



Elizabeth School District  
Human Resources  
P. O. Box 610  
Elizabeth, CO 80107

## Memorandum

**To:** Elizabeth School District Board of Directors  
Douglas Bissonette, Superintendent of Schools

**From:** Kin Shuman, Director of Human Resources

**Date:** 3/12/2018

**Re:** Additions to Substitute List

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Please add the following to the substitute list:

Jessica Crofts – Substitute Para Professional

Andrea Smith – Substitute Teacher

Melissa Hunter – Substitute Para Professional



3/12/2018

EMPLOYEE CONTRACT/NOA STATUS  
SUMMARY ONLY

### Transfers & Changes

[illegible]

[illegible]

## ELIZABETH SCHOOL DISTRICT

**TO:** Members of the Board of Education

**THROUGH:** Douglas Bissonette, Superintendent

**FROM:** Kin Shuman, Director of Human Resources

**DATE:** **March 12, 2018**

**SUBJECT:** **Requests For 110 Day Transition Year**

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To date, 3 district employees have announced their retirement from the district and have requested that the district allow them to continue their employment in a 110 day transition year in 2018-2019. Those employees are:

Bernadette Dillavou	Teacher	Running Creek Elementary
Dan Carter	Assistant Principal	Elizabeth High School
Nancy Mowers	Teacher	Running Creek Elementary

Per District policy, the supervisor of the requesting employee must notify the employee of the status of their application for a 110 transition year on or before March 30<sup>th</sup> of the year in which the application is submitted. A complete copy of the district policy related to a 110 transition year is attached.