

**Human Resources Office**

*Brad Swanson, Assistant Superintendent for Human Resources*

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*Alice Kus, Human Resources Assistant*

**To:** Board of Education  
**From:** Brad Swanson  
**Date:** April 13, 2015  
**Re:** **Procedures for Release of Educational Support Personnel**

At the Board of Education meeting of April 27, 2015, we will ask the Board to release some of our Educational Support Personnel. Educational Support Personnel who do not have secured staffing must be released at least thirty (30) school days (April 30, 2015) before the last day of student attendance (June 11, 2015). 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 27, 2015, 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 27, 2015, 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 categories of Educational Support Personnel will be shared with the Board for action at the April 27, 2015, meeting.