



Students choosing to excel; realizing their strengths.

To: Dr. Melanie Oppor

From: Michelle Pukita

Date: February 10, 2019

Re: MES First-shift Custodian Transfer Beginning February 18, 2019

This memo is to recommend that Diane Teuscher be transferred from her current instructional paraprofessional assignment to the Manawa Elementary School first-shift custodian assignment beginning Monday, February 18, 2019. The custodian position is a 12-month full-time position. The hourly pay commensurate with her years of experience with the district is \$15.10. Ms. Teuscher requested to be transferred to the custodian position.

Ms. Teuscher is the ideal candidate to transfer into this position as Ms. Teuscher has been a part of the school district for twelve years. Ms. Teuscher began working as a substitute paraprofessional and substitute custodian. Ms. Teuscher was then hired as a special education paraprofessional and this school year transferred to the instructional paraprofessional position. Ms. Teuscher has an Associate Degree in Forest-Technology.

Ms. Teuscher has worked on the summer cleaning custodial crew team for the past three years. She is very thorough in her cleaning. During the interview process, Ms. Teuscher expressed she has a passion for cleaning and enjoys cleaning.

Mrs. Pukita has had several conversations with Ms. Teuscher throughout the last couple of days, and Ms. Teuscher is excited about this new opportunity. Mrs. Pukita is confident that Ms. Teuscher will do a fantastic job at her new assignment as Ms. Teuscher is a positive, hard worker.