




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

**MEMORANDUM**

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

**FROM:** Mary Pfeiffer, Superintendent 

**DATE:** November 25, 2013

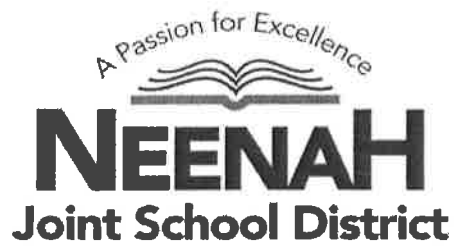
**RE:** Resignation of Administrator

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

- Benjamin Brownell, Associate Principal, Shattuck Middle School

It is my recommendation that the above resignation be approved effective December 31, 2013.

smf



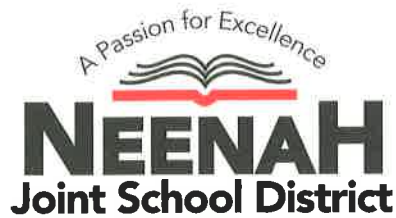
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**M E M O R A N D U M**

**TO:** John Lehman, Chair, Finance & Personnel Committee  
**FROM:** Dr. Mary Pfeiffer, District Administrator *MFP*  
**DATE:** November 26, 2013  
**RE:** Request for Leave of Absence

Emily Hennes, Grade 2 Teacher, Wilson Elementary School, Neenah High School, has requested a leave of absence at the conclusion of her Family Medical Leave Act from December 10, 2013 – January 17, 2014. It is my recommendation that Ms. Hennes' request for a leave of absence be approved.

smf



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**MEMORANDUM**

**To:** John Lehman, Chair, Finance and Personnel Committee  
**From:** Dr. Mary Pfeiffer, District Administrator *MP*  
**Date:** November 27, 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 school counselor vacancies for the 2013-2014 school year.

<b>Name</b>	<b>Assignment</b>	<b>FTE</b>	<b>Buildings</b>	<b>Salary</b>
Christine Christensen	School Counselor/SAP	1.0	Neenah High	\$28,994*
Kristin Wegner	School Counselor	1.0	Coolidge/Tullar	\$52,330**

\*Salary is prorated to start date of December 16, 2013.

\*\*Salary will be prorated to start date (to be determined).

These positions are within budget allocations.

smf



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**MEMORANDUM**

**TO:** John Lehman, Chair, Finance & Personnel Committee  
**FROM:** Dr. Mary Pfeiffer, District Administrator *MP*  
**DATE:** November 26, 2013  
**RE:** Employment of Support Staff Personnel

The following individual is being recommended for hire:

Name	Position	Building	Hourly	Date of Hire
Shaun McGrath	Computer Technician	Administration	\$19.10	12/16/2013

This position is within budget allocations.

smf