



Human Resources Office

Brad Swanson, Assistant Superintendent for Human Resources

Alice Raflones, Director of Human Resources

Debbie Timpe, Human Resources Specialist; Certified

Jeanne Davito, Human Resources Specialist; Non-certified

Alice Kus, Human Resources Assistant

To: Board of Education
From: Brad Swanson
Date: April 25, 2016
Re: Release of Educational Support Staff

I recommend the Board of Education act to release the Educational Support Staff members listed on the attached spreadsheet. These individuals do not have secured staffing at this time. This list was prepared in consultation with the building principals and has received their approval.

If we fail to release Educational Support Staff at least thirty (30) calendar days (May 10, 2016) before the last day of student attendance (June 9, 2016), the Educational Support Staff are automatically re-employed for the following school year.

It is likely that some of the Educational Support Staff will be re-employed after the staffing process is completed. Soon to be known additional information such as the return of Educational Support Staff from leave, announcements of retirements, acquisition of grants, and accurate student registration will influence staffing decisions for next school year.

Following the Board meeting of April 25, 2016, the Educational Support Staff who are to be released will meet with their principals and be given a copy of the letter of release (sample attached). In addition, the letter will be mailed to the Educational Support Staff's home via certified mail.

Release of Educational Support Staff for 16-17

| Building | Name | Position |
|-----------------|------------------|------------------------------------|
| GBS | Jacob Noll | Instructional Aide Science (TLC) |
| GBS | Mark Popovici | Instructional Aide Science (TLC) |
| GBN | Nicole Collins | Instructional Aide Special Ed |
| GBN | Robert Cummings | Instructional Aide Deans (PT) |
| GBN | Lukas Karch | Instructional Aide Math (PT) |
| GBN | Jill Nelson | Instructional Aide Math (PT) |
| GBN | Thomas Ng | Instructional Aide Special Ed |
| GBN | Stephanie Oehler | Instructional Aide Special Ed |
| GBN | Emmett O'Keefe | Instructional Aide Special Ed |
| GBN | Colleen Roer | Instructional Aide Special Ed |
| GBN | Linda Schneider | Instructional Aide Special Ed |
| GBN | Megan Wiley | Instructional Aide Special Ed (PT) |
| GBN | Greg Wilhelm | Instructional Aide Special Ed |
| GBN | Indra Williams | Instructional Aide Special Ed |