~~

3. Teachers will be assigned one evaluator by the District. The teacher may request an additional evaluator by providing written notice to the Director of Human Resources within ten (10) days of the teacher being notified of their primary evaluator. The second evaluator shall be assigned by the District.

4. Every teacher shall be formally evaluated at least every three years. Teachers new to the district (probationary teachers) with less than 5 years of teaching experience, shall be formally evaluated each of their first three years in the district. Teachers new to the district (probationary teachers) with 5 or more years of K-12

teaching experience, shall be formally evaluated their first year in the district. If the evaluating administrator has absolutely no concerns, the teacher shall be placed on the regular three (3) year Educator Effectiveness evaluation cycle. Over a three (3) year cycle for non-probationary teachers, observations of educator practice will occur in each year.

5. In a summary year, each evaluator shall observe a minimum of ninety (90) minutes of educator practice within no less than three (3) observations. Feedback will be provided within one week of an observation. A follow-up conference may be held upon request by the evaluator or teacher to discuss or clarify aspects of the observation. During a summary year, a minimum of three (3) follow up conferences will be held, and can be in conjunction with SLO/PPG conferences.

6. For probationary teachers, at least thirty (30) minutes of educator practice will be observed and one follow up conference will be completed by December 15 of the school year.

7. For all teachers in their summary year, an evaluation planning session will be conducted by October 31. A final evaluation conference on educator practice and student outcomes may be combined and will be conducted by June 30.

8. Teachers in their first three years in the profession will be supported in the evaluation process by their mentor for formative feedback and coaching on the process.

9. The evaluator(s) may visit the teacher's classroom for unannounced visits of any duration and frequency at any time. Only visits made and other information gathered prior to the final evaluation conference shall be included in the formal evaluation reports.

10. Teachers may be placed on a plan of improvement (intensive supervision) at any time if the level of performance demands significant improvement. The plan of improvement shall include the following:

    - Explanation of what the deficiencies are, including specific examples
    - Summary of previous discussions about/documentation of deficiencies
    - Specific and measurable objectives aimed at improvement that are achievable, relevant and time-bound
    - Details on how often the administrator and teacher will meet to discuss progress
    - Guidance on what administration will do or provide to assist the teacher in achieving these goals
    - Clearly stated consequences for not meeting the objectives of the plan

    Within 10 days of being notified of being placed on a plan of improvement, a teacher may request an additional evaluator, outside of the requirements noted in Article A, #3. The second evaluator will be assigned by the District.

    A teacher shall no longer be on a plan of improvement when their performance consistently meets established expectations.

Part IX
SALARY AND COMPENSATION

Article A – Salary

Article B - Extended School Year

Article C - Curriculum Planning Project and Summer School Pay Plan

Article D - School & District Leadership Roles

Article E - Advancement

Article F - National Emergency

Article G - Substitute Pay for Classroom Teachers

Article H - Extended Supervision/Proctoring

Article I - Special Education Extra Duties

Article J - New Teacher Advisor

Part IX
Compensation

Article A – Salary

1. The District Administrator or his or her designee shall determine the initial compensation plan offered to each teacher upon hire.

2. Starting in the 2022-23 school year and moving into the future, annual salary increases will be determined by the compensation plan enacted by the Board on June 14, 2021 as outlined in Part 1X.

3. Points are worth $3 each. A single year's professional development points advancement is worth up to $750, based on the number of points a teacher has earned or has available in their bank. A teacher will be paid for the number of points earned, if less than the maximum. Example: Teacher X has 200 points available and redeems them for a professional development points raise of $600.

4. Teachers will be awarded a $400 raise at the conclusion of each teaching year due to experience.

a. All teachers who work for the full school year will be granted full experience raise regardless of their FTE. Teachers who work less than a full year will have their experience raise pro-rated.

b. If a teacher is placed onto a plan of improvement and does not make appropriate progress to be taken off the plan in a given year they may not receive their experience raise for that year.

5. In order to be eligible for a points-related salary increase, teachers must have the points available. Those may be points earned during the year or banked from previous years.

6. Points that are not used for a professional development raise will be banked.

7. Points will be redeemed in a manner that is consistent with the dollar increase that is given. For example, when $750 is paid, 250 points will be redeemed.

8. Starting with the 2022/23 contracts at the completion of a teacher's fifth year of employment with WCSD and upon five year intervals after that, teachers with a points bank balance permitting it, can redeem up to an additional 250 points for an additional $750 salary increase. Example: Teacher Y has completed their fifth year of employment with WCSD. They have 600 points in their bank. In addition to the annual professional development points raise of $750 (250 points used) an additional 250 points will be used for another $750 professional development points raise.

9. The Board will continue to have a goal of honoring the parameters of the compensation system on an annual basis.

10. If the District finds itself in a financial situation that will allow for payment beyond parameters of the system in any given year, a decision may be made to allow teachers to redeem additional banked points up to an amount that is affordable that year.

11. The Board and parameters of the salary system will determine the number of points that will be paid out in any given year. Teachers may not individually determine the number of points they will redeem.

12. Teachers who earned an advanced degree (Masters, Ed. Specialist, Doctorate, National Board Certification/re-certification, or Wisconsin Master Educator (WMEAP) Certification/re-certification) during that year may redeem points for an additional professional development points raise corresponding to that degree or certificate.

13. The base salary for a teacher with a bachelor's degree and zero (0) experience is $~~56,329~~.

14. Staff Compensation Preamble

What characteristics are important in the salary system?
After reviewing the current language, the 2019 WTA survey of all teaching staff, Board feedback, and receiving anecdotal feedback from teachers across the district, the committee has identified the following characteristics of an effective salary system:
Objective
Predictable
Equitable
Easy to understand and user friendly
Values both professional growth and experience
System is fiscally sustainable

Professional development must be applicable in some way to the teacher's employment with the district. Teachers should attempt to achieve a reasonable balance between co-curricular and classroom related staff development activities.

Annual Advancement Illustrations
Teacher A Contract Year 1 $56,329
Works for a full contract year + $400
Has 250 points in their bank available for redemption +$750
Hypothetical CPI increase, with equal distribution between all teachers $2525
Contract Year 2 = $60,004

Teacher B Contract Year 1 = $64,320
Works for a ½ of a contract year +200
Has 120 points in their bank available for redemption +$360
Hypothetical CPI increase, with equal distribution between all teachers $2525
Contract Year 2 = $67,405

Teacher C Contract Year 5 = $72,500
Works for a full contract year + $400
Has 250 points in their bank available for redemption +$750
Has 125 additional points available for redemption at 5 year interval + $375
Hypothetical CPI increase, with equal distribution between all teachers $2525
Contract Year 6 = $76,550

Article B – Extended School Year

1. Extended contracts – School Counselors will be based on one hundred percent (100%) of the per diem salary.

2. Extended School Year (ESY) and Student Services Student Evaluations completed during the summer will be based on one hundred percent (100%) of the per diem salary, paid on an hourly basis by timesheet.

Article C - Curriculum Planning Project and Summer School Pay Plan

1. Curriculum projects shall be paid at the rate of $343~~3~~.73 per hour. The length of time and maximum number of hours for completion of the project shall be jointly determined by the staff member and Director of Instruction. Disagreements would be appealable to the District Administrator. The per person compensation above will be paid when the project has been completed and approved by the Director of Instruction.

2. Summer school 2025 teachers shall be compensated according to the following schedule.

POSITION	HOURLY WAGE
Teachers/Coordinators - Enrichment class	$36.36~~35.32~~
Teachers/Coordinators - Remedial class/Summer School	$42.42~~41.21~~
Substitute Teachers	$36.36~~35.32~~
Classified Staff – Administrative support	$21.27
Para-Educators – Regular Education and Substitutes	$20.62
Para Educators - Special Education and Substitutes	$21.96

3. Other projects approved by the District Administrator (or designee) shall be paid at the curriculum projects rate.

Article D - School & District Leadership Roles

1. The district will have designated department chairs and building coordinators as determined and designated by administration. Individuals for these positions will be selected by administration from staff members that apply. The department chairs will coordinate department business and tasks. Department chairs are responsible to the Director of Instruction. These positions will be posted annually for review by interested staff. SEL Coordinators are responsible to the Director of Student Services.

2. Compensation for Department Chairpersons/Building Coordinators/, SEL Coordinators, Building Continuous Improvement Team Members

    a. Department chairpersons shall be compensated at the rate of two thousand eight hundred and twelve dollars ($2,894~~2,812~~.00) per year. This compensation will include payment for two days during the summer as assigned by administration.

    b. Building Coordinators/SEL Coordinators shall be compensated at one thousand four hundred and six dollars ($1,447~~1,406~~.00) per year, which will include two (2) days during the summer as assigned by administration.

    c. Additional summer work for department chairpersons, building

coordinators, or department members to complete department business will be compensated at the summer curriculum per hour rate. Scheduled work hours and activities will be reviewed and approved by the Director of Instruction prior to any work commencing.

d. Evaluations of department chairs will be done yearly by the administration. These evaluations will not be combined with their regular classroom evaluations.

e. Department Chairs and Building Coordinators are selected by the Curriculum and Instruction Directors based on submitted applications that are reviewed with building principals and/or related directors. They serve terms of three years.~~.~~

3. Building Continuous Improvement Teams

a. Each building administration shall create an annual Continuous Improvement Team of up to 10 staff members.

b. Team members will be compensated at one thousand dollars ($1,030~~1,000~~) per year.

c. CIT team members are selected by building principals based on building leadership, actions, and response to a building level call to serve. They serve terms of three years.

Article E – Advancement

Any teacher on a plan of improvement will be eligible for a CPI base wage increase but is not eligible for professional development points advancement nor a raise due to experience ~~will not receive a salary increase is not eligible for an annual professional development points advancement~~ until they receive a satisfactory evaluation.

Article F - National Emergency

The Board of Education reserves the right to exceed the provisions of the daily schedule when a national emergency is declared.

Article G – Substitute Pay for Classroom Teachers

Whenever a teacher is asked by their supervisor (principal) to cover a class assignment for an absent teacher or para educator they shall be reimbursed at the rate of $34.73~~33.73~~ per hour. In lieu of an hourly payment, teachers may instead elect to have an equal amount of

time (rounded to the nearest 15 minute increment) added to their own sick time bank by submitting a substitute sick leave allocation request via Skyward - Employee Access Task Manager process. Grade 7-12 teachers may substitute during their scheduled prep time. Grade K-6 teachers may substitute during non-supervisory and non-teaching times, for up to 2 hours per day. Teachers called into action as part of an established Emergency Response Team during non-supervisory and non-teaching time may also submit a timesheet. The teacher shall submit a timesheet with the actual hours assigned to the nearest quarter (1/4) hour to the principal. The absent teacher must be on sick or other approved leave. (not the informal "quid pro quo" arrangements some teachers currently make with administrative knowledge.)

Article H- Extended Supervision/Proctoring

Whenever a teacher is assigned by their supervisor (principal) to perform extended supervision duties, such as after school detention or "Saturday School" detentions, they shall be reimbursed at the rate of $34.73~~33.73~~ per hour. The teacher shall submit a timesheet with the actual hours assigned to the nearest quarter (1/4) hour to the principal. This includes standardized test proctoring outside of the school day.

Article I – Special Education Extra Duties /Driving Duties

1. Before and after school student transport in school vans or approved personal vehicles (van driver) $39.12~~38.00~~) per hour for Special Education or under McKinney Vento Act support purposes.
2. Student support at co-curricular activities outside of the school day $34.73~~33.73~~ per hour.

Article J - New Teacher Advisor

A new teacher advisor will be hired at each building at a salary of nine hundred dollars ($900) with an additional one hundred dollars ($100) to be paid for each additional mentee.

Article K - Chemical Hygiene Officer

A Chemical Hygiene Officer will be hired for the district at a salary of $1,737~~1,687~~.

~~**Article L - Weight Room Coordinator¶**~~

~~A Weight Room Coordinator will be hired for the district at a season stipend of $6,177.¶~~

Part X

PROFESSIONAL EXPERIENCE AND PROFESSIONAL DEVELOPMENT POINTS

Article A – Experience

Article B – Professional Development Point Accumulation

Article C – New Teachers to the District

Article D – Degrees or Certificates

Article E – Activities for Point Acquisition

Article F - Teacher Incentives and Evaluation Review Committee (TIERC)

Article G – Professional Development Points Guidelines and Dates

Article A - Experience

1. Starting in the 2021/2022 school year, experience points will no longer be granted to teachers at the conclusion of the teaching year.

Article B – Professional Development Point Accumulation

1. The point acquisition time frame is June 15 through June 14 of the following year. Exceptions may be granted with the approval of the District Administrator.

2. Teachers will be awarded 10 points per hour of professional development and five (5) points for each one-half hour of an approved activity. Fractional hours will be rounded up to the nearest one-half (½) hour.

3. Each point is worth $3

4. Time spent working towards professional development points will be outside of school hours unless a waiver has been granted by the District Administrator.

5. Points, once approved by the required administrators, cannot be rescinded unless the teacher does not complete the credit successfully (passing grade) or has failed to meet the reporting and verification procedures outlined in Part X of these guidelines.

Article C – New Teachers to the District

Teachers new to the District may be required to attend staff development outside of the normal workday during the first year of employment in WCSD to assist them in learning district procedures and policies and state and federal requirements. Each teacher new to the district may have a "New Teacher Advisor" assigned to him/her by administration to serve as a coach and advisor. Veteran teachers hired by the district may have a reduced requirement for being mentored and/or attendance at district required in-service programs. The actual requirements in both of these regards will be determined by the hired teacher's primary evaluator and the Curriculum and Instruction office after consulting with the teacher to determine prior knowledge of district curriculum, state instructional standards and district evaluation/assessment expectations.

New to the Profession Teachers are those in their first three years in the profession. New hires to the district can be either A) New to the Profession or B) Experienced Educators.

All teachers, regardless of their level of experience, after joining the district will be able to submit for 100 points (10 hours/ 10 points per hour) for their work with their New Teacher Advisor during their first year of employment with WCSD.

All teachers hired in their first three years in the profession will be assigned a New

Teacher Mentor for those first three years. New to the Profession Teachers will be able to submit for 100 points (10 hours / 10 points per hour) for their work with their New Teacher Mentor, even if those meetings occur during the school day. Each of the first three years in the teaching profession is eligible for 100 points of work with the New Teacher Mentor.

New to the Profession Teachers can submit for points for both New Teacher Advisor (100 points) and New Teacher Mentor (100 points) work during their first year of employment with WCSD.

Article D – Designated Degrees or Certificates

A teacher will be awarded the following points for completing designated degrees upon submission of a diploma or other official program completion documentation, (not a transcript), which may include but is not limited to, a letter verifying successful completion of the degree from a college/university official or the registrar's office.

a. Master's Degree:	$2400/800 points
b. Educational Specialist:	$2400 /800 points
c. Doctoral Degree:	$3000 /1000 points
d. National Board Certificate:	$2400/800 points
i. Renewal	$1200 / 400 points
e. Wisconsin Master Educator (WMEAP)	$2400 / 800 points
i. Renewal	$1200 / 400 points

In the year in which the advanced degree or certificate is credited, the teacher is permitted to make an additional professional development points raise by using the points conferred for the degree or certificate. Example: Teacher W earns their National Board Certificate Renewal. In addition to the initial 250 points/ $750 professional development raise, they will be advanced an additional $1200 by using 400 additional points.

Article E – Activities for Point Acquisition

1. Pre-Approved Professional Development Activities

   Professional development activities offered by the local district either through the Annual Staff Development Program established by the Curriculum and Instruction office and the Systemwide Curriculum Committee or programs offered as a result of approval by the district. Pre-approved professional development activities are posted within Eduphoria.

   No pre-approval is necessary on the application form; however, verification of attendance at the activity must be indicated on the individual teacher's form and returned within two weeks of the activity to the District Administrator's administrative assistant. Eduphoria points can only be submitted within the school year that you attended the event.

   Facilitators may submit for professional development points for preparation.

Preparation time will be approved on a one-time basis and will be awarded points equal to two (2) hours for every one (1) hour of presentation. Points will not be awarded for preparation for the second and subsequent presentation of the same program.

2. Professional Development Activities that Require Pre-Approval

   Points approval forms are submitted electronically to a teacher's supervisor. Until a teacher receives approval, points are not guaranteed. Teachers may apply to the District Administrator for points for an activity that is not outlined below. The District Administrator has discretionary authority to grant points for such requests.

Application Timelines

a. College Credit - Pre-approval or by the end of the first week of class. Transcript, grade statement or institutional verification shall be forwarded to the District Administrator or his/her designee by the July 1st after the completion of the class unless the class is completed between June 15 and July 1, in which case the report shall be filed not later than July 1 of the following year.

b. Other activities - Pre-approval in advance of participation and verification of completion by the staff member to be returned to the District Administrator's administrative assistant prior to June 30th.

Activities that Require Pre-Approval

a. College Credit

   A teacher will be awarded one hundred and fifty (150) points for each college credit earned.

   Accumulation of points for college credits or degrees begins on June 15 and concludes on June 14 of the following year. Exceptions may be granted with the approval of the District Administrator. College credits and degrees must be earned at accredited colleges, technical colleges or universities granting at least a bachelor's degree. The course must be applicable in some way to the teacher's employment with the district. In case of doubt concerning the standing of an institution in which credits have been earned, or interpretation of courses and/or credits applicable to salary schedule benefits, the decision of the District Administrator and Board of Education shall rule.

   July 1 - Transcripts, grade sheets or institutional verification of completion of courses or other activities completed by June 14th must be submitted to the District Administrator to be credited for the next contract year.

   It is recommended that a teacher may not take more than eight (8) credits

per semester for fall and spring semesters. A teacher interested in taking more than eight (8) credits in the fall or spring can request approval from their supervisor. During the summer, a teacher may take as many credits for points as they desire.

b. Clinics/Conferences/Conventions/Workshops - Educational gatherings sponsored by educational institutions or organizations that provide information sharing, experiences or instruction that is related to education, teaching assignment or co-curricular assignment. Collective bargaining activities are excluded.

c. Professional Meetings/Professional Leadership - Formal presentations to educational groups by Waunakee staff. Preparation time will be approved on a one-time basis and will be awarded points equal to two (2) hours for every one (1) hour of presentation. Points will not be awarded for preparation for the second and subsequent presentation of the same program.

   WCSD values professional leadership for the improvement of the education profession. Teachers serving in non-paid leadership roles in regional, state or national educational organizations excluding unions can submit for points for time spent preparing for and meeting with those teams. Serving in that type of role will be awarded 100 points.

d. Evaluation Teams - Serving on an S.E.C., North Central, Career and Technical Education or other evaluation visitation committee. Serving on SEC or similar audit teams will be awarded 100 points.

e. Work Experience - The work experience must be part of a pre-approved and established work experience program which is related to the teacher's licensure or position within the district to be eligible for points. A teacher will be awarded one (1) point for each one (1) hour and one-half (.5) point for each one-half (½) hour of approved work experience. Questions about work experience can be directed to the School to Career Coordinator, Curriculum and Instruction Office or Human Resources.

f. Ad Hoc District-Wide Committee Participation - Participation on ad hoc district-wide committees that meet outside of the school day whose direction or activities have been established by the Board to complete a specific project or initiative may be awarded a stipend or points at the discretion of the District Administrator. Ad Hoc committees will have an established end point and will not be annually recurring.

g. Editing Professional Publications - Editing for any statewide or nationally recognized professional journal (not union publications). The articles must pertain to the teacher's teaching or co-curricular assignment. Each teacher shall be able to submit up to a maximum of 10 hours (100 points) for participation in such activities per year. A copy of the publication will serve

as verification.

h. Writing for Professional Publications - An original article, which is published by statewide or nationally recognized professional journals (not union publications). The article must pertain to the teacher's teaching or co-curricular assignment. In order to receive points, the published article must be at least five hundred (500) words in length. Subsequent publications of the same or edited article are not eligible for points. Point value will be based on the following scale: 500-1000 words = 5 hours; 1000-1500 words = 10 hours; over 1500 words = 15 hours. A copy of the publication will serve as verification.

i. Book Studies - Book studies may be sponsored by educational institutions or organizations related to the field of education, teaching assignment, or co-curricular assignment. PD Points may be earned at the normal rate for group discussion time. Additionally, PD Points may be earned for reading based on the following formula: number of pages/50 pages per hour. Total points = 50 pages/hour + points per hour of discussion.

   This pertains to externally sponsored book studies. WCSD-sponsored book studies will be posted within Eduphoria and will use the same formula.

j. On-line Professional Learning – Examples include: live or recorded webinars, on-demand courses, and virtual learning. Certification of completion, when applicable, is to be submitted within two weeks of completion.

3. Activities Not Approved for Point Acquisition:

a. Department Business/Meetings - If a department wishes to provide a workshop that is beyond normal departmental business, it could apply under the "Workshop" provision to the TIERC. Regular department business and meetings are not applicable for points.

b. Repeat Activities - Under usual circumstances, repeat activities will not be approved.

c. Curriculum Orientation - Waunakee School District curriculum orientation is the responsibility of the teacher and school district and is not eligible for points.

d. Travel and Lodging – Travel and lodging itself will not be eligible for points.

e. Student Field Trips / School Group Trips - These activities are not eligible for points.

f. Museums, Athletics, Concert Activities - Visits to museums; attendance at

athletic contests, public concerts, or similar activities are generally not applicable for point acquisition.

g. Sports Clinics/Similar Activities - Working at sports clinics or similar activities are not eligible for points.

h. Other Basic Information -

i. Activities, if taken for points, cannot take place during normal contract hours unless the teacher uses a personal day. Personal days may not be used on scheduled staff development days for the purpose of earning points.

ii. The teacher may not receive tuition or registration reimbursement by the district. Points will be granted for the credits when paid for by the district when it is a Board sponsored program.

Article F - Teacher Incentives and Evaluation Review Committee (TIERC)

If a teacher's request for points is denied by their immediate supervisor, they may appeal the decision by emailing the pertinent information to the District Superintendent and asking for their review. A denial of a points request by the superintendent may be appealed to TIERC for review as per current guidelines or for possible addition or modification to the guidelines. The TIERC shall consist of five members of the teaching staff and five administrators. The WTA President and District Administrator will be part of the 10-member committee and will co-chair the committee. The TIERC shall have the authority to hear and act on appeals related to point acquisition and review proposed local in-service activities for point acquisition. The authority of this committee does not extend beyond the above and it can act only within the definitions and framework of the salary schedule adopted through negotiations. The activities outlined in Article E entitled "Activities Eligible for Point Acquisition" shall serve as a guide for this committee.

Article G – Professional Development Points Guidelines/Dates

1. Dates of Importance

a. June 15 - June 14

The school year for professional development points

b. July 1

Transcripts, grade sheets or institutional verification of completion of courses or other activities completed by June 14th must be submitted to the District Administrator to be credited for the next contract year.

2. Leave or Sabbatical

Any teacher who requests a leave or sabbatical must negotiate the point values of any activities that will be engaged in while on the leave or sabbatical.

3. Application Timelines

    a. College Credit - Pre-approval or by the end of the first week of class. Transcript, grade statement or institutional verification shall be forwarded to the District Administrator or his/her designee by July 1st after the completion of the class unless the class is completed between June 15 and July 1, in which case the report shall be filed not later than July 1 of the following year.

    b. Workshops/Conferences - Pre-approval by the District Administrator and verification of completion in writing by the staff member. This will be returned to the District Administrator's administrative assistant prior to June 30th.

Part XI
CO-CURRICULAR SALARY SCHEDULE

Article A - Schedule

Article B - Other Positions

Part XI
Co-Curricular Salary Schedule

Article A - Waunakee Community School District Co-Curricular Salary Schedule
2026~~5~~-27~~6~~ base = $~~56,329~~. Percentages in the chart below are multiplied by this base salary to determine the dollar amount paid for the assignment. For example, a head baseball coach with 9+ years of experience will be paid $~~56,329~~ X 13% or $~~7,322.77~~.

SENIOR HIGH CO-CURRICULARS - ATHLETICS					
Years of Experience	**0-1**	**2-3**	**4-6**	**7-8**	**9+**
H.S. Athletic Coordinator	13	14	15	16	17
BASEBALL					
Head Baseball	9.0	10.0	11.0	12.0	13.0
Assistant Baseball	7.0	7.50	8.0	8.50	9.0
Frosh Baseball	5.0	5.50	6.0	6.50	7.0
BASKETBALL					
Head Basketball	13.0	14.0	15.0	16.0	17.0
Assistant Basketball	10.0	10.5	11.0	11.5	12.0
Frosh Basketball	7.0	7.5	8.0	8.5	9.0
Asst Frosh Basketball	4.5	5.0	5.5	6.0	6.5
CHEERLEADING					
Head Football Cheerleading	6.0	6.0	7.0	8.0	9.0
Head Winter Cheerleading	6.0	6.0	7.0	8.0	9.0

Asst. Cheerleading	4.0	4.0	5.0	6.0	7.0
CROSS COUNTRY					
Head Cross Country	9.0	10.0	11.0	12.0	13.0
Asst. Cross Country	7.0	7.5	8.0	8.5	9.0
DANCE TEAM					
Head Dance Team	6.0	6.0	7.0	8.0	9.0
Assistant Dance Team	4.0	4.0	5.0	6.0	7.0
EQUESTRIAN					
Head Equestrian	3.0	3.5	4.0	4.5	5.0
FOOTBALL					
Head Football	13.0	14.0	15.0	16.0	17.0
Assistant Football	10.0	10.5	11.0	11.5	12.0
Frosh Football	7.0	7.5	8.0	8.5	9.0
GOLF					
Head Golf	9.0	10.0	11.0	12.0	13.0
Assistant Golf	7.0	7.5	8.0	8.5	9.0 0
GYMNASTICS					
Head Gymnastics	9.0	10.0	11.0	12.0	13.0
Asst. Gymnastics	7.0	7.5	8.0	8.5	9.0
HOCKEY					
Head Hockey	13.0	14.0	15.0	16.0	17.0
Assistant Hockey	10.0	10.5	11.0	11.5	12.0
LACROSSE					
Head Lacrosse	9.0	10.0	11.0	12.0	13.0
Assistant Lacrosse	7.0	7.5	8.0	8.5	9.0
Years of Experience	**0-1**	**2-3**	**4-6**	**7-8**	**9+**
MOUNTAIN BIKE					
Head Mountain Bike	3.0	3.5	4.0	4.5	5.0
SKI/SNOWBOARD TEAM					
Ski/Snowboard Team	3.0	3.5	4.0	4.5	5.0
Assistant Ski	2.0	2.5	3.0	3.5	4.0
SOCCER					
Head Soccer	9.0	10.0	11.0	12.0	13.0
Assistant Soccer	7.0	7.5	8.0	8.5	9.0
Freshman Soccer	5.0	5.5	6.0	6.5	7.0
SOFTBALL					
Head Softball	9.0	10.0	11.0	12.0	13.0
Assistant Softball	7.0	7.5	8.0	8.5	9.0
Frosh Softball	5.0	5.5	6.0	6.5	7.0
SWIMMING					
Head Swim	9.0	10.0	11.0	12.0	13.0
Assistant Swim	7.0	7.5	8.0	8.5	9.0
TENNIS					
Head Tennis	9.0	10.0	11.00	12.0	13.0
Assistant Tennis	7.0	7.5	8.0	8.5	9.0
TRACK					
Track Coordinator	13.0	14.0	15.0	16.0	17.0

Assistant Track	7.0	7.5	8.0	8.5	9.0
VOLLEYBALL					
Head Volleyball	9.0	10.0	11.0	12.0	13.0
Assistant Volleyball	7.0	7.5	8.0	8.5	9.0
Frosh Volleyball	5.0	5.5	6.0	6.5	7.0
Asst. Frosh Volleyball	3.5	4.0	4.5	5.0	5.5
WEIGHT ROOM					
Coordinator	11.0	11.5	12.0	12.5	13.0
WRESTLING					
Head Wrestling	13.0	14.0	15.0	16.0	17.0
Assistant Wrestling	10.0	10.5	11.0	11.5	12.0
SPECIAL OLYMPICS					
Coordinator	5.0	5.5	6.0	6.5	7.0
Head Basketball	2.5	3.0	3.5	4.0	4.5
Head Bowling	2.5	3.0	3.5	4.0	4.5
Head Swimming	2.5	3.0	3.5	4.0	4.5
Head Track	2.5	3.0	3.5	4.0	4.5
Head Bocce Ball	2.5	3.0	3.5	4.0	4.5
Assistant Basketball	1.0	1.5	2.0	2.5	3.0
Assistant Bowling	1.0	1.5	2.0	2.5	3.0
Assistant Swimming	1.0	1.5	2.0	2.5	3.0
Assistant Track	1.0	1.5	2.0	2.5	3.0
ADAPTIVE SPORTS LEAGUE					
Head	2.5	3.0	3.5	4.0	4.5
Assistant	1.0	1.5	2.0	2.5	3.0

NON-ATHLETICS

Years of Experience	0-1	2-3	4-6	7-8	9+
DRAMA					
Accompanist Musical	2.5	3.0	3.5	4.0	4.5
Director–One Act, Play, Musical, Vocal	9.0	10.0	11.0	12.0	13.0
Director Assistant-One Act, Play	5.0	5.5	6.0	6.5	7.0
Director Costume-One Act, Play, Musical	4.0	5.0	6.0	7.0	8.0
Director Tech-One Act, Play, Musical	4.0	5.0	6.0	7.0	8.0
Director Pit, Dance	4.0	5.0	6.0	7.0	8.0
FORENSICS					
Head Forensics	7.0	8.0	9.0	10.0	11.0
Assistant Forensics	5.0	5.5	6.0	6.5	7.0
MUSIC					
Consort	5.0	6.0	7.0	8.0	9.0
Jazz Ensemble	7.0	8.0	9.0	10.0	11.0
Marching Band Co-Dir	9.0	10.0	11.0	12.0	13.0
Music Solo Ensemble	5.0	6.0	7.0	8.0	9.0
Music Assistant Solo Ensemble	4.0	5.0	6.0	7.0	8.0
Head Pep Band	6.0	7.0	8.0	9.0	10.0

Head Advisor Vocal Jazz Ensemble	6.0	7.0	8.0	9.0	10.0
Head Advisor A Capella Singers	6.0	7.0	8.0	9.0	10.0
Jazz Combo	5.0	6.0	7.0	8.0	9.0
Folk Band	5.0	6.0	7.0	8.0	9.0
Chamber Orchestra	5.0	6.0	7.0	8.0	9.0
Symphony Winds	2.5	3.0	3.5	4.0	4.5
OTHER					
H.S. Student Council	4.5	5.5	6.5	7.5	8.0
Head Skills USA	7.0	8.0	9.0	10.0	11.0
Head DECA	7.0	8.0	9.0	10.0	11.0
Head FBLA	7.0	8.0	9.0	10.0	11.0
Head FFA	7.0	8.0	9.0	10.0	11.0
Head Yearbook	7.0	8.0	9.0	10.0	11.0
HOSA	7.0	8.0	9.0	10.0	11.0
FCCLA Club	7.0	8.0	9.0	10.0	11.0
Livestream Coordinator	9.0	10.0	11.0	12.0	13.0
Newspaper/Literacy	7.0	8.0	9.0	10.0	11.0
Video Production Coordinator	9.0	10.0	11.0	12.0	13.0
E sports	7.0	8.0	9.0	10.0	11.0
SCIENCE OLYMPIAD					
Head Science Olympiad	7.0	8.0	9.0	10.0	11.0
Assistant Science Olympiad	5.0	5.5	6.0	6.5	7.0

SENIOR HIGH CLUB ADVISORS

Years of Experience	**0-2**	**3-7**	**8+**
SEE: Students Empowering Each Other	2.5	3.5	5.0
Art Club	2.5	3.5	5.0
Aviation Club	2.5	3.5	5.0
Best Buddies	2.5	3.5	5.0
Black Student Union Club	2.5	3.5	5.0
Conservation Club	2.5	3.5	5.0
Drama Club	2.5	3.5	5.0
ECO Club	2.5	3.5	5.0
Fishing Club	2.5	3.5	5.0
French Club	2.5	3.5	5.0
Future Educators Club	2.5	3.5	5.0
Future Problem Solvers	3.5	4.5	6.0
Garden of Dreams	2.5	3.5	5.0
Justice League Advisor	2.5	3.5	5.0
Los Sonadores Club	2.5	3.5	5.0
Math Team Advisor	3.5	4.5	6.0

Mental Wellness	2.5	3.5	5.0
Mock Trial	3.5	4.5	6.0
Model United Nations	3.5	4.5	6.0
Multicultural Student Achievement Network (MSAN)	2.5	3.5	5.0
National Honor Society	2.5	3.5	5.0
Pay it Forward	2.5	3.5	5.0
Robotics Club	3.5	4.5	6.0
Science Club	2.5	3.5	5.0
Spanish Club	2.5	3.5	5.0
Spanish Honor Society	2.5	3.5	5.0
WI Civics	3.5	4.5	6.0
Young Conservatives	2.5	3.5	5.0

Club advisors are expected to coordinate a minimum of two club sponsored social activities after school hours per year. In addition, clubs are encouraged to sponsor at least one all school social activity after school hours either independently or in conjunction with other clubs.

MIDDLE SCHOOL CO-CURRICULARS
ATHLETICS

Years of Experience	**0-1**	**2-3**	**4-6**	**7-8**	**9+**
M.S. Athletic Coordinator	13.0	14.0	15.0	16.0	17.0
BASKETBALL					
Head Basketball	4.5	5.5	6.5	7.5	8.0
Assistant Basketball	4.0	5.0	6.0	7.0	7.5
CHEERLEADING					
Head Football Cheerleading	4.0	5.0	6.0	7.0	7.5
Assistant Football Cheerleading	3.5	4.0	4.5	5.0	5.5
CROSS COUNTRY					
Head Cross Country	4.5	5.5	6.5	7.5	8.0
Assistant Cross Country	3.5	4.0	4.5	5.0	5.5
DANCE					
Head Dance	4.0	5.0	6.0	7.0	7.5

Assistant Dance	3.5	4.0	4.5	5.0	5.5
FOOTBALL					
Head Football	4.5	5.5	6.5	7.5	8.0
Assistant Football	4.0	5.0	6.0	7.0	7.5
TRACK					
Head Track	4.5	5.5	6.5	7.5	8.0
Assistant Track	3.5	4.0	4.5	5.0	5.5
VOLLEYBALL					
Head Volleyball	4.5	5.5	6.5	7.5	8.0
Assistant Volleyball	3.5	4.0	4.5	5.0	5.5
WRESTLING					
Head Wrestling	4.5	5.5	6.5	7.5	8.0
Assistant Wrestling	4.0	5.0	6.0	7.0	7.5

NON-ATHLETIC CLUBS/ADVISORS

Years of Experience	**0-1**	**2-3**	**4-6**	**7-8**	**9+**
ART					
Art Club	3.0	3.5	4.0	4.5	5.0
Assistant Art Club	2.0	2.5	3.0	3.5	4.0
DRAMA					
Head Drama/ Musical	4.5	5.5	6.5	7.5	8.0
Assistant Drama/Musical/Tech	3.0	3.5	4.0	4.5	5.0
One Act Play	4.0	5.0	6.0	7.0	7.5
FORENSICS					
Head Forensics	4.0	5.0	6.0	7.0	7.5
Assistant Forensics	3.0	3.5	4.0	4.5	5.0
MUSIC					
Chamber Orchestra Club	3.0	3.5	4.0	4.5	5.0
Music Solo/ Ensemble	4.0	5.0	6.0	7.0	7.5
Jazz Ensemble	4.0	5.0	6.0	7.0	7.5
Jazz Ensemble – Vocal	3.0	3.5	4.0	4.5	5.0

Years of Experience	**0-1**	**2-3**	**4-6**	**7-8**	**9+**
STUDENT COUNCIL					
M.S. Student Council	4.5	5.5	6.5	7.5	8.0
Int. Student Council	2.5	3.0	3.5	4.0	4.5
Asst M.S./Inter. Student Council	2.5	3.0	3.5	4.0	4.5
OTHER					
Head Yearbook	4.0	5.0	6.0	7.0	7.5
Junior Science Olympiad	4.0	5.0	6.0	7.0	7.5
Comedy Sports	3.0	3.5	4.0	4.5	5.0
Head FFA	4.5	5.5	6.5	7.5	8.0
Future Problem Solvers	2.5	3.0	3.5	4.0	4.5
Skills USA	4.5	5.5	6.5	7.5	8.0

The above pay schedule is total compensation for duties associated with the activity

including those performed during vacations, breaks, holidays, or weekends.

Article B - Other Positions

1. Chaperoning, Ticket Sellers, Scorers, etc. Assignments are voluntary.

    a. Chaperoning, buses, dances (7-12) $23.15~~22.49~~/hour.

    b. Cashiers, ticket sellers and/or takers will be paid $23.15~~22.49~~/hour.

    c. Scorers, timekeepers, starters, crowd control, before and after school weight room supervision, and statisticians will be paid $23.15?~~ 22.49~~/hour per event (basketball, football - minimum of 2 hours/game).

    d. Announcers - $23.15~~22.49~~/per hour - voluntary.

    e. Lack of participation in a, b, c, or d above shall not be considered in one's evaluation.

2. Clarification: The head coach and assistant coaches in the specific sport in which a tournament is held shall assume assigned responsibilities as part of their coaching assignments.

3. Payment for items covered in Part XI will be made at the next convenient pay period not to exceed thirty-one (31) days.

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, **to request FMLA leave you must**:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your **employer must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process**.

SCAN ME

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

Appendix A

The following items will be reviewed and updated annually based upon the prior school year's July 1 CPI as established by the WERC.	
Item	**Location**
IEP / 504 meetings	Part IV Art B.7
Annual HRA contributions	Part VI Art N
Sick Leave Value	Part VI Art N
Curriculum Planning / Summer School	Part IX Art C.1&2
Dept Chairs / Coordinators/Building Continuous Improvement Team Members	Part IX Art D
Teacher subs	Part IX Art G
Extended Supervision / Proctor	Part IX Art H
Special Education Extra Duties	Part IX Art I 1 & 2
Chemical Hygiene Officer	Part IX Art K
Weight Room Coordinator	Part IX Art L
Other Positions	Part XI Art B.1 & 2
The item below will be an established percentage of the lowest cost plan option as identified for the Federal Affordable Care Act.	
ABP	Part VI Art D

Appendix B
Title IX Notice

The Board of the Waunakee Community School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Director of Human Resources, Waunakee Community School District. 905 Bethel Circle, Waunakee, WI 53597

Brian Grabarski, 608.849.2000, ext. 8167 briangrabarski@waunakee.k12.wi.us

Director of Special Education, Waunakee Community School District. 905 Bethel Circle, Waunakee, WI 53597

Tiffany Loken, 608.849.2000, ext. 8268 tiffanyloken@waunakee.k12.wi.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 413/513 Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: https://www.waunakee.k12.wi.us/board/policies
The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

The contents of this handbook are presented as a matter of information only. The procedures described are not conditions of employment. The school district reserves the right to modify, revoke, suspend, terminate, or change any or all such procedures, in whole or in part, at any time with or without notice. The language which appears in this handbook is not intended to create, nor is it to be construed to constitute, a contract between the school district and any one or all of its employees or a guarantee of continued employment. Notwithstanding any provisions of this handbook, employment may be terminated at any time, with or without cause, except as explicitly provided for in any other pertinent section of this handbook or individual contract.

The Waunakee School District is an equal opportunity employer and does not discriminate against any individual on the basis of age, race, religion, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, gender identity, transgender status, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political or religious affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law, or according to District policy.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.

WAUNAKEE
COMMUNITY SCHOOL DISTRICT

Student Teacher Guidelines

As part of a professional licensure requirement, student teaching is designed to provide student teachers with the opportunity to learn the principles of practice in classroom settings by developing a range of effective teaching strategies in collaboration with cooperating teachers.

PROCEDURES AND FORMS

Cooperating Teacher

1. **Interview**: Prior to accepting a student teacher, a cooperating teacher must conduct a personal interview with the prospective student teacher and introduce him or her to the appropriate building principal.

2. **Complete Student Teacher Form - click here**: The student teacher assignment form must be completed and submitted to the Human Resources Director **prior to** the student teacher assignment. Once your form is submitted, it is automatically routed to your Principal who electronically signs it and shares it with Human Resources.

   No student teacher will be allowed to work with students in any capacity until a WCSD criminal background check has been completed, and the results are satisfactory.

3. **Collect ID Badge:** The cooperating teacher is responsible for collecting the student teacher's ID badge at the end of their assignment and sending it to the District Office.

Student Teacher

1. **Complete WCSD's free criminal background check form.** Human Resources staff will email the student teacher a link to complete this form.

2. **Obtain ID Badge.** Human Resources staff will email the student teacher information on how and where to obtain an ID badge **after** they completed a criminal background check and the results are satisfactory.

Withdrawal/Removal of a Student Teacher

It is the responsibility of Waunakee Community School District's administrators and teachers to ensure that the best interests of the children of the district are the first priority.

It is required that the student teacher be kept informed of their progress during student teaching. If the progress of the student teacher is determined to be unsatisfactory at any time, the program supervisor is to be notified by the cooperating teacher or principal. Arrangements are to be made for the program supervisor to immediately visit the school for observation or consultation. Until such a visit occurs, the student teacher is to be involved in classroom observation only.

Any time the student teacher's performance endangers the personal, emotional or physical well-being of the children of the Waunakee Community School District, the student teacher will be immediately removed from the classroom. The principal will contact the Director of Human Resources and the program supervisor. Arrangements will be made for the program supervisor to immediately visit the school for an exit conference. At that time, the reasons for removal will be outlined for the program supervisor and student teacher.

PROGRAM PARTICIPANTS

Student Teacher

The student teacher is a student enrolled in a professional licensure program participating in a school-based clinical experience. The student teacher will assume an increasing degree of responsibility in a real classroom under the supervision of a qualified classroom teacher and college or university mentor. The student teacher should be able to apply knowledge of educational theory in terms of human growth and development, integrate subject matter in a classroom experience, and further prepare personally and professionally to assume a role as a beginning teacher.

Program Supervisor

The program supervisor is a college or university professor responsible for the overall planning, management, supervision and evaluation of the student teacher experience. The program supervisor will support the cooperating teacher by formulating the criteria for a successful field experience.

Cooperating Teacher

The cooperating teacher is the professional teacher who serves as the supervisor of the student teacher. The cooperating teacher monitors the student teacher's progress and provides opportunities for the student teacher to improve. The cooperating teacher is an experienced

professional who will assist the beginning student teacher. A Waunakee Community School District cooperating teacher **must have a minimum of three years of teaching experience in the district** and may serve as a cooperating teacher a maximum of one (1) semester every other school year.

Principal

The principal will support the preparation of student teachers by defining school-wide expectations (e.g. share the school handbook, discuss attendance at after school meetings and/or night functions, student supervision, arrival/dismissal times, procedures for absenteeism, parent-teacher conferences and rules about cooperating teachers leaving students alone in the classroom) and explaining school-wide policies and student behavior expectations (e.g. discipline procedures for students).

TIPS FOR THE COOPERATING TEACHER

- Be very clear about the expectations you have of the student teacher.
- Assist them in setting up specific goals that you expect them to achieve during the course of the student teaching experience.
- Give the student teacher a clear idea of the hours they will be expected to work each week.
- Provide the student teacher with an introduction to the culture of the district (e.g.; dress code, management style, etc.).

The more information you provide to the student teacher at the beginning of their experience, the less chance there is for confusion and misunderstanding throughout the student teaching experience.

STUDENT TEACHER EXPERIENCE PHASES

The student teacher experience can be divided into four (4) phases. The time that each student teacher spends at each phase should be determined collaboratively and should meet the requirements of the college or university that the student teacher is attending.

Orientation Phase

The orientation phase is the period during which the student teacher gets to know the students, establishes a professional bond with the cooperating teacher, and learns about the classroom environment and curriculum materials. At the end of this phase, the student teacher should be aware of the daily routine of the classroom and understand the expectations that the cooperating teacher has for their students. In addition, it is helpful for the student teacher and cooperating teacher to have developed a general plan for involving the student teacher in the work of the

classroom. This plan should be flexible and fit the style of the cooperating teacher within the context of the classroom as well as the needs of the student teacher.

Shared Responsibility Phase

Subsequent to the orientation phase is the shared responsibility phase. During this phase, the cooperating teacher and student teacher are engaged in collaborative lesson planning, team teaching and assessment of student work. The student teacher might begin this phase by following the teacher's plan or assisting in instruction. However, a major goal of this phase is to assist student teachers in developing skills necessary for planning. To achieve this, the following is recommended: team planning and teaching with cooperating teacher, developing lesson plans to be reviewed by the cooperating teacher before implementation, studying curriculum materials, and observing other teachers (including teachers in other content areas) to learn pacing, transitions and a variety of methods and strategies. The format of the planning is flexible and should be agreed upon by the cooperating teacher and student teacher.

Major Responsibilities Phase

The third phase of the student teacher experience is referred to as the major responsibility phase. In this phase, the student teacher may be evolving into extensive planning and instructional roles during his or her full-time teaching experience. There will likely be variation among student teachers as to the best time to move into this phase. However, no matter when the student teacher assumes major responsibility, this is not to be interpreted as a time when the cooperating teacher must exit the classroom. This decision should be made jointly with the principal, program supervisor and cooperating teacher. While the student teacher might be in action much of the time, the cooperating teacher might function as a consultant or even continue as a team teacher. This is the time of the experience that a productive collaborative relationship develops between the cooperating teacher and student teacher. The amount of responsibility that the student teacher assumes is dependent upon the judgment of the cooperating teacher and principal. Lead teaching weeks may not exceed two weeks per quarter or four weeks per semester.

Winding Down Phase

During the winding down phase, the student teacher should be concluding major instructional responsibilities such as grading and assessment of student work. During this time the student teacher should be reflecting on what they learned in the placement and establishing goals for continued professional growth. Because student teachers have had experience teaching by this time, observations of other teachers (as time permits) may take on new meaning. The student teacher should also have had a conference with the program supervisor and cooperating teacher.

Staff and Student Interactions

District staff members are expected to conduct themselves in a manner that promotes the health, safety, and wellbeing of students, including by establishing and maintaining role-appropriate communicative, physical, emotional, and social boundaries in their interactions with students. This requires every staff member to consistently exercise sound judgment that is context dependent and that gives due consideration to the staff member's District-assigned role and responsibilities.

No staff member may engage in any activity, conduct, or communication in the staff member's interactions with students that constitutes, encourages, or invites either unlawful conduct or conduct that would unreasonably endanger the safety or well-being of any person. For the avoidance of doubt, any conduct that constitutes an assault, the abuse of a child, or that reflects the elements of a crime defined under Chapter 948 of the Wisconsin Statutes is, of course, prohibited, as is any relationship between a non-student staff member and a student that is or that a reasonable person would perceive as being sexual or romantic in nature.

Further, the District prohibits staff members from engaging in conduct or communications, or any course of conduct or any pattern of behavior or communication, that manipulates, coerces, or grooms a student to engage in, or to consider engaging in, an inappropriate relationship (including a sexual relationship with the staff member) or other inappropriate behavior that endangers the welfare of a student. For these purposes:

- Grooming includes communications that are part of any course of conduct or pattern of behavior that a reasonable person would view as conditioning, seducing, soliciting, luring, or enticing a student to engage in, or to consider engaging in, inappropriate behavior.
- Grooming can occur, for example, by exploiting a student's vulnerabilities, by creating inappropriate emotional dependence, or by normalizing or desensitizing the student to inappropriate conduct. Grooming often involves, but is not limited exclusively to, sexual or romantic contexts.
- Specific examples of conduct or behaviors that might be part of a violation that involves prohibited manipulation, coercion, or grooming of a student include the following:
    1. Written, electronic, or digital communications, including using text messages, emails, social media, or online platforms, to seduce, solicit, lure, or entice a student.
    2. The provision or promise of gifts, favors, privileges, inordinate special attention, or other items of value with the intent to lower a student's inhibitions, gain and exploit trust, or create emotional dependence.
    3. An act intending to isolate a child, or to encourage a child to separate, from family, peers, or guardians.

4. Verbal comments, suggestions, or conversations of a sexual nature directed toward a student, such as exchanging information about a student's or an adult's sexual experiences or communicating other sexually-explicit content or sexualized subject matter.
5. Exploiting a power dynamic, such as by offering improper benefits or privileges or by inappropriately threatening to impose negative consequences in a quid quo pro posture.
6. Inappropriate or sexualized physical contact or attempts to initiate such contact.
7. Using threats, bribery, fear, intimidation, harassment, embarrassment, or guilt to encourage inappropriate secrecy in the conduct or relationship or to facilitate the start or continuation of an inappropriate relationship or other inappropriate conduct.
8. Soliciting or encouraging secrecy or concealment to avoid detection, oversight, or accountability for inappropriate communication or inappropriate conduct.



Aquatic Center Staff Employment Guidelines

2026-2027 School Year

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AQUATIC CENTER STAFF EMPLOYEE GUIDELINES
Effective June 1, 2009
POSITION CLASSIFICATIONS

Lifeguard	American Red Cross Lifeguard Certification – Multiple guards on duty or practice
Swim Instructor	Water Safety Instructor Certification – Swimming Lessons
Head Lifeguard	American Red Cross Lifeguard Certification – 5:30 am shift/Single guard/Supervisor
LGI/Cert. Coach	American Red Cross LGI Certification or Certified Coach – Teaching LG or Coaching

WORK SCHEDULES

1. Work schedules shall be developed by each immediate supervisor and approved by the Aquatic Director.
2. If an employee works beyond his/her regularly scheduled hours per week in any week, **prior approval must** be given by the immediate supervisor. The employee is also responsible for monitoring their hours to ensure that they will not exceed 40 hours in a week. If the employee is trending towards overtime, they are responsible to coordinate a substitute to cover any shifts that would take them into overtime. The substitute should be selected from the substitute pool and approved by the Aquatic Director.
3. An employee shall take one half (1/2) hour lunch break near the mid-point of each workday. Employees working less than six (6) hours per day may or may not have a lunch break at the discretion of the employer.
4. Employees working at least seven (7) hours per day may take two (2) paid breaks, not to exceed 15 minutes each. An employee working more than two (2) but not more than six and a half (6 ½) hours per day may take one (1) paid break. An employee working two (2) hours or less per day shall be given no paid break. Paid break times shall be determined by the supervisor, and shall not be taken consecutively or in conjunction with lunch breaks.
5. If necessary, supervisors may adjust schedules to meet the needs of the District.
6. Employees will be given an opportunity to request days off prior to the schedule being posted each month. **If an employee is scheduled and discovers a conflict, that employee is required to arrange a substitute with all the appropriate certifications to take the shift.** The substitute should be selected from the substitute pool and approved by the Aquatic Director.

HOURLY WAGES

LIFEGUARD (LG)		WATER SAFETY INSTRUCTOR (WSI)		HEAD LIFEGUARD		*LGI-WSIT-CPO/AFO CERTIFIED COACH CERTIFIED FITNESS INSTRUCTOR	
Annual % increase determined by the WCSD BOE for all categories – Implemented July plus step increases							
STEPS	Rate	STEPS	Rate	STEPS	Rate	STEPS	Rate

start	$18.86	start	$22.18	start	$22.18	start	$33.27
Year 1 + SS*	$19.12	Year 1 + SS	$22.48	Year 1	$22.48	1	$33.72
Year 2 + SS*	$19.38	Year 2 + SS	$22.79	Year 2	$22.79	2	$34.20
Year 3 + SS*	$19.64	Year 3 + SS	$23.10	Year 3	$23.10	3	$34.67
Year 4 + SS*	$19.90	Year 4 + SS	$23.42	Year 4	$23.42	4	$35.17
Year 5 + SS*	$20.16	Year 5 + SS	$23.73	Year 5	$23.73	5	$35.66
* SS = step increase for staff committed to 1 or more sessions of summer school swimming lessons that year							
Individuals hired before March 15 of a school year will be eligible for a SS step increase. All staff will receive the annual % increase regardless of the hire date.							

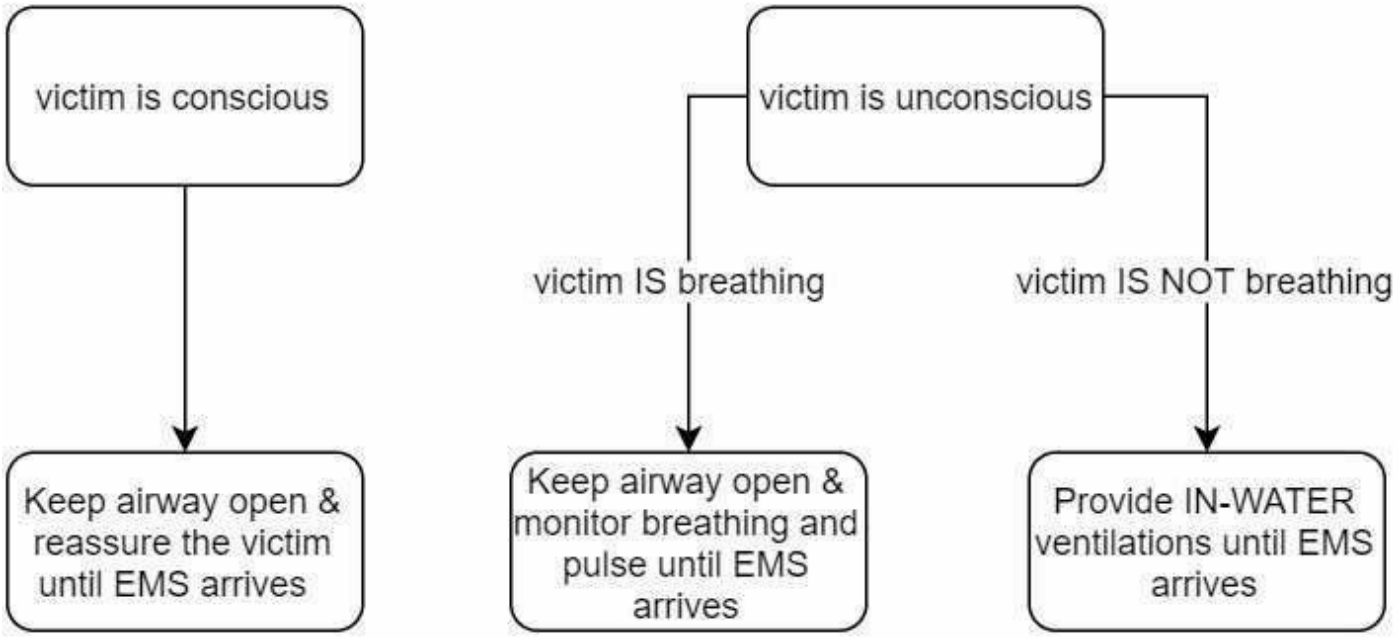
JOB/STATUS CHANGES

As employees pursue additional certification they may be eligible to perform additional duties and receive increased pay. Employees must provide the Aquatic Director with a copy of their new certification. Pursuing and receiving additional certification does not guarantee additional hours or additional job duties.

EMERGENCY ACTION PLAN

1 LIFEGUARD-1 PATRON

1. Identify emergency — Activate EAP
2. Call 9-911
3. Make necessary rescue
    a. Assess situation



    b. If victim is small enough, remove from water and provide appropriate care on land
    c. Provide any necessary information to EMS personnel
    d. Close aquatic facility until further notice
    e. Contact Aquatic Director or Athletic Director
    f. Complete all necessary paperwork

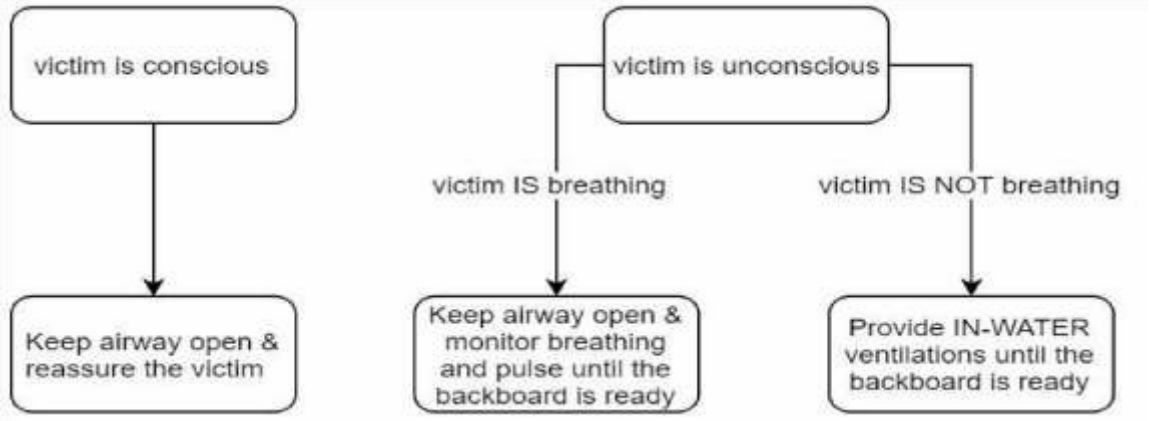
1 LIFEGUARD - 2+ PATRONS/Coaches

1. Identify emergency — Activate EAP
2. Make necessary rescue

3. Direct a patron to call 9-911, follow emergency directions on phone, and wait at the door for EMS personnel
4. Direct a patron/coach to clear the water
5. Direct a patron/coach to bring the backboard to the side of the pool
6. Assess the victim's status
   a. No spinal
      i. Direct the patron/coach through the rapid extrication process
   b. Spinal, but no breathing and/or pulse
      i. Direct the patron/coach through steps for rapid extrication
   c. Spinal
      i. Direct the patron/coach through the spinal back boarding procedure
7. Provide appropriate care on land until EMS personnel arrive
8. Provide any necessary information to EMS personnel
9. Close aquatic facility until further notice
10. Contact Aquatic Director or Athletic Director
11. Complete all necessary paperwork

2+ LIFEGUARDS- 1+ PATRON(S)

1. Rescuing Lifeguard: identify emergency — Activate EAP
2. Make appropriate rescue
3. Assisting Lifeguard: call 9-911 & follow emergency directions on phone
4. Assisting Lifeguard: bring the backboard to the side of the pool
5. Rescuing Lifeguard: assess victim's status



a. **No spinal**: extricate the drowning person via rapid extrication process
b. **Spinal, but no breathing and/or pulse**: extricate the drowning person-rapid extrication procedure
c. **Spinal**: spinal back boarding procedures
   i. Assisting lifeguard: bring the backboard to the edge of the water and remove the head immobilizer, placing it within reaching distance. Place the board at an angle in the water
   ii. Rescuing lifeguard: place the victim on the center of the backboard with the head on the designated head space.
   iii. Assisting lifeguard: With the head of the backboard resting on the pool edge, stabilize the board by pressing down on it with both elbows and stabilize the victim by placing both hands on the victim's arms and applying pressure, using the head splint
   iv. Rescuing lifeguard: secure one strap across the victim's chest, under the armpits, and then stabilize the victim by placing one hand and arm on the victim's chin and chest and the other hand and arm under the backboard

v. Assisting lifeguard: release the victim's arms and lower them down. Secure the victim's head to the backboard using a head immobilizer and strap across the forehead. **vi.** Both LG's Carefully slide the backboard out of the water & move 6 feet away from the water

6. Provide appropriate care on land until EMS personnel arrive
   a. **Rapid Assessment**
      i. Adult – Child – Infant* ~ 2 initial breaths ONLY if pulled from water
      ii. No Breathing, but pulse
         1. Rescue Breathing with resuscitation mask or BVM (2 rescuers for BVM use)
            a. Adult ~ 1 breath every 6 seconds
            b. Child ~ 1 breath every 2-3 second

            Reassess after about 2 minutes
      iv. No Breathing, No Pulse
         1. ADULT ~ 30 Compressions/2 Breaths 1 & 2 rescuer CPR
            a. AED as soon as available
         2. CHILD/INFANT* ~ Compressions/ Breaths: 30/2 - 1 rescuer | 15/2 - 2 rescuer
            a. AED as soon as available
7. Provide any necessary information to EMS personnel
8. Close aquatic facility - Contact Aquatic Director or Athletic Director - Complete all necessary paperwork

*** INFANT RESUSCITATION MASK LOCATED ON FIRST AID KIT ON DECK**

WHISTLE CODES-Blown LOUDLY & FIRMLY

1 Short Whistle Blast	=	Get patron's attention
2 Short Whistle Blasts	=	Get staff's attention
1 Long Whistle Blast	=	Active Water Rescue
2 Long Whistle Blasts	=	Activate EAP ~ Call 9-911 – major emergency

UNIFORMS & EQUIPMENT

Employees are expected to dress appropriately for work. When lifeguarding, staff must wear a one piece bathing suit or swim trunks, a lifeguard t-shirt and solid colored shorts, and a whistle. When actively lifeguarding, staff must have a rescue tube with the strap across their chest and must be wearing their hip pack with easy seal mask and gloves. Swim instructors must wear a one-piece solid colored suit/trunks.

INSERVICE TRAINING

Employees are expected to attend and participate in all in-service training sessions. If an employee is excused (by the Aquatic Director) from in-service training, that staff person is expected to make arrangements with the Aquatic Director to make up the in-service training. If an employee is unexcused or habitually absent from in-service training, disciplinary action will be taken, up to and including possible termination of employment.

SURVEILLANCE DUTY

Employees are expected to change positions and move their body **every 15 minutes** during surveillance duty. This it to minimize fatigue, unintentional blindness, and monotony while scanning.

CERTIFICATION VALIDITY/ CONTINUANCE

Employees are responsible for maintaining any and all job-related/required certifications. Review and/or challenge courses will be offered throughout the year by the Aquatic Director or another American Red Cross instructor. It is the employee's responsibility to know their expiration dates and make arrangements to participate in the necessary review or challenge courses. Classes offered by the Aquatic Director for current employees will be provided free of charge. If an employee is unable to or fails to attend a scheduled review or challenge course, that employee must make other arrangements to maintain the validity of their certification at their expense.

AMERICAN RED CROSS CERTIFICATIONS:

- LIFEGUARD/FIRST AID/CPR PRO – VAILD 2 YEARS
  - Staff recertified EVERY ODD YEAR
- WATER SAFETY INSTRUCTOR – VALID 2 YEARS w/ annual teaching & required updates
- LIFEGUARD INSTRUCTOR – VALID 2 YEARs w/ annual teaching & required updates
- ANNUNL CPR TRAINING
  - Staff training EVERY EVEN YEAR
  - Part of Lifeguard Recertification EVERY ODD YEAR

MISSING WORK FOR ILLNESS

If an employee is ill and unable to work their scheduled shift, they must contact the Aquatic Director as soon as possible. Unless an emergency, the employee is responsible to coordinate a substitute. If the Aquatic Director is unavailable, please notify your lifeguard partner. When arranging substitutes, the employee must ensure that their substitute holds the necessary certification to perform the job that they are subbing for. Excessive "call-ins" or schedule changes may result in the Aquatic Director requesting a doctor's excuse, a meeting with the Aquatic Director, a change in the employees schedule or hours, and/or disciplinary action.

MISSING WORK FOR VACATION

If an employee is planning a vacation they are required to notify the Aquatic Director at least four (4) weeks prior to their planned time off. The Aquatic Director will not schedule that employee during their requested time off as their requested vacation dates are provided on their monthly availability. If an employee is unable to provide the required notice, they are responsible to arrange substitutes for all scheduled shifts. When arranging substitutes, employees must ensure that their substitute holds the necessary certification to perform the job that they are subbing for. Aquatic center employees will not be scheduled teaching (WSI) hours if they are going to miss more than two (2) days of a session.

TRUETIME/PAYDAY

True Time allows for electronic submission of hourly employees to clock in / out for their work shift, then submit time sheets to their True Time approver(s), who then submits to payroll for processing.

True Time Overview (video 01:52 min).

True Time INITIAL & FINAL APPROVALS are due to Payroll no later than Noon every Monday. View **EMPLOYEE** website for timesheet deadline submission expectations.

Employees shall be paid on the normal district paydays (twice monthly). When this date falls on a Saturday, Sunday, or on a bank holiday payment shall be made on the preceding business day. All payments shall be made via direct deposit. The district shall provide all payroll information electronically.

Employee Instructions & Expectations/Link to the Employee True Time website

- Clocking in & out
- Missed clock in & out

- Submitting your timesheet
- Correcting a denied timesheet
- Video: How to Clock In/Out
- Video: Employee Directions - How to Submit Time Sheet and Correcting a Denied Time Sheet

SNOW DAYS

In the event that the Waunakee School District cancels school due to inclement weather, all regularly scheduled aquatic center programs will be canceled. If the aquatic facility is rented out for a non-school event, employees may be expected to report to work if the organization renting the facility and the Waunakee School District deem it is safe to open the aquatic facility.

SCHEDULED EARLY RELEASE DAYS

Occasionally the Waunakee Aquatic Center will be open "Special Hours" on scheduled early release days. If an employee is scheduled to work on an early release day and they discover that they are unable to work, they are required to arrange for a substitute with the appropriate certifications to cover that shift.

TELEPHONE, CELL PHONE, and COMPUTER USE

Telephones are to be used for daily business and emergencies only. If a patron needs to use the phone, allow them to use the office phone but remind them to keep it brief.

Always answer the telephone promptly "Waunakee Aquatic Center this is *(name)* may I help you?

The on-deck emergency telephone is to be used only in the event of an emergency and should be checked by staff prior to each shift. During daily checks, if you discover that the on-deck emergency telephone is not working, notify the Aquatic Director.

Cell phones may be used by staff when at the check in table. Personal cell phones & smart watches are not to be used when the staff is on surveillance duty. Employees are permitted to check their cell phones while on break but the cell phone/smart watch must not interfere with customer service.

Staff may also use their cell phones to play APPROPRIATE music during Lap, Open and/or Family Swims. Be sure that the music is suitable for all ages and ensure the volume is at a respectable level for enforcing rules and a positive patron experience.

The computer in the aquatic office is to be used for business/school purposes only!

STAFF CONDUCT

Policies of the Board of Education
Series 800: School-Community Relations

Since the realization of District goals is dependent upon the professional behavior of all staff, the following specific responsibilities will be required: 1. Faithfulness and promptness in attendance at work.

2. Support and enforcement of policies of the Board and regulations of the school administration.
3. Diligence in submitting required reports at the time specified.
4. Care and protection of school property.
5. Concern and attention for their own and the school system's legal responsibility for the safety and welfare of students (patrons).

6. It is a person's professional and moral responsibility to give an honest day's work for an honest day's pay.

As a lifeguard and/or swimming instructor you are a role model. Children look up to you. You are expected to behave in a mature professional manner. You are under a microscope in this role and when in the public's eye you must represent yourself, the Waunakee School District, and the American Red Cross in the most positive light possible.

CUSTOMER SERVICE

Our business depends upon pleasing our patrons (customers) while maintaining a safe environment. Next to safety, customer service is the most important part of our operation. Remember to always be patient and listen. When enforcing rules, it is important to speak loudly and clearly without shouting. If a patron approaches you with an issue or a complaint, do your best to handle the situation. If the issue or complaint is something that you cannot handle at your level, take the patron's name and telephone number. Let the patron know that The Aquatic Director will contact them. Be sure to leave a detailed message for the Aquatic Director describing the situation and the nature of the complaint or issue. If the complaint or issue is of a safety nature and is an immediate threat, it must be handled immediately.

PUBLIC CONDUCT ON SCHOOL PROPERTY

Policies of the Board of Education
Series 800: School-Community Relations 832

No person on school property shall:

- Injure or threaten to injure the person of another.
- Damage the property of another of the District.
- Conduct himself/herself in such manner as to impede, delay, or otherwise interfere with the orderly conduct of the educational program of the District or any other activity taking place on school property which has been authorized by the Board of Education, superintendent, building principal, or other authorized District employee.
- Enter upon any portion of school premises at any time for purposes other than those which are lawful and/or authorized by the Board. Willfully violate other rules and regulations adopted by the Board or administration designed to maintain public order on school property. Individuals who violate this policy are subject to police referral or other legal action. In addition, students who violate this policy will be subject to suspension and expulsion pursuant to the provisions of state law or other appropriate penalties as may be determined.

WAUNAKEE AQUATIC CENTER POOL RULES

- Patrons must have a Waunakee Aquatic Center punch or be a member of the facility.
- On-site payments are not accepted. All fees are collected through RevTrak.
- Children under the age of 12 MUST be accompanied by an adult, 18 years of age or older.
- Patrons MUST shower before entering the pool, REMIND THEM!
- Food, drinks, and glass containers are not allowed in the pool area or locker rooms.
- Running, pushing, or rough play of any kind is prohibited on the pool deck and in the locker rooms
- Babies/children not toilet trained must wear swim diapers. You must stop them and ask if they are wearing a swim diaper.

- Rough play, shoulder rides, throwing individuals, dunking, and breath holding are prohibited in the water.
- Use of barbells, kick boards, and pull buoys are for lap and competitive swimmers only.
- Float belts, PFD's, floating "toys", fins, float toys, and diving rings are items that can be used by any patrons. If these items are being misused they you can put them away for the day.
- Patrons and staff should not enter a flotation device from the pool deck and should not exit the device onto the deck. This is to minimize slips and falls.
- Office areas and the back room are off-limits to patrons – NO EXCEPTIONS!
- Music played during public hours must be appropriate for all ages and set at a suitable volume.
- Starting blocks are off-limits during public hours, even for children on the swim team.
- Equipment must be picked up after use. Please keep the deck clean and uncluttered.

WISCONSIN DEPARTMENT of PUBLIC HEALTH POOL CODE

POOL RULES

- Do not enter the pool if you have a communicable disease or open cut.
- Do not bring food, drink, gum, or tobacco into the pool.
- Shower before entering the pool and after use of the toilet facilities.
- Do not run or engage in rough play in the pool area.
- Do not bring animals into the pool area.
- Diaper changing on deck is prohibited.
- Glass and shatter able items are prohibited in the pool area.
- If non-toiled trained children are permitted in the pool, the children shall be required to wear swim diapers.
- Prolonged breath holding games and contests is prohibited.

LIFEGUARD IDENTIFICATION & ASSIGNMENT

- At all times on duty a lifeguard shall wear clothing that is conspicuously marked "Lifeguard" or "Guard".
- A rescue tube with a harness across chest.
- A whistle.

CHEMICAL LEVEL RANGES

- pH Control – within a range of 7.2-7.8
- Free Chlorine – 1.0-10.0 ppm.
- Combined Chlorine – 0.0-0.8

FECAL ACCIDENT & BODILY FLUID RESPONSE – Per STATE OF WISCONSIN

Fecal matter refers to a SOLID BOWEL MOVEMENT. Bodily fluids refer to VOMIT, URINE, BLOOD, etc. Use the following procedure if there is fecal matter or bodily fluid in the water; Clear the pool of all swimmers

- Glove up
- Use strainer to remove as much of the fecal matter or bodily fluid as possible
- Dispose of fecal matter/bodily fluid in the toilet
- Disinfect net (soak in bleach/water solution - ¼ cup bleach:1-gallon water) Test chlorine and close the pool according to the chart below

Chlorine Level (ppm)	Disinfection Time

1.0	45 Minutes
2.0	25 Minutes
3.0 +	19 Minutes

If the incident involves diarrhea in the pool, close the pool immediately and contact the Aquatic Director. The following chart outlines the amount of time the pool will be closed.

Chlorine Level (ppm)	Disinfection Time
1.0	15,300 Minutes (255 hours)
10.0	1,530 Minutes (25.5 hours)
20.0	765 Minutes (12.75 hours)

If there is fecal matter or bodily fluid on the pool deck or in the locker room glove up, cone off the affected area, dispose of feces/bodily fluid in the toilet, and saturate the affected area with a bleach/water solution (¼ cup bleach:1-gallon water). Let the solution sit on the affected area for 45 minutes before washing off.

FIRST AID & INCIDENT REPORTS

First aid supplies are kept in the Aquatic Office. Aquatic center staff should restock supplies as needed or directed by a supervisor. A list of supplies required by the State of Wisconsin is located inside the first aid kit.

Whenever administering first aid, ALWAYS **"GLOVE UP"** before assisting the patron. If the patrons' injury requires minimal first aid be sure to record the incident in the first aid log. If the situation escalates to an emergency situation, activate the EAP and call 9-911. Incident reports are required for all major emergencies and/or if 9-911 is called.

Complete an incident report for all first aid situations that require more than issuing a Band-Aid. Minor first aid simply requires staff to complete the first aid log. Incident reports should be completed for: all major emergencies, when first aid is administered (more than a Band-Aid), accidents that could result in injury at a later date (i.e. a fall on the pool deck or in the parking lot), patron behavior or discipline issues, and employee-related injuries.

It is imperative that the form be completed in detail and immediately following an incident. Employees should report only the facts of the incident and leave out personal opinions or speculation.

SEIZURE PROCEDURE

Provide care to a person who has had a seizure in the same manner as for any unconscious victim. To protect the victim from being injured, remove any nearby objects that might cause injury. Protect the victim's head by placing a thin cushion under it. If there is fluid in the victim's mouth, turn them on one side so the fluid will drain. If the victim is known to have periodic seizures, there is no need to summon EMS personnel. You should summon EMS personnel if the seizure lasts more than 5 minutes, the victim has multiple seizures, there is an apparent injury, the victim is pregnant, the victim is diabetic, the victim fails to regain consciousness, or the seizure happens in the water.

If the seizure happens in the water:

- Activate the EAP and summon a staff or patron to call 9-911.
- Support the victim with their head above water until the seizure is over.
- Remove the victim from the water as soon as possible.
- Place the victim face up and perform a rapid assessment. Perform rescue breathing and CPR as needed. If the victim vomits, turn them to their side to drain the fluid and sweep their mouth out.

SEVERE WEATHER

Tornado Procedure -

- Move all patrons out of the pool area to the women's pool locker room (1708) or down the hallway near the women's varsity locker room (1705). Use the key card in the aquatic office if the doorway to 1705 is locked.
- Keep all patrons away from the windows.
- Have all patrons sit with their knees up and head protected.
- Remain in a safe location until the "all clear" is given or EMS personnel arrive.

Lightning/Thunder -

- Move all patrons out of the pool area and into the pool lobby.
- Monitor the time of the last lightning strike and/or sound of thunder.
- Keep the weather radio nearby and monitor the storm on weather.com.
- Keep patrons out of the pool area and locker rooms until 30 minutes have passed without a visible lightning strike or the sound of thunder.

EMERGENCY EVACUATION

Fire -

- Proceed immediately out of nearest emergency exit #24, 25, or 26.
- Move at least 150 feet away from the building. Keep patrons out of the building until the "all clear" is given or EMS personnel arrive.

Extreme Cold -

- If no smoke, fire, or other obvious danger (i.e. chemical spill) is present patrons should report to the locker rooms to begin dressing. Staff should accompany patrons into the locker rooms to expedite the process. Everyone should meet in the lobby and move to the middle school as a group. Staff is responsible for taking the "Pool Staff Emergency Pass" from the pool office.
- If smoke, fire, or other obvious danger is present staff/patrons should grab shoes and move as a group to the middle school immediately.

CHEMICAL/MECHANICAL RELATED CLOSURES

In the event that the pool chemicals are not within the State of Wisconsin guidelines or there is a mechanical failure (i.e. circulation pump, chlorine pump, heater*) the aquatic center will need to be temperately closed.

If an employee determines that the chemicals are not within the appropriate range or a piece of equipment has failed, DO NOT allow patrons to enter the water. Contact the Aquatic Director immediately for further instruction. If the Aquatic Director is unavailable, contact the Athletic Director (phone numbers in the office). If the employee is unable to reach the Aquatic Director or Athletic Director a "closed" sign should be placed on the Aquatic Center doors.

OPENING PROCEDURES

At the start of each shift, the opening checklist (in the Lifeguard Log Book) should be completed. Always test the water prior to allowing patrons to swim. The water test is required by the State of Wisconsin and it can also indicate mechanical problems that would not be otherwise noticeable. Ensure that the emergency telephone is working and that all safety equipment is in good condition. Unlock the locker rooms, the outside doors, and the lobby entrance to the pool.

CLOSING PROCEDURES

Ensure all patrons are out of the water and off the pool deck before leaving the pool area. Lock the outside doors and the door from the pool to the lobby to ensure no one else enters the facility. Put away the rescue tube and water testing equipment. Pick up all equipment, toys, lost & found, and trash from the pool deck and bleachers. Once all of the patrons are out of the locker rooms, lock the locker rooms from the pool lobby. Go through the locker rooms and pick up all equipment, toys, lost & found, and trash. Double check that all patrons are out of the locker rooms, pool area, and lobby. Contact the custodian to notify them that you are leaving. **CHECK AND DOUBLE CHECK** that all doors leading to the pool area are locked and that the pool is secure.

SUPERIVSION & EVALUATION

Aquatic Center employees are directly supervised by the Aquatic Director. During swimming lessons there may be a learn to swim coordinator assigned to assist the Aquatic Director. On occasion a head lifeguard may be assigned to supervise the lifeguards and swim instructors.

Employees will be evaluated by the Aquatic Director and/or the Learn to Swim Coordinator on an annual basis.

DRUG FREE WORKPLACE

Policies of the Board of Education
Series 500: School-Community Relations

DRUG-FREE WORKPLACE

522.1

The manufacture, distribution, dispensing, possession or use of a controlled substance or the possession, use or distribution of alcohol or alcoholic beverages by an employee in the workplace shall be strictly prohibited. "Workplace" includes any school building or District property; any Districtowned vehicle or any other District-approved vehicle used to transport students to and from school or District activities; or, off District property during any
District sponsored or District-approved activity, event or function where students are under the jurisdiction of the District. This prohibition does not apply to any substance prescribed for individual consumption by a licensed medical practitioner.

All employees shall be expected to abide by provisions of this policy. In addition, employees engaged in the performance of a grant which is received directly from the federal government shall notify the superintendent of any criminal drug statute conviction occurring in the workplace within five days of such conviction. The superintendent shall notify the appropriate federal agency of the conviction.
Any employee who violates this policy shall be subject to disciplinary action in accordance with provisions of the current employee agreement or other procedures established by the Board.

Violation of this policy shall result in suspension or dismissal of the employee. In addition, referral for prosecution will be imposed on employees who violate the standards of this policy and the law.

This policy shall be published annually and distributed to all employees of the District. In addition, inservice programs shall be planned which inform employees about the dangers of drug and alcohol abuse in the workplace; the District's employee assistance program or other rehabilitation programs available; and, the penalties that may be imposed upon employees for drug or alcohol abuse policy violations.

Legal Ref.: Chapter 961 Wisconsin Statutes
Drug Free Workplace Act of 1988
34 CFT Part 85, Subpart F (Regulations Implementing Drug Free Workplace Act)

Cross Ref.: 523.2, Employee Assistance Program
Current Employee Agreements

Adopted: 9/10/90

Revised: 4/22/91
March 1994
April 2002

Waunakee Community School District

SEXUAL HARASSMENT/HARASSMENT
Policies of the Board of Education
Series 400: Students
Series 500: Personnel

SEXUAL HARASSMENT/HARASSMENT

412/512 The Waunakee Community School District is committed to providing a learning and working environment for its students and employees that is free from intimidation and sexual harassment. This policy applies to all District employees and students and will also be distributed to all contractors, vendors and other agents of the District.

Forms of harassment, other than sexual harassment, are to be considered a violation of this policy. It shall be a violation of this policy for any member of the Waunakee Community School District staff to harass another staff member or student through conduct or communications of a sexual nature. It shall also be a violation of this policy for students to harass other students or staff members through conduct or communications of a sexual nature. For purposes of this policy, sexual harassment includes, but is not limited to:

1) Unwelcome sexual advances, unwelcome requests for sexual favors, verbal, written, visual depictions or physical conduct of a sexual nature, and other inappropriate verbal or physical conduct of a sexual nature, whether or not repeated, when made by any member of the school staff to a student, when made by any member of the school staff to another staff member, when made by any student to another student, or when made by a student to a staff member when: a) Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or education, or when

b) Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when

c) Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

2) A range of subtle and not so subtle behaviors, which may involve individuals of the same or different sex. Behaviors that may be considered sexual harassment include, but are not limited to the following:

* verbal harassment or abuse, sexual jokes and innuendo
* pressure for sexual activity or sexual favors, unwanted sexual advances
* remarks to a person with sexual or demeaning implications, including remarks about an individual's body, sexual prowess, or sexual deficiencies
* unwelcome touching, leering or whistling
* suggesting or demanding sexual involvement accompanied by implied or * explicit threats concerning one's grades, job, etc. * insulting or obscene comments or gestures
* display or sexually suggestive objects or pictures
* other physical, verbal or visual conduct of a sexual nature

e) It is not considered harassment of any sort for members of management to enforce job performance and conduct standards in a fair and consistent manner.

Waunakee Community School District encourages reporting of all perceived incidents of harassment and/or retaliation, regardless of the alleged offender's identity or position. In addition, the District encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it stop immediately. Often this action alone will resolve the problem.

If for any reason a person believes that he/she has been the victim of, or has been witness to, conduct constituting sexual harassment and/or retaliation by any staff member, student or contractor/vendor or agent of the District and does not wish to address the offender directly, or if such action does not successfully end the offensive conduct, the person should immediately report the alleged offensive behavior to his/her supervisor, counselor or teacher. If this does not resolve the complaint the person should file a written complaint with the Equity Coordinator (Director of Human

Resources) using the Discrimination/Harassment Complaint Form. In the event that the Equity Coordinator is involved in the alleged offensive behavior, the person may report the incident and file a complaint with the superintendent.

All reports of harassment or retaliation will be investigated promptly. The investigation may include interviews with persons involved, and where necessary, with persons who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality of any information related to complaints, complaint investigations, and identity of person(s) named in complaints will be maintained to the extent consistent with adequate investigation and appropriate corrective action and legal requirements.

The District will take appropriate corrective action, including disciplinary action, against any individual who engages in harassment, who impedes investigation of a harassment complaint, or who retaliates against any individual for reporting harassment or for assisting or participating in investigation of a harassment complaint. Corrective action may include, for example, training, referral to counseling, reassignment, and/or disciplinary action, as the District believes appropriate under the circumstances. Employees who violate this policy will be subject to disciplinary action at

the discretion of management, including, without limitation, suspension and termination. Students who violate this policy will be subject to suspension and/or expulsion. Both employees and students who violate this policy may be referred to law enforcement agencies should there be an alleged violation of criminal law.
Nothing in the policy restricts the right of an individual to file a complaint with police authorities regarding sexual harassment. In fact, the superintendent may request that a complaint be filed by the grievant as the result of his/her investigation of the complaint.

Legal Ref.: Sections 111.36 Wisconsin Statutes
118.13
118.20
Title VII, Civil Rights Act of 1964 (as amended)
PI 9 Wisconsin Administrative Code
Title IX or the Education Amendments of 1972

Cross Ref.: 411-Rule (1), Student Discrimination/Harassment Complaint Procedure
447.3, Student Suspension
447.4, Student Expulsion
447.5, Student Discipline Suspension/Expulsion of Students with Disabilities 454, Child Abuse and Neglect
511-Rule, Employment Discrimination/Harassment Complaint Procedures 522.3, Employee Misconduct Reporting

Cross Ref.: Complaint Procedures
Current Employee Agreements

Adopted: 4/22/91

Revised: 5/11/92
March 1994
September 1994
September 1995
April 1999
March 2002
April 2002

Waunakee Community School District

STAFF AND STUDENT INTERACTIONS

District staff members are expected to conduct themselves in a manner that promotes the health, safety, and wellbeing of students, including by establishing and maintaining role-appropriate communicative, physical, emotional, and social boundaries in their interactions with students. This requires every staff member to consistently exercise sound judgment that is context dependent and that gives due consideration to the staff member's District-assigned role and responsibilities.

No staff member may engage in any activity, conduct, or communication in the staff member's interactions with students that constitutes, encourages, or invites either unlawful conduct or conduct that would unreasonably endanger the safety or well-being of any person. For the avoidance of doubt, any conduct that constitutes an assault, the abuse of a child, or that reflects the elements of a crime defined under Chapter 948 of the Wisconsin Statutes is, of course, prohibited, as is any relationship

between a non-student staff member and a student that is or that a reasonable person would perceive as being sexual or romantic in nature.

Further, the District prohibits staff members from engaging in conduct or communications, or any course of conduct or any pattern of behavior or communication, that manipulates, coerces, or grooms a student to engage in, or to consider engaging in, an inappropriate relationship (including a sexual relationship with the staff member) or other inappropriate behavior that endangers the welfare of a student. For these purposes:

- Grooming includes communications that are part of any course of conduct or pattern of behavior that a reasonable person would view as conditioning, seducing, soliciting, luring, or enticing a student to engage in, or to consider engaging in, inappropriate behavior.
- Grooming can occur, for example, by exploiting a student's vulnerabilities, by creating inappropriate emotional dependence, or by normalizing or desensitizing the student to inappropriate conduct. Grooming often involves, but is not limited exclusively to, sexual or romantic contexts.
- Specific examples of conduct or behaviors that might be part of a violation that involves prohibited manipulation, coercion, or grooming of a student include the following:
    1. Written, electronic, or digital communications, including using text messages, emails, social media, or online platforms, to seduce, solicit, lure, or entice a student.
    2. The provision or promise of gifts, favors, privileges, inordinate special attention, or other items of value with the intent to lower a student's inhibitions, gain and exploit trust, or create emotional dependence.
    3. An act intending to isolate a child, or to encourage a child to separate, from family, peers, or guardians.
    4. Verbal comments, suggestions, or conversations of a sexual nature directed toward a student, such as exchanging information about a student's or an adult's sexual experiences or communicating other sexually-explicit content or sexualized subject matter.
    5. Exploiting a power dynamic, such as by offering improper benefits or privileges or by inappropriately threatening to impose negative consequences in a quid quo pro posture.
    6. Inappropriate or sexualized physical contact or attempts to initiate such contact.
    7. Using threats, bribery, fear, intimidation, harassment, embarrassment, or guilt to encourage inappropriate secrecy in the conduct or relationship or to facilitate the start or continuation of an inappropriate relationship or other inappropriate conduct.
    8. Soliciting or encouraging secrecy or concealment to avoid detection, oversight, or accountability for inappropriate communication or inappropriate conduct.

APPENDICES

Accident Log
Incident Report
Job Descriptions

- Lifeguard
- Head Lifeguard
- Water Safety Instructor

Opening & Closing Procedures & Daily LG Reminders
True Time Instructions and Expectations (binder in pool office and linked in TrueTime section of manual)
Daily Chemical Log Sheet
Daily Facility Usage
Preschool Aquatics Fact Sheet and Skills Chart
Learn to Swim Fact Sheet and Skills Chart

This handbook is not to be construed as a contract with the Waunakee Community School District. The contents of this handbook are presented as a matter of information only. The procedures described are not conditions of employment. The school district reserves the right to modify, revoke, suspend, terminate, or change any or all such procedures, in whole or in part, at any time with or without notice. The language which appears in this booklet is not intended to create, nor is it to be construed to constitute, a contract between the school district and any one or all of its employees or a guarantee of continued employment. Notwithstanding any provisions of this handbook, employment may be terminated at any time, with or without cause.

This school district is an equal opportunity employer and does not discriminate against any individual on the basis of age, race, creed, color, handicap, marital status, sex, national origin, ancestry, arrest record, conviction record, membership in the National Guard, State Defense Force or any reserve component of the military forces of the United States or this state or use or nonuse of lawful products off the employer's premises during nonworking hours.

WAUNAKEE
COMMUNITY SCHOOL DISTRICT

SUBSTITUTE TEACHER and PARA-EDUCATOR HANDBOOK

20256-20267

“Committed to Children - Committed to Community - Committed to Excellence”

WAUNAKEE
COMMUNITY SCHOOL DISTRICT

Dear Substitutes:

On behalf of the Board of Education and administration, welcome to the Waunakee Community School District! We are thrilled to have you as an essential part of our educational team. Your role as a substitute is invaluable, and we appreciate your dedication and flexibility in ensuring that our students continue to receive an exceptional education when their regular education teachers and para educators are unavailable.

We take pride in our district being ***"Committed to Children ~ Committed to Community ~ Committed to Excellence"***. Substitutes are crucial to maintaining the consistency and quality of instruction in our schools. By stepping into our classroom environments and adapting to various instructional needs, you help us uphold our commitment to providing a supportive, engaging and enriching learning experience for all students.

To help you succeed in your role, we have created this Substitute Handbook. Inside you will find important information about the school district, our school buildings, substitute schedules, substitute responsibilities and related policies/procedures. We encourage you to review the handbook thoroughly to familiarize yourself with our procedures and expectations.

We understand that stepping into a new classroom can be challenging, but please know you are not alone. Our district values a collaborative and supportive environment, and we are here to help you every step of the way.

Thank you for your commitment to our students and for choosing to be a part of the Waunakee Community School District. We look forward to working with you and witnessing the positive impact you will make in our schools.

If you have any additional questions please contact Brian Grabarski, Director of Human Resources or the principal of the building to which you have been assigned.

Sincerely,

Monica D. Kelsey-Brown

Monica Kelsey-Brown, Ph.D.
District Administrator

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Substituting In Our Schools

Teacher Requirements

Current and valid Wisconsin teacher certification. References are required as evidence of professionalism and ability to do satisfactory work. The Waunakee School District's Administration approves or rejects applications on the basis of professional training, experience, certification, accomplishments, and previous performance.

Employment Items to Be On File

- Employment Application
- Teaching License (Para-Educators are not required to provide licenses)
- Resume
- Health Forms – brief physical and TB screening
- Criminal Background Check
- Completion certificate from WI DPI "Abuse & Neglect" and "Threats of School Violence" training
  Contact Amy Manzetti at 849-2000, ext. 8168, if you have any questions.

Required Employee Forms

- I-9 - Employment eligibility verification plus identification (Examples: U.S. passport or a valid driver's license and social security card or certified birth certificate.)
- W-4 - Federal tax withholding (Bring Social Security card)
- WT-4 - State tax withholding/new hire reporting
- Direct Deposit Form

To request a form, please send an email to: askhr_helpdesk@waunakee.k12.wi.us
Contact Cari Dailey at 849-2000, ext. 8475 for payroll questions.

BEFORE YOUR FIRST DAY OF EMPLOYMENT:
PLEASE STOP BY THE ADMINISTRATION OFFICE TO PROVIDE IDENTIFICATION FOR THE I-9 FORM
Administration office is located at 905 Bethel Circle, Waunakee

Professional Development

We have a comprehensive system of professional development. You are welcome to attend our in-service opportunities. We only ask you to notify the appropriate administrator of your intent to participate.

Job Responsibilities

Reporting for the Assignment

- REPORT TO THE SCHOOL OFFICE
    - Each school will give the substitute further directions as to their check-in procedures such as forms to complete and special events of the day.
    - Substitute teachers: report times in the Frontline Absence Management system are scheduled for 25 minutes before the students start time. If you accept a half-day PM assignment, please report 15 minutes prior to the start time recorded in Frontline.
    - Substitute para educators: please arrive 5 -10 minutes before the start of your day in order to sign-in and review your assignment schedule for that day.
    - Substitute para educators: please hand-write lunch breaks on the daily sub sign-in sheet in the main office.
    - Substitute para educators: if your assignment schedule changes or is different from what is listed on the daily sub sign-in sheet, please hand-write your actual work schedule on the daily sub sign-in sheet in the main office and initial next to it.

- STUDENT HOURS
    - Elementary Schools (grades K-4):
        - School Starts – 7:40 am
        - School Ends – 2:40 pm

    - Intermediate School (grades 5-6):
        - School Starts – 8:25 am
        - School Ends – 3:35 pm

    - Middle School (grades 7-8):
        - School Starts – 8:15 am
        - School Ends – 3:35 pm

    - High School (grades 9-12):
        - School Starts – 8:15 am
        - School Ends – 3:35 pm

Classroom Responsibilities

- SUBSTITUTE FOLDER

  Each classroom teacher is required to develop a special folder for substitute teachers, which is kept with the lesson plan(s) in a place easily accessible to a substitute. The folder should contain special activities and exercises that could be used by the substitute teacher to extend, supplement, or substitute in the daily lesson plan. Through their preparation of lessons and activities, classroom teachers determine, in large measure, the success or failure of substitute teachers. It is the responsibility of each classroom teacher to have available current lesson plans which include a clear statement of the daily objectives and procedures, the text and page numbers of the subject matter under consideration, and the assignments to be corrected and/or made.

  The substitute teacher folder should also include:

  1. Daily schedule and procedures.
  2. Lesson plans.
  3. A current seating chart if students are assigned to specific seats.
  4. The procedure for the checking in and out of necessary supplies and books, and the location of these materials.
  5. A schedule of special activities or services and students involved. (These activities include special education classes, physical education, art, band, music, and orchestra lessons, etc.)
  6. Notes on special student needs.
  7. A list of detailed classroom procedures and rules or policies that the teacher expects students to follow.
  8. Notes on the availability of the school nurse. A list of students with health problems. An updated list of any students who will need to report to the office for medication including:
     a. Location of medication.
     b. Names of students and times to be administered.
     c. Person to contact for administering the medication.
     d. Location and telephone number of school nurse.
  9. The teachers' duty schedule such as corridor, study hall, playground and other assigned supervision, and fire/tornado drill responsibilities.
  10. A building staff handbook available on: general school procedures, schedules, rules, and use of materials and equipment.
  11. A list of critical material and its location. If appropriate, a list of supplies and materials the students should not handle while under the supervision of a substitute.
  12. An explanation of emergency procedures: tornado, fire, bomb threat, etc.
  13. Regular education classroom para-educators, as a part of their substitute assignment, should be prepared to assume recess/playground duties if required.

- LESSON PLANS
  Follow the objectives and lesson plans as closely as possible. If lesson plans are not available, make this known to the building principal.

- INTRODUCTION
  Introduce yourself to the class; write your name on the board.

- REMAIN WITH ASSIGNED CLASSES AT ALL TIMES
  Substitutes are expected to remain with assigned classes at all times. Classes should never be left unattended. The substitute should supervise the pupils in the hallways. Any information that may necessitate a search of lockers or pupils and/or seizure of personal property should be referred to the building principal or assistant principal.

- ASSISTANCE
  Substitutes will find that staff members will provide cooperation and assistance if asked.

- COLLECT ASSIGNMENTS
  Collect any homework and clip it together with notes on the classes. Correct and grade assignments as per the directions of the classroom teacher. Do not leave purses, room keys, or other valuables unattended.

- DISCIPLINE
  The substitute teacher is expected and required to maintain a safe environment in the classroom, homeroom, building corridors and other areas as assigned. Pupils will often test a new teacher, so a consistent, calm and responsible method of classroom management is necessary. No students should be allowed to disturb the safety of the classroom. The names of disruptive students should be given to the classroom teacher. As a last resort, disruptive students should be sent directly to the building administrator. If a student is sent to the office, create a detailed note describing the reason. Call the office immediately.

  Under no condition is it permissible for the substitute teacher to use corporal punishment or foul language. District policy does not allow corporal punishment to be used. Substitutes should notify building administration immediately of any students that threaten the health, safety or property of others.

- EMERGENCY AND HEALTH PROCEDURES
  In case of an accident or illness, notify the office immediately. Administer first aid as necessary. Familiarize yourself with the Emergency Response Actions available in each building office or in each classroom. Be familiar with instructions for fire/severe weather drills for each building as noted in the substitute teacher's folder posted in the rooms. Everyone in the building is to

take part in fire/severe weather drills including visitors, custodians, administrative assistants, substitutes, etc.

- LUNCH/BREAKS
  A 30-minute, duty-free lunch period is available in each teacher's schedule. Hot lunch is available each day in all the buildings at faculty rates. Feel free to use the faculty lounge or workroom during your preparation period.

  Consult the school office for instructions on telephone use. These vary from building to building. Keys, when necessary, are available through the school office and may be picked up at the beginning of the day and returned at the end of the day.

- EQUIPMENT/FACILITIES
  Each building has equipment and facilities for duplication of materials and a wide variety of technology for classroom use. Consult the substitute's folder for the location and procedure for use of those items.

- TRANSPORTATION
  Privately owned cars are not used to transport students to school related activities without prior written approval. If travel between schools is necessary, as part of the teaching job, an expense voucher should be submitted to the school office showing the mileage traveled. Mileage will be reimbursed at the current rate set by the Board of Education.

After Class Routine

- COMPLETE DAILY REPORT
  Complete the substitute teacher daily report and assignment review. Include all information which will be important to the classroom teacher.

- LEAVE THE CLASSROOM IN GOOD ORDER

- REPORT TO SCHOOL OFFICE
  Report to the school office before leaving the building to sign-out.

Staff and Student Interactions

District staff members are expected to conduct themselves in a manner that promotes the health, safety, and wellbeing of students, including by establishing and maintaining role-appropriate communicative, physical, emotional, and social boundaries in their interactions with students. This requires every staff member to consistently exercise sound judgment that is context dependent and that gives due consideration to the staff member's District-assigned role and responsibilities.

No staff member may engage in any activity, conduct, or communication in the staff member's interactions with students that constitutes, encourages, or invites either unlawful conduct or conduct that would unreasonably endanger the safety or well-being of any person. For the avoidance of doubt, any conduct that constitutes an assault, the abuse of a child, or that reflects the elements of a crime defined under Chapter 948 of the Wisconsin Statutes is, of course, prohibited, as is any relationship between a non-student staff member and a student that is or that a reasonable person would perceive as being sexual or romantic in nature.

Further, the District prohibits staff members from engaging in conduct or communications, or any course of conduct or any pattern of behavior or communication, that manipulates, coerces, or grooms a student to engage in, or to consider engaging in, an inappropriate relationship (including a sexual relationship with the staff member) or other inappropriate behavior that endangers the welfare of a student. For these purposes:

- Grooming includes communications that are part of any course of conduct or pattern of behavior that a reasonable person would view as conditioning, seducing, soliciting, luring, or enticing a student to engage in, or to consider engaging in, inappropriate behavior.
- Grooming can occur, for example, by exploiting a student's vulnerabilities, by creating inappropriate emotional dependence, or by normalizing or desensitizing the student to inappropriate conduct. Grooming often involves, but is not limited exclusively to, sexual or romantic contexts.
- Specific examples of conduct or behaviors that might be part of a violation that involves prohibited manipulation, coercion, or grooming of a student include the following:
    1. Written, electronic, or digital communications, including using text messages, emails, social media, or online platforms, to seduce, solicit, lure, or entice a student.
    2. The provision or promise of gifts, favors, privileges, inordinate special attention, or other items of value with the intent to lower a student's inhibitions, gain and exploit trust, or create emotional dependence.
    3. An act intending to isolate a child, or to encourage a child to separate, from family, peers, or guardians.
    4. Verbal comments, suggestions, or conversations of a sexual nature directed toward a student, such as exchanging information about a student's or an

adult's sexual experiences or communicating other sexually-explicit content or sexualized subject matter.

5. Exploiting a power dynamic, such as by offering improper benefits or privileges or by inappropriately threatening to impose negative consequences in a quid quo pro posture.
6. Inappropriate or sexualized physical contact or attempts to initiate such contact.
7. Using threats, bribery, fear, intimidation, harassment, embarrassment, or guilt to encourage inappropriate secrecy in the conduct or relationship or to facilitate the start or continuation of an inappropriate relationship or other inappropriate conduct.
8. Soliciting or encouraging secrecy or concealment to avoid detection, oversight, or accountability for inappropriate communication or inappropriate conduct.

Substitute Placement

The Waunakee Community School District uses an automated service called Frontline Absence Management (formerly Aesop) for substitute placement. Frontline utilizes both the telephone and the Internet to assist substitutes in locating jobs. The Frontline system is available 24 hours a day, 7 days a week. Frontline uses four methods to make jobs available to substitutes:

1. **Computer**: You can search for and accept available jobs, change personal settings, update your calendar, and personalize your available call times by visiting Frontline on the internet.
2. **Phone call in**: You may interact with the Frontline system by way of a toll-free, automated voice instruction menu at 1-800-942-3767.
3. **Phone call received**: Frontline will also make phone calls to substitutes to offer jobs.
4. **Mobile app**: Frontline has a free mobile app for substitutes that provides notification of substitute positions to your mobile device.

In order to access the Frontline Absence Management system, you will need to have all of the required paperwork on file and have been approved to substitute in the District.

When you have met these requirements, you will be contacted by Amy Manzetti, the District's substitute coordinator. .

When you receive your login information, you are able to accept jobs. If you accept a job, Frontline will issue a confirmation number. The transaction is not complete until Frontline provides you with the confirmation number.

If you experience any difficulty using the Frontline Absence Management system, please contact the District's substitute coordinator, Amy Manzetti, at 608-849-2000, ext. 8168 or via email at amymanzetti@waunakee.k12.wi.us

Wage~~Salary~~ and Pay Schedule

Wage~~Salary~~

- SUBSTITUTE TEACHER. Qualified teacher substitutes shall be paid at a daily rate established annually by the Board of Education. The current rate is $174.00~~168~~.00 per day, $87~~4~~ per half day. If less than eight (8) hours worked (full day), pay is adjusted according to actual time worked based on the $174.00~~168~~ per day rate.

- LONG-TERM SUBSTITUTE TEACHER. For 2026~~5~~/2~~6~~7 the long-term daily substitute rate is $310.20~~299.62~~ starting on the first day of a long-term assignment. Approved shadow days that are in conjunction with a long-term assignment are paid the current daily rate of $174.00~~168/00~~ per day. If less than eight (8) hours worked (full day), pay is adjusted according to actual time worked based on the long-term daily substitute rate.~~Part-time long-term assignments will be pro-rated on the full daily rate with one-half the full daily rate being the minimum.~~

- SUBSTITUTE PARA-EDUCATORS (Regular Education and LMTC) will be paid an hourly rate of $21.68~~20.62~~. Assignments are 2 to 8 hours.

- SUBSTITUTE PARA-EDUCATORS (Special Education and ELL) will be paid an hourly rate of $23.06~~21.96~~. Assignments are 2 to 8 hours.

Pay Schedule

- All substitutes are paid by paperless direct deposit on the 15th and 30th of each month. When the 15th or 30th fall on a Saturday, Sunday or bank holiday, payment shall be made on the preceding business day.

- Work completed on the 1st through the 15th of the month shall be paid on the 30th of the month. Work completed on the 16th through 31st of the month shall be paid on the 15th of the following month.

All payroll forms must be on file in the District Human Resource Office and a copy of the teacher's license must be on file with the substitute coordinator prior to receiving your payroll deposit.

403(b) Employee Savings Plan

The Board of Education maintains a 403(b) Employee Savings Plan to help employees save for retirement via district approved 403(b) investment vendors. The 403(b) plan is a voluntary retirement savings program funded solely by the employee via payroll salary reduction contributions on a pre-tax or ROTH after-tax basis. The district does not make any contributions to employee 403(b) employee savings plans. It is the employee's responsibility to manage their 403(b) plan participation in accordance with 403(b) rules and regulations and district plan documents. For further information, visit: www.tsacg.com/individual/plan-sponsor/wisconsin/waunakee-community-school-district

457(b) Deferred Compensation Plan

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

Wisconsin Retirement System/Employee Trust Funds

Some substitute staff are eligible or may become eligible in the future for enrollment in the Wisconsin Retirement System/Employee Trust Funds (WRS/ETF). Your eligibility is based on hours worked. If the Waunakee Community School District previously notified you of eligibility for WRS/ETF enrollment, or, if in the future we contact you regarding your eligibility for enrollment, please note the following information.

- All Waunakee Community School District WRS/ETF enrollees will be required to pay the employee-share contribution via payroll deduction each payroll. This deduction will be a "pre-tax" option only which means you will not pay taxes now on this employee paid contribution, but will pay taxes on the contributions when you later request to retire or obtain a separation benefit from WRS/ETF.
- Contributions (both the employee-paid and employer-paid) are sent to WRS/ETF by the payroll office.
- Please note that current law prohibits participants from opting out of WRS/ETF participation when eligible, unless you are currently receiving an annuity from

WRS/ETF. If you believe this applies to you or, if you have recently processed a separation benefit from WRS/ETF, please contact Ronelle Aime, Payroll& Benefits Specialist at 849-2000, ext 8014.

School Calendar Summary

September 1, 2026~~September 1, 2025~~	First Day of School - Students Report~~No School - Labor Day~~
September 7, 2026~~September 2, 2025~~	No School - Labor Day~~First Day of School~~
September 25, 2026~~October 13, 2025~~	No School (4K-6), Virtual Day (7-12), Staff Development~~Parent Teacher Conferences (7-12)~~
October 15, 2026~~October 16, 2025~~	Parent Teacher Conferences (K-12 PM)~~Parent Teacher Conferences (K-6)~~
October 16, 2026~~October 17, 2025~~	No School - Conferences (K-12 AM)~~No School - Conferences (K-12 AM)~~
October 29, 2026~~October 23, 2025~~	No School (4K-6), Virtual Day (7-12), Staff Development~~No School - Staff Development~~
October 30, 2026~~October 24, 2025~~	No School - Fall Break~~No School - Fall Break~~
November 4, 2026~~November 5, 2025~~	First Quarter Ends~~First Quarter Ends~~

November 23-24, 2026~~November 10-21, 2025~~	No School - Staff Development~~4K Parent-Teacher Conferences~~
November 24, 2026~~November 25, 2025~~	First Trimester Ends (K-6)~~First Trimester Ends (K-6)~~
November 25-27, 2026~~November 26-28, 2025~~	No School~~No School~~
December 21, 2026 - January 1, 2027~~December 22, 2025 - January 2, 2026~~	No School - Winter Break~~No School - Winter Break~~
January 18, 2027~~January 19, 2026~~	No School - MLK Jr. Day~~No School - Staff Development~~
January 28, 2027~~January 23, 2026~~	First Semester Ends (7-12)~~First Semester Ends (7-12)~~
January 29, 2027~~January 26, 2026~~	No School - Staff Development~~No School - Staff Work Day~~
February 26, 2027~~February 27, 2026~~	No School - Staff Development~~No School - Staff Development~~
March 5, 2027~~March 6, 2026~~	Second Trimester Ends (K-6)~~Second Trimester Ends (K-6)~~

March 18, 2027~~March 10-19, 2026~~	Parent Teacher Conferences (K-12 PM)~~4K Parent Teacher Conferences~~
March 19, 2027~~March 19, 2026~~	No School - Conferences (K-12 AM)~~Parent Teacher Conferences (K-12 PM)~~
March 22-26, 2027~~March 20, 2026~~	No School - Spring Break~~Parent Teacher Conferences (K-12 AM)~~
April 8, 2027~~March 23-27, 2026~~	Third Quarter Ends~~No School - Spring Break~~
April 30, 2027~~April 3, 2026~~	No School (4K-6), Virtual Day (7-12), Staff Development~~No School - Third Quarter Ends~~
May 28, 2027~~May 18, 2026~~	No School (4K-6), Virtual Day (7-12), Staff Development~~No School - Staff Development~~
May 31, 2027~~May 25, 2026~~	No School - Memorial Day~~No School - Memorial Day~~
June 6, 2027~~June 9, 2026~~	High School Graduation~~4K Last Day of School~~

June 8, 2027~~June 10, 2026~~	4K Last Day of School~~Last Day of School: Third Trimester Ends (K-6); Second Semester Ends (7-12)~~
June 9, 2027~~June 11, 2026~~	Last Day of School Third Trimester Ends (K-6) Second Semester Ends (7-12) 4K Possible Snow Make-Up Day~~K-12 Possible Snow Make-Up Day~~

Tips on Classroom Management

- Start the day quickly, confidently, concisely. Be pleasant. Let the students know "anything doesn't go". The substitute's first words and actions go a long way toward setting the tone for the day. You will gain respect with your actions more than with your words.

- Get the students busy at the beginning of the day and at the beginning of each period. Keep them busy working on appropriate learning tasks.

- Problems may be eliminated if questions are phrased so only one student will answer or so children will raise their hands. For example:

- "Raise your hand if you can tell me where the attendance folder is."

- "Raise your hand if you know the names of absent students."

- "John, where is the handwriting paper?"

- Students are likely to say, "This is not the way our teacher does it." Tell them at the beginning, "Don't worry if I don't do things exactly the way your teacher does. There is usually more than one good way, and a change can be fun for you." Remember, students often feel more secure when they follow an established routine, so try to hold to the time schedule and other established routines.

- Compliment things in the room (if applicable) and inquire about the things around the room.

- Gear the instruction to the students' levels. Involve the students.

- With any group, smile, be friendly, and show enthusiasm.

- Learn the students' names. Have students help you.

- Remain calm and relaxed. Don't lose your "cool".

- Be positive. Recognize that every student has some success or praise each day. Just a pleasant remark or an appreciative smile works wonders.

- Firmness is important. Students need to know that you can and will command the situation. Rather than issuing an ultimatum, give the student a choice, e.g., meeting the needs of the classroom for that day, or not taking part in classroom activities.

- Deal with the individual student when corrections are necessary. Be sure to have all the facts. Listen to both sides of the story. Focus attention on the problem. Give the student the benefit of the doubt.

- Solve problems at the time they occur. Don't degrade any student in front of others, but do handle situations when they occur.

- Never judge the program, teachers, or activities in a negative manner in front of the students.

We recognize that the substitute teacher is an important contributor to the instructional program, and as such should become familiar with the current policies and procedures. Substitute teachers are expected to maintain ethical standards. ***Confidentiality is expected.***

All teachers should be aware that there are areas of sensitivity in working with the children of others. Discussions of controversial, sensitive issues without proper follow-up are sometimes misinterpreted and misunderstood by students. Substitute teachers should avoid these topics as you do not have a long-range curricular perspective. In the short time you usually spend at one location, you will do the best possible job by carefully following the lesson plans prepared by the teacher.

All administrators welcome your comments and suggestions for building improvement at any time. Remember that the classroom teacher should be consulted before suggestions are made to the principal about specific programs.

School Information

PRAIRIE ELEMENTARY SCHOOL_____

700 N. Madison Street

- ***Principal*** - ***Dean Kaminski***
- ***Assistant Principal*** - ***Katie Schmuck***
- ***Administrative Assistants*** - ***Erin Mayrand and Shelley Finnel***
- ***Phone*** - ***849-2200***

- ***Parking***
  Is available in the parking lot.

- ***Lunch***
  Is available in the cafeteria.

HERITAGE ELEMENTARY SCHOOL_____

6271 Woodland Drive

- ***Principal*** - ***Emily Morehouse~~Dan Carter~~***
- ***Associate Principal~~Co-Principal~~*** - ***Adam Houzner~~Emily Morehouse~~***
- ***Administrative Assistants*** - ***Gina Wherley and Bridget Ziegler***
- ***Phone*** - ***849-2030***

- ***Parking***
  Is available in the parking lot.

- ***Lunch***
  Is available in the cafeteria.

ARBORETUM ELEMENTARY SCHOOL_____

1350 Arboretum Drive

- ***Principal*** - ***Sheila Weihert***
- ***Assistant Principal*** - ***Miranda Moe***
- ***Administrative Assistants*** - ***Karen Rundhaug and Kathy Grosskopf***
- ***Phone*** - ***849-1800***

- ***Parking***
  Is available in the main parking lot. Please do not park in the streets.

- ***Lunch***
  Is available in the cafeteria.

INTERMEDIATE SCHOOL_____

6273 Woodland Drive

- ***Principal*** - ***Tim Mommaerts***
- ***Assistant Principal*** - ***Brandon Tewalt~~Lindsey Laufenberg~~***

- ***Administrative Assistants*** - ***Danielle Werkheiser and Jennifer Stephens-Roy***
- ***Phone*** - ***849-2176***

- ***Parking***
  Is available in the main lot.

- ***Lunch***
  Is available in the cafeteria.

MIDDLE SCHOOL_____

1001 South Street

- ***Principal*** - ***Jeff Kenas***
- ***Assistant Principal*** - ***Michael Zibell***
- ***Administrative Assistants*** - ***Patti Coffren and Chelsea Holland~~Karen Kashuk~~***
- ***Phone*** - ***849-2060***

- ***Parking***
  Is available in the visitor parking stalls on the south side of the building.

- ***Lunch***
  Is available in the cafeteria.

SUBSTITUTES MAY BE ASKED TO COVER OTHER CLASSES
CLASSES RUN ON A / B DAY SCHEDULES

HIGH SCHOOL_____

301 Community Drive

- ***Principal*** - ***Deanne Lensert~~Brian Borowski~~***
- ***Assistant Principals*** - ***Steve Hernandez***
  - ***Chad Gauerke***
  - ***Jason Marshall~~Deanne Lensert~~***

- ***Administrative Assistants*** - ***Cindy Richardson***

- ***Barb Salverson***
- ***Denise Branshaw***
- ***Christina Raemisch***

- ***Phone*** - ***849-2100***

- ***Parking***
  Is available in visitor stalls in lot A on the south side of the building.

- ***Lunch***
  Is available in the cafeteria.

SUBSTITUTES MAY BE ASKED TO COVER OTHER CLASSES
BLOCK SCHEDULING
CLASSES RUN ON A / B DAY SCHEDULES

Appendix A
Title IX Notice

The Board of the Waunakee Community School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Director of Human Resources, Waunakee Community School District. 905 Bethel Circle, Waunakee, WI 53597

Brian Grabarski, 608.849.2000, ext. 8167 briangrabarski@waunakee.k12.wi.us

Director of Special Education, Waunakee Community School District. 905 Bethel Circle, Waunakee, WI 53597

Tiffany Loken, 608.849.2000, ext. 8268 tiffanyloken@waunakee.k12.wi.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 413/513 Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: https://www.waunakee.k12.wi.us/board/policies

The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

The contents of this handbook are presented as a matter of information only. The procedures described are not conditions of employment. The school district reserves the right to modify, revoke, suspend, terminate, or change any or all such procedures, in whole or in part, at any time with or without notice. The language which appears in this handbook is not intended to create, nor is it to be construed to constitute, a contract between the school district and any one or all of its employees or a guarantee of continued employment. Notwithstanding any provisions of this handbook, employment may be terminated at any time, with or without cause, except as explicitly provided for in any other pertinent section of this handbook or individual contract.

The Waunakee School District is an equal opportunity employer and does not discriminate against any individual on the basis of age, race, religion, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, gender identity, transgender status, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political or religious affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law, or according to District policy.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.

The Waunakee Community School District adheres to a NO SMOKING policy in all buildings, grounds, and vehicles.