




## Memorandum

To: Support Staff of the Harper Woods School District  
From: Todd Biederwolf, Superintendent   
Date: May 19, 2017  
**RE: REASONABLE ASSURANCE**

This memo is your written reasonable assurance of continued employment within the School District of the City of Harper Woods for the 2017/2018 school year.

This is to advise you there is reasonable assurance of continued employment in the same or similar capacity with Harper Woods School District at the completion on summer break, inclusive of any subsequent recess or breaks during the school year.

If you are staff member directly related to student learning such as Para Professionals your start date will be Tuesday, August 29, 2017. However, if your position facilitates students/school operations in a non-teaching capacity such as lunchroom supervision your start day will be September 5, 2017.

Your anticipated placement should be in your current building of employment, pending any potential staffing vacancies. Therefore, you are expected to return to work at the commencement of the 2017/2018 school year and you should not apply for nor receive unemployment compensation on behalf of the School District of the City of Harper Woods.

Should you have any questions, please contact Todd Biederwolf, Superintendent at 313-245-3016. Thank you.

***Graduates will create the families, careers, and communities that are aligned with their aspirations and values.***

It is the policy of the School District of the City of Harper Woods that no discriminatory practices based on gender, race, religion, color, age, national origin, disability, height, weight, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Secondary School Principal at the School District of the City of Harper Woods, 20225 Beaconsfield, Harper Woods, MI 48225 or call (313) 245-3000.