

## NOTICE

**SCHOOL DISTRICT OF NEW GLARUS  
BOARD OF EDUCATION  
HANDBOOK & PERSONNEL COMMITTEE MEETING  
MONDAY, FEBRUARY 11, 2019  
HIGH SCHOOL LIBRARY/MEDIA CENTER, ROOM 183  
6:15 PM**

## AGENDA

- I. CALL MEETING TO ORDER - LARRY STUESSY
- II. INCREASE BAND POSITION FROM 0.7 FTE TO 1.0 FTE FOR 2019-2020
- III. CONTINUE YOUTH APPRENTICESHIP POSITION AT 0.2 FTE FOR 2019-2020
- IV. 2019-2020 SALARY SCHEDULES 2
- V. 2019-2020 EMPLOYEE HANDBOOK 6
- VI. ADJOURN

### POSTED :

NG HIGH SCHOOL  
NG MIDDLE SCHOOL  
NG ELEMENTARY SCHOOL  
NG POST OFFICE  
BANK OF NEW GLARUS  
UB&T BANK OF NEW GLARUS  
MARINE CREDIT UNION

PUSUANT TO APPLICABLE LAW, NOTICE IS HEREBY GIVEN THAT A QUORUM OR A MAJORITY OF THE NEW GLARUS SCHOOL DISTRICT COMMITTEE MEMBERS MAY ATTEND THIS MEETING. INFORMATION PRESENTED AT THIS MEETING MAY HELP FORM THE RATIONALE BEHIND FUTURE ACTIONS THAT MAY BE TAKEN BY THE NEW GLARUS SCHOOL DISTRICT BOARD. UPON REQUEST TO THE DISTRICT OFFICE, SUBMITTED TWENTY-FOUR (24) HOURS IN ADVANCE, THE DISTRICT SHALL MAKE REASONABLE ACCOMODATIONS INCLUDING THE PROVISION OF INFORMATIONAL MATERIAL IN AN ALTERNATIVE FORMAT FOR A DISABLE PERSON TO BE ABLE TO ATTEND THIS MEETING. THIS AGENDA IS PRELIMINARY AND MAY BE MODIFIED OR SUPPLEMENTED TO PROVIDE THE FINAL AGENDA AND NOTICE FOR THIS MEETING. THE FINAL AGENDA WILL BE POSTED AND DISTRIBUTED AS REQUIRED BY CHAPTER 19 OF THE WISCONSIN STATUTES.

## New Glarus Teacher Salary Grid 2018-19 FINAL

	Level	Lane	MA
		BA	
		<i>1,250</i>	<i>4,000</i>
Start new teachers	3	40,200	44,200
	4	41,450	45,450
	5	42,700	46,700
	6	43,950	47,950
	7	45,200	49,200
	8	46,450	50,450
	9	47,700	51,700
	10	48,950	52,950
	11	50,200	54,200
	12	51,450	55,450
	13	52,700	56,700
	14	53,950	57,950
	15	55,200	59,200
	16	56,450	60,450
	17	57,700	61,700
	18	58,950	62,950
	19		64,200
	20		65,450

**Permanent Add On's:**

- \$ 1,000 Per completion of approved Project Lead the Way Course
- \$ 1,000 Wisconsin DPI Reading Certification (316 / 317)
- \$ 5,000 National Board Certification
- \$ 4,000 PhD

**One time bonus:**

- \$ 1,000 State or National Award

## New Glarus Teacher Salary Grid 2019-20 DRAFT

		Lane	
		BA	MA
Level		<i>1,250</i>	<i>4,000</i>
Start new teachers	<b>3</b>	41,750	45,750
	<b>4</b>	43,000	47,000
	<b>5</b>	44,250	48,250
	<b>6</b>	45,500	49,500
	<b>7</b>	46,750	50,750
	<b>8</b>	48,000	52,000
	<b>9</b>	49,250	53,250
	<b>10</b>	50,500	54,500
	<b>11</b>	51,750	55,750
	<b>12</b>	53,000	57,000
	<b>13</b>	54,250	58,250
	<b>14</b>	55,500	59,500
	<b>15</b>	56,750	60,750
	<b>16</b>	58,000	62,000
	<b>17</b>	59,250	63,250
	<b>18</b>	60,500	64,500
	<b>19</b>	61,750	65,750
	<b>20</b>		67,000

**Permanent Add On's:**

- \$ 1,000 Per completion of approved Project Lead the Way Course
- \$ 1,000 Wisconsin DPI Reading Certification (316 / 317)
- \$ 5,000 National Board Certification
- \$ 4,000 PhD

**One time bonus:**

- \$ 1,000 State or National Award

## HOURLY POSITIONS WAGE CHART FOR 2018-19

	Starting Pay							
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Secretary	\$ 16.25	\$ 16.55	\$ 16.85	\$ 17.15	\$ 17.45	\$ 17.75	\$ 18.05	\$ 18.35
Data Info Specialist	\$ 16.25	\$ 16.55	\$ 16.85	\$ 17.15	\$ 17.45	\$ 17.75	\$ 18.05	\$ 18.35
Administrative Asst Superintendent	\$ 16.47	\$ 16.77	\$ 17.07	\$ 17.37	\$ 17.67	\$ 17.97	\$ 18.27	\$ 18.57
Teaching Asst / 4K Asst	\$ 13.44	\$ 13.74	\$ 14.04	\$ 14.34	\$ 14.64	\$ 14.94	\$ 15.24	\$ 15.54
Spec Ed Asst/Title 1 Asst	\$ 13.79	\$ 14.09	\$ 14.39	\$ 14.69	\$ 14.99	\$ 15.29	\$ 15.59	\$ 15.89
Cook	\$ 13.62	\$ 13.92	\$ 14.22	\$ 14.52	\$ 14.82	\$ 15.12	\$ 15.42	\$ 15.72
Custodial	\$ 14.78	\$ 15.08	\$ 15.38	\$ 15.68	\$ 15.98	\$ 16.28	\$ 16.58	\$ 16.88
Maintenance	\$ 17.38	\$ 17.68	\$ 17.98	\$ 18.28	\$ 18.58	\$ 18.88	\$ 19.18	\$ 19.48
Van Driver Hourly	\$ 16.30							
Bus Hourly	\$ 18.05							
Bus Route Driver (AM/PM) 1.5 hr	\$ 30.04	Route						
	\$ 20.02	Hourly						

## HOURLY POSITIONS WAGE CHART FOR 2019-20 DRAFT

	Starting Pay							
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Secretary	\$ 16.75	\$ 17.05	\$ 17.35	\$ 17.65	\$ 17.95	\$ 18.25	\$ 18.55	\$ 18.85
Data Info Specialist	\$ 16.75	\$ 17.05	\$ 17.35	\$ 17.65	\$ 17.95	\$ 18.25	\$ 18.55	\$ 18.85
Administrative Asst Superintendent	\$ 16.97	\$ 17.27	\$ 17.57	\$ 17.87	\$ 18.17	\$ 18.47	\$ 18.77	\$ 19.07
Teaching Asst / 4K Asst	\$ 13.94	\$ 14.24	\$ 14.54	\$ 14.84	\$ 15.14	\$ 15.44	\$ 15.74	\$ 16.04
Spec Ed Asst/Title 1 Asst	\$ 14.29	\$ 14.59	\$ 14.89	\$ 15.19	\$ 15.49	\$ 15.79	\$ 16.09	\$ 16.39
Cook	\$ 14.12	\$ 14.42	\$ 14.72	\$ 15.02	\$ 15.32	\$ 15.62	\$ 15.92	\$ 16.22
Custodial	\$ 15.28	\$ 15.58	\$ 15.88	\$ 16.18	\$ 16.48	\$ 16.78	\$ 17.08	\$ 17.38
Maintenance	\$ 17.88	\$ 18.18	\$ 18.48	\$ 18.78	\$ 19.08	\$ 19.38	\$ 19.68	\$ 19.98
Van Driver Hourly	\$ 17.10							
Bus Hourly	\$ 18.85							
Bus Route Driver (AM/PM) 1.5 hr	\$ 31.24	Route						
	\$ 20.82	Hourly						

## **SECTION 7 – SCHOOL BUSINESS TRAVEL COMPENSATION AND EXPENSE REIMBURSEMENT**

### **7.01 Transportation Mileage Reimbursement**

The District shall reimburse employees an amount equal to the Internal Revenue Service (IRS) business travel rate per mile to each employee required by the District to drive his or her personal vehicle during the course of performing duties for the District. Forms to be used to report mileage shall be available from the Business Office or on the shared T. drive.

Required travel by commercial carrier shall be arranged by the employee and approved costs will be reimbursed by the District.

Required costs for ground transportation (taxi, bus, rental car) necessary for the employee to participate in an approved school-related business shall be reimbursed.

### **7.02 Housing Reimbursement**

The District shall reimburse employees for hotel accommodations during their required travel.

### **7.03 Meals Reimbursement**

The cost of meals for employees shall be reimbursed on overnight stays at the full cost of the meal (excluding alcoholic beverages), including tip, up to a maximum of \$50 per day per diem in Wisconsin or \$60 per day per diem out of state.

### **7.04 Incidental Cost Reimbursement**

Incidental costs such as taxicab fares, parking fees or bus passes may be reimbursed provided a receipt is included with the request for reimbursement.

## **SECTION 2 - TEACHER SUPERVISION AND EVALUATION**

### **2.01 General Provisions**

Evaluations will follow the Wisconsin Educator Effectiveness requirements. New staff with 3 or less years of experience will be evaluated every year for the 1<sup>st</sup> three years and be assigned a mentor for the first 2-3 years in the district. New staff with 4-5 years of experience will be evaluated every year for the 1<sup>st</sup> two years and be assigned a mentor for the first year in the district. New staff with more than 5 years of experience will be evaluated the first year and be assigned a mentor for the first year in the district. After the initial evaluations, the regular schedule will be followed. The mentor will receive a mentor day for their services.

## SECTION 19 - RETIREMENT BENEFIT OF TAX-SHELTERED ANNUITY CONTRIBUTION

This section applies to Teachers who were hired by the District prior to July 1, 2013. A Teacher, who has completed ten (10) years of full time equivalency service with the District and who is eligible for retirement under the Wisconsin Retirement System will be credited with: (a.) up to two hundred (200) accumulated sick days at the rate of pay of \$90 per day not to exceed \$18,000; and (b.) \$500 per year for every year of full time equivalency employment with the District, not to exceed \$15,000. The total dollars credited for accumulated sick days and accumulated years of employment with the District shall not exceed \$30,000. Teachers, who retire by filing an irrevocable resignation with the District by March 1<sup>st</sup>, shall be eligible for an additional \$2,000 above and beyond the \$30,000 limit, not to exceed 32,000. The additional \$2,000 shall be prorated as listed below:

10-14 years of service - \$1,000

15-19 years of service - \$1,500

20 years of service and above - \$2,000

An eligible Teacher who tenders his or her irrevocable resignation to the District, retires at the end of the contract year, shall receive the dollar amount contemplated in the preceding paragraphs as contributions to a tax-sheltered annuity (TSA).

Tax-sheltered annuity contributions, will be made in a series of three (3) equal installments beginning in July after the Eligible Employee's retirement and on the two (2) subsequent annual anniversaries of that date. Retirees receiving Tax-sheltered annuity contributions cannot be employed by the District.

Teachers eligible for the benefit described in this section shall complete a beneficiary form prior to retirement, indicating the intended recipient of this benefit, in case of the employee's death. Should the employee die after retiring but before distribution of the entire benefit, the remaining due benefit shall be paid on the same schedule as described for a TSA contribution but instead shall be made directly to the named beneficiary.