

School District of Sturgeon Bay



2024-2025

Professional Staff

Salary and Supplemental Pay Guide

School District of Sturgeon Bay
1230 Michigan Street
Sturgeon Bay, WI 54235

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First reading planned for May 2024; Second reading/approval planned for June 2024

Revised 5/3/2024

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The Original Sturgeon Bay Compensation Study Committee Members from the 2013-2014 and/or 2014-2015 school years:

Melissa Benzinger, Sunset teacher

Amy Richard, Sawyer teacher & elementary Math coach

Travis Grooters, Sawyer teacher

Aaron Pairolero, Sunrise teacher

Kasee Jandrin, TJ Walker teacher

Matt Propsom, TJ Walker teacher

Mike LeRoy, Sturgeon Bay High School teacher

Gordy Saron, Sturgeon Bay High School teacher (13-14) & retiree (14-15)

John Hauser, Board of Education

Joel Kitchens, Board of Education (13-14)

Keith Miller, Board of Education

Amy Stephens, Board of Education (14-15)

Roger Wood, Board of Education

Joe Stutting, Superintendent (13-14)

Tom Olsen, Business Manager (14-15)

Dan Tjernagel, Superintendent (14-15)

Original version approved by the Sturgeon Bay Board of Education on May 20, 2015.

History

The Compensation Study Committee met during the 2013-2014 and 2014-2015 school years. During the first year and a half of the process, compensation background and a series of twenty-one (21) school district compensation plans were studied. In the second semester of the 2014-2015 school year, the focus became the design of our new model.

Key consideration was given to the following concepts throughout the process:

- Retain quality staff
- Attract quality staff
- Establish clear goals and aligning a pathway that links goals to salary
- Have a simple system that is not overly complex
- Have a system that helps staff continue to develop and provides incentives

In addition to the concepts mentioned above, the following concepts were deemed as critically important and things the compensation model needed to support:

- Growth
- Improvement
- Leadership

Educator Effectiveness & Teacher Evaluation

Compensation models we studied took a variety of approaches to incorporating the teacher evaluation process. In the end, we decided upon an approach that recognizes the important and unique working relationship between the teacher and principal, recognizes the instructional coaching inherent in the Danielson Framework, and embraces the roles these components have in helping staff members, and the school as a whole, grow and improve.

In order for a teacher to progress to the next rung in the salary ladder, the teacher must have a satisfactory evaluation (may not be on any plan of improvement) whether in the summative evaluation year or any year of the three-year cycle. Additionally, in order to be eligible for any supplemental pay, the teacher must have a satisfactory evaluation and may not be on any plan of improvement. We will have more data once we have implemented Educator Effectiveness and can examine the role it plays in the future.

Salary Ladder Conversion & History

Ten lanes (five BA and BA+ credits; five MA and MA+ credits) were in existence prior to the development of the new salary ladder. Teachers were placed onto the new salary ladder by taking into account their 2014-2015 Sturgeon Bay salary, moving to the most comparable salary amount rung on the new ladder, and then going up one rung. Teachers with a Master's Degree had \$2,000 subtracted from their current salary amount prior to moving to the new ladder; \$2,000 was then added to their new base pay rung placement as ongoing supplemental pay (see next section). No professional staff member could have their salary reduced from the 2014-2015 school year to the 2015-2016 school year during the transition from one system to the new system.

Salary Ladder Conversion (continued)

To be more competitive with beginning salary payment, three steps at the bottom of the previous scale were eliminated. For the 2018-2019 school year, the salary ladder was updated further; the bottom two rungs were removed and a new top rung was added. For the 2019-2020 school year, the salary ladder was updated again by removing the bottom two rungs, effectively moving the starting salary from \$30,231 to \$39,440 in five years. The salary ladder placement of approximately 25 individuals (who were in close proximity to the adjusted base two or three times) was also approved for the 2019-2020 school year. Most recently, the Board approved changes to the ladder that took effect in the April of 2022 thereby awarding some additional compensation to professional staff member at that point. For the 2022-2023 school year, the starting salary amount is \$40,000.

Supplemental Pay

Ongoing supplemental pay will be awarded to individuals with a Master's Degree. Individuals with a Master's Degree will receive \$2,000 annually in supplemental pay on top of their base pay designated by the current salary ladder (see Continuing Educational Support below for support details related to earning a Master's Degree).

Yearly supplemental pay will be awarded to individuals based upon activities in that school year. Leadership activities and priority areas identified on "Appendix B" are eligible.

Note: Teachers who earn a Doctoral Degree will receive a one-time \$1,000 stipend in recognition of the accomplishment, and are also encouraged to work with their building principal regarding leadership opportunities described in Appendix B: Supplemental Pay for Yearly Leadership Opportunities.

Longevity Supplemental Pay (approved in September 2023)

- \$500 starting in 5th year teaching for the district.
- \$1,000 starting with the 10th year.
- \$1,500 starting with the 15th year.
- \$2,000 starting with the 20th year.
- \$2,500 starting with the 25th year.
- \$3,000 starting with the 30th year.
- \$3,500 starting with the 35th year.
- \$4,000 starting with the 40th year.

Continuing Educational Support

In an effort to support professional staff members in professional growth, improvement, and to facilitate leadership opportunities within the district, pre-approved continuing education courses will be reimbursed at a rate of half the cost per credit (up to \$200 reimbursement per credit), up to a maximum of 12 credits per school district fiscal year. All credits must be directly connected to the subject area, student learning, or duties associated with a position that the district has asked the professional staff member to prepare for.

The Supervising Principal and Superintendent must approve in writing all Master's Degree coursework or above and any credits being taken prior to the course(s) beginning, if reimbursement will be requested or if Master's Degree supplemental pay will be requested once the degree is complete. Credits earned shall be graduate credits (a) directly related to the teacher's current teaching assignment (e.g. English, Math, or elementary education) or (b) part of a Master's Degree program in education into which the teacher has

been formally accepted or (c) if (a) and (b) do not apply, in education or any subject matter area in which the teacher is certified, with the prior written approval of the supervising Principal AND Superintendent. In all instances, such credits shall qualify only if taken in an accredited program offered by an accredited graduate school, if they meet Wisconsin Department of Public Instruction Certification requirements, and if the institution is approved by the district. The graduate credits must be in the best interest of the District as determined by the Superintendent.

Note: A teacher may not receive payment for attending a workshop or course AND also receive credit reimbursement for the same workshop or course.

A professional staff member who leaves the district within five years of receiving reimbursement owes the district a pro-rated amount (20% less per year) prior to receiving their release and resignation approval. If leaving within one year, the person would owe the district 100% of the reimbursement paid; 2 years = 80%; 3 years = 60%; 4 years = 40%; 5 years = 20%.

National Board Certification Support

A professional staff member who obtains a National Board certification may receive a one-time reimbursement up to \$2,500 for expenses associated with obtaining the National Board Certification. (Note: this refers to expenses not eligible for reimbursement by the State or any other organization.) This may be awarded upon the initial completion and earning of the certification. This applies only to initial certification at this time and not to any expenses associated with renewing the National Board Certification credential. Additional support from the school district:

- The District will provide up to four (4) days of paid leave per year to work collaboratively on the National Board Certification process.
- The District will provide one (1) day of paid leave for a teacher taking the National Board Certification test.
- The District will provide support in the form of a National Board Certified coach/mentor for staff members going through the National Board certification process.

A professional staff member who leaves the district within five years of receiving reimbursement owes the district a pro-rated amount (20% less per year) prior to receiving their release and resignation approval. If leaving within one year, the person would owe the district 100% of the reimbursement paid; 2 years = 80%; 3 years = 60%; 4 years = 40%; 5 years = 20%.

Note: At the present time, the State of Wisconsin also pays teachers with their National Board Certification \$2,500 annually while holding the certification. The district will assist the professional staff member in receiving their State stipend by verifying their employment with the district. If the State stipend is eliminated or drastically reduced, the school district could examine the possibility of adding some sort of supplemental pay or stipend.

Continued on next page

Salary & Supplemental Pay Model Review Procedures

Annually an assessment of the current framework will be conducted to determine impact, functionality, and financial sustainability. The review will be conducted by a district team under the leadership of the superintendent. The assessment will consider the following:

- Does the model support key concepts, such as the following:
 - Retain quality staff
 - Attract quality staff
 - Establish clear goals and aligning a pathway that links goals to salary
 - A simple system that is not overly complex
 - A system that helps staff continue to develop and provides incentives
 - Growth
 - Improvement
 - Leadership
- Does the model take into account priority areas for the district?
- Is the model sustainable over the next three years?

Effective with the 2022-2023 school year, we would like to move the annual review meeting from April to February. The Board would receive an informational update in a Board meeting, likely the February regular meeting. Professional staff members should watch for information in the annual review meeting minutes and the informational Board meeting update.

Annual review meetings were conducted on the following dates:

April 26, 2016

April 11, 2017

April 12, 2018

April 8, 2019

The annual review was conducted via Google Doc from March 31 - April 6, 2020, due to the COVID-19 school closure and Safer-at-Home order.

April 15, 2021

April 12, 2022

February 7, 2023

February 1, 2024

Appendix A - Salary Ladder

| | | |
|---|----------|-------|
| Y | \$75,121 | 1.00% |
| X | \$74,378 | 1.50% |
| W | \$73,278 | 1.50% |
| V | \$72,195 | 1.50% |
| U | \$71,129 | 1.50% |
| T | \$70,077 | 1.50% |
| S | \$69,042 | 1.50% |
| R | \$68,021 | 2.00% |
| Q | \$66,688 | 2.00% |
| P | \$65,380 | 2.00% |
| O | \$64,098 | 2.00% |
| N | \$62,841 | 2.00% |
| M | \$61,609 | 2.00% |
| L | \$60,401 | 3.50% |
| K | \$58,359 | 3.50% |
| J | \$56,385 | 3.50% |
| I | \$54,478 | 3.50% |
| H | \$52,636 | 3.50% |
| G | \$50,856 | 4.00% |
| F | \$48,900 | 4.00% |
| E | \$47,019 | 4.00% |
| D | \$45,211 | 4.00% |
| C | \$43,472 | 4.00% |
| B | \$41,800 | 4.50% |
| A | \$40,000 | 4.50% |

Reminder: Ongoing Supplemental Pay such as the \$2,000 for a master's degree would be in addition to the base pay ladder above.

Appendix B – Supplemental Pay for Yearly Leadership Opportunities

A. Mentor program – by building

| | |
|-------------------------------|-------|
| Educator Effectiveness Mentor | \$900 |
| New Teacher Mentor | \$900 |
| Technology Mentor | \$900 |

B. Instructional Coaching program

| | |
|---------------------|-------------------|
| Leader/Coach/Mentor | \$225-\$900 range |
|---------------------|-------------------|

C. Recognition program

| | |
|--|------------------|
| Statewide recognition/award | \$50-\$250 range |
| Election to officer position of state or national organization | \$50-\$250 range |

D. Certified Trainer program

\$ To be determined by administration

Certification to provide professional development to our district staff within the district rather than needing to send district staff to out-of-district trainings for more time away and greater cost.

E. Grant writer & program coordinator

5% of grant award up to a total of \$250

A one-time award provided by the district may be paid provided ongoing coordination within the district will be needed and will occur. Certain local grants may not be eligible.

F. Identified Priority Area(s) – This category may be adjusted as needs change.

Reading certification (#316) will earn \$500 a year for up to three years. The teacher's job duties will be evaluated annually to ensure that the Reading certification is still being utilized and appropriate for that person's position. If so, another three-year cycle and accompanying supplemental pay of \$500 a year for three years would be paid.

Other priority areas may be added (or eliminated) in the future as deemed appropriate by the administration with approval from the Board of Education.

G. National Board Certification

One-time Reimbursement

A one-time reimbursement up to \$2,500 for expenses associated with obtaining the National Board Certification will be awarded upon initial completion and earning the certification.

(Note: this refers to expenses not eligible for reimbursement by the State or any other organization.)

H. Special consideration category

\$ To be determined by administration

This category is intended to allow for special consideration for supplemental pay if it is determined by the administration that leadership supplemental pay is appropriate, but the activity that will benefit the district does not already fit into an existing category.

Appendix C Co-curricular Pay Schedule

Athletic Coaching Pay Schedule Computed Upon a \$ 40,000.00 Base

(Effective beginning with the 2022-2023 School Year)

| | % of Base | Amount | After 5 Years | After 10 Years |
|---|-----------|------------|---------------|----------------|
| Athletic Director | 22.0% | \$8,800.22 | \$9,200.22 | \$9,600.22 |
| Baseball (2) | | | | |
| Head | 7.0% | \$2,800.07 | \$3,200.07 | \$3,600.07 |
| Assistant | 4.5% | \$1,800.05 | \$2,200.05 | \$2,600.05 |
| Basketball | | | | |
| Head | 11.0% | \$4,400.11 | \$4,800.11 | \$5,200.11 |
| Assistant | 8.0% | \$3,200.08 | \$3,600.08 | \$4,000.08 |
| Freshman Assistant | 6.0% | \$2,400.06 | \$2,800.06 | \$3,200.06 |
| 8th Grade | 5.0% | \$2,000.05 | \$2,200.05 | \$2,400.05 |
| 7th Grade | 5.0% | \$2,000.05 | \$2,200.05 | \$2,400.05 |
| Cheerleading | 2.5% | \$1,000.03 | \$1,200.03 | \$1,400.03 |
| Cross Country (Co-Ed) | | | | |
| Head | 6.0% | \$2,400.06 | \$2,800.06 | \$3,200.06 |
| Assistant | 4.5% | \$1,800.05 | \$2,000.05 | \$2,200.05 |
| Football | | | | |
| Head | 11.0% | \$4,400.11 | \$4,800.11 | \$5,200.11 |
| Assistant (2) | 8.0% | \$3,200.08 | \$3,600.08 | \$4,000.08 |
| Freshman (2) | 6.0% | \$2,400.06 | \$2,800.06 | \$3,200.06 |
| MS - 8th & 7th grade | 5.0% | \$2,000.05 | \$2,200.05 | \$2,400.05 |
| Golf | 5.0% | \$2,000.05 | \$2,200.05 | \$2,400.05 |
| Intramurals (1) | 4.0% | \$1,600.04 | \$1,800.04 | \$2,000.04 |
| Soccer | | | | |
| Head | 7.0% | \$2,800.07 | \$3,200.07 | \$3,600.07 |
| Assistant (2) If numbers - approved 8-20-14 | 4.5% | \$1,800.05 | \$2,000.05 | \$2,200.05 |
| Softball | | | | |
| Head | 7.0% | \$2,800.07 | \$3,200.07 | \$3,600.07 |
| Assistant | 4.5% | \$1,800.05 | \$2,000.05 | \$2,200.05 |
| Strength and Conditioning Coach | 7.0% | \$2,800.07 | \$3,200.07 | \$3,600.07 |
| Swimming (Boys & Girls) | | | | |
| Head | 8.5% | \$3,400.09 | \$3,800.09 | \$4,200.09 |
| Assistant | 4.0% | \$1,600.04 | \$1,800.04 | \$2,000.04 |
| Track (Co-ed) | | | | |
| Head | 9.0% | \$3,600.09 | \$4,000.09 | \$4,400.09 |
| Assistant (3) | 5.0% | \$2,000.05 | \$2,400.05 | \$2,800.05 |
| MS - Head (1) | 3.0% | \$1,200.03 | \$1,400.03 | \$1,600.03 |
| - Assistant (3) | 1.5% | \$600.02 | \$800.02 | \$1,000.02 |
| Volleyball | | | | |
| Head | 7.0% | \$2,800.07 | \$3,200.07 | \$3,600.07 |
| Assistant | 6.0% | \$2,400.06 | \$2,800.06 | \$3,200.06 |
| Freshman | 6.0% | \$2,400.06 | \$2,800.06 | \$3,200.06 |
| MS - 8th & 7th Grades | 5.0% | \$2,000.05 | \$2,200.05 | \$2,400.05 |
| Wrestling | | | | |
| Head | 9.0% | \$3,600.09 | \$4,000.09 | \$4,400.09 |
| Assistant | 6.0% | \$2,400.06 | \$2,800.06 | \$3,200.06 |
| MS - Head & Assistant | 5.0% | \$2,000.05 | \$2,200.05 | \$2,400.05 |

Extra Duties Pay Schedule Computed Upon a \$40,000 Base

| Duty | % of Base | Amount | After 5 Years | After 10 Years |
|---|------------------|---------------|----------------------|-----------------------|
| Academic Decathlon | 2.5% | \$1,000.03 | \$1,200.03 | \$1,400.03 |
| All Clubs | 2.5% | \$1,000.03 | \$1,200.03 | \$1,400.03 |
| AudioVisual Club Advisor | 11.0% | \$4,400.11 | \$4,800.11 | \$5,200.11 |
| Dance Manager - High School | 7.5% | \$3,000.08 | \$3,400.08 | \$3,800.08 |
| Forensics-Head | 4.0% | \$1,600.04 | \$1,800.04 | \$2,000.04 |
| Forensics-MS | 1.0% | \$400.01 | \$600.01 | \$800.01 |
| Gifted & Talented Coordinator | 5.5% | \$2,200.06 | \$2,400.06 | \$2,600.06 |
| Gifted & Talented Assistants | 1.5% | \$600.02 | \$800.02 | \$1,000.02 |
| HS Yearbook | 3.5% | \$1,400.04 | \$1,600.04 | \$1,800.04 |
| Math Team Advisor | 2.5% | \$1,000.03 | \$1,200.03 | \$1,400.03 |
| Math Team Advisor-MS | 1.0% | \$400.01 | \$600.01 | \$800.01 |
| Middle School Publications | 2.0% | \$800.02 | \$1,000.02 | \$1,200.02 |
| Mock Trial Team | 4.0% | \$1,600.04 | \$1,800.04 | \$2,000.04 |
| MS Jazz Band | 1.0% | \$400.01 | \$600.01 | \$800.01 |
| MS Jazz Choir | 1.0% | \$400.01 | \$600.01 | \$800.01 |
| Noon Hour-Middle School Supervisor | 6.3% | \$2,520.06 | \$2,920.06 | \$3,320.06 |
| Noon Hour-Supervisor/Helper (High School) | 7.0% | \$2,800.07 | \$3,200.07 | \$3,600.07 |
| Plays & Musical Productions | 5.0% | \$2,000.05 | \$2,200.05 | \$2,400.05 |
| Public School Music-Instrumental | 9.0% | \$3,600.09 | \$4,000.09 | \$4,400.09 |
| Public School Music-Vocal (Incl. Swing Group) | 9.0% | \$3,600.09 | \$4,000.09 | \$4,400.09 |
| Public School Music-Swing Choir Assistant | 4.5% | \$1,800.05 | \$2,000.05 | \$2,200.05 |
| Senior Activities Counselor | 2.0% | \$800.02 | \$1,000.02 | \$1,200.02 |
| Student Council-High School | 3.0% | \$1,200.03 | \$1,400.03 | \$1,600.03 |
| Student Council-Middle School | 2.5% | \$1,000.03 | \$1,200.03 | \$1,400.03 |
| Ticket Taking Game Day Scheduler | 7.0% | \$2,800.07 | \$3,200.07 | \$3,600.07 |

Appendix D – Additional Employment Pay Schedule

| Hourly Rates from Teachers | | | |
|--|-----------|--------------------|--|
| Item | | Hourly Rate | |
| Curriculum Writing, Summer Guidance, In-District Training, Open House, HS & MS Student Orientation, Book Leveling, Saturday School, Study Table, Detention | | | |
| | BA | \$ 23.20 | |
| | MA | \$ 26.15 | |
| Summer School Teaching: | | | |
| | BA | \$ 26.00 | |
| | MA | \$ 28.50 | |
| Sporting events, Ticket Selling, Dance Chaperones, Non-teaching teacher employment (painting, moving classrooms, etc.) | | | |
| | | \$ 20.00 | |
| Overload pay may be awarded at the discretion of the superintendent, with a recommendation from the principal, provided there is a benefit to students, the school, and the district. | | | |

Appendix E – School Calendar

STURGEON BAY SCHOOL CALENDAR FOR 2024-2025

Approved 11/15/2023

| AUGUST 2024 | | | | |
|-------------|----|----|------|----|
| M | T | W | TH | F |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | **29 | 30 |

No school--Full day of in-service

No School--Half day in-service & half day teacher record

No school--New Teacher In-Service

No School--Holidays & Breaks

Classes in session

Student half day--P.M. Teacher Records/Training

Full day for grades 6-12; Half day+P/T conf. PK-grade 5

| SEPTEMBER 2024 | | | | |
|----------------|----|----|----|----|
| M | T | W | TH | F |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | | | | |

| FEBRUARY 2025 | | | | |
|---------------|----|----|----|----|
| M | T | W | TH | F |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |

| OCTOBER 2024 | | | | |
|--------------|----|----|-----|----|
| M | T | W | TH | F |
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | *24 | 25 |
| 28 | 29 | 30 | 31 | |

| MARCH 2025 | | | | |
|------------|----|----|----|----|
| M | T | W | TH | F |
| 3 | 4 | 5 | 6 | *7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |

| NOVEMBER 2024 | | | | |
|---------------|----|----|----|----|
| M | T | W | TH | F |
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

| APRIL 2025 | | | | |
|------------|----|----|----|----|
| M | T | W | TH | F |
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |

| DECEMBER 2024 | | | | |
|---------------|----|----|----|----|
| M | T | W | TH | F |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |

| MAY 2025 | | | | |
|----------|----|----|----|----|
| M | T | W | TH | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

| JANUARY 2025 | | | | |
|--------------|----|----|----|----|
| M | T | W | TH | F |
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

| JUNE 2025 | | | | |
|-----------|----|----|----|----|
| M | T | W | TH | F |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |

School begins Tuesday, September 3.
Pending weather days, school ends Friday, June 6.
In-service/No School: Oct. 25, Feb. 21, & May 23

| | | | |
|-----------------------|-----|---------|--------------|
| Quarter: | I | 44 days | Ends 11/4/24 |
| | II | 44 days | Ends 1/17/25 |
| | III | 44 days | Ends 3/21/25 |
| | IV | 47 days | Ends 6/10/25 |
| TOTAL 179 days | | | |

No School due to breaks: Nov. 28 - Dec. 1;
Dec. 21 - Jan. 1; March 22-30; April 18; May 26

Note: SBHS can adjust quarters, as needed.

***Elementary Half days+P/T conf. Oct. 24 & March 7**
****Oct. 24 & March 7 are full school days for grades 6-12**
****Staff: Aug. 29 In-service in place 180 school days**

Appendix F – Cafeteria Plan/Alternative Benefit Plan (ABP)

A. Professional staff may elect through the cafeteria plan either to be provided with the District's health insurance coverage as described above or to receive additional payment of cash compensation/alternative benefit plan (ABP) as set forth below.

B. Where the District employs both spouses prior to March 2011 one spouse will be eligible for participation in the alternative benefit plan (ABP) if the other spouse enrolls in group insurance coverage. Any new employed spouses after March 2011 will not be eligible for the alternate benefit.

C. Employees eligible for insurance may choose, at the beginning year of each cafeteria plan year, between:

1. participation in the District's health plan
2. a cash payment equal to the amount listed below

D. Cash Compensation: The cash contribution dollar amount shall be \$5,000 and less the District's share of social security and Medicaid.

The amount of each additional cash contribution dollar amount shall be calculated by dividing the dollar amount stated above by twenty-four (24) times per year.

Health insurance eligible part-time employees who select the cash compensation shall receive a pro-rated amount of the District's contribution based upon the part-time employee's percentage of full-time employment.

E. The cash compensation amount shall be paid to the employee as additional taxable earnings which are not subject to Wisconsin Retirement System (WRS) contributions to the extent permitted by WRS rule or law, with the appropriate employee F.I.C.A., state and federal taxes deducted from the teacher's payroll check.

F. Beginning Eligibility Date for Cafeteria Plan:

1. New Employees: Payments shall be based on the employee's eligibility date. For new employees, this constitutes the employee's first day of active service. Employees must enroll in the cafeteria plan prior to the employee's first day of active service. Absent a "qualifying event", i.e. loss of spouse health coverage, etc., the employee must continue to take the chosen option until the end of the cafeteria plan year

If the new employee's first date of active service is after the 15th of the month, no cash contribution is required in that month. If the employee's first date of active service is on the 1st through the 15th of the month, the District will contribute the payment.

2. Current Employees: Current employees, when permitted by applicable Internal Revenue Code section 125 “cafeteria plan” rules, must make written cafeteria plan election initially prior to the beginning of the subsequent cafeteria plan year. Absent a “qualifying event”, i.e. loss of spouse health coverage, etc., the employee must continue with the chosen option until the end of the cafeteria plan year. Once the employee is eligible to begin cash in lieu of health status contributions will begin with the first paycheck beginning after the cafeteria plan year starts.

G. Any professional staff who waives participation in the District group health insurance plan and elects to receive cash compensation in lieu of health insurance may enroll in the group health insurance plan at a later date in the case of a “qualifying event”, pursuant to the late enrollment terms, timelines, and conditions set forth in the group health insurance contract and the plan’s cafeteria rules. The cash compensation payments shall cease effective with the month in which the staff member commences participation in the group health insurance plan.

H. As part of the cafeteria plan, the District will automatically deduct all employees’ health and dental premiums on a pre-tax basis.

I. The district will offer eligible employees the option to elect a Section 125 Flexible Spending Plan for uninsured medical and/or daycare expenses. The District will choose the Section 125 Flexible Spending Plan provider.

Appendix G – Post-Employment Benefits

Eligibility

See the information within **Category One** regarding eligibility criteria for this category.

See the information at the start of **Categories Two and Three** regarding the eligibility criteria for these categories, including 15 years of full-time equivalent experience in the District.

Notification

Teachers who plan to take early retirement shall notify the District in writing on or before October 15 for a second semester retirement or on or before March 15 for a first semester retirement.

Categories – An Overview

Category One: Teachers with effective start dates of July 1, 2013, or later, following the completion of the 2012-2013 school year.

Category Two: Teachers with one to 14 years of service with the district at the end of the 2012-2013 school year.

Category Three: Teachers with 15 or more years of service with the district by the end of the 2012-2013 school year.

Categories – Details

Category One:

Teachers with effective start dates of July 1, 2013, or later.

Annual employer contribution of \$2,000 into a 403(b) of the teacher's choice.

| | | |
|--|--------------------|------|
| Eligibility Criteria & Vesting schedule: | 0 years of service | 0% |
| | 1 year of service | 25% |
| | 2 years of service | 25% |
| | 3 years of service | 50% |
| | 4 years of service | 50% |
| | 5 years of service | 75% |
| | 6 years of service | 100% |

Note: The district will transition to the updated system beginning with the 2022-2023 fiscal year. The order of catch-up payments will be based on seniority in the district and available catch-up dollars.

Eligibility for Categories Two and Three

A teacher will be eligible for retirement benefits with at least 15 years of full-time equivalent experience in the District.

Full time equivalent experience in the District shall be defined as follows:

- (1) Worked at least 15 years as a full-time teacher in the District
- or;
- (2) Obtained at least 15 of Wisconsin Retirement System (WRS) full-time equivalency credits as a teacher in the District. The WRS reports full-time equivalency employment credits on its annual statements to participants in the WRS system. It shall be the responsibility of the employee to notify the District of their employment credits.

Categories Two and Three describe an early retirement plan for which Sturgeon Bay Public School teachers are eligible if at the time of retirement, they are a member of the health insurance plan and they qualify as per policy of the insurance provider. Retirees accepting the post-employment benefits are subject to all future changes in the health insurance plan structure, plan carrier and plan benefits that are applied to active employees.

Teachers retiring in January, typically the end of the first semester of a school year, shall be entitled to continuing health insurance benefits, as provided to active employees, with the District paying the required premium equivalent to the flat dollar amount of the premium in effect at the time of their retirement. Teachers retiring at the end of the second semester of the school year, typically in June, shall be entitled to continued health insurance benefits at the flat dollar rate established for the subsequent school year or the current school year – whichever is higher. (If the current school year is a higher rate, those teachers will begin paying the difference of the insurance premium as soon as the health insurance premium is higher than when they retired.)

Category Two:

Teachers with one to 14 years of service with the district at the end of the 2012-2013 school year.

Teachers who have 14 years or less experience in the district at the end of the 2012-2013 school year shall be eligible to retire between the ages of fifty-five (55) and sixty-five (65). Such teachers shall be eligible for three (3) years of health insurance coverage or shall be eligible for health insurance coverage until the retiree becomes eligible for Medicare/Medicaid.

Note: As the district transitions to the updated system beginning with the 2022-2023 fiscal year, teachers in Category Two may voluntarily choose to participate in Category One instead of Category Two. Notification of this choice should be made in writing to the district superintendent and business manager by October 1, 2022. The order of catch-up payments will be based on seniority in the district. *See additional notes regarding the transition below.*

Category Three:

For teachers who have reached their years of service at the end of the 2012-2013 school year, there shall be three (3) sub-categories of teachers eligible for retirement benefits as follows:

Sub-Category A - Teachers with at least fifteen (15) years of full-time equivalent experience in the District.

Sub-Category B - Teachers with at least twenty (20) years of full-time equivalent experience in the District.

Sub-Category C - Teachers with at least twenty-five (25) years of full-time equivalent experience in the District.

Full-time equivalent experience in the District shall be defined as follows:

- (1) Worked at least 15, 20 or 25 years as a full time teacher in the Sturgeon Bay District or;
- (2) Obtained at least 15, 20 or 25 years of Wisconsin Retirement System (WRS) full-time equivalency credits as a teacher in the District. The WRS reports full-time equivalency employment credits on its annual statements to participants in the WRS system. It shall be the responsibility of the employee to notify the District of their employment credits.

Teachers in sub-categories A, B or C above shall be eligible to retire between the ages of fifty-five (55) and sixty-five (65). Such teachers shall be eligible for four (4) years (Sub-Category A), six (6) years (Sub-Category B) or eight (8) years (Sub-Category C) of health insurance coverage or shall be eligible for health insurance coverage until the retiree becomes eligible for Medicare/Medicaid.

In addition to the health insurance benefit described in Sub-Categories A, B, or C, teachers who have already had 15, 20, or 25 years of service in the District at the end of the 2012-2013 school year, upon early retirement, retirees with accumulated, unused sick leave may exchange at the minimum rate of ten (10) days of unused sick leave for one (1) additional month of health insurance coverage, at the flat dollar amount of the premium in effect at the time of their retirement, up to a maximum of twelve (12) months. Such additional health insurance coverage terminates when the retiree becomes eligible for Medicare/Medicaid. Additional provisions pertaining to Sub-Categories A, B, or C are as follows:

When the cost of the monthly health insurance premium exceeds the per diem value of ten (10) days of unused sick leave, based on salary only, additional sick leave days must be used.

The per diem value of the sick leave used must equal or exceed the cost of the monthly insurance benefit using the least number of extra days. In applying the value of sick leave to the monthly cost of the health insurance benefit, the per diem value of the sick leave at the time of retirement shall be used.

The dollar difference between the flat dollar amount of health insurance premium and the actual premium must be paid by the retired teacher on a timely basis, as requested by the District.

Other Contingencies in Category Two or Three

In the event an early retiree, who is receiving a health insurance benefit should die, the surviving spouse may continue to receive a single health insurance plan benefit for a period of time not to exceed four months from the date the retiree died. The District's obligation to the surviving spouse shall not exceed the maximum benefit the retiree would have received had the retiree survived. All other District payments and liabilities will cease.

A retiree receiving benefits, who establishes eligibility for unemployment compensation benefits, shall have the amount of the insurance payments reduced by the same amount of unemployment compensation benefits paid by the District as a secondary employer unless the retiree makes full payment to the District.

In the event governmental requirements result in duplication of insurance benefits provided in this article, the costs of providing insurance benefits under this article will be offset against the costs of governmentally required programs. Unless required by law, all insurance payments payable under this article shall cease when the retired teacher becomes eligible for Medicare/Medicaid.

If any teacher, who participates in this post-employment benefits program and who receives unemployment compensation benefits that the District is responsible for paying, during the period that they are receiving post-employment benefits, the amount the District is obligated to pay to such retired teacher under this post-employment benefits program shall be reduced by an amount equal to the unemployment compensation benefits received by such retired teacher.

A teacher retiring underneath this provision forfeits all re-employment rights with the District, except that the retired teacher will be eligible for substitute teaching positions, co-curricular advisor, mentor or curriculum work.

Validity: If any aspect of this agreement is found to be discriminatory or violative of the Federal Age Discrimination in Employment Act, the Wisconsin Fair Employment Act, or any other state or federal law by any court of competent jurisdiction or administrative agency, then the entire article shall be considered null and void.

It is agreed that any teacher who elects to participate in this post-employment benefits incentive must, as a condition on eligibility for the post-employment benefits herein, shall provide the District with a written waiver and release of claims signed by such teacher which unequivocally and explicitly:

- A. Waives any rights or claims which the employee may have under the Federal Age Discrimination in Employment Act of 1967 (29 U.S.C 621 et seq.) as amended by the Older Workers Benefit Protection Act (S. 1511 1990) and the Wisconsin Fair Employment Act (§§ 111.31, 111.33, Wis. Stats).

- B. Acknowledges that the employee has been placed on notice by this statement that he/she had the right to consult with his/her attorney before signing this post-employment benefits agreement. The employee, by voluntarily accepting this incentive, unequivocally and explicitly acknowledges that he/she has received the requisite notice.
- C. Acknowledges that the employee has received at least forty-five (45) days to consider whether or not to accept the post-employment benefits incentive contained in this Agreement.

The employee has the right to revoke the waiver contained herein, if he/she notifies the District within seven (7) calendar days after signing the waiver.

Appendix H – Special Compensation Requests

DRAFT UPDATED - January 2024

Special Compensation Request Background

- Since the days of Act 10 and changes to contracts, negotiations, handbooks, and compensation plans, special or unique requests now seem to arise annually.
- The Board must approve any compensation changes for returning staff.

Special Compensation Request Information

- A request needs to address each of the following items in writing:
 - A. Address the following concepts deemed as critically important in the Salary and Supplemental Pay Guide, and explain how your performance pertaining to each of the three concepts helps move your grade level/department, school, and the district forward:
 - Growth
 - Improvement
 - Leadership.
 - B. Address how your salary ladder placement does not take into account your specific situation, as well as why you should receive compensation beyond what colleagues at the same or similar ladder steps would receive.
 - C. Address how your duties with the district relate to enhanced student success, priority areas within our school community, and/or current or projected shortage/hard-to-fill areas.
 - D. Feel free to include any other information that you feel would be critical for the Board to know to provide fair and accurate consideration of your request.

Note: A request should be submitted to the superintendent, who will notify the Board President. The Board President will work with the superintendent and Board secretary on scheduling a review session for the Board, as well as any meeting agenda and notice requirements since such a review session would typically occur in Closed Session in accordance with 19.85(1)(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Timeline

- The annual compensation review meeting was traditionally held in April and moved to February starting in 2023. Following the annual compensation review meeting, the superintendent sends out meeting minutes to all professional staff members, as well as school board members.
- The communication that accompanies the minutes could serve as the beginning of the Special Compensation Request window and additional pertinent dates could be communicated at that time.
- Since the Board plans to review any Special Compensation Requests the night of the March learning session, a professional staff member may submit a request as outlined above, typically during a window in late February or identified following the annual compensation review meeting.