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To: Michael Kapolka, Superintendent

From: Marcus Kaemming, Assistant Superintendent

Subject: Recommendation to hire Sarah Ryan as a Special Education teacher at South Meadows Elementary

Date: June 8, 2026

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This position became available due to increased need at South Meadows Elementary.

Twenty-one applicants applied for the position. Eighteen candidates were selected for a screening interview with Katie Spisich and Lisa Nickel. Nine candidates were brought forward for a panel interview with Katie Spisich, Lisa Nickel, Stephanie Busch, Diana Salazar, Andrea Bavineau, Jaimie Jackson, and Nicole Bareis. Two candidates presented teaching samples to Katie Spisich, Lisa Nickel, Stephanie Busch, Diana Salazar, Casey Wescott, Michelle Hilla, Ally Leverett, Michelle Schertzing, and Sarah Radomski. The final round with you, me, Katie Spisich, and Lisa Nickel.

We are pleased to be able to recommend Sarah for the position. Sarah has her Bachelor of Science in Elementary Special Education from Central Michigan University.

Multiple references for Sarah spoke very positively about her. Her references spoke about how Sarah is a true team player and her strength in building relationships. They highlighted her positive team centered approach and constant collaboration. They also highlighted her strength in writing IEPs. All shared what a huge loss it is for their building to lose her, but they are excited for her family to be moving back home.

I recommend that Sarah Ryan be placed on Step 6 of the BA pay scale.

Thank you for your consideration of this request.