



**South Washington County Schools**

Keith Jacobus, Ph.D., Superintendent

**District Service Center**

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**ADMINISTRATIVE REPORT**

TO: Members of the School Board  
Keith Jacobus, Superintendent

FROM: Denise Griffith, Director of Human Resources  
651.425.6255

DATE: December 28, 2016

TOPIC/PURPOSE OF REPORT: Resignations and Terminations/Approval of Leave of Absence /  
Approval of New Hires-Change of Status

REFERENCE TO POLICY/STRATEGIC PLAN: Strategic Plan Goal #4-To recruit, hire, develop  
and retain the highest quality employees

RECOMMENDED BOARD ACTION: Approval

DATE FOR BOARD ACTION: January 5, 2017

**REPORT**

**Agenda Item 7.1 – Retirements, Resignations, and Terminations:**

<u>Name</u>	<u>Assignment/Building</u>	<u>Last Day Worked</u>	<u>Type/Reason</u>
Berney, Lesley	Paraprofessional/CGMS	11/23/16	Resignation
Johnson, Nicole	Paraprofessional/PHS	12/01/16	Resignation
Kelly, Sean	Paraprofessional/LRES	12/15/16	Resignation
Kimlinger, Andrea	Paraprofessional/WMS	11/29/16	Resignation
Koester, Zachary	Paraprofessional/PHES	12/02/16	Resignation
Lawver, Paige	Paraprofessional/PHES	12/08/16	Resignation
Sellars, Peter	Paraprofessional/WHS	12/05/16	Resignation
Stack, Dale	Bus Driver/TRANS	12/14/16	Resignation
Verdick, Heather	Paraprofessional/DPC	12/16/16	Resignation

**Agenda Item 7.2 – Approval of Leave of Absence:**

<u>Name</u>	<u>Assignment/Building</u>	<u>Effective Date</u>	<u>Type of Leave</u>
Anderson, Erin	Paraprofessional/WES-VCES	12/09/16-12/12/16	Paid
		12/13/16-04/17/17	Unpaid

**Agenda Item 7.2 – Approval of Leave of Absence (Cont'd):**

<b>Name</b>	<b>Assignment/Building</b>	<b>Effective Date</b>	<b>Type of Leave</b>
Awise, Sara	Paraprofessional/MES	01/03/17-06/06/17	Unpaid
Berreth, Gerald	Bus Driver/TRANS	11/28/16-01/04/17	Paid – FML
Cisewski, Patti	Teacher/ROES	11/21/16-12/16/16	Paid - FML
Crockett, Joy	Teacher/LRES	11/29/16-12/16/16	Paid - FML
Dischinger, Sharon	Paraprofessional/LRES	12/15/16-01/11/17	Paid - FML
		01/12/17-01/26/17	Unpaid - FML
Fields, Wayne	Substitute Custodian/DSC	12/12/16-12/29/16	Paid - FML
McNeill, Scott	Custodian/WHS	01/10/17-01/25/17	Paid
Nicklay, Judith	Office Coordinator/CGES	10/18/16-01/02/17	Paid – Revised End Date – FML
Paisner, Richard	Assistant Principal/LMS	11/30/16-01/02/17	Paid – Revised End Date – FML
Patpatia, Seema	Paraprofessional/BES	11/14/16-12/01/16	Paid
Sandhu, Simerjit	Paraprofessional/LRES	11/07/16-11/30/16	Unpaid – Revised End Date
Seashore, Karen	Teacher/WHS	11/28/16-12/16/16	Paid – Revised End Date – FML
Sepp, Donna	Paraprofessional/AES	10/24/16-11/04/16	Paid – FML
		11/07/16-12/16/16	Unpaid –Revised End Date – FML
Tamondong, Raulito	Bus Driver/TRANS	01/03/17-01/27/17	Paid – FML
Wermer, Maureen	Teacher/MES	12/08/16-01/06/17	Paid – FML

**Agenda Item 7.3 – Approval of New Employees / Change of Status:**

<b>Name</b>	<b>Assignment/Building</b>	<b>Effective Date</b>	<b>Reason</b>
Avery, Heidi	Paraprofessional/LRES	12/09/16	Part-Time to Part-Time w/Benefits
Bahl, Tom	Bus Driver/TRANS	12/19/16	New Hire
Branville-Cardoza, Tami	Nutrition Service Worker/DSC	12/12/16	New Hire
Cover, Teresa	Custodian/HES	12/06/16	New Hire (.5 FTE)
Crawford, Victoria	Bus Driver/TRANS	12/13/16	Part-Time w/Benefits to Full-Time
Engebretson, Tom	Kids Club Supervisor/DPC	10/31/16	Para to Kids Club Supervisor
Frederick, Terri	Paraprofessional/NES	12/07/16	Part-Time w/Benefits to Full-Time
Gonzales, Stephanie	Paraprofessional/AES	11/14/16	New Hire
Guertin, Teresa	Paraprofessional/LRES	11/28/16	Full-Time to <10.5 Hrs/Week
Hamilton, Karlynn	Paraprofessional/WES	11/21/16	Sub to Full-Time
Harmeyer, Katie	Dance Coach/WHS	10/24/16-02/18/17	Extra Curricular
Higgins, Mary Jo	Nutrition Service Worker/DSC	12/19/16	New Hire
Hohenstein, Ashley	Paraprofessional/VCES	10/31/16	Part-Time w/Benefits to Full-Time
Jahnke, Tami	Teacher/CP	08/29/16	.744 FTE to .921 FTE
Johnson, Angel	Paraprofessional/WHS	11/07/16	Sub to Part-Time
Kittelson, Tammy	Teacher/CP	10/03/16	.754 FTE to .911 FTE
Kittelson, Rachael	Paraprofessional/CGES	12/13/16	New Hire
Kneifl, Harvey	Bus Driver/TRANS	11/21/16	Full-Time to Part-Time w/Benefits
Landon, Kirsten	Paraprofessional/HES	11/22/16	New Hire
Larcom, Steven	Foreman/CGES	12/05/16	Change in Position
Larsen, Ted	Bus Driver/TRANS	12/08/16	Full-Time to Part-Time w/Benefits
Lattery, Alanna	Bus Assistant/TRANS	12/15/16	Part-Time to Full-Time
Lawver, Paige	Paraprofessional/PHES	11/14/16	New Hire
McBride, Deborah	AFJROTC Instructor/PHS	12/02/16	.4 FTE to .6 FTE
Muscoplat, Robin	Paraprofessional/VCES	11/21/16	New Hire
Poole, Ann	Paraprofessional/WES-PHES	11/28/16	New Hire

**Agenda Item 7.3 – Approval of New Employees / Change of Status (Cont'd):**

<b><u>Name</u></b>	<b><u>Assignment/Building</u></b>	<b><u>Effective Date</u></b>	<b><u>Reason</u></b>
Poole, Ann	Paraprofessional/WES	11/29/16	Part-Time to Part-Time w/Benefits
Radcliff, Heather	Paraprofessional/LRES	11/10/16	Sub to Full-Time
Rice, Tracie	Paraprofessional/DSC	11/11/16	Full-Time to Sub
Selander, Rebecca	Teacher/WMS	12/12/16	New Hire
Smith, Latrone	Paraprofessional/CES	11/28/16	Part-Time w/Benefits to Full-Time
Sparish, Nastasha	Assistant Manager/CGMS	12/06/16	Change in Position
Watt, Noelle	Kids Club Supervisor/VCES	12/27/16	Sub to Full-Time