



**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*

*Victoria Palmer, Benefits Assistant*

*Alice Kus, Human Resources Department Assistant*

**To:** Board of Education  
**From:** Brad Swanson  
**Date:** April 9, 2018  
**Re:** Procedures for Release of Educational Support Personnel

At the Board of Education meeting on April 23, 2018, the Board may be asked to release some of our Educational Support Personnel.

Educational Support Personnel who do not have secured staffing must be released at least thirty (30) calendar days (May 6, 2018) before the last day of student attendance (June 6, 2018). If we fail to release such Educational Support Personnel within this time frame, the Educational Support Personnel are automatically re-employed for the following school year.

It is likely that some of the Educational Support Personnel who will be released on April 23, 2018, will be re-employed after the staffing process is completed. The additional information involves such issues as the return of Educational Support Personnel from leave, announcements of retirements, acquisition of grants, and accurate student registration.

Following the Board meeting of April 23, 2018, the Educational Support Personnel who are to be released will meet with their principals and be given a copy of the letter of release. In addition, the letter will be mailed to the Educational Support Personnel's home via certified mail.

A summary of the release categories of Educational Support Personnel will be shared for Board action on April 23, 2018.