




410 South Commercial Street • Neenah, WI 54956 • Tel: (920) 751-6800 • Fax: (920) 751-6809

## MEMORANDUM

**TO:** John Lehman, Chair, Finance & Personnel Committee

**FROM:** Dr. Mary Pfeiffer, District Administrator 

**DATE:** April 17, 2013

**RE:** Resignations of Faculty

Attached are letters of resignation from the following faculty:

- Rebecca Girard, School Counselor, Neenah High School
- Lorraine Morfeld, Grade 3 Teacher, Wilson Elementary

It is my recommendation that above named resignations be approved effective June 30, 2013.

smf



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## MEMORANDUM

**TO:** John Lehman, Chair, Finance & Personnel Committee

**FROM:** Dr. Mary Pfeiffer, District Administrator *MP*

**DATE:** April 18, 2013

**RE:** Retirement and Request for OPEB from a Support Staff Member

Attached is a letter of retirement from the following staff member:

- Margaret Loessel, Administrative Assistant, Neenah High School  
Last working day June 28, 2013

It is my recommendation that the above named retirement request including Other Post Employment Benefits (OPEB) effective July 1, 2013, be approved with Ms. Loessel's last working days as noted.

smf