



# REQUEST FOR PERSONNEL SERVICES

## NEW BERLIN CUSD #16

<b>Action Requested:</b>	Hire	<b>Employee Category:</b>		<b>Employment Status:</b>	
				<b>If PT, No. of Hrs/Day:</b>	
<b>Certified Position:</b>	Coach	<b>Subject/Grade/Activity/Sport:</b>	Varsity Scholastic Bowl	<b>ESP Position:</b>	Coach
<b>NEW EMPLOYEE INFORMATION / PLACEMENT</b>					
<b>Name:</b>	Laura Kapinus			<b>Hourly/Daily Rate of Pay:</b>	\$2,402
<b>Location:</b>	High School	<b>Certified Degree:</b>		<b>Additional Hours:</b>	
<b>Salary Schedule Placement</b>		<b>Step:</b>		<b>Annual Rate of Pay:</b>	
<b>Extra-curricular assignment:</b>		<b>Placement:</b>		<b>Salary:</b>	
<b>Extra-curricular assignment:</b>		<b>Placement</b>		<b>Salary:</b>	
<b>Extra-curricular assignment:</b>		<b>Placement</b>		<b>Salary:</b>	
<b>Incumbent Name:</b>	Joseph Coulton	<b>Desired Beginning Date:</b>	September 2026		
<b>Position Supervisor:</b>	Dillon Binkley				
<b>Action Requested by:</b>	Dillon Binkley	<b>Date:</b>			

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

<b>APPOINTMENT AUTHORIZATION SIGNATURES</b>			
<b>Chief Financial Officer:</b>		<b>Superintendent:</b>	
<b>President:</b>		<b>Secretary</b>	

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