



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Hiring	Employee Category:	Freshman Volleyball	Employment Status:	
				If PT, No. of Hrs/Day:	
Certified Position:	Freshman Volleyball	Subject/Grade/Activity/Sport:		ESP Position:	
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Karlee Garske			Hourly/Daily Rate of Pay:	
Location:	High School	Certified Degree:		Additional Hours:	
Salary Schedule Placement		Step:	1	Annual Rate of Pay:	\$2,462
Extra-curricular assignment:	Freshman Volleyball	Placement:		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Incumbent Name:	Danielle Moon	Desired Beginning Date:			
Position Supervisor:	Dillon Binkley				
Action Requested by:	Dillon Binkley	Date:	7/24/26		

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

APPOINTMENT AUTHORIZATION SIGNATURES			
Chief Financial Officer:		Superintendent:	
President:		Secretary	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates