



Michelle Adams &lt;michelleadams@wsdr4.org&gt;

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**CC: Employment Offer from Wentzville School District**

1 message

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**Human Resources** <wzco+a4981567-64964@applitrack.com>  
To: michelleadams@wsdr4.org

Fri, Aug 8, 2025 at 1:12 PM

This message was sent to 1 email(s).  
[Jwelch22388@yahoo.com](mailto:Jwelch22388@yahoo.com) (Jacqueline Welch);

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Dear Jacqueline,

This email is to serve as notification that you will be recommended for employment with the Wentzville School District at the Board of Education Meeting on Thursday, August 21, 2025.

If the Board approves our recommendation, your position will be as follows:\*\*

**Assignment: Before School Care Aide-Cashier/Server**  
**Building: Wabash Elementary**  
**Effective: Tuesday, September 2, 2025**  
**2025-2026 school year (work calendars can be found [here](#))**  
**Salary: Step A, \$15.79 per hour**  
**Insurance Benefits: October 1, 2025**

**Note: Any hours worked prior to your effective date are considered 'substitute' hours and will be paid at the substitute rate of pay. You can begin working as a substitute as soon as your new hire paperwork is complete!**

**\*\*This employment offer is contingent on background clearance and verification of proper certification(s) (if applicable).**

Please complete the 'intent to accept form' that will follow this email and visit the Human Resources Department with 2 forms of government issued ID as soon as possible. When you stop by, we will be taking your ID badge picture.

Our office is located at [280 Interstate Drive, Wentzville 63385](#), with business hours Monday through Friday, from 8:00am to 4:30pm.

WE ARE NOT OPEN MONDAY 8/11 from 8am-noon.

**After the Board meeting, you will receive an email with details about your [new hire onboarding meeting](#) scheduled for Tuesday, September 2nd, 2025.**

**Please monitor your email for [important new hire information](#).**

Thank you for the services you will be providing to the students of the Wentzville School District!  
We look forward to seeing you soon.

Human Resources  
Wentzville R-IV School District  
[humanresources@wsdr4.org](mailto:humanresources@wsdr4.org)  
(636) 327-3800 ext. 20353