

**WATERLOO COMMUNITY UNIT SCHOOL DISTRICT NO. 5**  
**UNIT OFFICE OF THE SUPERINTENDENT**  
**219 Park Street**  
**Waterloo, Illinois 62298**

TO: All Waterloo Community Unit School District No. 5 Employees  
FROM: James W. Helton, Superintendent  
DATE: August 1, 2008  
RE: BEGINNING OF THE 2008/2009 SCHOOL YEAR

A BIG Hello from District No. 5! I hope the summer of 2008 has been restful for all of you. Each year it seems like time passes more quickly...especially the breaks! Surely it is not because I am now "half a hundred?"... though, I am afraid it is!

The new high school construction is progressing well. What a great place to learn! Soon we will be discussing the transition into the new building, and restructuring the rest of the student population in the district. New curriculum, the expansion of Rtl, math on-cycle....this must be the toughest job we'll ever love!

Change will continually be a constant in education.....thank goodness we choose not to sit and react; *our commitment to excellence* is only as strong as our weakest link...and **together** we will provide a quality education for our students.

We will begin the year on **Monday, August 18, 2008** with a teacher's institute day. **ID Pictures are required for ALL new and existing employees whose name/district status has changed. Lifetouch will be at Rogers Elementary School from 7:00 a.m. to 8:00 a.m.** All employees are asked to report to the Rogers Elementary School gymnasium at **8:15 a.m.** for refreshments and a general meeting. This meeting should conclude at approximately 9:00 a.m. W.C.T.A. and W.A.S.P. will have brief meetings following the general meeting. The staff is asked to report to their respective building principals after the meeting. All staff, including custodians, teachers, and paraprofessionals/teacher aides will have blood borne pathogens update at the individual building meetings. The principals will be able to inform you as to the time/place.

Please be reminded of the following schedule and items:

1. **Board/New Employee Reception.** The Board/New Employee Reception has been scheduled at the Waterloo High School Library, 200 Bellefontaine Drive, Waterloo, IL on **Monday, August 18, 2008 at 6:00 p.m.** All board members, administrators, and **new** employees are invited to attend this reception. Dress is casual.
2. **Teachers' Institute Day - Monday, August 18, 2008.** The staff is asked to report to their respective building principals after the meeting.
3. **Student Attendance.** Students will attend a **FULL** day of school on **Tuesday, August 19, 2008.**
4. **New Teachers.** New teachers must have a current physical examination and TB test within 90 days of employment on file in the Supt's office.
5. **Teaching Certificates/Transcripts.** Teaching Certificates are to be registered online at [www.isbe.net](http://www.isbe.net) (ECS link) or with the Regional Office of Education (ROE) in Waterloo or Chester. A current copy of your teaching certificate(s) must be on file in the Supt's office.
6. **Up-to-date official transcripts** of all college credits are to be on file in the Supt's office. **Sealed ORIGINAL transcript(s) must be sent from the university in order for the payroll clerk to place you correctly on the salary schedule.**
7. **The Graduate College Course Approval and Tuition Reimbursement Form.** Forms are available in the school office. You must receive approval **prior** to taking the course to advance on the Teachers' Salary Schedule and to receive tuition reimbursement. **Please submit forms for all classes that will advance you on the salary schedule even though you are not requesting or may exceed the tuition reimbursement credit hour maximum.**
8. **State and Federal W-4's.** Up-to-date withholding allowance certificates (W-4), both State and Federal are to be on file in the Supt's office.
9. **Red Folder. THE RED FOLDER WILL CONTAIN THE FOLLOWING FORMS:**  
Teacher Salary and Information Form **MUST BE SIGNED BY TEACHER**  
Emergency Health Form **MUST BE COMPLETED**  
Salary Reduction/Hold Harmless Agreement Form (if applicable)  
Employer Paid 403(b) Tax Sheltered Annuity/Hold Harmless Form (if applicable)

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- 9a. The central office staff will be in each of the school buildings on **Friday, August 22, 2008**, to collect red folders and answer questions pertaining to these forms. It is **mandatory** that all forms be completed and given to central office staff when they are scheduled at your building. If you do not have any questions on completing the forms, you can give the completed forms to your building secretary by **Thursday, August 21, 2008**. **Please make certain that all forms are completed and signed by you.**

**August 22, 2008 - Friday**

Zahnow -10:30 to12:30 (Laverne/Sue) Junior High School -10:30 to12:30 (Karen/Marla)  
 Rogers - 2:00 to 3:30 (Laverne/Sue) High School - 2:00 to 3:30 (Karen/Marla)

10. **Annual Enrollment - September 1, 2008:** Employees have an opportunity to make any changes in the insurance coverages at this time. "Change Enrollment Forms" are available in the Supt's office and must be completed by September 30, 2008. Any changes after this date must meet the qualifying events provision as stated in the insurance plan. Annual plans are listed below: **Optional Health Insurance**

Coverage Type	Health EE Board Paid	Health Employee Cost	Health Total Cost	Basic Life EE Board Paid	Total Premiums
EE – Full Time	\$ 454.80		\$ 454.80	\$ 1.20	\$ 456.00
EE + Spouse	\$ 454.80	\$ 485.00	\$ 939.80	\$ 1.20	\$ 941.00
EE + Child(ren)	\$ 454.80	\$ 453.00	\$ 907.80	\$ 1.20	\$ 909.00
EE + Family	\$ 454.80	\$ 558.00	\$ 1012.80	\$ 1.20	\$ 1014.00

**Board Paid Annuity (in lieu of District Medical Insurance):**

Tax Sheltered Annuity 403b: \$341.10 (Choose from district annuity firm list)

**Optional Vision Insurance (UniView):**

Coverage Type	Employee Cost
Employee Only	\$ 6.64
Employee + 1 Dependent	\$ 9.50
Employee + 2 or more Dependents	\$ 17.20

**Optional Dental Insurance (United Health Care):**

Coverage Type	Employee Cost – Low Plan	Employee Cost – High Plan
Employee Only	\$ 13.26	\$ 27.44
Employee + 1 Dependent	\$ 26.58	\$ 51.12
Employee + 2 or more Dependents	\$ 48.76	\$ 76.12

Optional Group Life and AD&D (Jefferson Pilot/Lincoln Financial Group) Existing employees require evidence of insurability.

**Employees will see premium changes on their August checks.**

11. **Extra Pay.** All extra pay (for example: ticket takers, track starters, etc.) will be considered payroll wages. For teachers, if it is for the supervision of students, it will be considered TRS wages, otherwise it will fall under FICA jurisdiction.
12. **Driving School Vehicle.** If you plan on driving a school vehicle and have not completed a form in the past, please complete a form in the Supt's office.
13. **Substitute Calling.** Linda Branson is in charge of substitute calling. **You can reach her at 939-5760 to report your absence from work.** This is a dedicated phone line for our employees to leave a voice message reporting your absence. If possible, all calls should be made by 8:00 p.m. the night before to allow Linda time for calling a substitute. Any calls made after 7:00 a.m. for that day of absence should be directed to your respective principal's office. **You CANNOT select your own replacement for substituting.** If a planned day of absence has been scheduled, you will need to complete the Substitute Request Form and give it to the respective building secretary for her to fax to Linda. **ONLY** the building secretary should fax the substitute form...Linda will fax the completed form to the respective building secretary after a substitute has been scheduled for your planned absence.
14. **The Supt's Forum.** The Supt's Forum will be held again this year with Union Presidents (WCTA and WASP) and representatives appointed by the building principal from each school. The meeting schedule will be posted on the district website. Please mark your calendar accordingly.
15. **Workers' Compensation-Important Information for ALL Employees.** All employees of Waterloo Community Unit School District No. 5 need to know the following information: If hurt while working, report to your immediate supervisor at once and get first-aid treatment. If necessary, you will be sent to a doctor or hospital. Even a sliver or scratch should be reported; infection may set in. Proper forms are available in each building office and need to be completed and submitted to Karen Niederbrach, district payroll clerk, in the Superintendent's office. **IF YOU DO NOT** report an injury, you may have to pay your own doctor's bill and may lose your compensation benefit. Notice to your employer of every accident is required by law.