

JUNE 2026



HR RESOURCE

A MONTHLY HUMAN RESOURCES,
PAYROLL/BENEFITS PUBLICATION





****TABLE OF CONTENTS ****

Page 3: From our HR Director, Tabatha Gundrum
Page 4: “Good Consumer” Education
Page 5: Anovia Can...tips for making good use of the DCC
Page 6: Anovia flyer
Page 7: Anovia Map
Page 8: Men’s Health Month flyer
Page 9-10: Benefit Notes
Page 11: Wellness Resources
Page 12-13: Work-Life Balance
Page 14: Work-Life Integration
Page 15: Financial Fitness Resources
Page 16-17: For Certified Staff, notes from Melissa L
Page 18: Teachers with new Masters Degrees
Page 19-20: Substitute-related Stuff
Page 21: Meet Laxa’s Fish!
Page 22: Mammogram Flyer
Page 23: HR & Payroll/Benefits Team
Page 24: HR Dept photo directory



JUNE 2026



HR RESOURCE

FROM OUR DIRECTOR...

AS YOU WRAP UP THIS YEAR, I WANT TO TAKE A MOMENT TO WISH YOU ALL THE MOST INCREDIBLE SUMMER AHEAD. WHETHER YOU WILL BE WORKING AS ONE OF OUR CALENDAR YEAR STAFF MEMBERS, WORKING AT A SUMMER JOB (INCLUDING POTENTIALLY SUMMER LEARNING), OR SIMPLY TAKING THE SUMMER TO REST, RELAX AND RECHARGE FOR THE NEW YEAR THAT WILL BE UPON US BEFORE WE KNOW IT, WE THANK YOU FROM THE BOTTOM OF OUR HEARTS FOR THE TIRELESS ENERGY YOU BRING TO YOUR POSITIONS EACH AND EVERY DAY. OUR STUDENTS AND FAMILIES SEE WHAT YOU EACH PROVIDE TO THEM WITH YOUR EVERY DAY ATTENTION TO THEIR STUDENTS' NEEDS – EVEN ON THE HARDEST OF DAYS.

KNOW THAT WHEN SOME OF OUR MOST CHALLENGING STUDENTS LOOK BACK ON THEIR TIME WITH YOU AS A STAFF MEMBER THAT INFLUENCED THEIR EXPERIENCES IN THE DISTRICT, THEY WILL REMEMBER THE EXTRA MOMENT THAT YOU TOOK TO PAUSE AND TRULY SEE THEM AND MEET THEM WHERE THEY WERE AT. FOR THAT, THEY WILL BE FOREVER GRATEFUL.

WE HOPE YOU ENJOY LOTS OF SUNSHINE AND MEMORABLE MOMENTS IN THE COMING MONTHS AND WE WILL LOOK FORWARD TO WELCOMING OUR RETURNING STAFF BACK AGAIN IN AUGUST!

TAKE CARE AND BE WELL ~
TABATHA



JUNE 2026

ANOVIA UPDATES - from HR Director Tabatha Gundrum

Anovia Is Making a Difference!!

Early reports show that district team members who make use of our relationship with direct care clinic, Anovia, are doing so at excellent rates (repeat customers, even!), and the estimated cost savings in insurance-related costs alone are strong.

The quarter 1 (January through March) data reveals that lots of folks completed their wellness benefit visits (thank you!), but also that nearly 50 people had multiple visits - meeting more than strictly a wellness-related care need.

This is exciting news for sure!

AND...anecdotal reports continue to demonstrate high satisfaction with those visit/the care provided by our Anovia partners.

We thank you for embracing this new way to receive care. It's making a difference already - and there's only more good to come!



JUNE 2026



ANOVIA Can Help.....

DID YOU KNOW ANOVIA HEALTH ALSO PROVIDES SPORTS PHYSICALS??! ANYONE COVERED BY THE DISTRICT HEALTH INSURANCE PLAN MAY UTILIZE THE SERVICES PROVIDED BY ANOVIA HEALTH AT NO COST.

GET THIS IMPORTANT STUDENT ATHLETE NEED SCHEDULED!



ALSO, DON'T FORGET THAT COLLEGE STUDENTS COVERED BY THE DISTRICT'S HEALTH INSURANCE CAN UTILIZE ANOVIA HEALTH FOR THEIR PRIMARY CARE NEEDS.

BY SCHEDULING AN IN-PERSON ROUTINE CHECKUP WHILE THEY ARE HOME ON BREAK, YOUR STUDENT BECOMES AN ESTABLISHED PATIENT, WHICH ALLOWS FOR EASIER ACCESS TO VIRTUAL CARE WHILE THEY ARE AWAY AT SCHOOL IF NEEDED.

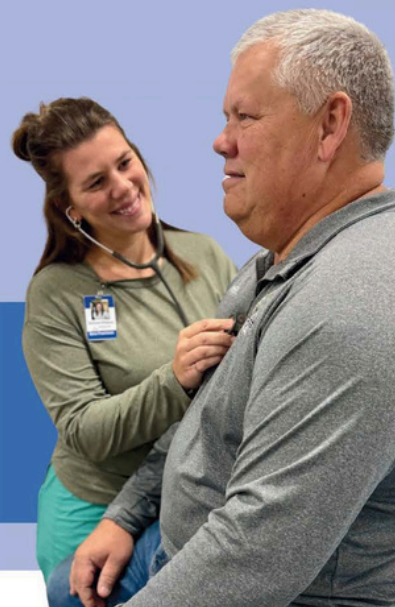
FOR STUDENTS LIVING NEAR ANY OF ANOVIA HEALTH'S LOCATIONS, IN-PERSON VISITS REMAIN AN OPTION.

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

SCHEDULED MAINTENANCE REQUIRED

YOU WOULDN'T SKIP AN OIL CHANGE. DON'T SKIP THIS.

Men skip the doctor twice as often as women. "Waiting until it hurts" is how a tune-up becomes an engine replacement.

— MAINTENANCE SCHEDULE — BY MILEAGE

MILEAGE

20–30K Your 20s & 30s ●●●

- ☐ Annual physical — blood pressure, BMI
- ☐ Cholesterol check every 4–6 years
- ☐ Monthly testicular self-exam

MILEAGE

40K Your 40s — Critical Pivot ●●●

- ☐ Colorectal cancer screening (starts at 45)
- ☐ Diabetes screening (A1C)
- ☐ Start the prostate conversation with your doctor

MILEAGE

50K+ Your 50s & Beyond ●●●

- ☐ Regular PSA tests
- ☐ Cardiovascular screening
- ☐ Lung cancer screening (if smoking history)

— EARLY DETECTION — SURVIVAL RATE

A simple screening is the difference between nearly 100% survival and something far worse:

Prostate Cancer	<div><div></div></div>	>99%
Testicular Cancer	<div><div></div></div>	99%
Melanoma	<div><div></div></div>	99%
Colorectal Cancer	<div><div></div></div>	91%

These numbers **drop dramatically** once cancer spreads. A blood draw or mail-in kit could save your life.

△ Check Engine

Don't wait

for a symptom to be your alarm clock. By the time the warning light comes on, the damage is already done.

— SCHEDULE NOW

**SCAN TO SCHEDULE YOUR
PREVENTIVE SCREENING**

anoviahealth.com

**ANOVIA**
HEALTH

Benefit-related Notes



E-mail Address Reminder.....

Remember to use your personal (not your district) email address for all non-work accounts, such as banking, insurance, and retirement accounts.

Keeping these accounts separate from your district email ensures your personal security and long-term access to your records. Please review your personal accounts and update any that are associated with your district email. On-line accounts may include but are not limited to:

- Financial Institution used for direct deposit of your paycheck
- UMR - district health insurance
- Anovia Health - Elation Passport
- Associated Bank - Health Savings Account (HSA)
- Delta Dental - district dental insurance
- Employee Benefits Corporation (EBC) - flexible spending accounts
- 403b Vendors - Ameriprise Financial, Equitable, Security Benefit, Thrivent, WEA Member Benefits
- 457b Vendor - Wisconsin Deferred Compensation
- WI Department of Employee Trust Funds - Wisconsin Retirement System annual statements

Benefit-related Notes



403B AND 457B ROUTINE REVIEW OF ACCOUNT DETAILS

WE RECOMMEND EMPLOYEES REVIEW THEIR 403B AND 457B RETIREMENT STATEMENTS ON A REGULAR BASIS. IT IS ALWAYS BEST PRACTICE TO VERIFY THE FOLLOWING INFORMATION:

- CONTRIBUTION LEVELS AND INVESTMENT ALLOCATIONS
- VERIFY YOUR BENEFICIARY DESIGNATIONS TO ENSURE THEY ARE CURRENT AND ACCURATE
- UPDATE YOUR CONTACT INFORMATION, ENSURING YOU ARE USING A PERSONAL EMAIL ADDRESS FOR LONG-TERM ACCESS

VENDOR WEBSITES WITH CONTACT INFORMATION ARE LISTED ON THE DISTRICT WEBSITE UNDER DEPARTMENTS/PAYROLL & BENEFITS/RETIREMENT BENEFITS. PLEASE REACH OUT TO YOUR RESPECTIVE VENDOR FOR ANY ASSISTANCE NEEDED WITH THE ABOVE ITEMS.



ETF to Launch “My Insurance Benefits” - Life Insurance

The Department of Employee Trust Funds is launching a new program, “My Insurance Benefits”, this summer. My Insurance Benefits will provide access to information about life insurance for eligible members. Additional information will be shared as the system is fully implemented later this year.

JUNE 2026

Payroll & Benefits

WELLNESS RESOURCES FOR YOU....

Click on the links below....

HELPING YOU NEWSLETTER (FROM UMR)

JUNE IS MEN'S HEALTH MONTH [FROM M3]



Navigating Work and Life



The term work-life balance is often misunderstood to be the attainment of perfect equilibrium between our work obligations and personal lives and commitments. In actuality, work-life balance is a philosophy where we determine the required time needed to properly prioritize the efforts put towards career and ambition against the energy and activities dedicated to lifestyle, including family, leisure and pleasure.

Work life-balance is an individual measurement and may vary daily, monthly, and over extended periods of time. The right balance will differ as your lifestyle changes. Your needs and wants evolve throughout the various stages of life, from being single, to being married, to the possible addition of children or new career aspirations, and to nearing retirement. There is no perfect formula or ideal balance to strive for. The right equation differs because each individual has different priorities, goals and lives.



There is no perfect formula or ideal balance to strive for. The right equation differs because each individual has different priorities, goals and lives.

Impacts of poor work-life balance

Prolonged periods of time without work-life balance will have adverse effects on your mental and physical health, including cardiovascular disease and depression. This is due to the effects from prolonged elevated stress levels and reduced sleep quality/quantity. For employers, fatigue, absenteeism, lower productivity and organizational turnover rates increase due to poor work-life balance.

Here are some suggestions on how to improve your work-life balance:

Prioritize. Begin your workday by prioritizing objectives that need to be accomplished by the end of day. Ask yourself, “If I need to focus on one thing today, what would it be?” Identify your top five priorities for the day, and stick to the list.

Focus. Concentrate on one thing at a time. Successful multi-tasking is a rare and difficult feat. Instead, devote your full attention to the task at hand. Concentrating on a single task will allow you to complete it more quickly, with fewer errors.





Time. Evaluate how you are spending your time in a given week. How much time do you spend doing the things that matter to you the most? Eliminate things in your life, or delegate where possible if you're spending time doing things that don't align with what matters to you most.

Assertiveness. Respect your personal time. We often require an emergency to reschedule an important work meeting, give your private time the same respect and priority. Ask for support and practice saying "no" vs maxing out your capacity.

Care. Take a look at your routines and general lifestyle. If you lack sleep, eat poorly, and don't exercise, this can cause you to feel out of balance in your life. Your efforts to prioritize and achieve personal time can all go to waste when you aren't treating your mind and body well. Ensure you get enough sleep, eat a variety of nutrient-rich foods (i.e. salmon, kale, garlic, blueberries, eggs), and try to exercise three times a week for a minimum of 20 minutes (i.e. cardio, strengthening, stretching).

Mentorship/role model. Do you know someone you admire, someone with the career or lifestyle you want to emulate? Ask their advice on career and educational development. Learn how they establish goals and priorities, and how to best manage your time to achieve career and lifestyle goals.



Work-Life Integration

Work-life integration and work-life balance are two distinct ways to think about the boundaries (or lack thereof) between personal and professional lives.

Core Concept: Integration vs. Balance

While both aim to reduce burnout and improve well-being, their methods differ fundamentally:

- Work-Life Balance: Emphasis on separation.

It treats work and life as two competing forces that need clear boundaries, such as a strict 9-to-5 schedule where work stays at the office.

- Work-Life Integration: Emphasis on blending. It acknowledges that the modern, tech-driven world often causes these spheres to overlap. Rather than treating work and life as separate entities, creating a conflict between them, the goal of WLI is to find areas of compromise and synergy.



Work-Life Integration

Unlike work-life balance, which emphasizes distinct boundaries between work and home, work-life integration acknowledges the interconnectedness of these spheres. It's about embracing the reality that work and life are both important parts of one whole entity (you).

WLI is less focused on compartmentalizing. Professionals practicing work-life integration care less about what's "work time" and what's "personal time" and focus instead on what's the best time to do these things.

Potential Challenges

Without discipline, integration can lead to blurred boundaries and the feeling of being "always on," which increases the risk of burnout. It requires high self-awareness and active support from both employers and personal networks to be sustainable.



Summary

Regardless of the approach, many people are struggling to set healthy boundaries in these two areas of their lives. Both work-life balance and work-life integration seek a similar feeling of harmony. In the broadest sense, they both mean the same thing: how to have a life that has time for work, and time for family, care, life, joy, play, and all of the things that make life worth living.

JUNE 2026

Payroll & Benefits

FINANCIAL FITNESS....SO MUCH TO LEARN!

Monthly [financial education webinars](#) provided by M3 insurance. Financial Fitness: “**The Power of Social Security**” is coming up June 18. 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
- Variable Fund
- How to Use ETF's Online Retirement Calculator
- Additional Contributions
- Overview of the Wisconsin Retirement System

JUNE 2026

*From Melissa Ladika, HR Specialist - Certified Staff
(mladika@wausauschools.org or 715.261.0523)*

Saying it again....

Summer Learning Staff Announcement...

Summer Learning position letters of assignment were made 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.

JUNE 2026

[ALSO WORTH REPEATING...]

Is there a Master [Teacher] in the House?

Master's Degree Transcript Submission - REMINDER

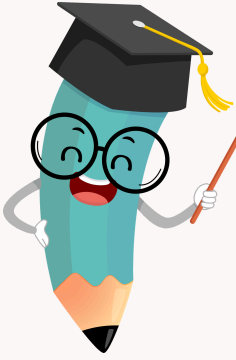
Certified Staff members, when you have completed your masters degree, please email your transcript showing the date your Master's degree was conferred to Melissa Ladika. She will update your information in Skyward and add you to the list for a salary schedule adjustment for next school year, [presuming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



JUNE 2026



FROM THE SUBSTITUTE DESK

Grateful

**For Our
Substitutes!!**

**Know anyone who'd be a wonderful
SUBSTITUTE TEACHER?**

**On Tuesday, July 28, Wausau School
District will be hosting a Substitute
Teaching training course that qualifies a
person who holds a minimum of an
Associates degree to apply for a
Substitute Teaching permit/license.**

**The WECAN posting for this opportunity
will be out soon. In the meantime, feel
free to send folks my way to open the
conversation!**



**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.**

JUNE 2026



FROM THE SUBSTITUTE DESK

SUBSTITUTES intending to return for
the 2026-27 school year.....

Letters of Assignment will be sent out
soon (by mid-June, I hope!) inviting you
to remain on the Substitute team for
next school year.

Watch your **PERSONAL** mailbox (or your
USPS mailbox if I do not have a current
email address for you). You'll need to
sign and return the letter to me by the
deadline in order to stay on 'the list'.

Wishing you an amazing
summer break!

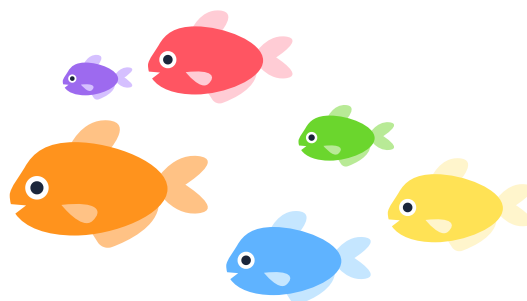
~Jennifer



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.

JUNE 2026

Last month we introduced our newest Payroll/Benefits Team Member, Laxa. Here's a little peak into one of her non-work life realities...lots and lots of various fish pets (and, yep, that's an eel in the upper left photo!).
Thanks for sharing, Laxa!



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



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 and Payroll/Benefits Teams:

Elizabeth Channel - Assistant Superintendent of Operations

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

Payroll/Benefits Team Members

Janet Tews - Payroll Manager

Nan Thao - Payroll/Benefits Specialist

Laxa Her - Payroll/Benefits Specialist

Email: wsdpayrollbenefits@wausauschools.org

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.