

Board of Education Information

To: Board of Education

From: Matt Rich

Date: April 13, 2025

Re: Approve Administrative Assistant - Special Education & State Reporting

Recommendation:

It is the recommendation of the Superintendent to approve the hiring of Kathryn Keefe as the 0.625 FTE administrative assistant for Special Education and State Reporting at an annual rate of \$33,000 prorated for the remainder of the school year.

Background Information:

Mrs. Keefe has served as a records/attendance administrative assistant for 10 years in Wheaton/Warrenville School District 200 and 3 years as a building administrative assistant in Glen Ellyn 41. She has also served as a paraprofessional in the past. Mrs. Keefe is active in the Ottawa and Chippewa tribes and looks forward to helping share some of her experiences with our 4th graders.