

MAY 2026



HR RESOURCE

A MONTHLY HUMAN RESOURCES,
PAYROLL/BENEFITS PUBLICATION



MAY 2026



HR RESOURCE

FROM OUR DIRECTOR...

THROUGHOUT THIS SCHOOL YEAR, WE HAVE REVIEWED THEMES FROM THE BOOK "MONDAY MORNING CHOICES". AS A BRIEF RECAP, THEY ARE EACH SUMMARIZED BELOW:

NO-VICTIM – DON'T LET "LIFE" HAPPEN TO YOU, TAKE CONTROL OF YOUR RESPONSE AND INFLUENCE.

COMMITMENT – CHOOSE TO STAY THE COURSE, EVEN WHEN THE WORK IS HARD AND PROGRESS FEELS SLOW.

INTEGRITY – HONESTY, FAIRNESS, AND CONSISTENCY CREATE A MODEL FOR INTEGRITY FOR THOSE AROUND YOU.

PERSISTENCE – TRYING, ADJUSTING AND TRYING AGAIN ARE THE BUILDING BLOCKS FOR RESILIENCE.

ATTITUDE – CHOOSING OPTIMISM OVER CYNICISM CREATES A CONTAGIOUS ATTITUDE THAT LIFTS OTHERS UP.

ADVERSITY – ALLOW ADVERSITY TO REFINE YOU TO GROW, INNOVATE, AND LEAN ON ONE ANOTHER.

RELATIONSHIP – CHOOSE AND INVEST IN PEOPLE TO HELP THEM FEEL SEEN, HEARD AND SUPPORTED.

LEGACY – WHAT LEGACY ARE YOU LEAVING BEHIND FROM YOUR DAILY CHOICES AND THE STANDARDS YOU DEMONSTRATE?

I ENCOURAGE EVERYONE TO REVISIT THESE CHOICES REGULARLY AND THINK ABOUT WHICH OF THEM SHOW UP IN YOUR DAY-TO-DAY WORK. HOW CAN WE APPLY REFINEMENT TO THE REFLECTION AND FEEDBACK THAT WE RECEIVE?

EVEN AS THE DAYS ARE HARD, HOW ARE WE SHOWING UP TO CHANGE THE WAY THAT "HARD" FEELS TO OURSELVES AND THOSE AROUND US. OUR CHOICE OF HOW WE SHOW UP MATTERS SO MUCH TO OURSELVES, OUR FAMILIES, OUR STUDENTS AND OUR COMMUNITY.

AS WE RACE TOWARD THE END OF THE SCHOOL YEAR, THIS IS THE PERFECT TIME TO REFLECT ON THE PROGRESS THAT HAS BEEN MADE AND WHAT WE STILL HAVE THE ABILITY TO INFLUENCE IN THESE FLEETING LAST DAYS OF THE SCHOOL YEAR. IT IS A TIME FOR JOY AND CELEBRATION – UPCOMING FIELD TRIPS, FUN DAYS, RETIREMENTS AND GRADUATIONS. I HOPE YOU ALL HAVE THE ABILITY TO LEAN INTO ALL OF THESE CELEBRATIONS WITH EVERYTHING YOU HAVE AND ALLOW THEM TO KEEP FILLING YOUR ENERGY BUCKETS!

ENJOY THE SUNSHINE!

2026-2027 Wellness Program

Simplified steps for your health and savings



Two Simple Steps

- Briefbiometrics appointment atAnovia (fasting blood draw), blood pressure, height and weight measurements. **
- Appointment with Anovia to review those results (virtual or in person based on preference)

Deadlines and Details



- Deadline for completion: May 16, 2026.
- ** Labs may be done by your own PCP if you prefer or have already had them completed since September 1, 2025.
- Labs include PSA (as appropriate for the individual), lipid panel and blood glucose.
- Anovia will be opening at 6 am on Tuesdays and Wednesdays until the deadline to accommodate fasting blood draws for biometric appointments.

Wellness Rewards

\$240

Health Insurance Premium Credit applies toward the 2026-27 Health Insurance Premiums. Credit can be earned by the employee and spouse for family plans. Single Parent Family plans can substitute an adult age child for the second wellness program participant if desired.



To schedule your biometrics appointment call 715-519-8617

ANOVIA UPDATES - from HR Director Tabatha Gundrum

GOOD-CONSUMER EDUCATION: SMART SCAN



WITH THE TRANSITION TO UMR THIS PAST SUMMER AND THE LAUNCH OF ANOVIA, WE HAVE LEARNED ABOUT ANOTHER GREAT OPTION TO HELP STAFF BE GREAT MEDICAL CONSUMERS, WHILE ALSO ELEVATING THEIR EXPERIENCE WHEN NEEDING MRI AND INFUSION SERVICES. SMARTSCAN IS LOCATED CONVENIENTLY IN WESTON ON SCHOFIELD AVE. WE HAVE BEEN TOLD THAT THE COST OF BOTH MRI AND INFUSIONS AT THEIR LOCATION IS SIGNIFICANTLY LOWER THAN THE COST OF THE SAME SERVICES FOUND IN OUR TRADITIONAL MEDICAL FACILITIES.

SOMETIMES WHEN WE HEAR THIS TYPE OF INFORMATION, WE MIGHT THINK THAT THE SERVICES MAY BE "LESS THAN" OR SOMEHOW INFERIOR TO THE OTHER AVAILABLE SERVICES. I CAN SHARE WITH YOU FIRST HAND THAT THIS IS NOT TRUE AND THE FEEDBACK WE HAVE RECEIVED FROM SEVERAL EMPLOYEES ALIGNS TO MY EXPERIENCE.

I RECENTLY NEEDED AN MRI COMPLETED. UNFORTUNATELY, I ALSO HAD TO HAVE A SIMILAR MRI COMPLETED 2 YEARS AGO. I DID MY FIRST PROCEDURE WITH ASPIRUS AND I DID MY RECENT PROCEDURE WITH SMARTSCAN. THE ASPIRUS PROCESS TOOK A FEW HOURS FROM ARRIVAL TO DEPARTURE AND THE BILLED MEDICAL EXPENSE WAS AROUND \$4,000 WHEN ALL SERVICES FOR THE PROCEDURE CAME THROUGH. THE SAME PROCEDURE AT SMARTSCAN TOOK JUST OVER AN HOUR FROM ARRIVAL TO DEPARTURE AND THE BILLED MEDICAL EXPENSE WAS AROUND \$1,200. SMARTSCAN DOES BILL THROUGH UMR AS AN IN-NETWORK PROVIDER, BUT THE LOWER COST ALLOWED THE AMOUNT THAT IMPACTS OUR HEALTH CARE SPEND AND, IN TURN, MY DEDUCTIBLE COSTS, WAS A SIGNIFICANT SAVINGS.

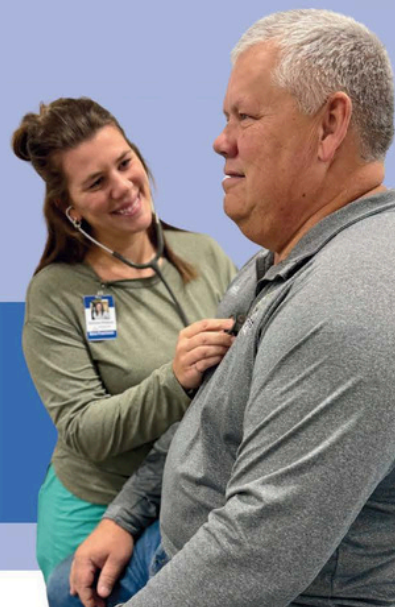
MY EXPERIENCE WAS EASY, FAST, CONVENIENT AND, DARE I SAY, ENJOYABLE. CHECK-IN WAS SIMPLE, THE STAFF WERE VERY FRIENDLY, THE IMAGES WERE EASY TO HAVE SENT TO MY ORDERING PROVIDER AND THE RESULTS WERE FAST. SIMILAR FEEDBACK HAS BEEN REPORTED TO US FROM THOSE THAT HAVE ALSO USED BOTH THE MRI AND THE INFUSION SERVICES AT THEIR LOCATION. I ENCOURAGE YOU TO CHECK IT OUT IF YOU FIND YOURSELF NEEDING THESE SERVICES!

CARE AT NO COST TO DISTRICT HEALTH INSURANCE PARTICIPANTS

Anovia Health is your direct primary care
provider—available through your employer.

WHAT MAKES US DIFFERENT?

- Responsive care for urgent needs - same or next day, plus after hours
- 30-60 minute appointments
- Physician-led, team-based care
- Quarterbacks of your health



WHAT CAN I BE SEEN FOR?

OUR SERVICES:



PRIMARY CARE

Annual physicals • Sports physicals
• Preventative care • Chronic disease management
• Wellness exams • Blood work • Mental health •
DOT, employment & drug screening



URGENT CARE

Lacerations • Sprains/strains • Minor burns •
Fractures • Eye injuries • Suture removal



COMMON CONDITIONS

Cold & flu • COVID testing • Sinus infections • Ear
infections • Strep throat • Bronchitis • UTIs •
Allergies • Vaginal infections • Abdominal pain •
Shingles • STD testing • Boils • Ringworm • Hives •
Head lice • Minor skin infections



CHRONIC DISEASE MANAGEMENT

Diabetes • High blood pressure • High cholesterol •
Asthma • Thyroid disorders • Anxiety • Depression •
Acid reflux • Sleep apnea • Emphysema



SKIN CONDITIONS

Acne • Eczema • Rashes • Mole checks/removal •
Wart removal • Poison ivy/oak/sumac • Insect/tick
bites • Boils • Ringworm • Scabies • Impetigo

FIND YOUR NEAREST CLINIC



Scan to view all
Anovia Health
Clinics across
Wisconsin

READY TO BE SEEN?

- 1 Schedule** - Call your nearest clinic
- 2 Get Care** - Same-day or next-day appointments available for acute issues
- 3 Follow Up** - Text or message your provider anytime with questions

This is your benefit. Use it.



Current Anovia Clinics

510 Ackley St. Suite 2, Antigo, WI (715) 500-4651
 59 Park Place Suite 100, Appleton, WI (920) 764-8677
 270 N. Main St., Clintonville, WI (715) 468-6098
 1200 N. Enterprise Dr., DePere, WI (920) 289-4206
 203 W. Upham St. Marshfield, WI (715) 506-5328
 1321 Stout Rd. Suite 1, Menomonie, WI (715) 953-0238
 1401 E. Main St. Suite A, Merrill, WI (715) 804-1313
 530 Pearl Ave. Suite B, Oshkosh, WI (920) 776-6651
 580 Shepard St., Rhinelander, WI (715) 200-8752
 2417 Post Rd., Stevens Point, WI (715) 883-3200
 605 S. 24th Avenue, Suite 20, Wausau, WI (715) 519-8617
 7402 Stone Ridge Dr. Suite 3, Weston, WI (715) 636-0590
 2811 8th St., Wisconsin Rapids, WI (715) 515-7900

MAY 2026

WELCOME TO THE PAYROLL/BENEFITS TEAM, LAXA

THE PAYROLL AND BENEFITS DEPARTMENT IS EXCITED TO ANNOUNCE THAT LAXA HER JOINED US IN APRIL AS OUR NEW PAYROLL & BENEFITS SPECIALIST.

LAXA BRINGS VALUABLE EXPERIENCE TO THE TEAM WITH HER BACKGROUND IN HUMAN RESOURCES AND PAYROLL PROCESSING. IN HER NEW ROLE, SHE WILL BE THE PRIMARY POINT OF CONTACT FOR AES AND MUNICIPAL EMPLOYEE TIME SUBMISSIONS. ADDITIONALLY, SHE WILL SHARE THE BENEFITS ADMINISTRATION RESPONSIBILITIES FOR ALL EMPLOYEES.

WELCOME

GET TO KNOW LAXA:

"I HAVE LIVED IN THE WAUSAU SCHOOL DISTRICT MY WHOLE LIFE. MY CAREER BEGAN AS AN HR SPECIALIST, AND MY PASSION FOR BENEFITS LED ME TO THIS ROLE. OUTSIDE OF THE OFFICE, I SPEND MY TIME WITH MY SPOUSE AND FOUR BOYS, FISHING, CRAFTING, SEWING, AND ENJOYING THE OUTDOORS. MY PETS CONSIST OF LOTS AND LOTS OF DIFFERENT TYPES OF FISHES."



Benefit-related Notes



Health and Dental Insurance Special Benefit Election Period

As shared last month, WSD health and dental insurance plans will see premium increases effective with July coverage. Watch your email for a Special Benefit Election Period that will be offered May 11 to May 15 for anyone that wishes to change plans or drop coverage only. The regular annual open enrollment will be in November for coverage effective January 1, 2027.

Anovia Reminder

While Anovia Health clinic hours are 7:00 am to 5:00 pm Monday through Friday, they have providers available outside of the normal clinic hours for urgent needs. Call any Anovia location's phone number and they will return your call within 30 minutes. This includes evenings and weekends.

Wisconsin Retirement System

The Wisconsin Department of Employee Trust Funds (ETF) mailed January 1, 2026 statements to employees' homes in April. If you have not received your statement, you may now view, download, and print statements online. Past statements dating back to 2012 are also available through the online system. The link and more information may be found at [2026 Statement of Benefits Now Online](#).

MAY 2026

Payroll & Benefits

WELLNESS RESOURCES FOR YOU....

Click on the links below....

HELPING YOU NEWSLETTER [FROM UMR]

MAY IS MENTAL HEALTH AWARENESS MONTH [FROM M3]

SKIN CANCER PREVENTION NEWSLETTER [FROM ANOVIA
HEALTH]



MAY 2026

Payroll & Benefits

FINANCIAL FITNESS....SO MUCH TO LEARN!

Monthly financial education webinars provided by **M3 Insurance**.

Monthly financial education webinars provided by M3 insurance. Financial Fitness: Eldercare Conversations is coming up May 21.

Even if you are unable to attend at the time offered, you may register for the webinar and a recording will be shared with you.

M3 also offers Medicare Basics webinars.

WI Deferred Compensation Program (WDC) is offering financial and retirement webinars in 2026, including:

- How to Enroll in the WDC
- Your Journey to Retirement
- Retirement Planning with the WDC (Pre-retirement)
- Women and Investing
- Thriving in Retirement for Retirees

WI Department of Employee Trust Funds available webinars, including:

- Preparing for Your Retirement
- WRS Benefits: For New and Mid-Career Employees
- How to Use ETF's Online Retirement Calculator
- Additional Contributions
- Overview of the Wisconsin Retirement System

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More Financial Wellness Information.....

From Summit Credit Union

[click the link above]



MAY 2026

From Melissa Ladika, HR Specialist for Certified Staff

Summer Learning Staff Announcement...

For those who have accepted a Summer Learning position, your letters of assignment will be available in Skyward on May 29th.

If you have any questions, please feel free to reach out.

Certified Staff Reminder: License Renewal for 2026–27 School Year

It's that time of year to ensure your educator license is up to date for the 2026–27 school year. Please take a moment to verify your status using the Wisconsin Educator Licensing Online (ELO) system:

[ELO - Wisconsin DPI \(link\)](#)

Lifetime License Holders

If you hold a Lifetime License, you will see “Last Background Check Submitted” listed at the top of your record. Please remember:

- A background check request must be submitted at least once every five years through ELO.
- The deadline to submit your request is June 30 of your fifth year.
- You must also pay the required fee.
-

Maintaining a Lifetime License also requires that you have been regularly employed in education over the past five years. This means working at least one hour per day per semester (or equivalent) providing direct services to students, families, or educators in a PreK–college setting, or providing administrative oversight in a PreK–12 setting.

***Continued: From Melissa Ladika, HR
Specialist for Certified Staff***

Moving from Provisional to Lifetime License

A Lifetime Educator License (Tier III) is issued to educators who:

- Have completed at least six semesters of successful experience in Wisconsin in the area of their Provisional (Tier II) license.
- Have met all statutory requirements.

The six semesters of experience must:

- Be completed within the five years immediately preceding the July 1 start date of the Lifetime License.
- Be in the same license area as your Tier II license.
- Include direct service to students or administrative oversight in a PreK–12 setting.
- Be completed in an approved setting (e.g., school district, CESA, private school, charter school, tribal school, or other qualifying educational organization) and verified by the employing entity.

Renewing a Provisional License

If you need to renew your Provisional License, please visit the following DPI page for guidance and application steps:

[Renew Provisional License](#)

One-Year License with Stipulations

If you need to apply for a one-year license with stipulations:

- Please send me your completed PI-1624-PROG form from your university.
- Once received, I will complete the additional PI-1624 form required for your application and send it to you.

***If you need any assistance or have questions, please
don't hesitate to reach out—I'm happy to help.***

Is there a Master [Teacher] in the House?

Master's Degree Transcript Submission - REMINDER

Certified Staff members, when you have completed your masters degree, please email your transcript showing the date your Master's degree was conferred to Melissa Ladika. She will update your information in Skyward and add you to the list for a salary schedule adjustment for next school year, [presuming this is your first Master's degree].

An official transcript is not required—you can submit an unofficial copy from your university's online portal if that's available to you.

If you have any questions, feel free to reach out to Melissa.



MAY 2026



SUMMER LEARNING - Substitute Interest Survey CLOSES MONDAY, MAY 4 at 5PM

Interested in Substitute work during Summer Learning? Please complete the survey linked below.

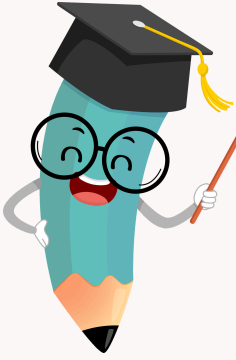
[Summer Learning SUBSTITUTE Survey](#)

Please note that ONLY those who respond to the google form/survey will be allowed to substitute during summer learning.

In order to facilitate proper payment for such work, we have some processing to complete.

That takes a bit of advance notice - 'just-in-time' processing sets us up for errors - and no one likes payroll-related errors!





FROM THE SUBSTITUTE DESK

Grateful

**For Our
Substitutes!!**

Our substitute team members have been rocking the numbers - especially on Fridays, of late - with over 80 substitute positions filled across the district on several of the last Fridays! Our typical average is closer to 65 per day.

Please be sure to share your GRATITUDE the next time you see one of our Substitute team members in your school - they do an amazing job keeping things rolling in our classrooms when our regular staff members are not there.

REMINDER: Personal Days taken in the month of May require your Principal's OK. This is to ensure that we have adequate classroom coverage, as the volume of requests for time away soar during this month. Thank you!



If you have questions about Substitute assignments of ANY sort, please connect with Jennifer Holcomb at jholcomb@wausauschools.org, 715.261.0520, or extension 21520.

Wausau School District and Aspirus Women's Health have teamed up to offer your [annual mammogram](#) right onsite!



Date:

October 1, 2026

Mobile unit will be located at the Wausau West High School parking lot, parked in the front of the building near the commons entrance.

3D mammography is available!

As a reminder, employees or spouses may schedule an appointment as long as you have health insurance coverage. You do **not** need to be on the District health plan. Most insurance companies allow an annual mammogram anytime during the calendar year, regardless of when the last one was done.

Note: You will need 3D CPT codes: screening mammogram 77067 and 77063

For an appointment, call Aspirus Central Scheduling at 866.672.5133, option 1, then option 1 again. Tell them you want a [Wausau School District Mobile Mammo unit appointment](#). Patients under the age of 40 will need a referral from their primary care provider.

You will be asked to provide:

- The name of your physician or nurse practitioner to receive results
- Insurance information
- The location(s) of your prior mammograms



Human Resources Team: Best way to Reach Us....

Human Resources Team Members

Tabatha Gundrum - Director of Human Resources

Ali Draeger - HR Specialist, **Special Projects/Support Staff**

Tammy Bents - HR Specialist, **Special Projects/Support Staff**

Melissa Ladika - HR Specialist, **Certified Staff**

Jennifer (Jen) Winter - HR Specialist, **Support Staff**

Jennifer Holcomb - HR Specialist, **Substitutes/Administrators**

Randy Lewandowski - HR Specialist, **Coaches, Technology, etc.**

Email us at: wsdhr@wausauschools.org, or reach out directly to the person noted as your primary contact.

HUMAN RESOURCES DEPARTMENT



TABATHA GUNDRUM

DIRECTOR OF HUMAN
RESOURCES



ALI DRAEGER

HR SPECIALIST
SPECIAL PROJECTS/
SUPPORT STAFF
EXT 21518



JENNIFER HOLCOMB

HR SPECIALIST
ADMINISTRATION &
SUBSTITUTES
EXT 21520



JEN WINTER

HR SPECIALIST
SUPPORT STAFF
EXT 21522



RANDY LEWANDOWSKI

HR SPECIALIST
TECHNOLOGY/COACHING
EXT 21519



MELISSA LADIKA

HR SPECIALIST
CERTIFIED STAFF
EXT 21523



TAMMY BENTS

HR SPECIALIST
SPECIAL PROJECTS/
SUPPORT STAFF

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