



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Replacing Staff Leaving	Employee Category:	Certified	Employment Status:	Full Time
Certified Position:	Certified Teacher	Subject/Grade/Activity/Sport:	JH/HS	If PT, No. of Hrs/Day:	Structure Room Teacher
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Amy Ankrom	Certified Degree:	Bachelors	Hourly/Daily Rate of Pay:	Click or tap here to enter text.
Location:	JH/HS	Step:		Additional Hours:	Click or tap here to enter text.
Salary Schedule Placement		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.
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:	Holly VanVeldhuizen	Desired Beginning Date:	8/01/2025		
Position Supervisor:	Brandon Radford				
Action Requested by:	Brandon Radford	Date:	04/16/2025		

(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