



January 18, 2022

Topic: Personnel Changes

**Resignations:**

Caitlin Paxton                      JH Track Coach

**Employments:**

Paula Warner                      DLR Crossing Guard

**Leaves:**

Erica Cann                      Requesting leave of absence February 27, 2022 – May 2, 2022

*Mission: Educate students to be lifelong learners who are productive, responsible citizens.*

## Callaway, Mandi

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**From:** Callaway, Mandi  
**Sent:** Wednesday, December 15, 2021 2:28 PM  
**To:** Callaway, Mandi  
**Subject:** FW: Coach letter of resignation

**From:** Paxton, Caitlin <[cpaxton@ocusd.net](mailto:cpaxton@ocusd.net)>  
**Sent:** Wednesday, December 15, 2021 12:41 PM  
**To:** Lawton, Mike <[mlawton@ocusd.net](mailto:mlawton@ocusd.net)>  
**Subject:** 2022 JH Track Season

Good afternoon Mr. Lawton,

It is with a heavy heart that I am writing to put in my resignation for JH Track for this upcoming season. I have run into some extremely conflicting time restraints that will make it next to impossible for me to effectively and efficiently coach this upcoming season. I have tried to work out options to make it possible, however, I have not been able to successfully do so. I apologize for the inconvenience.

If there is anything you need from me/need me to do, please let me know.

Best,  
Caitlin Paxton  
OES Physical Education  
(815) 732-5300 ext 2212  
[cpaxton@ocusd.net](mailto:cpaxton@ocusd.net)



January 10, 2022

To: Mr. Thomas Mahoney  
From: Kip Crandall  
Re: Hire Recommendation

Position: DLR crossing guard

Name: Paula Warner

Notables: Paula has been an employee in the DLR kitchen for several years. She will be one of our a.m. crossing guards. This is a replacement position.

Salary: As per contract for crossing guards.

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**David L. Rahn Junior High School**

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104 Amber Drive  
Oregon, IL 61061  
December 21, 2021

Oregon CUSD 220  
206 S. 10th St.  
Oregon, IL 61061

Dear Dr. Mahoney, Administration, and Oregon CUSD 220 School Board:

I am writing to inform you of my pregnancy and request an FMLA leave of absense. My expected due date is February 27, 2022. I am requesting to take the Family Leave Act starting at the birth of the baby with an expected return May 2 of 2022.

Sincerely,  
Erica Cann