



January 13, 2020

Topic: Personnel Changes

**Resignations:**

Jessica Early	Crossing Guard
Tabitha Thomas	DLR Track and Field Coach

**Leave of Absence:**

Justin Carr	Requesting medical leave beginning January 6, 2020 with an approximate return date of January 27, 2020.
Karrie Ramirez	Requesting medical leave beginning March 30, 2020 with an approximate return date of April 30, 2020

**Employments:**

Jessica Early	Bus Aide
Shaun Bastian	Bus Aide
Leah Ruit	Crossing Guard
Sammantha Smith	Pre-School Aide

**Reassignments:**

**Renewals:**

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

January 5, 2020

Mike Lawton

Athletic Director

OCUSD #220

Dear Mr. Lawton,

I am writing to announce my resignation from David L. Rahn Junior High's Track and Field Coach for the 2020 track season. I appreciate the opportunity that you gave me to serve as a track and field coach for the last two years. I value my time that I was able to spend there and will truly miss it.

If there is anything that I can do to make the transition for the next coach easier, please don't hesitate to reach out to me.

Respectfully,

Tabitha Thomas

## Calhoun, Sheila

---

**From:** Gadow, Shawn  
**Sent:** Monday, January 6, 2020 3:15 PM  
**To:** Calhoun, Sheila  
**Subject:** FW: Time off request

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

**From:** "Gadow, Shawn" <sgadow@ocusd.net>  
**Date:** 1/6/20 2:59 PM (GMT-06:00)  
**To:** "Carr, Justin" <jcarr@ocusd.net>  
**Subject:** RE: Time off request

Okay, I will notify Kip tomorrow morning at our admin meeting. Is this PTO? Or Unpaid?

**From:** Carr, Justin <jcarr@ocusd.net>  
**Sent:** Monday, January 6, 2020 2:57 PM  
**To:** Gadow, Shawn <sgadow@ocusd.net>  
**Subject:** Time off request

Shawn,

I spoke with Joan and Sheila about what my options were as far as taking days off to stay at home with Brittanie, Huxley, and Kylie. I was asked to submit an email to you to document the formal request. I am requesting 3 weeks time off, beginning with today. I'm willing to answer emails while I'm off. Thanks.

Justin

Sent from my U.S.Cellular© Smartphone  
Get [Outlook for Android](#)

## Calhoun, Sheila

---

**From:** Huels, Ryan  
**Sent:** Thursday, December 19, 2019 11:54 AM  
**To:** Calhoun, Sheila  
**Subject:** FW: Resignation

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

Please post for a crossing guard at your earliest convenience.

---

**From:** Early, Jessica <jearly@ocusd.net>  
**Sent:** Thursday, December 19, 2019 11:43 AM  
**To:** Huels, Ryan <rhuels@ocusd.net>  
**Subject:** Resignation

Mr. Huels,

This is my resignation letter for Crossing Guard. I will not be back Jan 6th for crossing guard.

Thank you,

Jessica Early

Sent from my Verizon, Samsung Galaxy smartphone  
Get [Outlook for Android](#)

K Ramirez Maternity leave

From: Virgil, Kelli  
Sent: Monday, January 6, 2020 10:20 AM  
To: Calhoun, Sheila  
Subject: FW: maternity leave

Can you add this for the board meeting?

Kelli L. Virgil | Oregon Elementary Principal  
1150 W. Jefferson - Oregon, IL 61061  
Phone: 815-732-5300 ext. 2228 | Fax: 815-732-6108 | E-mail: kvirgil@ocusd.net  
Mission: Educate students to be lifelong learners who are productive, responsible citizens.  
Vision: Building foundations for every student's success.

From: Ramirez, Karrie <kramirez@ocusd.net>  
Sent: Monday, January 6, 2020 10:17 AM  
To: Virgil, Kelli <kvirgil@ocusd.net>  
Subject: maternity leave

I would like to put in a request to put in a maternity leave around March 30, 2020 and possibly coming back around April 30, 2020. The return date may change depending on how my delivery goes. If you have any questions please don't hesitate to send me a message. have a wonderful day!

Date: December 19, 2019

To: Dr. Mahoney and Board of Education

From: Liz Myers & Zach VanVelzer

Reason: Recommendations

We recommend Jessica Early to the position of Bus Aide for OCUSD 220. Jessica will be working 1.5 to 2 hours a day depending on her route assignment. She will begin work on January 6, 2020

Liz Myers

Zach VanVelzer

Transportation Directors

Date: December 30, 2019  
To: Dr. Mahoney and Board of Education  
From: Liz Myers and Zach VanVelzer  
Reason: Recommendations for Hire

We recommend Shaun Bastian to the position of Bus Aide for OCUSD 220. He will be working at least 3 hours per day based on his route assignment for 2019-20 school year. He will also be training to be a Bus Driver and will start driving once all qualifications are met.

Liz Myers and Zach VanVelzer  
Co - Transportation Directors

## Calhoun, Sheila

---

**From:** Huels, Ryan  
**Sent:** Thursday, December 12, 2019 2:35 PM  
**To:** Calhoun, Sheila  
**Subject:** Recommend for Hire

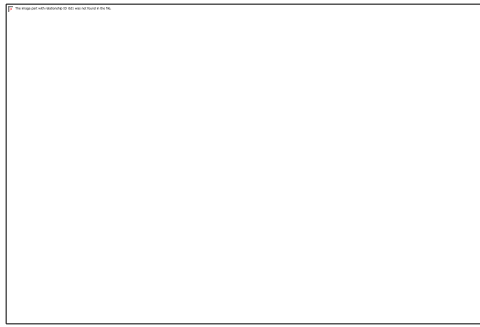
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Please add to the January Board Meeting- I recommend that Leah Ruit be hired as a 2 hour per day Crossing Guard starting Monday December 16th. This is to fill the position left open by a recent resignation.

Thank you,

Ryan Huels





December 17,2019

Dr. Mahoney and the Board of Education,

I am writing to recommend Samantha Smith as a 7.0 hour Pre-School Aide. This a replacement position for a recent resignation. Samantha is currently a paraprofessional for an OCEC classroom in our building and will be a tremendous addition to our team with her experience and positive relationship building skills.

Respectfully,

Ryan Huels  
Assistant Principal  
Oregon Elementary School

