



Date: January 10, 2018

Topic: Personnel

Resignations:

Elizabeth Myers: Resigned as part time custodian effective December 15, 2017

Pam Pottorff: Resigned as Oregon High School Nurse effective June 1, 2018

Kelly Albrecht: Resigned as Oregon Elementary Counselor effective July 31, 2018

Felicia Carreno: Resigned as Oregon High School Junior Class co-dean effective the end of the 2017-2018 school year

Deanna Koruba: Resigned as Oregon High School Junior Class co-dean effective the end of the 2017-2018 school year.

Mary Welty: Resigned as DLR Junior High Secretary effective January 26, 2018

Retirement:

Leave of Absence:

Employments:

Angela Sowl: Hired as Oregon High School secretary effective January 3, 2017. Ms. Sowl will replace Ms. Stewart who resigned.

Lauren Akre: Hired as Oregon Elementary special education aide effective January 5, 2018. Ms. Akre will replace Mrs. Fox who resigned.

Sandra Blume: Hired as a secretary for the Transportation Department effective January 16, 2018. This position is 3 hours per day and is new to the district

Elizabeth Myers: Hired as a bus driver for the district effective January 16, 2018. Elizabeth Myers will replace Josh Cain who resigned.

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

Dec. 11 2017

To whom it may concern:

As of Dec 15th I Elizabeth Myers will resign from the custodial staff at DLR. I will be pursuing the bus driver opening within the same district.

Thank you,

A handwritten signature in black ink, appearing to read "Elizabeth Myers". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Pam Pottorff
302 Frederick Av
Mount Morris, IL 61054

01/04/2018

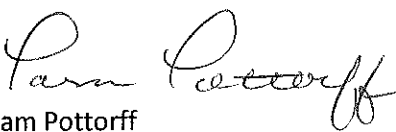
Dear Andrew Nelson

I regret to inform you that I will be resigning and the end of the 2017-2018 school year. My last day will be the last scheduled day per my contract. I realize that this is a difficult position to fill, which is why I am giving you an early notice of my resignation. As much as I love my job here, I have been offered a position that starts June 1st 2018 with more than double the annual salary and tuition reimbursement for higher education.

I realize that you have limited resources in education and it will be difficult as a member of the OESPA to increase the nursing salary, however, I strongly believe that it needs to be done to find a long term replacement for this position. There is a great level of responsibility that comes with this position, including taking care of students and staff as well as communication and documentation to and from parents, teachers, administration, Physician offices and state agencies. The current salary does not reflect the amount of work and responsibility that comes with this position nor the extra costs of professional licensure and continuing education required to keep your nursing license in Illinois. Please consider this when hiring for this position.

Thank you for giving me the opportunity to work for OCUSD #220 and for giving my kids a great education.

Sincerely,


Pam Pottorff

Kelly Albrecht
3976 Mockingbird LN
Byron, IL 61010
1/4/2017

Dr. Thomas Mahoney
Superintendent
OCUSD 220
206 South 10th St.
Oregon, IL 61061

Dear Dr. Mahoney,

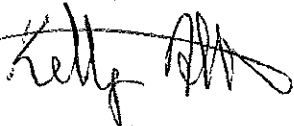
Please accept my resignation from my position as school counselor at Oregon Elementary School effective as of July 31st, 2018.

I have learned and grown so much professionally during my time at OES, and I appreciate all the support, leadership, and education I have received. My family and I will be relocating to Michigan this summer, and I know everything I have learned here will travel with me as well.

I wish the best for OES and OCUSD in the future.

If I can be of any assistance in the transition of my role, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kelly Albrecht', with a stylized flourish at the end.

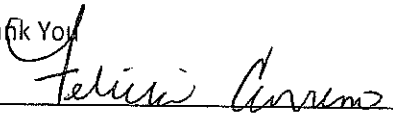
Kelly Albrecht

Cc: Kelli Virgil, Principal, and Ryan Huels, Assistant Principal

To whom it may concern,

I, Felicia Carreno, would like to submit our resignation for Junior Class Dean at the end of the 2017-2018 school year. I would like to thank you for the opportunity to be involved in helping the Jr Class Officers with different fundraisers to earn money for their class.

Thank You

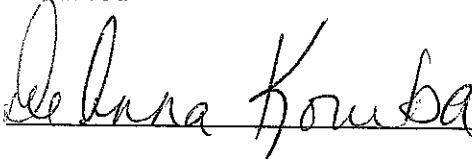


Felicia Carreno

To whom it may concern,

I, DeAnna Koruba, would like to submit our resignation for Junior Class Dean at the end of the 2017-2018 school year. I would like to thank you for the opportunity to be involved in helping the Jr Class Officers with different fundraisers to earn money for their class.

Thank You

A handwritten signature in cursive script that reads "DeAnna Koruba". The signature is written in dark ink and is positioned above a solid horizontal line that spans the width of the signature.

DeAnna Koruba

Mary Welty
1071 E Honeycreek Rd
Oregon, IL 61061

January 8, 2018

Mr. Kip Crandall
DLR Jr High Principal

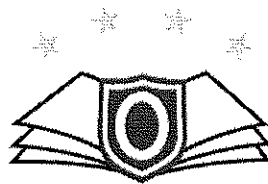
Oregon School District 220 Board Members

Dear Mr. Crandall and Oregon Board members,
Please accept this as formal notice of my resignation from the position of Administrative Assistant at
DLR Jr High School, as of January 8, 2018.

I am happy to continue to work until January 26, 2018 in order to be able to help train someone so that
there is a smooth transition in the office. While I believe that I am moving for good reasons, I am sorry
to leave, and I thank you for your support during my time with the district, which I have found enjoyable
and fulfilling. I will really miss the students and staff in our district.

Sincerely,

Mary Welty



OREGON
CUSD220

Academics | Activities | Service | Leadership

210 South Tenth Street.
Oregon, Illinois 61061

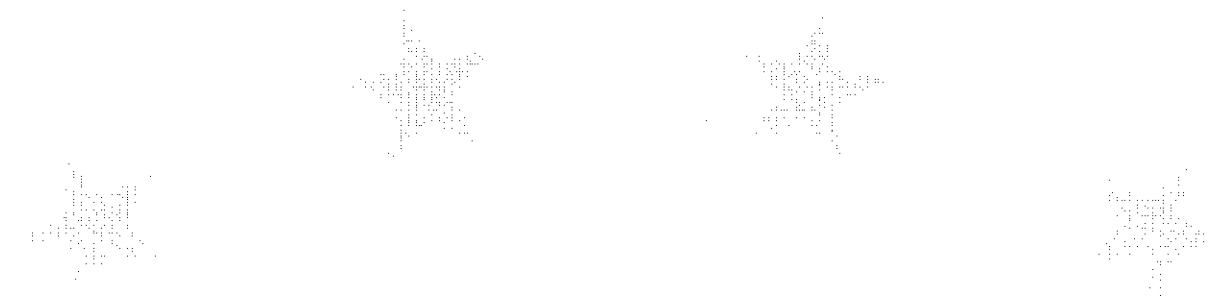
(815) 732-5300
(815) 732-3361 fax

Attn: Oregon School Board Members

Fr: Andrew S. Nelson, Principal, Oregon High School

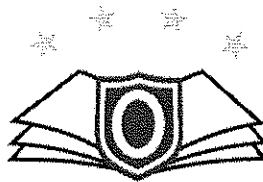
Re: OHS Administrative Assistant

- 1) I recommend hiring Angela Sowl as an Oregon High School administrative assistant. Angela replaces Britteny Stewart, who moved to an open position as an OHS instructional aide. Hourly pay and yearly contract length will be according to the current OESPA contract. Effective start date will be 1-3-18.



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

Andrew Nelson, Principal **OREGON HIGH SCHOOL** Mike Boyer, Associate Principal
210 South 10th Street, Oregon, IL 61061 phone: 815-732-5300 fax: 815-732-3361 www.ocusd.net



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Dear Dr. Mahoney and Board of Education Members,

This letter serves as recommendation for hire for Lauren Akre as special education paraprofessional (7.5 hours per day). This is a replacement position for a recent resignation with a start date of January 5, 2018

Lauren is a recent graduate of Clarke University with a degree in Elementary Education with a Special Education certification. She was a collegiate softball player who currently coaches a travel softball team in Amboy, has served as a YMCA camp coordinator and participated in a PDS program at Clarke that provided classroom experience from her sophomore year of college until graduation. Ms. Akre will make a tremendous addition to the OES team.

Respectfully,

Ryan Huels
Oregon Elementary School
Assistant Principal



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Kelli Virgil, Principal
1150 W. Jefferson Street, Oregon, Illinois 61061 phone: 815-732-5300 fax: 815-732-6108 www.ocusd.net
Oregon Elementary School

Ryan Huels, Assistant Principal

Date: January 12, 2018
To: Mr. Mahoney and Board of Education
From: Robin Cervený
Reason: Recommendations

I want to recommend the following individuals for positions in the transportation department:

Sandra Blume as a 3 hours per day clerical staff. Sandra's first day will be January 16, 2018.

Elizabeth Myers as a part-time driver for 1.5 hours per day. She will be driving the Rabbit Route in the afternoons, which was driven by Josh Cain who left employment in December 2017. Her first day as a part-time driver will be January 16, 2018.