

**February 25, 2013**

### **PERSONNEL CONSENT AGENDA**

The Personnel Consent Agenda is a method designated to expedite handling of routine and official personnel business of the School Board. The entire agenda may be adopted by the Board in one unanimous vote of approval. By request of any individual board member, any item can be removed from the current agenda and placed upon the regular agenda for consideration and action.

APPOINTMENTS - All appointments are contingent upon satisfactory completion of a criminal background check. Approve the following appointments:

1. Donna Jannette, part-time Custodian at Discovery Elementary, effective February 1, 2013. This is a replacement for Doug Ruzicka.

### RESIGNATION/RETIREMENT:

1. Karen Smith, Media Specialist at Hanover Elementary and Buffalo High School, retirement effective June 7, 2013.
2. Karen Rutz, 2<sup>nd</sup> Grade Teacher at Montrose Elementary, retirement effective June 7, 2013.
3. Kim Koehnen, 6<sup>th</sup> Grade Teacher at Buffalo Community Middle School, retirement effective September 6, 2013.
4. Tom Brophy, 4<sup>th</sup> Grade Teacher at Montrose Elementary, retirement effective June 7, 2013.
5. Jolene Sorenson, Social Studies Teacher at Buffalo Community Middle School, resignation effective June 7, 2013.
6. Shannon Sterzinger, Food Service Aide at Buffalo High School, resignation effective February 12, 2013.

TRANSFER/CHANGE IN ASSIGNMENT - Approve the following transfers/changes in assignment:

1. Terri Schmidt, from Health ESP at Buffalo High School to Special Education ESP at Buffalo Community Middle School, effective March 4, 2013. This is a replacement for Kate Snellman.
2. Lisa Chrest, ESP at Parkside Elementary, additional .75 hours/day as All Day Kindergarten ESP, effective February 11, 2013 and ending May 31, 2013.
3. Anna Palmer, substitute Special Education ESP at Parkside Elementary, extension of appointment to end February 28, 2013.
4. Dana Brainerd, from Health ESP at Hanover Elementary to Health ESP at Buffalo High School, effective March 4, 2013. This is a replacement for Terri Schmidt.

LEAVE OF ABSENCE - Approve the following request for leave of absence:

1. Kim Luedtke, Special Education ESP at Northwinds Elementary, request for leave of absence effective January 21, 2013 and ending February 21, 2013.
2. Judy Norman, Food Service Assistant at Tatanka Elementary, request for leave of absence effective January 31, 2013 and ending on or about March 4, 2013.

3. Julie Andrejewski, Health Teacher at Buffalo Community Middle School, extension of leave of absence to end June 7, 2013.