



HLWW Public Schools
Employment Recommendation Form

Date: June 5, 2025

Name of Applicant: Mikayla Kittock

Recommended By: Jim Schimelpfenig

Title of Position: Special Education

Location: Middle School

Step/Lane: BA 6

Position Supervised By: Jim Schimelpfenig

Pay Rate (hourly employees):

Position Term Description (part time, full time, year-round, school year, etc) Full Time

Starting 25-26 school year

Is applicant replacing someone or is this a new hire? New position

Top Priorities for the Position:

1. Best fit for our students and special education team
2. Build positive relationships with students and staff
3. Ability to teach academic, social and emotional skills and regulation

Number of Applicants: 4

Number of Candidates Interviewed: 2

Interview Team: Jim Schimelpfenig and Jackie Hartneck

Educational Background of Candidate: Bachelor's degree University Minnesota Duluth

Employment Background of Candidate: Monticello Public Schools special education teacher in Kindergarten

Administrative Recommendation (include qualities that applicant brings to the position) Ms. Kittock has proven to be a great relationship builder with her previous students and colleagues. She has experience working with students who display challenging behaviors and has knowledge of behavior plans and data collection.

Previous Tenure (teaching positions ONLY) Yes _____ No X

Supervisor Signature Jim Schimelpfenig Date 6/4/25

<i>Office Use ONLY</i>	
Copy to HR (prior to board meeting) _____	
Copy to Employee _____	Date of HR Meeting _____
Union Steward Contacted (where applicable) _____	