



To: Dr. Michael Favor
Superintendent

From: Dr. Melissa Schaller *ms*
Executive Director of Student Services

Re: Updated 2025-2026 Lead Teacher Assignments

Date: September 29, 2025

The position of lead teacher provides assistance to the staff and to the administration in a variety of ways including:

- ☐ Providing resources, training, and support to staff
- ☐ Monitoring due process
- ☐ Attending team meetings as an administrative designee
- ☐ Completing intake meetings
- ☐ Serving as a mentor
- ☐ Assisting in crisis management
- ☐ Developing curriculum and supporting equipment needs

Based on staffing changes and different needs, I am recommending that the following individuals be appointed as lead staff according to the ISD 917 Local 3904 contract for the 2025-2026 school year:

Assignment	Supervisor	Appointee
Career Technical Education (CTE)*	Herman	Dale Engman
Juvenile Services Center (JSC)*	Herman	Rachel Millage

*These positions will provide direct services to students and/or have other job responsibilities.

These assignments are subject to an annual appointment by the school board.