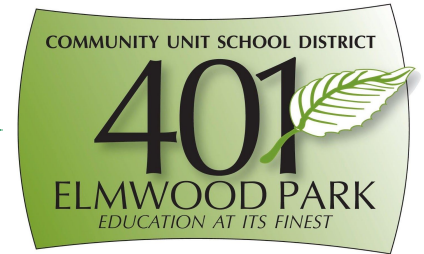


# Elmwood Park C.U.S.D. #401

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Nicolas D. Wade, Ed.D.  
*Superintendent of Schools*



December 29, 2017

To: Dr. Mindy McGuffin, Executive Director, and LASEC Executive Board Members

Re: Internalizing the Outplacement Coordinator

This is Elmwood Park CUSD #401's formal notice to internalize the Outplacement Coordinator beginning in FY19. The LASEC Executive Board voted and approved this position to be eligible for internalization on December 12, 2017, and Elmwood Park CUSD #401 is adhering to the processes and parameters established in Exhibits B and B-3 of the motion approved on the aforementioned date.

Sincerely,

A handwritten signature in blue ink, appearing to read "Nicolas D. Wade".

Dr. Nicolas D. Wade  
Superintendent of Schools