



TO: Dr. Whitrock and the Ripon Area School District Board of Education
FROM: Samantha Behnke, Elementary/Middle School Odyssey Principal
DATE: 8/16/2024
RE: Recommendation for Hire — Jennifer Johnson Corless

It is my recommendation that the following individual be hired for the 2024-2025 school year:

Name: Jennifer Johnson Corless **Position:** 3-5 Teacher
Location: Odyssey Academy of Virtual Learning

Certification:

Position or Subject (WI DPI Code)	Level	State	Year Expires
T001- Teacher; 1088- Elementary/Middle Level Education	PK-6	WI	Lifetime
T001- Teacher; 1316- Reading Teacher	PK-12	WI	Lifetime

Education:

Name of School	Degree	Date Earned	Major(s)
Graceland University	Bachelor of Arts	05/1990	Elementary Education
UW- Stout	Certification Program	05/2010	1316 Reading License
UW- Stout	Certification Program	05/2016	Instruction Design

Process:

# of Applicants	21
Quality of Applicants	The position drew 21 applicants at the time of interviews; we were very pleased with the quality of candidates that the position attracted. 20 candidates were external candidates, one was an internal candidate. Many of the candidates had experience with virtual teaching at various schools across the state. A few of the candidates did not have the required certifications for this position. Four of the candidates that were interviewed were external, the fifth was an internal candidate.
Interview Team	Samantha Behnke, Megan Prellwitz, Cary Johannes, Melissa Christ, Mary Whitrock, Emmy Jess, Becky Morrin
# of Candidates Interviewed	5
Quality of Candidates Interviewed	The first round of interviews went very well, with each candidate bringing a variety of experiences and skills that would be great for the position.. The team ultimately decided to move forward with 2 of the candidates to the 2nd round. We would have been very happy with either candidate. After the second round of interviews, the team decided to offer the position to Jennifer. Jennifer has a very impressive resume with over 4 years of virtual teaching experience. Previously, Jennifer was the 4th/5th grade virtual teacher at Madison Promise Virtual program. Prior, she was a K-2 virtual teacher in the Tomah Area School District, and a K-3 Virtual teacher in the Menominee School District. Before that, she was a Reading Interventionist in the Verona School District.

Notes/ Reference Checks on Candidate	Jennifer had glowing references. Her former principal described her as having a “great rapport with families” and that the families “respect Jennifer and see her as a critical partner in the success of their students.” One of Jennifer’s former colleagues spoke highly of her and said that she “is a wonderful source of knowledge as well as someone with whom I immensely enjoy collaborating”. Her kindness, ability to be flexible, and thoughtfulness was referenced many times. These were all qualities that were also shown strongly during the interview process.
---	--