



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Replacement Amy Ihlenfeldt	Employee Category:	Educational Support Staff	Employment Status:	Full-Time (FT)
Certified Position:	Choose an item.	Subject/Grade:	Elementary	If PT, No. of Hrs/Day:	
				ESP Position:	Paraprofessional
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Brooke Brummert	Certified Degree:	Choose an item.	Hourly/Daily Rate of Pay:	\$15.00
Location:	New Berlin Elementary	Step:	Choose an item.	Additional Hours:	Click or tap here to enter text.
Salary Schedule Placement:	Choose an item.	Placement:	Click or tap here to enter text.	Annual Rate of Pay:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement:	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
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Extra-curricular assignment:	Click or tap here to enter text.	Placement:	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Incumbent Name:	Amy Ihlenfeldt Brooke Brummert	Desired Beginning Date:	February 13, 2023		
Position Supervisor:	Click or tap here to enter text.				
Action Requested by:	Haas	Date:	February 5, 2023		
(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)					
APPOINTMENT AUTHORIZATION SIGNATURES					
Chief Financial Officer:		Superintendent:			
President:		Secretary			

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates