



South Washington County Schools

Keith Jacobus, Ph.D., Superintendent

District Service Center

7362 E. Point Douglas Rd. S.
Cottage Grove, MN 55016

Phone: 651-425-6300 Fax: 651-425-6318

ADMINISTRATIVE REPORT*Revised

*Changes marked in **BOLD**

TO: Members of the School Board
Keith Jacobus, Superintendent

FROM: Human Resources
651.425.6255

DATE: May 11, 2017

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: May 11, 2017

REPORT

Agenda Item 6.1 – Retirements, Resignations, and Terminations:

<u>Name</u>	<u>Assignment/Building</u>	<u>Last Day Worked</u>	<u>Type/Reason</u>
Anderson, Caitlyn	Paraprofessional/HES	04/07/17	Resignation
Carlson, Mackenzie	Teacher/MIS	06/13/17	Resignation
Diffendal, Barb	Paraprofessional/WMS	05/26/17	Resignation
Groess, Yolanda	Paraprofessional/CES	05/31/17	Resignation
Hovland, Lance	Teacher/WHS	06/13/17	Resignation
Jelinek, Karen	Paraprofessional/LRES	05/12/17	Resignation
Kubias, Melinda	Paraprofessional/PHES	06/09/17	Retirement
McMahon, Sally	Bus Assistant/TRANS	04/26/17	Resignation
Merle, Bonnie	Nutrition Service Worker/LMS	06/09/17	Retirement
Monahan, Mike	Paraprofessional/ROES	06/09/17	Resignation
Schumacher, Sharyll	Admin. Asst.-Activities Accts./ERHS	06/16/17	Retirement
Seversen, Eric	Paraprofessional/BES	06/09/17	Resignation
Shaver, Amy	Paraprofessional/MIS	06/09/17	Resignation

Agenda Item 6.1 – Retirements, Resignations, and Terminations (Cont'd):

Name	Assignment/Building	Last Day Worked	Type/Reason
Slagle, Desiree	Teacher/LRES	06/13/17	Resignation
Smith, Jean	Teacher/PHS	06/13/17	Resignation
Vik, Barbara	Paraprofessional/ROES	06/09/17	Retirement

Agenda Item 6.2 – Approval of Leave of Absence:

Name	Assignment/Building	Effective Date	Type of Leave
Behrend, Katherine	Teacher/VCES	04/07/17-05/18/17	Paid – FML
		05/19/17-06/09/17	Unpaid – FML
Bigham, Brian	Maintenance Chief/DSC	04/19/17-05/16/17	Paid – FML
Boese, Jeffrey	Bus Driver/TRANS	03/27/17-04/19/17	Paid - .5 FTE – FML
		04/20/17-04/28/17	Paid – 1.0 FTE – FML
Bromen, Christine	Teacher/GCES	05/01/17-06/09/17	Paid
		06/13/17-06/13/17	Unpaid
Comeau, Sara	Teacher/OMS	04/03/17-05/26/17	Paid – Revised End Date – FML
		05/30/17-06/05/17	Unpaid – Revised End Date – FML
Dale, Julie	Teacher/PHES	03/28/17-06/09/17	Paid – FML
Downs, Jenna	Assistant Principal/MES-GCES	05/02/17-06/30/17	Paid
Fenske, Kelly	Teacher/CES	04/20/17-05/05/17	Paid – FML
Raymond, Kent	Custodian/OMS	04/12/17-05/12/17	Paid – FML
Reimel, Jennifer	Teacher/HES	01/29/18-06/08/18	Unpaid
Slaughter, Brett	Custodian/LMS	03/21/17-04/04/17	Paid
Sullivan, Marit	Teacher/LMS	Wksp17-Wksp18	Unpaid
Thronsen, Anne	Teacher/PHES	04/17-17-05/10/17	Paid
		05/11/17-06/05/17	Unpaid
Walejko, Erin	Teacher/GCES	04/24/17-06/02/17	Paid
		06/05/17-06/09/17	Unpaid

Agenda Item 6.3 – Approval of New Employees / Change of Status:

Name	Assignment/Building	Effective Date	Reason
Durbin, Kim	Paraprofessional/CGES	03/14/17	Part-Time w/Benefits to Part-Time
Greeley, Samantha	Paraprofessional/LRES	04/03/17	Sub to Full-Time
Gullaksen, Ylva	Nutrition Service Worker/MES	04/19/17	Re-hire
Inselmann, Jennifer	Long Term Sub Teacher/LMS	04/25/17-06/13/17	New Hire
Jacobs, Mary	Long Term Sub Teacher/GCES	4/28/17-6/9/17	Re-hire
Jarmuz, Allan	Paraprofessional/LRES	04/17/17	Part-Time to Full-Time
LeVasseur, Steven	Bus Driver/TRANS	04/25/17	Sub to Part-Time w/Benefits
Lucht, Gary	Bus Driver/TRANS	04/19/17	Part-Time w/Benefits to Part-Time
Marquina, Olivia	Nutrition Service Worker/DSC	04/17/17	New Hire
Miller, Teresa	Lead Cashier/AES	04/17/17	Change in Position
Parker, Madelyn	Paraprofessional/WHS	04/13/17	Sub to Part-Time
Schafer, Shelly	Dir. of Communications & Community Relations	07/05/17	New Hire
Score, Michael	Custodian/ERHS	04/03/17	Part-Time to Full-Time
Smith, John	Bus Driver/TRANS	04/20/17	Part-Time w/Benefits to Part-Time
Willis, Jennifer	Bus Driver/TRANS	04/24/17	New Hire
	Bus Driver/TRANS	05/01/17	Sub to Part-Time w/Benefits