



Sharon Williams, Ed.D.
Superintendent of Schools

To: RIMSD 41 Board of Education
From: Dr. Sharon Williams
Cabinet Champion: Dr. Dominique Moore, Assistant Superintendent of HR
Date: June 24, 2025
Re: Attendance and Leave Specialist

The selection process for the Attendance and Leave Specialist yielded a pool of ten (10) candidates. Two (2) candidates were invited to the interview process and interviewed for the position. The selection process included screening and an in-person panel interview. Lakisha Randle is being recommended for the Attendance and Leave Specialist position.

Dr. Moore has personally supervised Ms. Randle over the last 8 months and has witnessed firsthand her dedication and potential for continued success in the HR department. Ms. Randle holds a Bachelor of Arts degree, with a major in General Studies and minors in Human Resource Management and Sociology. She has served as the Administrative Center Secretary in our district for nearly seven (7) years providing unmatched customer service.

Ms. Randle is eager to learn and regularly seeks out additional training opportunities to enhance her knowledge and performance. Her attention to detail, and commitment to continuous improvement make her a valuable asset to the HR team. She approaches each task with a positive attitude and a genuine interest in helping others, which are essential qualities in this role.

It is recommended the Board of Education approve the appointment of Lakisha Randle to the position of Attendance and Leave Specialist for the 2025-2026 school year at the salary of \$65,211.

Investment Period: One year contract
Total Investment: \$65,211
Funding Source: District