



September 20, 2021

Topic: Personnel Changes

Resignations:

Kate Prose	Pre-K Instructional Aide
Lisa Rogers	DLR Track Coach
Anna Van Dyke	OES Kitchen Supervisor

Employments:

Staci Antoine	DLR Instructional Aide
Erica Baxter	OES Special Education Instructional Aide
Sandy Blume	OES Kitchen Supervisor
Cheyenne Duchay	DLR AmeriCorps Intern
Donna Hoskins	OHS Cook
Addison Kitzmiller	Asst. OHS Girls Basketball Coach
Illean Peralta	OES Pre-K Instructional Aide

Reassignments:

Kip Crandall	Assistant Wrestling Coach
Justin Lahman	Head Wrestling Coach

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

OREGON HIGH SCHOOL ACTIVITIES OFFICE

Mike Lawton, Activities Director

Tracy Harvey, Secretary

Blackhawk Center<>1101 Jefferson Street<>Oregon. IL 61061<>Ph: 815-732-3330<>Fax: 815-732-7709

September 15, 2021

To: Mr. Thomas Mahoney
From: Mike Lawton
Re: Extracurricular Hire Recommendation

Position: Asst. OHS Girls Basketball Coach

Name: Addison Kitzmiller

Notables: Addison is a 2018 graduate of Oregon High School and will be graduating from Northern Illinois University in May of 2022. She played basketball at OHS as well as at Kishwaukee College.

She is currently employed part time at Athletico Physical Therapy as well as with the Oregon Park District assisting with their youth programs.

She will replace Seger Larson who resigned after the 2019-20 season but whose spot was not filled last year (2020-21) due to the Covid shortened season.

Stipend: Asst. HS Girls Basketball Coach, Year 1

Home of the Hawks



August 30, 2021

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

Position: Full Time Instructional Aide

Name: Staci Antoine

Notables: Staci is the mom of three boys, one of which is an 8th grader at DLR. She is a graduate of Oregon high School. Staci currently does not possess any experience working in a school, however Staci has secured her paraprofessional license and is excited to start learning. Before applying in our district, she was a stay at home mom through the pandemic and e-learning. Prior to the pandemic she worked helping to process medical claims in Rockford. Staci will be the replacement for our intervention center position which supervises ISS students, schedules and helps supervise our MAP testing, will spend one period with special education English, supervise one lunch period and help out in classrooms with support as needed.

Salary: Per OESA hourly schedule for a first year instructional aide, I believe \$11/hour. Staci would also be interested in employee only insurance.

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David L. Rahn Junior High School

105 W. Brayton Road, Mt. Morris, Illinois 61054 phone: 815-734-6032 fax: 815-734-7129 www.ocusd.net



OREGON
CUSD220

Academics | Activities | Service | Leadership

To: Board of Education
From: Kip Crandall
Re: Wrestling coach reassignment letter
Date: August 24, 2021

Board members,

I write this letter in an effort to have you better understand my decision to request being reassigned from head wrestling coach to assistant. In the fall of 2016 I was asked by Mr. Lawton to assume the head coaching position for Oregon Wrestling. I knew there was work to be done and I told myself once we get this program re-established I will hand it off to the next best candidate.

My belief is the program has certainly reached a point of being re-established, with four state placers in the spring of 2019 and two state placers in the spring of 2021 including a state runner-up. The Hawks consistently place as a team in the multiple varsity tournaments in which we compete and our lower level schedule has been strengthened considerably in working with Mr. Lawton. In short, the Hawks are poised to continue to compete at a high level moving forward.

In the fall of 2019, in preparation for this eventual move, I named Justin Lahman as associate head coach. This was done to eliminate any confusion amongst the staff regarding who was being groomed as the next head coach. Over the past twelve seasons, Coach Lahman has been a constant for these kids working under three different head coaches. It is now his time to take the reins and lead this program.

At an August 19, 2021 coaching meeting, our staff collectively decided that Coach Lahman would transition into the head coaching position effective immediately, pending approval from Mr. Lawton. It was further agreed I would remain as an assistant coach and continue to mentor Coach Lahman, specifically with regards to all the paperwork and behind the scenes details I routinely complete. These details will be slowly released to Justin over time. I love these kids and I love this program and look forward to remaining a part of it as an assistant.

Respectfully,
Kip Crandall

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

Position: ½ time AmeriCorps (AC) Intern

Name: Cheyenne Duchay

Notables: Cheyenne will be starting her educational career at Sauk Valley Community College (SVCC) this fall. She aspires to be a secondary math teacher. I have worked in conjunction with Nicole Schafer, SVCC AC coordinator, to vet Cheyenne for her internship at DLR. In addition to Nicole's recommendation, I contacted an additional reference for Cheyenne at Rock Falls HS who had very positive comments regarding Ms. Duchay. She indicated Cheyenne is a very conscientious student who participated in many theater productions while at Rock Falls HS. Cheyenne is considered a ½ time AC volunteer meaning she will complete 900 hours of service with us this year. Current plan is to have her at DLR on Monday, Wednesday and Fridays when we are in session and she will fill out her hours also helping to supervise the DLR play production.

Salary: There is no salary involved with this position, but rather a \$2,700 site fee which has been discussed with Dr. Mahoney.

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August 31, 2021

Mr. Mahoney and Members of the Board of Education,

It is my recommendation to hire Donna Hoskins for the 5 hour per day Kitchen position at OHS in the Food Service Department. Donna possesses the skills required to perform this job.

Her start day will be Wednesday September 15, 2021.

Thank you,

Kelly Pace | Food Service Director

Community Unit School District #220 – Oregon, IL

Phone: 815-732-5300 | Ext. 2118 | Fax: 815-732-2187 | E-mail: [@kgilmour@ocusd.net](mailto:kgilmour@ocusd.net)

"We Serve Education Everyday"

The Food Service Department supports the quality education of O.C.U.S.D#220. Our Mission is to advance the quality of school meals by a proud and caring team. To partner with other department to support our goals, and to generate income which can assist in adding to the District's resources. All the while serving and meeting the needs of students and staff of the District regardless of economic status, cultural diversity or special needs.

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

206 South 10th Street, Oregon, Illinois 61061 phone: 815-732-5300 fax: 815-732-2187 www.ocusd.net



August 25, 2021

Mr. Mahoney and Members of the Board of Education,

It is my recommendation to hire Sandy Blume for the 7 hour per day Kitchen Supervisor position at OES in the Food Service Department. Sandy possesses the skills required to perform this job.

Thank you,

Kelly Pace | Food Service Director

Community Unit School District #220 – Oregon, IL

Phone: 815-732-5300 | Ext. 2118 | Fax: 815-732-2187 | E-mail: [@kgilmour@ocusd.net](mailto:kgilmour@ocusd.net)

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Calhoun, Sheila

From: Huels, Ryan
Sent: Friday, August 27, 2021 8:48 AM
To: Callaway, Mandi; Calhoun, Sheila
Subject: Recommendation For Hire

Here is a correction to my previous recommendation for hire:

Please accept the recommendation for hire for Mrs. Ilean Peralta as 7.5 hour Special Education Aide. She will start Monday August 30th. This is a replacement position from Missy Barcai's resignation. Ilean is an OHS Graduate with an Associate's Degree in Early Childhood Education with multiple years experience at a local daycare facility.

Let me know if you have any questions,

Ryan

Calhoun, Sheila

From: Huels, Ryan
Sent: Friday, August 27, 2021 5:59 AM
To: Callaway, Mandi; Calhoun, Sheila
Subject: Fw: Resignation

Please post for a 7.5 hour PreK aide immediately.

From: Prose, Kate <kprose@ocusd.net>
Sent: Friday, August 27, 2021 5:57 AM
To: Huels, Ryan <rhuels@ocusd.net>
Subject: Resignation

Due to extenuating circumstances, I submit my resignation effective Friday, August 27, 2021 at 3:30 pm.

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

Calhoun, Sheila

From: Huels, Ryan
Sent: Wednesday, September 1, 2021 2:30 PM
To: Callaway, Mandi; Calhoun, Sheila
Subject: Reassignment

Follow Up Flag: Follow up
Flag Status: Flagged

Ilean Peralta will be reassigned to a 7.5 hour PreK Aide and Erica Baxter will be reassigned to a 7.5 hour Special Education Aide effective Monday September 13th. Let me know if you have any questions.

Calhoun, Sheila

From: Huels, Ryan
Sent: Wednesday, September 1, 2021 1:38 PM
To: Callaway, Mandi; Calhoun, Sheila
Subject: Recommendation for Hire

Follow Up Flag: Follow up
Flag Status: Flagged

Please accept the recommendation for hire for Erica Baxter 7.5 Hour PreK Aide. She has an early childhood associate's degree and will be a great addition to our team.

Aug 20, 2021

Dear Mr. Lawton,

Please accept this letter of resignation as Jr. High Track coach.

I thoroughly enjoyed my time coaching track this past year and am so grateful for the opportunity. Due to some family circumstances, I regretfully cannot continue in this position. I am very hopeful that in the future I will be able to return to coaching.

Thank you for the opportunity and I hope to coach for you again in the future.

Sincerely,

Lisa L. Rogers

Calhoun, Sheila

From: Gilmour Pace, Kelly
Sent: Monday, August 23, 2021 7:28 AM
To: Calhoun, Sheila
Subject: FW: 2 week notice/letter of resignation

From: Van Dyck, Anna <avandyck@ocusd.net>
Sent: Friday, August 20, 2021 5:58 PM
To: Gilmour Pace, Kelly <kgilmour@ocusd.net>
Subject: 2 week notice/letter of resignation

Kelly,

Please accept this letter as my formal resignation from my position as kitchen supervisor at the Oregon Elementary School, effective from two weeks from today's date, August 20th, 2021.

I appreciate the opportunity for growth and development you have provided during my time at OES. Thank you for your guidance and support.

Sincerely,

Anna Van Dyck