

**Huron School District  
New Hire Justification**

**Date:** March 19, 2020

**Applicant Information**

**Applicant Name:** Sonia Malley

**Address:** 575 3<sup>rd</sup> St SW

**Phone:** (760) 552-1146

**Education:** Columbia College, Missouri – BA General Studies

**Experience:** 5 years in school office management

**References:** Susan Bennis, Kristi Mattke, Patricia Shelby

**Reason for New Hire**

**New Position:**

**Replacement:** Barb Hoff

**Position Information**

**Department:**

**Position:** High School Administrative Assistant

**Supervisor:** Mike Radke

**Responsibilities:** Manage the day to day operations of the high school office

**Hours:** 8 hours

**Hiring Information**

**Wages:** 37,341

**Classification:** Division I Office Personnel

**Wage Justification:** 5 Years of Experience In Office Management

**Start Date:** 5/18/20

**Requested by:** Mike Radke

(Administrator)

Cassandra Timm  
731 Illinois Ave NW #8 Huron, SD 57350  
Tel 605-695-0626  
Cassandra.Timm@k12.sd.us

APRIL 24, 2020

**Terry Nebelsick**

150 5<sup>th</sup> Street SW Huron, SD 57350

Dear Mr. Nebelsick,

I am writing to notify you that I will be resigning from my position as Teacher with the Huron School District at the end of the 2019-2020 school year.

This was not an easy decision to make, on my part. The past 4 years have been very fulfilling. I've enjoyed helping the wonderful students grow and collaborating with the other faculty of the district. The past years have been an amazing experience as a classroom teacher.

It is time for me to advance in my career, however. I have accepted a position as an Elementary Special Education Teacher, at Henry School District. I had received offers from more than one school district, but made the decision based on the small friendly, family atmosphere this school provides. This opportunity gives me the chance to grow professionally also.

Again, thank you for the opportunities of the past 4 years. I wish you and the school district all the best.

Sincerely,

**Cassandra Timm**