


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

MEMORANDUM

TO: John Lehman, Chair, Finance and Personnel Committee

FROM: Dr. Mary Pfeiffer, District Administrator 

DATE: May 16, 2012

RE: NESPA Request for Leave of Absence

Nicholas Erickson, Computer Technician (NESPA), has requested a leave of absence from May 17, 2012 through June 7, 2012. Please note that Mr. Erickson submitted his leave request via an E-mail in a timely manner to Mrs. Holt, but the E-mail request was inadvertently deleted. It is my recommendation that Mr. Erickson's request for a leave of absence be approved.

smf



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MEMORANDUM

TO: John Lehman, Chair, Finance and Personnel Committee

FROM: Mary Pfeiffer, District Administrator 

DATE: July 28, 2011

RE: Employment of Personnel - Contract Increase

The following individuals are recommended to receive increased contracts for the 2012-2013 school year:

- **Susan Michlig:** Increase from five-tenths (0.5) to full-time (1.0) Grade 1 at Roosevelt Elementary School.
- **Mary Reader:** Increase from five-tenths (0.5) to full-time (1.0) Grade 4 at Roosevelt Elementary School.

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 

DATE: May 16, 2012

RE: Faculty Request for Leave of Absence


Rebecca Girard, School Counselor, has requested a leave of absence for the 2012-2013 school year. It is my recommendation that Ms. Girard's 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 
DATE: May 16, 2012
RE: Resignation and Request for Retirement

A letter of resignation and request for early retirement benefits has been received from the following teacher:

Name	Years in District	Current Assignment	Building
Dawn Schneidewend	27	Kindergarten	Coolidge

This request is coming to the Board without administration support as it does not meet the provisions set forth and approved by the Board of Education on February 7, 2012. Ms. Schneidewend has not met the minimum age to qualify for retirement.

smf



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MEMORANDUM

TO: John Lehman, Chair, Finance & Personnel Committee
FROM: Dr. Mary Pfeiffer, District Administrator 
DATE: May 16, 2012
RE: Resignations and Requests for Retirement

Letters of resignation and request for retirement benefits, to be effective at the end of the 2011-2012 school year, have been received from the following faculty:

	NAME	CURRENT ASSIGNMENT	(BUILDING/S)	YEARS OF SERVICE
Peter	Malchow	CORE 6 Language Arts	Horace Mann	20
Mattie	Richardson	CORE 8 Social Studies	Shattuck	19

It is my recommendation that the resignations listed above be accepted with regret and that they be granted retirement benefits as outlined with all potential retirees on January 31, 2012 by Dr. Mary Pfeiffer and later approved by the Board of Education on February 7, 2012.



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MEMORANDUM

TO: John Lehman, Chair, Finance & Personnel Committee
FROM: Dr. Mary Pfeiffer, District Administrator *MTP*
DATE: May 16, 2012
RE: Resignation and Retirement Request of Staff Member
(Administrator)

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

- Kim Benson, Principal, Clayton Elementary

It is my recommendation that the above resignation and retirement request be approved effective June 30, 2012.

smf



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MEMORANDUM

TO: John Lehman, Chair, Finance & Personnel Committee
FROM: Dr. Pfeiffer, Superintendent 
DATE: May 16, 2012
RE: Request for Job Share for the 2012-2013 School Year

A request for job sharing for the 2012-2013 school year has been received from Heather Verrier and Emily Wertanen. Ms. Verrier and Ms. Wertanen are requesting a job-sharing position for the Grade 1 position at Hoover Elementary.

It is my recommendation that the above job share request be approved for the 2012-13 school year.

smf



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MEMORANDUM

TO: John Lehman, Chair, Finance & Personnel Committee
FROM: Dr. Mary Pfeiffer, District Administrator 
DATE: May 16, 2012
RE: Resignation of Staff Members

Attached are letters of resignation from the following staff members:

- Stephanie Dembiec, Grade 3, Wilson Elementary School
- Allison Schwaab, School Counselor, Neenah High School

It is my recommendation that the above named resignations be approved effective at the close of the 2011-12 school year.

smf