



**OREGON**  
**CUSD220**

Academics | Activities | Service | Leadership

December 14, 2020

Topic: Personnel Changes

**Resignations:**

Tina West	District Office Administrative Assistant
Amanda Callaway	OES Interventionist
Jessica Early	Cook

**Leave of Absence:**

Darci Thrasher	Leave of Absence from November 19, 2020 – January 4, 2021
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**Employments:**

Amanda Callaway	District Office Administrative Assistant
Olivia Bouback	OES Interventionist
Reinhard Miller	Part-time Custodian
Kristen Christensen	OES Aide

**Terminations:**

John Spaine	Custodian
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**Retirements:**

Marty Boyd	Retirement Letter
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**Renewals:**

Sheila Calhoun	District office Administrative Assistant
Susan Hanlin	District office Bookkeeper

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

Amanda B. Callaway  
510 4th Ave.  
Dixon, IL 61021

December 5, 2020

Oregon Community Unit School District 220  
Attn: Board Members  
206 S. 10th St.  
Oregon, IL 61061

Re: LETTER OF RESIGNATION

Dear OCUSD #220 School Board Members,

Please accept this as my resignation from the position of Instructional Aide at Oregon Elementary School, effective December 14, 2020.

After careful consideration, I have decided to resign to accept the position of Administrative Assistant in our district's central office. While I will greatly miss working with my colleagues at OES, I am looking forward to continuing serving our district in my new role for many years to come.

Thank you for the many opportunities the district has provided me to learn and grow, I am very grateful to be a part of this district.

Sincerely,



Amanda B Callaway

## Calhoun, Sheila

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**From:** Mahoney, Tom  
**Sent:** Thursday, November 19, 2020 8:42 AM  
**To:** Calhoun, Sheila  
**Subject:** Fwd: Leave

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

For December Board meeting.

Tom

**Dr. Thomas Mahoney** | Superintendent  
Community Unit School District #220 – Oregon, IL  
Phone: 815-732-5300 | Fax: [815-732-2187](tel:815-732-2187) | E-mail: [tmahoney@ocusd.net](mailto:tmahoney@ocusd.net)  
Mission: *Educate students to be lifelong learners who are productive, responsible citizens.*

Begin forwarded message:

**From:** "Nelson, Darci" <[dnelson@ocusd.net](mailto:dnelson@ocusd.net)>  
**Date:** November 19, 2020 at 8:38:19 AM CST  
**To:** "Mahoney, Tom" <[TMahoney@ocusd.net](mailto:TMahoney@ocusd.net)>  
**Subject:** Leave

Hi Tom I am requesting a leave from November 19th through January 4th 2020. Thank you!

**From:** Early, Jessica <[jeary@ocusd.net](mailto:jeary@ocusd.net)>  
**Sent:** Wednesday, December 9, 2020 6:58 AM  
**To:** Gilmour, Kelly <[kgilmour@ocusd.net](mailto:kgilmour@ocusd.net)>  
**Cc:** Boyd, Marty <[mboyd@ocusd.net](mailto:mboyd@ocusd.net)>  
**Subject:** Re:

Good Morning,  
Please take this email as my letter of Resignation.

Due to my health I need to leave.  
I am so sorry and I hate to leave you guys.  
Everyone has been like family and I will miss everyone but I have to take care of myself.

Ps.  
I do have an AWESOME gift for you that I will bring in with my fob today to the office.

Sorry again.

Jessica Early

## Calhoun, Sheila

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**From:** Huels, Ryan  
**Sent:** Thursday, December 3, 2020 10:22 AM  
**To:** Calhoun, Sheila  
**Subject:** Recommend for Hire

Please accept the recommendation for hire for Olivia Bouback, 7.5 hour paraprofessional, to start on Monday 12/7/2020. She will replace the position left vacant by Amanda Callaway's transfer to Central Office. Olivia has met all requirements for a paraprofessional license and has worked with the ROE to have the approval finalized.

We look forward to welcoming Olivia to our team.

Ryan Huels  
Assistant Principal  
Oregon Elementary School



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**Oregon Community Unit School District #220**

12/2/20

To: Bill Nesemeier

From: Steve Burrs  
Custodial Director

RE: Part Time Custodian

Effective 12/2/2020 I am recommending Reinhard Miller for a part time custodian position within the Oregon Community School District #220. Mr. Miller is a resident of the Oregon community and has expressed a desire for the part time custodian within the district. Mr. Miller has been working in a sub position capacity within in the district. After an interview with Mr. Miller, I feel he has the desire to expand and grow in this position. I am submitting this recommendation for your consideration.

Respectfully  
Steve Burrs

*Steven R Burrs*

Bill *[Signature]*  
12/7/2020

Tina West  
905 Adams St  
Oregon, 61061  
19 Nov 2020

Tom Mahoney  
Superintendent  
Oregon CUSD 220

Dear Tom Mahoney:

This letter serves as my formal notice of resignation from Oregon CUSD 220 effective 19 November 2020.

This decision is purely a career-orientated decision, that I believe are consistent with my career goals.

I am thankful for the challenges and opportunities that my position with the School District has offered me, and I will always value my time here.

Sincerely,

A handwritten signature in cursive script that reads "T West".

Tina West

Reflecting on my first day as Food Service Director, I remember being shown to a desk in the High School basement storeroom I graduated from thinking, what have I gotten myself into?? The answer is the best job I could have ever imagined!

I want to thank this Board and those who preceded you for your support of the Food Service Program. Having a Board who is onboard has been a blessing.

To Dr. Mahoney, who has been an excellent teacher, mentor, and leader, it has been a great pleasure to work with you. What I have learned from you (even when I didn't want to) is invaluable, and I will carry it with me always.

Thank you to the Maintenance and Custodial Departments for the millions of times you stepped up and in and helped the lunch ladies with whatever was asked of you. You are awesome!

To the Tech Department, many thanks for all that you have done; even though you don't know it, you have taught me a great deal and what I have learned from you is immeasurable.

Thank you to the Transportation Department, especially this year, for all the help and coordination with the Food Service, ensuring students had food on their tables. You always step up.

To all the principals, teachers, secretaries, and staff that I have had the pleasure to work with, I thank you for all you do.

Although I have never really thought of myself, a leader is only as good as those they work with; in my case, I was blessed to work with the best.

Food Service is notorious for staff turnover, but here at OCUSD, many of the same staff have been here for the long haul. I hope that means I was an effective leader.

The staff has risen to every challenge that has come their way over the years, especially this year. The ladies of the OCUSD Food Service Program are rock stars and truly do live up to our mission that "We Serve Education Everyday."

The Food Service Staff and I have been through many life events: marriage, divorce; births and deaths; joys and sorrows, and many, many department changes; we have supported each other through it all. I will miss them all terribly.

It is commonly said that a teacher fails if they have not been surpassed by their student; in this regard, I believe I have succeeded. I want to thank Kelly Pace for being an excellent student. I have no doubt that she will be a great asset to the District; I leave the department in her capable hands.

Retirement is not the end of the road. It's the beginning of the open highway.....



## Calhoun, Sheila

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**From:** Huels, Ryan  
**Sent:** Monday, November 16, 2020 10:08 AM  
**To:** Calhoun, Sheila  
**Subject:** December Board Meeting- New Hire

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Kristen Christensen will be hired as a 7.5 hour Special Ed aide starting Monday November 23<sup>rd</sup>.

I have told her to stop by to fill out paperwork later this week. Let me know if you need anything else in regards to that.