



School District of Jefferson

Soaring to Excellence

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**Office of the
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Jefferson High School

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**Sullivan Elementary
School**

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East Elementary School

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West Elementary School

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Nov. 10, 2016

Department of Public Instruction
Division of Libraries and Technology
Attn: Kari Tenly
125 Webster St.
Madison, WI 53707

Re: 2015-16 1202 Staffing Report

Dear Ms. Tenley,

In further reviewing our previous year's staffing data and in gaining a better understanding of the reporting requirements from DPI, I have come to understand that our previous year's Professional-Regular Education staff salaries were reported incorrectly.

The data reported, incorrectly included salary amounts from extra duties and co-curriculars that some certified staff members received.

Corrections will be made with the 2016-17 staffing report data to NOT include such salary amounts.

Please accept this letter as notification of this error.

I appreciate your time and assistance with this matter.

Sincerely,

Nicole Pupanek
Data Management Coordinator/
Admin. Assistant