



**South Washington County Schools**

Keith Jacobus, Ph.D., Superintendent

**District Service Center**

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

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**ADMINISTRATIVE REPORT**

TO: Members of the School Board  
Dr. Keith Jacobus, Superintendent

FROM: Dr. Kevin Witherspoon  
Director of Human Resources  
651.425.6255

DATE: October 12, 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: Climate and Culture

RECOMMENDED BOARD ACTION: Approval

DATE FOR BOARD ACTION: October 18, 2017

**REPORT**

**Agenda Item 6.1 – Retirements, Resignations, and Terminations:**

<b>Name</b>	<b>Assignment/Building</b>	<b>Last Day Worked</b>	<b>Type/Reason</b>
Hedahl, Joan	Paraprofessional/ROES-GCES	10/06/17	Resignation
Hildahl, MacKenzie	Asst. Girls Swim Coach/ERHS	09/11/17	Resignation
Kaufman, Doug	Custodian/CES	09/27/17	Resignation (.5 FTE)
Kurilla Alexandra	Paraprofessional/WMS	10/06/17	Resignation
Quinby, Claudia	Teacher/MES	10/04/17	Resignation
Sanders, Julie	Bus Assistant/TRANS	10/09/17	Resignation

**Agenda Item 6.2 – Approval of Leave of Absence:**

<b>Name</b>	<b>Assignment/Building</b>	<b>Effective Date</b>	<b>Type of Leave</b>
Allen, Bruce	Bus Driver/TRANS	01/29/18-03/02/18	Unpaid
Butina, Christine	Paraprofessional/BES	09/05/17-10/20/17	Unpaid
Flores-Gomez, Leticia	Nutrition Service Worker/DSC	09/05/17-09/13/17	Paid
		09/14/17-10/11/17	Unpaid
Gonzalez, Matthew	Teacher/ROES	10/13/17-10/31/17	Paid

**Agenda Item 6.2 – Approval of Leave of Absence (Cont'd):**

<b>Name</b>	<b>Assignment/Building</b>	<b>Effective Date</b>	<b>Type of Leave</b>
Grass, Dawn	Paraprofessional/ERHS	09/05/17-09/19/17	Paid
Higgins, Mary-Jo	Nutrition Service Worker/LRES	09/05/17-09/07/17	Paid
		09/08/17-10/30/17	Unpaid
Ingram, Theresa	Paraprofessional/WMS	10/23/17-11/08/17	Paid
		11/09/17-03/23/18	Unpaid
Lenz, Kristin	Paraprofessional/PES	03/20/17-11/27/17	Unpaid – Revised End Date
Nutting, Alissa	Teacher/VCES	09/05/17-11/10/17	Unpaid
Pozel, Stephan	Bus Driver/TRANS	09/20/17-11/01/17	Paid – Revised End Date
Reimel, Jennifer	Teacher/HES	03/19/18-06/08/18	Unpaid

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

<b>Name</b>	<b>Assignment/Building</b>	<b>Effective Date</b>	<b>Reason</b>
Adkins, Abigail	Select Ensemble/LMS	09/06/17-06/01/18	Extra Curricular
	Choir Director/LMS	09/06/17-06/01/18	Extra Curricular
Anderson, Allison	Lead Cashier/CES	09/18/17	Change in Position
Anderson, Sarah	Student Council Advisor/LMS	09/06/17-06/01/18	Extra Curricular
Anfinson, Brianna	Transition Web/OMS	08/14/17-05/24/18	Extra Curricular
Atkins, William	Yearbook Editor/LMS	09/06/17-06/01/18	Extra Curricular
Basten, James	Asst. Football Coach/ ERHS	08/14/17-11/04/17	Extra Curricular
Bestler, Michael	Bus Driver/TRANS	10/11/17	Part-Time w/ Benefits to Full-Time
Boche, Carrie	Teacher/PHS	09/25/17	0.40 FTE to 0.60 FTE
Bradley, Douglas	Band Director/LMS	09/06/17-06/01/18	Extra Curricular
	Select Ensemble/LMS	09/06/17-06/01/18	Extra Curricular
Bronson, Rebecca	Bus Driver/TRANS	10/10/17	Part-Time to Part-Time w/Benefits
Buccola, Kathryn	Select Ensemble Chamber/LMS	09/06/17-06/01/18	Extra Curricular
	Orchestra Director/LMS	09/06/17-06/01/18	Extra Curricular
Burdash, Daniel	Bus Driver/TRANS	10/10/17	Part-Time w/Benefits to Full-Time
Carstensen, Logan	Student Council Advisor/LMS	09/06/17-06/01/18	Extra Curricular
	Speech Debate Team/LMS	09/06/17-06/01/18	Extra Curricular
Casper, Breanna	Orchestra Director/WMS	09/05/17-06/06/18	Extra Curricular
	Select Ensemble/WMS	09/05/17-06/06/18	Extra Curricular
	Instrumental Orchestra Director/OMS	09/26/17-05/24/18	Extra Curricular
Cherry, John	Bus Driver/TRANS	09/27/17	Sub to Part-Time w/Benefits
Chipman, Allison	Nutrition Service Worker/DSC	09/25/17	New Hire
Colston, Jordan	Carpenter-Tech Director/OMS	12/04/17-03/23/18	Extra Curricular
	Yearbook Advisor/OMS	10/02/17-05/04/18	Extra Curricular
Comeau, Sara	Band Director/OMS	09/26/17-05/24/18	Extra Curricular
	Select Ensemble/OMS	09/26/17-05/24/18	Extra Curricular
Creagh, Christine	Transition Coordinator/LMS	08/18/17-06/01/18	Extra Curricular
Crislip, Rebecca	Transition Coordinator/WMS	09/05/17-06/08/18	Extra Curricular
	School Store Advisor/WMS	09/05/17-06/08/18	Extra Curricular
Culbertson, John	Adapted Soccer Coach/ERHS	09/06/17-11/10/17	Extra Curricular
DeNoyelles-Jordan, Amy	Paraprofessional/RRES-DPC	09/19/17	Part-Time w/Benefits to Full-Time
Doublin, Dickie	Bus Driver/TRANS	10/04/17	Part-Time to Full-Time
Eberhardt, Brian	Transition Coordinator/LMS	08/18/17-06/01/18	Extra Curricular
Fiedler, Bruce	Asst. Adapted Soccer Coach/ERHS	09/06/17-11/10/17	Extra Curricular
Figmiller, Jeff	Asst. Adapted Soccer Coach/ERHS	09/06/17-11/10/17	Extra Curricular
Fritsche, Brett	Bus Driver/TRANS	09/27/17	Full-Time to Part-Time w/Benefits
Fritze, Michael	Asst. Football Coach/ERHS	08/14/17-11/04/17	Extra Curricular

Serving all or parts of Cottage Grove, Newport, St. Paul Park, Woodbury, Afton,  
Denmark and Grey Cloud Island - all eastern suburbs of St. Paul, Minnesota

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**Agenda Item 6.3 – Approval of New Employees / Change of Status (Cont'd):**

<b>Name</b>	<b>Assignment/Building</b>	<b>Effective Date</b>	<b>Reason</b>
Griffin, John	Asst. Football Coach/ERHS	08/14/17-11/04/17	Extra Curricular
Heideman, Sara	National Honor Society/LMS	09/06/17-06/06/18	Extra Curricular
Hill, Katlin	Transition Web/OMS	08/14/17-05/24/18	Extra Curricular
Hinz, Louise	Math League Advisor/WMS	09/05/17-06/06/18	Extra Curricular
Hughes, Nicole	Musical Director/OMS	12/04/17-03/23/18	Extra Curricular
	One Act Play/OMS	10/03/17-12/14/17	Extra Curricular
Jensen, Karl	Transition Coordinator/LMS	08/18/17-06/01/18	Extra Curricular
Johnson, Paul	Asst. Adapted Soccer Coach/ERHS	09/06/17-11/10/17	Extra Curricular
Johnson, Ryan	Select Ensemble/WMS	09/05/17-06/06/18	Extra Curricular
	Vocal Music Director/WMS	09/05/17-06/06/18	Extra Curricular
Jordan, Christopher	Transition Coordinator/WMS	09/05/17-06/08/18	Extra Curricular
Kerttula, Erin	Newspaper Co-Editor/WMS	09/05/17-06/08/18	Extra Curricular
Kritzky, Linda	Bus Driver/TRANS	09/20/17	Part-Time w/Benefits to Full-Time
		10/09/17	Full-Time to Part-Time w/Benefits
Liyanapathirana, Lanka	Student Council Advisor/WMS	09/05/17-06/06/18	Extra Curricular
McGinty, Lori	Newspaper/LMS	09/06/17-06/06/18	Extra Curricular
Miller, Erin	Transition Web/OMS	08/14/17-05/24/18	Extra Curricular
Mills, Jamey	School Store Advisor/WMS	09/05/17-06/08/18	Extra Curricular
O'Connor, Sara	Band Director/WMS	09/05/17-06/08/18	Extra Curricular
	Select Ensemble/WMS	09/05/17-06/08/18	Extra Curricular
Olsen, Kim	Nutrition Service Worker/DSC	09/25/17	New Hire
Olofson, Anne	Transition Coordinator/WMS	09/05/17-06/08/18	Extra Curricular
Paredes, Carmen	Paraprofessional/DPC-CP	09/18/17	Part-Time to Full-Time
Pieper, Gabrielle	Paraprofessional/VCES	10/03/17	New Hire
Provencher, Tamara	Winter Danceline/LMS	02/01/18-04/01/18	Extra Curricular
	Musical Director/LMS	02/01/18-04/01/18	Extra Curricular
	One Act Fall Play Director/LMS	09/06/17-11/20/17	Extra Curricular
Ramberg, Darla	Transition Coordinator/LMS	08/18/17-06/01/18	Extra Curricular
Rasmussen, Matt	Chess Club Advisor/LMS	09/02/17-06/01/18	Extra Curricular
Saindon, Kellie	Math League Advisor/WMS	09/05/17-06/06/18	Extra Curricular
Smith, Bonnie	Bus Driver/TRANS	09/27/17	Part-Time w/Benefits to Full-Time
	Bus Driver/TRANS	09/29/17	Full-Time to Part-Time w/Benefits
Spain, Shelley	Yearbook Assistant Editor/WMS	09/05/17-06/08/18	Extra Curricular
Stein, Laurie	Student Council Advisor/LMS	09/06/17-06/01/18	Extra Curricular
Swanson, Lori	Transition Coordinator/WMS	09/05/17-06/06/18	Extra Curricular
Teoh-Berbee, Gillian	Winter Danceline/LMS	02/01/18-04/01/18	Extra Curricular
	Choir Director/LMS	09/06/17-06/01/18	Extra Curricular
	Musical Director/LMS	02/01/18-05/01/18	Extra Curricular
	Select Ensemble-Vocal Jazz/LMS	09/06/17-06/01/18	Extra Curricular
Thomley, Erik	Chess Club Advisor/OMS	09/26/17-05/24/18	Extra Curricular
Villar, Bryan	Asst. Football Coach/ERHS	08/14/17-11/04/17	Extra Curricular
Willis, Robert	Bus Driver/TRANS	10/10/17	Part-Time to Full-Time
Willkom, Teresa	Student Council Advisor/OMS	09/26/17-05/24/18	Extra Curricular
Wurtz, Katie	Kids Club Supervisor Sub/MISC	10/04/17	Kids Club Supervisor to Sub