


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: May 30, 2013

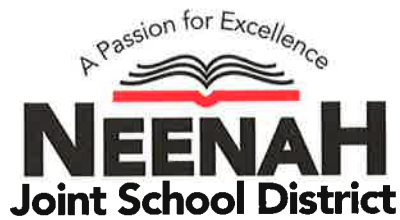
RE: Resignation of Staff Member (Administrator)

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

- Matthew Smith, Associate Principal, Neenah High School


It is my recommendation that the above resignation be approved effective June 30, 2013.

smf



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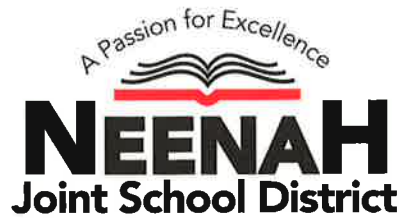
To: John Lehman, Chair, Finance and Personnel Committee
From: Dr. Mary Pfeiffer, District Administrator 
Date: May 30, 2013
Re: **Employment of Personnel - Faculty**

The following individuals have been interviewed, have had their credentials reviewed by appropriate staff members, and are being recommended to fill teacher vacancies for the 2013-2014 school year.

NAME	POSITION	LOCATION	SALARY
Kevin Hietpas	Library Media Specialist	Neenah High	\$52,000
Christian Schnell	Cross Categorical	Neenah High	\$40,500

These positions are within budget allocations.

smf



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MEMORANDUM

To: John Lehman, Chair, Finance and Personnel Committee
From: Dr. Mary Pfeiffer, District Administrator *MP*
Date: June 4, 2013
Re: Employment of Personnel – Rehiring Academic Assistants and Cognitively Disabled Educational Assistants

The following individuals have been interviewed, have had their credentials reviewed by appropriate staff members, and are being recommended to fill **Academic Assistant** and **Cognitively Disabled Educational Assistant** vacancies beginning with the 2013-2014 school year:

Academic Assistants at Neenah High School – Hourly Rate of Pay \$16.50:

Julie Behrens	Julane Ross
Robin Grable	Colleen Westphal

Academic Assistants at Shattuck Middle School – Hourly Rate of Pay \$16.50:

Roxanne Breden	Kathleen Hans
Carole Gosz	Sarah Swender

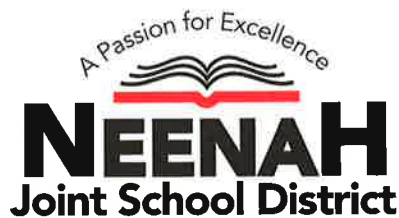
Cognitively Disabled Educational Assistants at Neenah High School – Hourly Rate of Pay \$15.50:

Dawn Albanese	Cheryl Lehl
Gail Bruce	Gloria Marsh
Elaine Goltz	Jennifer Ropella
Kim Hankemeier	Kelly VanCaster
Lori Harness	Linda Woodburn
Joline Hjerstedt	

Cognitively Disabled Educational Assistants at Shattuck Middle School – Hourly Rate of Pay \$15.50:

Jane Delso	Opal Thielke
Pamela Olson	Joann Urbanek

These positions are within budget allocations.



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MEMORANDUM

TO: Board of Education

FROM: Mary B. Pfeiffer, District Administrator 

DATE: May 30, 2013

RE: **Appointment of Horace Mann Middle School Principal and Neenah High School Associate Principal**

I am requesting that the Board of Education approve the appointment of Mr. Michael Tauscher to the Administrative position of Principal at Horace Mann Middle School effective July 1, 2013.

Mr. Tauscher began his career as Principal of Hoover Elementary School in 2007. In 2008, Mr. Tauscher was awarded Principal position of Taft Elementary and Early Learning Center in addition to being the Principal at Hoover Elementary. Mr. Tauscher has demonstrated outstanding leadership and is prepared to lead the Horace Mann Middle School community as Principal.

Additionally, I am requesting that the Board of Education approve the appointment of Mr. Chad Buboltz to the Administrative position of Associate Principal at Neenah High School effective July 1, 2013. Mr. Buboltz has been the Associate Principal at Shattuck Middle School since July 1, 2011.


I look forward to working with and supporting Mr. Tauscher in his new leadership role as Principal of Horace Mann Middle School and Mr. Buboltz as the Associate Principal at Neenah High School.

I request that the Board of Education support the appointment of Mr. Michael Tauscher, Principal of Horace Mann Middle School effective July 1, 2013 with a salary of \$96,650 and Mr. Chad Buboltz, Associate Principal of Neenah High School effective July 1, 2013 with a salary of \$85,000.



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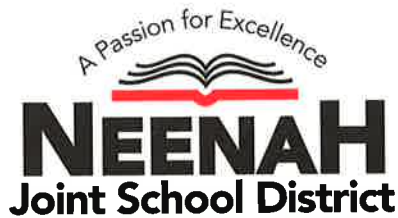
To: John Lehman, Chair, Finance and Personnel Committee
From: Dr. Mary Pfeiffer, District Administrator 
Date: May 31, 2013
Re: Employment of Personnel - Administrators

The following individuals are being recommended to fill Administrator vacancies with a start date of July 1, 2013.

Name	Position	School/Location	FTE	Salary
Vicky Bayer	Associate Principal	Shattuck and Neenah High School	1.0	\$80,000
April Keepers	Principal	Coolidge	1.0	\$84,000

These positions are within budget allocations.


smf



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MEMORANDUM

TO: Board of Education

FROM: Dr. Mary B. Pfeiffer, District Administrator 

DATE: May 30, 2013

RE: **Administrative Assistant Position / Neenah High School**

At the June 4, 2013 Board meeting, the Board will be receiving a recommendation to approve the resignation of Mr. Matthew Smith, Associate Principal at Neenah High School. The Board will also be receiving a recommendation to appoint Mr. Chad Buboltz as the Associate Principal at Neenah High School, effective July 1, 2013. Mr. Buboltz is currently the Associate Principal at Shattuck Middle School.

A significant responsibility of Mr. Smith's administrative position as an Associate Principal at Neenah High School involves the development of the master student and teacher schedule. Although the development and management of the master schedule at Neenah High School is an enormous responsibility when working with over 2100 students, 150 certified staff and over 200 classrooms, it does not require that an individual assigned this responsibility have an administrative degree.

With Mr. Smith's resignation, the Administrative team analyzed both the administrative needs for Neenah High School as well as the additional responsibilities that have been added to the Administrative team members over the years. With the implementation of the Effectiveness Project requiring administration to spend more time in the classroom, observing and evaluating our professional staff, we feel that now is the time to take a closer look at the scheduling needs at Neenah High School.

I am recommending that the Board of Education support a 12 month support staff position for an Administrative Assistant at Neenah High School. The Administrative Assistant will work under the direction of an Associate Principal at Neenah High School. The Administrative Assistant will be responsible for the development and maintenance of the student, staff and building schedule for Neenah High School. The support of a 12 month support staff Administrative Assistant position, focusing on scheduling and other data driven responsibilities, would free up administration to spend more time in the classroom and work with teachers to enhance student learning. The Administrative Assistant position would have an hourly salary range of \$16.75 - \$18.75 / hour.

I will be available at the June 4, 2013 Board meeting to answer any questions from Board members.