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## **Fwd: [STAFF] personnel report for review**

**joseph.sander@mcusd709.org Sander, Joseph**  
To: admin-all-staff@mcusd709.org Admin--All-Staff

Thursday, February 16, 2023 at 5:00:16 PM Central Standard Time

Please take a moment to review the attached Personnel Report and let me know if we are missing anything.

Joe

----- Forwarded message -----  
From: **Heppard, Brenda** <brenda.heppard@mcusd709.org>  
Date: Thu, Feb 16, 2023 at 4:22 PM  
Subject: [STAFF] personnel report for review  
To: Joseph Sander <joseph.sander@mcusd709.org>

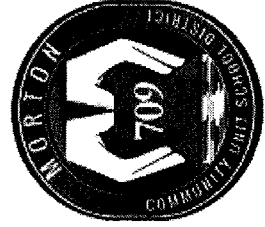
Hi Joe,

Attached is the personnel report so the principals can review it.

Brenda

--  
Brenda Heppard  
Human Resources Coordinator  
Morton Community Unit School District 709  
1050 S. Fourth Ave., Suite 200  
Morton, IL 61550  
brenda.heppard@mcusd709.org  
309-263-2581 ext 8023

--  
*Make it a great day!*



**Joseph G. Sander Ed. D.**  
Assistant Superintendent

---

**Attachments:**



**MORTON UNIT SCHOOL DISTRICT 709**

**February 21, 2023**

**PERSONNEL REPORT**

**I. ADMINISTRATIVE STAFF**

**A. APPOINTMENTS**

**B. REHIRES**

**II. PROFESSIONAL EDUCATOR LICENSED FACULTY**

**A. VOLUNTARY TRANSFERS**

**B. INVOLUNTARY TRANSFERS**

**C. APPOINTMENTS**

**1. Adam O'Neill -**

Manhattan, Kansas

Education:

B.A., University of Illinois, M.A., University of Missouri

Major: History, Positive Coaching Leadership

Experience: 5 yrs., Manhattan, KS, 5 yrs., Peoria High School

Assignment: Physical Education Teacher at Morton High School 2023-2024

**2. Kathleen Boyer -** Long Term Substitute Teacher at Morton Academy for the remainder of 2022-

2023

**3. Julia Cassidy -** Long Term Substitute Teacher for a maternity leave at Lettie Brown School effective

April 2023

**D. REHIRES**

**E. LEAVE OF ABSENCE**

**III. EXTRA-DUTY**

**A. APPOINTMENTS**

**1. Adam O'Neill -** Head Football Coach at Morton High School 2023-2024

**IV. SUPPORT STAFF**

**A. VOLUNTARY TRANSFERS**

**B. INVOLUNTARY TRANSFERS**

**C. APPOINTMENTS**

**1. Ana Barnes -** 1:1 Special Education Rise Aide at Lincoln School effective February 27, 2023

**2. Cassandra Grabowski -** 1:1 Special Education Rise Aide at Lincoln School effective February 22,

2023

**3. Juliana Brasil -** Special Education Resource Aide for 3<sup>rd</sup> and 4<sup>th</sup> Grade at Jefferson School effective

February 28, 2023

**4. Sara Gray -** Winter Guard at Morton Junior High School effective for 2022-2023

**D. REHIRES**

**V. TERMINATION**

**NON-ACTIONABLE PERSONNEL INFORMATION**

**A. RESIGNATION**

**1. Krista Kolls -** resigning as Yearbook Sponsor at Morton High School effective the end of the 2022-

2023 school year

**2. Heidi Zbinden -** resigning as 1:1 Special Education Rise Aide at Lincoln School effective February

24, 2023

**3. Daniel Spitz -** resigned as Full Time Second Shift Custodian at Morton Junior High School

effective February 9, 2023

**4. Melissa Ralston -** resigning as Cheer Coach at Morton Junior High School effective the end of

2022-2023



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## [STAFF] Personnel Report

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**Joseph.sander@mcusd709.org Sander, Joseph**

To: joseph.sander@mcusd709.org Joseph Sander, brenda.heppard@mcusd709.org Heppard, Brenda, carolu.kizer@mcusd709.org Carolu Kizer

Bcc: admin-all-staff@mcusd709.org

Tuesday, February 21, 2023 at 8:08:43 PM Central Standard Time

Good evening,

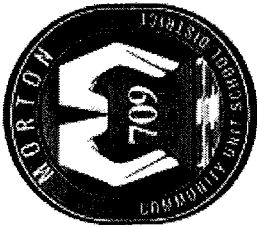
The attached report was approved by the Board tonight. Please inform staff as needed and have a great rest of the week.

Take Care,

Joe

--

***Make it a great day!***



Joseph G. Sander Ed. D.  
Assistant Superintendent

---

**Attachments:**

Personnel Report February 21 2023.doc 56k



**MORTON UNIT SCHOOL DISTRICT 709**

**PERSONNEL REPORT**

**February 21, 2023  
Revised**

**I. ADMINISTRATIVE STAFF**

**A. APPOINTMENTS**

**B. REHIRES**

**II. PROFESSIONAL EDUCATOR LICENSED FACULTY**

**A. VOLUNTARY TRANSFERS**

**B. INVOLUNTARY TRANSFERS**

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Manhattan, Kansas

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B.A., University of Illinois, M.A., University of Missouri

Major:

History, Positive Coaching Leadership

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5 yrs., Manhattan, KS, 5 yrs., Peoria High School

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Physical Education Teacher at Morton High School 2023-2024

**2. Kathleen Boyer -** Long Term Substitute Teacher at Morton Academy for the remainder of 2022-

2023

**3. Julia Cassidy -** Long Term Substitute Teacher for a maternity leave at Lettie Brown School effective

April 2023

**E. LEAVE OF ABSENCE**

**D. REHIRES**

**III. EXTRA-DUTY**

**A. APPOINTMENTS**

**1. Adam O'Neill -** Head Football Coach at Morton High School 2023-2024

**2. Summer Geist -** Jefferson Elementary Club - Student Ambassador Coordinator Co-Sponsor

**3. Faith Kruzick -** Jefferson Elementary Club - Student Ambassador Coordinator Co-Sponsor

**4. Chelsie Chaney -** Jefferson Elementary Running Club Co-Sponsor

**5. Summer Geist -** Jefferson Elementary Running Club Co-Sponsor

**6. Sara Gray -** Winter Guard at Morton Junior High School for 2022-2023

**IV. SUPPORT STAFF**

**A. VOLUNTARY TRANSFERS**

**1. Lisa Kaufman -** Transferring from Classroom Support Aide to MTSS Paraprofessional at Grundy School effective March 6, 2023

**B. INVOLUNTARY TRANSFERS**

**C. APPOINTMENTS**

**1. Ana Barnes -** 1:1 Special Education Rise Aide at Lincoln School effective February 27, 2023

**2. Cassandra Grabowski -** 1:1 Special Education Rise Aide at Lincoln School effective February 22, 2023

**3. Juliana Brasil -** Special Education Resource Aide for 3<sup>rd</sup> and 4<sup>th</sup> Grade at Jefferson School effective

February 28, 2023

**4. Juliana Heyl -** Substitute Custodian

**5. Colton Hanson -** Substitute Custodian

**D. REHIRES**

**TERMINATION**

**V.**

- 1. Rosalynn Weaver -** Termination from Substitute Bus Driver position effective February 17, 2023
- 2. Susan Linderman -** Termination from Substitute Bus Driver position effective February 17, 2023
- 3. Mark Demetre -** Termination from Substitute Bus Driver position effective February 17, 2023
- 4. Russell Hansard -** Termination from Substitute Bus Aide position effective August 1, 2022





**NON-ACTIONABLE PERSONNEL INFORMATION**

**A. RESIGNATION**

1. **Krista Kolls** – resigning as Yearbook Sponsor at Morton High School effective the end of the 2022-2023 school year
2. **Heidi Zbinden** – resigning as 1:1 Special Education Rise Aide at Lincoln School effective February 24, 2023
3. **Daniel Spitz** – resigned as Full Time Second Shift Custodian at Morton Junior High School effective February 9, 2023
4. **Melissa Ralston** – resigning as Cheer Coach at Morton Junior High School effective the end of 2022-2023
5. **Keelsey Ewing** – resigning as Seventh Grade Science Teacher at Morton Junior High School effective the end of 2022-2023
6. **Travis Grant** – resigning as School Counselor at Morton High School effective the end of 2022-2023
7. **John Mullen** – resigning as Substitute Custodian effective February 28, 2023
8. **Brenda Hansard** – resigned as Substitute Bus Driver effective August 1, 2022

**B. RETIREMENTS**



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## Conversation

**aaron.rowe@mcusd709.org Rowe, Aaron**  
To: sara.gray@mcusd709.org Sara Gray

Monday, March 13, 2023 at 2:10:04 PM Central Daylight Time

Sara,

Can I please meet with you sometime today? I just need to know where and when your available to meet.

Thanks

Officer A. Rowe

--  
Officer Aaron Rowe #12015

School Resource Officer  
375 W Birchwood Ave.  
Morton, IL 61550  
(309) 266-6666 - Police Line  
(309) 284-6081 - School Desk Line

---

**sara.gray@mcusd709.org Gray, Sara**

To: aaron.rowe@mcusd709.org Rowe, Aaron

Monday, March 13, 2023 at 2:12:53 PM Central Daylight Time

Officer Rowe-

I'm at work at Morton Buildings until 4:30, but could speak on the phone before that time if necessary. The earliest I can be to any school building for a meeting would be 4:40. Will one of these options work for you?

Sara

On Mon, Mar 13, 2023 at 2:10 PM Rowe, Aaron <aaron.rowe@mcusd709.org> wrote:  
Sara,

Can I please meet with you sometime today? I just need to know where and when your available to meet.

Thanks

Officer A. Rowe

--  
Officer Aaron Rowe #12015

School Resource Officer  
375 W Birchwood Ave.  
Morton, IL 61550  
(309) 266-6666 - Police Line

(309) 284-6081 - School Desk Line

-- Sara Gray  
Color Guard Director  
Morton High School  
Morton Junior High  
Morton, Illinois

**aaron.rowe@mcusd709.org Rowe, Aaron**  
To: sara.gray@mcusd709.org Gray, Sara

Monday, March 13, 2023 at 2:14:40 PM Central Daylight Time

Would I be able to come to you? I don't think it should take more than 5 minutes.

On Mon, Mar 13, 2023 at 2:13 PM Gray, Sara <sara.gray@mcusd709.org> wrote:  
Officer Rowe-

I'm at work at Morton Buildings until 4:30, but could speak on the phone before that time if necessary. The earliest I can be to any school building for a meeting would be 4:40. Will one of these options work for you?

Sara

On Mon, Mar 13, 2023 at 2:10 PM Rowe, Aaron <aaron.rowe@mcusd709.org> wrote:  
Sara,

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Thanks

Officer A. Rowe

-- Officer Aaron Rowe #12015

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375 W Birchwood Ave.  
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-- Sara Gray  
Color Guard Director  
Morton High School  
Morton Junior High  
Morton, Illinois

-- Officer Aaron Rowe #12015

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375 W Birchwood Ave.  
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(309) 284-6081 - School Desk Line

---

**sara.gray@mcusd709.org Gray, Sara**

To: aaron.rowe@mcusd709.org Rowe, Aaron

Monday, March 13, 2023 at 2:16:21 PM Central Daylight Time

This is going to sound insane, but are you in uniform? If so, I should probably meet you outside. If not, you're welcome to come to MBI and I can meet you up front. We can grab a conference room. I just don't want anyone to be alarmed for no reason.

Thank you!

On Mon, Mar 13, 2023 at 2:14 PM Rowe, Aaron <aaron.rowe@mcusd709.org> wrote:  
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On Mon, Mar 13, 2023 at 2:13 PM Gray, Sara <sara.gray@mcusd709.org> wrote:  
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Officer Aaron Rowe #12015

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Sara Gray  
Color Guard Director  
Morton High School

Morton Junior High  
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Sara Gray  
Color Guard Director  
Morton High School  
Morton Junior High  
Morton, Illinois

**aaron.rowe@mcusd709.org Rowe, Aaron**  
To: sara.gray@mcusd709.org Gray, Sara

Monday, March 13, 2023 at 2:18:07 PM Central Daylight Time

I'm in a marked unit, but I'm in plain clothes (I am armed). Your call. Mind giving me a call? 309-403-1859

On Mon, Mar 13, 2023 at 2:16 PM Gray, Sara <sara.gray@mcusd709.org> wrote:

This is going to sound insane, but are you in uniform? If so, I should probably meet you outside. If not, you're welcome to come to MBI and I can meet you up front. We can grab a conference room. I just don't want anyone to be alarmed for no reason.

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---

**sara.gray@mcusd709.org Gray, Sara**  
To: aaron.rowe@mcusd709.org Rowe, Aaron

Monday, March 13, 2023 at 3:32:37 PM Central Daylight Time

Officer Rowe-

Thank you for taking the time to speak with me today, and also for taking the extra time you did. It's very much appreciated; probably more than you know.

I hope my answers were helpful to you.

Thank you for all you do for our district. We appreciate you so much.

Sara

On Mon, Mar 13, 2023 at 2:18 PM Rowe, Aaron <aaron.rowe@mcusd709.org> wrote:  
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Sara Gray  
Color Guard Director  
Morton High School  
Morton Junior High  
Morton, Illinois

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Officer Aaron Rowe #12015

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Sara Gray  
Color Guard Director  
Morton High School  
Morton Junior High  
Morton, Illinois



## [STAFF] MHS Band Revisions-Draft

**joseph.sander@mcusd709.org Sander, Joseph**

To: [katrina.fitzpatrick@mcusd709.org](mailto:katrina.fitzpatrick@mcusd709.org) Katrina Fitzpatrick, [craig.hatter@mcusd709.org](mailto:craig.hatter@mcusd709.org) Craig Hatter, [craig.smock@mcusd709.org](mailto:craig.smock@mcusd709.org) Craig Smock, [shane.veyland@mcusd709.org](mailto:shane.veyland@mcusd709.org) Shane Weyland

Thursday, April 20, 2023 at 7:56:50 PM Central Daylight Time

Good evening,

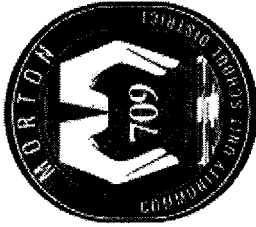
Attached is a draft of what was discussed today during our meeting about the structure of the 2023-24 MHS Band positions. Please review it to see if I captured everything correctly. If you have any suggestions, please let me know.

Shane,

This is clearly a deviation from the contract and needs both MEA and Board approval. Once everything is finalized, we will need to terminate Craig H. from his assistant band position. Then, we would need to create the Co-Director positions and complete the hire process for Katrina and Craig. This would require the MEA to waive the official posting of these positions if the executive board is OK with this approach.

We would like to get this wrapped up soon, so we can get communications out announcing the Co-directors before we get too far into the upcoming Marching Band season. If everything looks good, we can discuss this with the Board for their approval on Tuesday.

*Make it a great day!*



**Joseph G. Sander Ed. D.  
Assistant Superintendent**

**Attachments:**

**MHS Band Director Revision (1).docx 7.4k**

**[craig.hatter@mcusd709.org](mailto:craig.hatter@mcusd709.org) Hatter, Craig**

To: [joseph.sander@mcusd709.org](mailto:joseph.sander@mcusd709.org) Sander, Joseph

Cc: [katrina.fitzpatrick@mcusd709.org](mailto:katrina.fitzpatrick@mcusd709.org) Katrina Fitzpatrick, [craig.smock@mcusd709.org](mailto:craig.smock@mcusd709.org) Craig Smock

Friday, April 21, 2023 at 2:39:11 PM Central Daylight Time

Thank you so much for putting this together, I know Katrina and I both appreciate the understanding and constructive conversation yesterday and look forward continuing those into the future.

I know Joe and I talked in our meeting before spring break regarding adding an "Marching Band Assistant-Electronics/Audio" to fill out our marching band team. I was wondering if this would be something we could add to this conversation. That way we can make sure that MEA can move through the process in one motion rather than coming back to this at a later date.

Please let us know your thoughts. If you'd like any more information regarding the electronics/audio position feel free to reach out and I can give some additional context to that role in the program. Thank you again for your time!

On Thu, Apr 20, 2023 at 7:57 PM Sander, Joseph <joseph.sander@mcusd709.org> wrote:  
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--  
***Make it a great day!***



Joseph G. Sander Ed. D.  
Assistant Superintendent

--  
**Craig Hatter**  
Assistant Director of Bands  
Morton High School  
350 N. Illinois Ave., Morton, IL 61550  
309-284-6045

---

**joseph.sander@mcusd709.org Sander, Joseph**

To: craig.hatter@mcusd709.org Hatter, Craig

Cc: katrina.fitzpatrick@mcusd709.org Katrina Fitzpatrick, craig.smock@mcusd709.org Craig Smock

Friday, April 21, 2023 at 3:08:10 PM Central Daylight Time

I actually thought about adding that to the sheet, but opted not to. We do have time to discuss this. It might be a good topic to add to the list of items being considered under extra duty.

Joe

On Fri, Apr 21, 2023 at 2:39 PM Hatter, Craig <craig.hatter@mcusd709.org> wrote:

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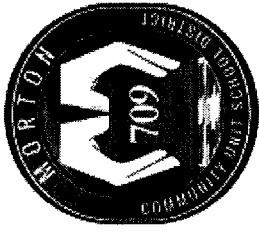
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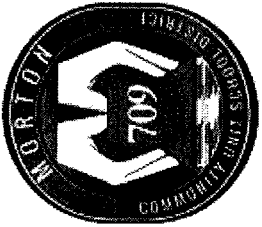
--  
***Make it a great day!***



Joseph G. Sander Ed. D.  
Assistant Superintendent

--  
**Craig Hatter**  
Assistant Director of Bands  
Morton High School  
350 N. Illinois Ave., Morton, IL 61550  
309-284-6045

--  
***Make it a great day!***



Joseph G. Sander Ed. D.  
Assistant Superintendent

[katrina.fitzpatrick@mcusd709.org](mailto:katrina.fitzpatrick@mcusd709.org) Fitzpatrick, Katrina

To: [craig.hatter@mcusd709.org](mailto:craig.hatter@mcusd709.org) Hatter, Craig, [joseph.sander@mcusd709.org](mailto:joseph.sander@mcusd709.org) Sander, Joseph, [craig.smock@mcusd709.org](mailto:craig.smock@mcusd709.org) Smock, Craig

Monday, April 24, 2023 at 3:01:52 PM Central Daylight Time

Thanks again for everything!

I understand not including the "Marching Band Assistant-Electronics/Audio." We want to be sure everything goes through the proper channels.

Is there a good chance that the "Electronic/Audio" position will be able to be added for this upcoming fall, or we'll we need to wait for contract negotiations?

Thank you!

Katrina

On Mon, Apr 24, 2023 at 2:52 PM Hatter, Craig <[craig.hatter@mcusd709.org](mailto:craig.hatter@mcusd709.org)> wrote:

----- Forwarded message -----

From: **Sander, Joseph** <[joseph.sander@mcusd709.org](mailto:joseph.sander@mcusd709.org)>

Date: Fri, Apr 21, 2023 at 3:08 PM

Subject: Re: [STAFF] MHS Band Revisions-Draft

To: Hatter, Craig <[craig.hatter@mcusd709.org](mailto:craig.hatter@mcusd709.org)>

Cc: Katrina Fitzpatrick <[katrina.fitzpatrick@mcusd709.org](mailto:katrina.fitzpatrick@mcusd709.org)>, Craig Smock <[craig.smock@mcusd709.org](mailto:craig.smock@mcusd709.org)>

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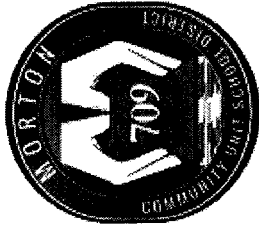
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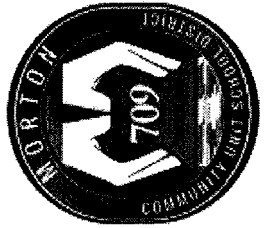
***Make it a great day!***



**Joseph G. Sander Ed. D.  
Assistant Superintendent**

**Craig Hatter**  
Assistant Director of Bands  
Morton High School  
350 N. Illinois Ave., Morton, IL 61550  
309-284-6045

***Make it a great day!***



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--  
**Katrina Fitzpatrick**  
MJHS Band Director

---

**joseph.sander@mcusd709.org Sander, Joseph**

To: [katrina.fitzpatrick@mcusd709.org](mailto:katrina.fitzpatrick@mcusd709.org) Fitzpatrick, Katrina

Cc: [craig.hatter@mcusd709.org](mailto:craig.hatter@mcusd709.org) Hatter, Craig, [craig.smock@mcusd709.org](mailto:craig.smock@mcusd709.org) Smock, Craig, [shane.veyland@mcusd709.org](mailto:shane.veyland@mcusd709.org) Shane Weyland

Monday, April 24, 2023 at 3:15:59 PM Central Daylight Time

Shane and I met this afternoon and discussed this, as well as the band director stipends. Our plan is to assemble the Extra Duty Committee in the next couple of weeks to look at all of these options together. Once we get the representatives confirmed, we will set an agenda and meeting date and get the ball rolling.

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Katrina

On Mon, Apr 24, 2023 at 2:52 PM Hatter, Craig <[craig.hatter@mcusd709.org](mailto:craig.hatter@mcusd709.org)> wrote:

----- Forwarded message -----

From: **Sander, Joseph** <[joseph.sander@mcusd709.org](mailto:joseph.sander@mcusd709.org)>

Date: Fri, Apr 21, 2023 at 3:08 PM

Subject: Re: [STAFF] MHS Band Revisions-Draft

To: Hatter, Craig <[craig.hatter@mcusd709.org](mailto:craig.hatter@mcusd709.org)>

Cc: Katrina Fitzpatrick <[katrina.fitzpatrick@mcusd709.org](mailto:katrina.fitzpatrick@mcusd709.org)>, Craig Smock <[craig.smock@mcusd709.org](mailto:craig.smock@mcusd709.org)>

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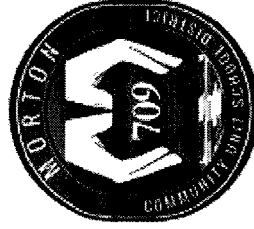
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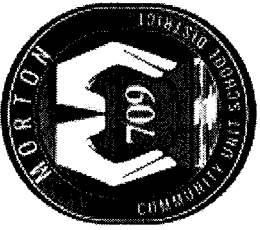
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*Make it a great day!*



Joseph G. Sander Ed. D.  
Assistant Superintendent

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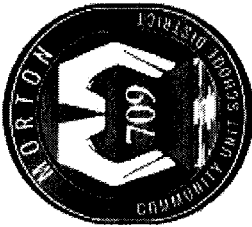


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**Make it a great day!**



Joseph G. Sander Ed. D.  
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---

**craig.hatter@mcusd709.org Hatter, Craig**

To: joseph.sander@mcusd709.org Sander, Joseph

Cc: katrina.fitzpatrick@mcusd709.org Fitzpatrick, Katrina, shane.weyland@mcusd709.org Shane Weyland, craig.smock@mcusd709.org Smock, Craig

Thanks for the update. Please let us know if we can provide any information or resources from our end!

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Monday, April 24, 2023 at 3:26:50 PM Central Daylight Time

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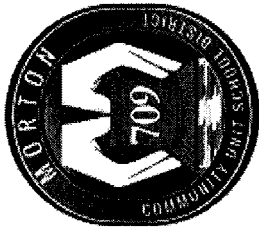
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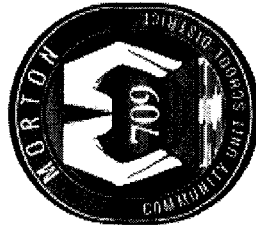
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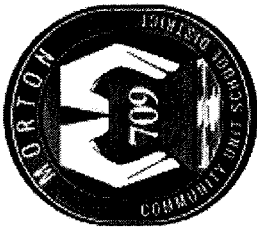


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## MHS Band Director Revision

<u>Current MHS Positions</u>	<u>Proposed</u>	<u>Justification</u>
Band Director 19-26% \$7,799-\$10,673 Tim Gray	HS Band Director-Communications 19-26% \$7,799-\$10,673	Craig Hatter, Co-Director. The increased range is for taking the communication duties for the Marching Band. Full year responsibility.
	HS Band Director 13-20% \$5,336-\$8,210	Katrina Fitzpatrick, Co-Director. Full year of responsibility range is consistent with other HS Head Coaches.
Marching Band Assistant 10% \$4,105 Craig Hatter	HS Band 13-20% \$5,336-\$8,210	New Hire, Craig Hatter was in this position. When fixed percentages for the Assistant Woodwinds were adjusted, position was not adjusted. The position covers the March band season and also the concerts in the winter and spring Full year of responsibility. This range is consistent with other HS Head Coaches.
Marching Band Assistant-Color Guard 8% Fixed \$3,284 Sara Gray	No Change	This position is only for Marching Band Season
Marching Band Assistant-Brass 8% Fixed \$3,284 Craig Fitzpatrick	No Change	This position is only for Marching Band Season
Marching Band Assistant-Pit 8% Fixed \$3,284 Brian Spicklemire	No Change	This position is only for Marching Band Season
Marching Band Assistant-Drumline 8% Fixed \$3,284 Bob Hornsby	No Change	This position is only for Marching Band Season
Marching Band Assistant-Woodwinds 8% Fixed \$3,284 Katrina Fitzpatrick	No Change	This position is only for Marching Band Season

