



**~Mission Statement~**

*The mission of the Verndale Public School District is to provide a safe environment where students are prepared for an ever-changing world through educational excellence.*

To: Verndale School Board  
From: Paul Brownlow, Superintendent  
Date: August 6, 2018  
Re: Media Assistant

I recommend the Verndale School District hire Charlene Orlando to fill the vacant media assistant position. She will be placed at base pay for the media assistant position in addition to the appropriate longevity for her years of service as a support staff member.

Charlene has experience in various positions in our school district. She also has experience with some of the events that occur in the media center. Her prior work experience in our school and knowledge of the media center make her a good candidate for this position.

Sincerely,

Paul Brownlow  
Superintendent