



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Replacement	Employee Category:	Certified	Employment Status:	Full-time (FT)
Certified Position:	Teacher	Subject/Grade/ Activity/Sport:	Vocal and Instrumental Music Teacher	If PT, No. of Hrs/Day:	
				ESP Position:	Choose an item.
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Middleton, Colton			Hourly/Daily Rate of Pay:	Click or tap here to enter text.
Location:	JR/SR High School	Certified Degree:	BA	Additional Hours:	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	Step:	0	Annual Rate of Pay:	Click or tap here to enter text.
Extra-curricular assignment:	All HS Organizational	Placement:	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Extra-curricular assignment:	All JH Organizational	Placement:	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Extra-curricular assignment:	Pep Band and Marching Band	Placement:	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Incumbent Name:	Magrath, Abigail	Desired Beginning Date:	8/1/2025		
Position Supervisor:	Hattie Llewellyn				
Action Requested by:	Hattie Llewellyn	Date:	5/6/2025		

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

APPOINTMENT AUTHORIZATION SIGNATURES

Chief Financial Officer:		Superintendent:	
President:		Secretary	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates