



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Replacement	Employee Category:	Educational Support Staff	Employment Status:	Full-time (FT)
Certified Position:	Choose an item.	Subject/Grade/Activity/Sport:	Click or tap here to enter text.	If PT, No. of Hrs/Day:	
				ESP Position:	Paraprofessional - Special Education

NEW EMPLOYEE INFORMATION / PLACEMENT

Name:	Chrysta Lancaster			Hourly/Daily Rate of Pay:	17
Location:	Choose an item.	Certified Degree:	Choose an item.	Additional Hours:	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	Step:	Choose an item.	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.
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.
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:	Samantha Martin	Desired Beginning Date:			
Position Supervisor:	Chelsea McGlothlin				
Action Requested by:	Chelsea McGlothlin	Date:	8/10/2026		

(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