



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 *MP*
DATE: February 28, 2013
RE: Resignation of Faculty

Attached are letters of resignation from the following staff members:

- Kelly Lefevre, English Teacher, Neenah High School
- Janet McBride, English Teacher, Neenah High School

It is my recommendation that the above named resignations be approved with their last working day June 6, 2013.

smf



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MEMORANDUM

TO: John Lehman, Chair, Finance & Personnel Committee
FROM: Dr. Mary Pfeiffer, District Administrator *MP*
DATE: February 27, 2013
RE: **Request for Leave of Absence**

Jody Drake, English Teacher, Neenah High School, has requested a leave of absence at the conclusion of her Family Medical Leave Act from May 7, 2013 through June 6, 2013. It is my recommendation that Mrs. Drake's request for a leave of absence be approved.

smf