

TO: MICHAEL COX
CHIEF HUMAN RESOURCE OFFICER

Revised 2025

FROM:

DATE:

RE: **RECOMMENDATION FOR ELECTION OF CLASSIFIED STAFF**

VERY IMPORTANT: ALL INFORMATION MUST BE PROVIDED BEFORE APPROVAL CAN BE GRANTED.

ROUTING INSTRUCTIONS

All recommendation forms must be sent to the Title I, Elementary, or Secondary Director for a signature. They will then forward to the Chief Human Resource Officer.

Recommendation For Election Of:

	<u>Send To</u>	<u>Initial/Date</u>	<u>Forward To</u>
Food Service	Mr. Thomas Lentes	_____	Mr. Michael Cox
Maint./Bus Dr.	Clayton Creason	_____	Mr. Michael Cox
Custodial	Mr. Michael Cox	_____	Mr. Michael Cox
ESL	Ms. Janet Brosmer	_____	Mr. Michael Cox
Elementary EA's	Mrs. Teresa Stuckey	_____	Mr. Michael Cox
Title I	Dr. K. Liebermann	_____	Mr. Michael Cox
Secondary EA's	Dr. Jennifer Korkes	_____	Mr. Michael Cox
Special Ed.	Dr. Susan Cobb	_____	Mr. Michael Cox

As per hiring procedures of the Vigo County School Corporation, listed below are applicants interviewed for my vacant position.

Based on these interviews, please recommend to the Board of School Trustees:

Name: _____
Last First Middle Maiden

Address: _____

Phone: _____ Date of Birth: _____ Race _____

Social Security Number _____ Sex (M/F) _____

For the position of _____ Vacancy # _____ at _____ **Previous VCSC position**
Spec Ed EA – please designate Building/Department:
ED ___ *SLD & DD (LD)* ___ *MIMD* ___ *MOMD* ___ *SMD* ___ *OI* ___ *BLV (VI)* ___ *DHH (HI)* ___ *TBI* ___

Replacing _____ This assignment will be for _____
(Last Elected Employee in Position) Hours per day
effective _____
Date

I certify that this recommendation does not violate Policy 1130: Conflict of Interest. Thank you for your consideration in this matter.

FOR HUMAN RESOURCES OFFICE USE ONLY:

Approved by: _____
Chief Human Resource Officer Date Director Date