



OREGON
CUSD220

Academics | Activities | Service | Leadership

Topic: Personnel Changes

August 19, 2024

Resignations:

Morgan Peterson	OJSHS Social Worker
Michael Boyer	6 th Grade Teacher
Kristin Elliott	Bus Driver
Andrea Johnson	Bus Driver

Employments:

Brittany Murray	OES Special Education Paraprofessional
Mariah Withers	OES Special Education Paraprofessional
Mikala Hafer	OES Special Education Paraprofessional
Eliza Soyars	OJSHS Special Education Teacher
Sarah Lauer	OJSHS Library Aide
Anna VanDyck	8-hour Transportation Secretary
Marissa Coutts	Crossing Guard
Kayla Denler	Recess Aide
Jonathan Fowler	6 th Grade ELA Teacher
Lita Johnson	OES Paraprofessional
Connie Hermes	OES Health Aide

Reassignments:

James Waugh	Bus Aide to Bus Driver
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Mission: Educate students to be lifelong learners who are productive, responsible citizens.



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Retirements:

Tracy Harvey End of 2024-2025 School Year

Retirement Retractions:

Sherry Marnich Custodian

Retirement Incentive:

John Engle \$1,800.00

Renewals:

Kip Crandall OJSHS Assistant Principal

Leave of Absence:

Joyce Callaway Extension through End of October



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

July 1, 2024

Dear Members of the Board of Education,

I hope this letter finds you well. I am writing to formally resign from my position with Oregon CUSD 220, effective August 9th. This decision has not come easily, and I appreciate the support and opportunities I have received during my tenure.

I would like to propose the following conditions for my resignation to ensure a smooth transition and mutual agreement:

1. The Board of Education agrees not to pursue repayment of monies expended to help me pursue my certification.
2. My children are permitted to attend OCUSD 220 for the 2024-2025 school year, even though we will not be residents of the district.
3. I am allowed to complete my internship at OCUSD through August 2024.
4. In the event of an unemployment inquiry, the Board agrees to provide honest answers without actively opposing my claim.
5. I will receive (at least) 2 letters of recommendation by request from my direct supervisor and the district superintendent.

In return, I agree to release Oregon CUSD 220 from any potential future claims related to my employment.

I am grateful for the experiences and knowledge I have gained during my time with the district. I have truly enjoyed working with my colleagues and contributing to the education of our students. I wish the district continued success in the future.

Sincerely,

A handwritten signature in cursive script that reads "Morgan Peterson". The signature is written in black ink and is positioned above the printed name.

Morgan Peterson

Dear Mr. Huels,

I am writing this letter to serve as my resignation from Oregon School District 220 on July 9th, 2024.

I appreciate the opportunities and support that the district has provided me during my time there. I wish you and the district success moving forward. Please feel free to reach out to me if you have any questions.

Thanks,
Michael Boyer

FrFrom: **Kristin Elliott** <kelliott@ocusd.net>

Date: Fri, Jun 21, 2024 at 1:44 PM

Subject: Resigning

To: Elizabeth Ludwig <eludwig@ocusd.net>

Hi my name is Kristin Elliott and I have decided to resign from my job as a school bus driver as of 06/18/2024.

Thank you

To Whom It May Concern:

8/12/24

I, Andrea Johnson, am
resigning my full-time bus driver
position to become a sub driver.

Thank you,

Andrea Johnson



Dr. Caposey and the Board of Education,

Please accept the recommendation for Miss Brittany Murray as a 7.5 hour Special Education Aide for the 2024-25 School Year. This position is open due to a recent reassignment. Brittany has previous experience working with children as a Teacher's Aide. I believe Brittany is driven, focused on growth and will show our students compassion, making her a great addition to our school. Thank you for your consideration.

Sincerely,

Randi Webb

Randi Webb
Assistant Principal
Oregon Elementary School

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

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



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Employment Recommendation Form

Position: Special Education Paraprofessional

School or Department: OES **Replacing:** N/A

Date of first posting: 5/21/2024

Interview Committee: Ryan Huels, Randi Webb

Internal Applicants Interviewed: Mariah Withers

External Applicants Interviewed: Bridget Newcomer

Recommended Candidate: Mariah Withers

Starting Wage or Salary Schedule Placement: \$15.00/hour

Rationale: Mariah is currently employed as a recess aide and has been reliable in that role. She is familiar with the school environment and has worked to build relationships with both students and staff.

References Verified by: Randi Webb

Were all interviewed candidates notified of decision? / By whom? Yes / Randi Webb

Signature of Person Making the Employment Recommendation:

Randi Webb **Date:** 7/1/2024

Approved by: _____

Personnel Office Use:

A. External Experience Verified: _____ years B. Job Classification: _____ C. Starting Salary: _____



Employment Recommendation Form

Position: K-1 Special Ed Aide

School or Department: OES

Replacing: Meyer- Resigned

Date of first posting: 8/2/24

Interview Committee: Huels

Internal Applicants Interviewed: N/A

External Applicants Interviewed:

 Mikala Hafer

Recommended Candidate:

 Mikala Hafer

Starting Wage or Salary Schedule Placement: \$15 per
hour

Rationale:

 Most qualified candidate

References Verified by:

 Huels

Were all interviewed candidates notified of decision? / By whom? Yes /

 Huels

Signature of Person Making the Employment Recommendation:

 Ryan Huels **Date:** 8/5/24

Approved by: _____

Personnel Office Use:

A. External Experience Verified: _____ **years B. Job Classification:** _____ **C. Starting Salary:** _____



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Employment Recommendation Form

Position: __Paraprofessional (library)

School or Department: _____OJSHS_____

Replacing: _____F. Carreno_____ **Date of first posting:** _____June 1_____

Interview Committee: Shannon, Heidi, Shawn

Internal Applicants Interviewed: __Michael Holland, Piper Williams _____

External Applicants Interviewed: __Anna VanDyke, Hanni Guinn_____

Recommended Candidate: Sarah Lauer

Starting Wage or Salary Schedule Placement: OESPA starting salary

Rationale: Strong interview; interested in working with students in a school setting; highly organized

References Verified by: Heidi

Were all interviewed candidates notified of decision? / By whom? In progress/Heidi

Signature of Person Making the Employment Recommendation:

_____Heidi Deiminger_____ **Date:** 7-11-24

Approved by: _____

Personnel Office Use:

A. External Experience Verified: _____years **B. Job Classification:** _____ **C. Starting Salary:** _____



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Employment Recommendation Form

Position: OJSHS Special Education

School or Department: OJSHS Special Education **Replacing:** Dominic Cozzi

Date of first posting: May 30

Interview Committee: Heidi, Kip, Shannon

Internal Applicants Interviewed: None

External Applicants Interviewed: Eliza Soyars

Recommended Candidate: Eliza Soyars

Starting Wage or Salary Schedule Placement: Starting 6th year/BA; \$51,015

Rationale: She is starting year 6 and has no additional credits past her bachelors degree

References Verified by: Heidi Deininger

Were all interviewed candidates notified of decision? / By whom? Yes / Heidi

Signature of Person Making the Employment Recommendation:

Heidi Deininger **Date:** 6/25/2024

Approved by: _____

Personnel Office Use:

A. External Experience Verified: _____ years B. Job Classification: _____ C. Starting Salary: _____



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Employment Recommendation Form

Position: _____

School or Department: _____ Replacing: _____

Date of first posting: _____

Interview Committee: _____

Internal Applicants Interviewed: _____

External Applicants Interviewed: _____

Recommended Candidate: _____

Starting Wage or Salary Schedule Placement: _____

Rationale: _____

References Verified by: _____

Were all interviewed candidates notified of decision? / By whom? _____ / _____

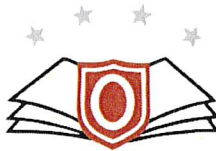
Signature of Person Making the Employment Recommendation:

Elizabeth Ludwig Date: _____

Approved by: _____

Personnel Office Use:

A. External Experience Verified: _____ years B. Job Classification: _____ C. Starting Salary: _____



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Employment Recommendation Form

Position: Crossing Guard

School or Department: OES **Replacing:** Pepper Lancaster

Date of first posting: 5/29/2024

Interview Committee: Ryan Huels, Randi Webb

Internal Applicants Interviewed: Marissa Coutts

External Applicants Interviewed: _____

Recommended Candidate: Marissa Coutts

Starting Wage or Salary Schedule Placement: \$15.00

Rationale: Marissa is currently employed as a recess aide. She has been reliable and worked to build relationships with students in that role. We feel Marissa will be reliable and familiar face for students as Crossing Guard.

References Verified by: Randi Webb

Were all interviewed candidates notified of decision? / By whom? Yes / Randi Webb

Signature of Person Making the Employment Recommendation:

Randi Webb

Date: 8/1/2024

Approved by: _____

Personnel Office Use:

A. External Experience Verified: _____ years B. Job Classification: _____ C. Starting Salary: _____



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Employment Recommendation Form

Position: _____

School or Department: _____ Replacing: _____

Date of first posting: _____

Interview Committee: _____

Internal Applicants Interviewed: _____

External Applicants Interviewed: _____

Recommended Candidate: _____

Starting Wage or Salary Schedule Placement: _____

Rationale: _____

References Verified by: _____

Were all interviewed candidates notified of decision? / By whom? _____ / _____

Signature of Person Making the Employment Recommendation:

Randy Webb

Date: _____

Approved by: _____

Personnel Office Use:

A. External Experience Verified: _____ years B. Job Classification: _____ C. Starting Salary: _____



Employment Recommendation Form

Position: 6th Grade ELA

School or Department: OES

Replacing: Goudreau(Reassignment for Boyer resigning)

Date of first posting: June 24,2024

Interview Committee:
Cozzi,Webb,Huels

Internal Applicants Interviewed: N/A

External Applicants Interviewed:
Jordan Birchfield, Jonathan Fowler

Recommended Candidate:
Jonathan Fowler

Starting Wage or Salary Schedule Placement: MA +32 Step 3
(\$59,161)

Rationale:
Most qualified candidate

References Verified by:
Huels

Were all interviewed candidates notified of decision? / By whom? Yes /
Huels

Signature of Person Making the Employment Recommendation:
Ryan Huels **Date:** 7/16/24

Approved by: _____

Personnel Office Use:

A. External Experience Verified: _____ **years B. Job Classification:** _____ **C. Starting Salary:** _____



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Employment Recommendation Form

Position: 2nd Grade aide

School or Department: OES **Replacing:** New Position

Date of first posting: 8/5/24

Interview Committee: Ryan Huels

Internal Applicants Interviewed: N/A

External Applicants Interviewed: Lita Johnson

Recommended Candidate: Lita Johnson

Starting Wage or Salary Schedule Placement: \$15.00/hour

Rationale: Licensed Paraprofessional. Taking Early Childhood Coursework.

References Verified by: Ryan Huels

Were all interviewed candidates notified of decision? / By whom? Yes / Ryan Huels

Signature of Person Making the Employment Recommendation:

 **Date:** 08/13/2024

Approved by: _____

Personnel Office Use:

A. External Experience Verified: _____ years B. Job Classification: _____ C. Starting Salary: _____



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Employment Recommendation Form

Position: _____

School or Department: _____ **Replacing:** _____

Date of first posting: _____

Interview Committee: _____

Internal Applicants Interviewed: _____

External Applicants Interviewed: _____

Recommended Candidate: _____

Starting Wage or Salary Schedule Placement: _____

Rationale: _____

References Verified by: _____

Were all interviewed candidates notified of decision? / By whom? _____ / _____

Signature of Person Making the Employment Recommendation:

 _____ **Date:** _____

Approved by: _____

Personnel Office Use:

A. External Experience Verified: _____ years B. Job Classification: _____ C. Starting Salary: _____

I James Waugh resign

from being a bus Aid 8-13-24
Moving to Busdriver position

James Waugh



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Employment Recommendation Form

Position: _____

School or Department: _____ **Replacing:** _____

Date of first posting: _____

Interview Committee: _____

Internal Applicants Interviewed: _____

External Applicants Interviewed: _____

Recommended Candidate: _____

Starting Wage or Salary Schedule Placement: _____

Rationale: _____

References Verified by: _____

Were all interviewed candidates notified of decision? / By whom? _____ / _____

Signature of Person Making the Employment Recommendation:

Date: _____

Approved by: _____

Personnel Office Use:

A. External Experience Verified: _____ years B. Job Classification: _____ C. Starting Salary: _____

Dear Dr. Caposey,

The intent of this letter is to inform you of my retirement from the position of Administrative Assistant to the A.D. effective at the end of the 2024-2025 school year.

I have contacted the OESPA union retirement committee and they will be assisting me in creating my request for the retirement agreement.

In addition, I intend to donate any remaining applicable sick days to the sick bank at the time of my retirement.

I have really enjoyed my years working for OCUSD and am very thankful to all those who have made my time here enjoyable and fulfilling.

Thank you,


Theresa S. Harvey

Retirement Retraction Letter

July 24, 2024

Dr. Caposey,

I would like to retract my retirement for this November first, 2024.

I would like to stay on in custodial for the remainder of my time here,

With the understanding that my hours will be 11:00 a.m. till 7:30 p.m.

Thank you for your time,

Respectfully,

Sherry Marnich

Sherry Marnich

Dear Dr. Caposey and OCUSD #220 School Board Members,

Greetings as the new school year starts. I am writing to you with excitement and disappointment at the same time. I am excited because I was finally able to come home on August 9th, almost 4 months after my accident happened. I am disappointed because I am not quite ready to return to work. During my time at rehab, I had 2 setbacks, requiring me to be hospitalized which delayed my recovery. I would like to request an extension of my leave of absence until the end of October 2024. I am hoping to be able to return sooner but I am unsure at this point.

I appreciate your consideration of this request. I look forward to returning to work with my colleagues as soon as I am physically able to.

Sincerely,
Joyce Callaway