

November 12, 2014

TO: Dr. Mark Fredisdorf
FROM: Matt Vandercar
RE: Instructional aide recommendation

I am recommending Mrs. Lori McCarter for the p.m. instructional aide position at Pleasantdale Elementary School. The opening is due to an increase in the p.m. preschool population.

Currently, Lori works 8:30 – 1:00 p.m. as a preschool instructional aide. With her added responsibilities, Lori will be considered full time and work 8:15 – 3:30 p.m.

I am excited about having Lori here full time and confident she will continue to be a valuable member of the Pleasantdale team.