



**FOREST LAKE AREA SCHOOLS  
FOREST LAKE, MN 55025**

**June 28, 2012**

**AGENDA ITEM: 8.4**

**TOPIC: ADOPT RESOLUTION FOR THE PLACEMENT OF A CONTINUING CONTRACT TEACHER ON UNREQUESTED LEAVE OF ABSENCE**

**BACKGROUND:** Administration is recommending the placement of one continuing contract teacher on an unrequested leave of absence.

**PROCESS:** This action is necessary due to discontinuance of position, lack of pupils and financial limitations.

**RECOMMENDATION:** Administration recommends the adoption of this resolution.

INDEPENDENT SCHOOL DISTRICT NO. 831  
Forest Lake, Minnesota 55025

June 28, 2012

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION PLACING LAURA DAVISON  
ON UNREQUESTED LEAVE OF ABSENCE

WHEREAS, the School Board of Independent School District No. 831 adopted a resolution proposing placement of Laura Davison on unrequested leave of absence on June 14, 2012, on the grounds of discontinuance of position, lack of pupils and financial limitations; and

WHEREAS, said written notice of the proposed placement on unrequested leave was delivered to Laura Davison on June 14, 2012, and

WHEREAS, said written notice of the proposed placement on unrequested leave contained a statement setting forth the reasons for the proposed placement as well as a statement that she was entitled to a hearing before the school board provided she make a request in writing within fourteen days of receipt of said notice, and that if no hearing was requested within said fourteen day period it constituted acquiescence by Laura Davison to the school board's proposed action, and

WHEREAS, no written request of any kind was received by the school board or superintendent of schools from Laura Davison for a hearing as of June 28, 2012, and

WHEREAS, said failure to make written request for a hearing within fourteen days after receipt of notice of proposed placement on unrequested leave constitutes acquiescence by Laura Davison to her placement on unrequested leave.

BE IT HEREBY RESOLVED, by the School Board of Independent School District No. 831 that Laura Davison be and hereby is placed on unrequested leave of absence as a teacher of Independent School District No. 831 on the grounds of discontinuance of position, lack of pupils and financial limitations effective at the end of the 2011-2012 school year on June 30, 2012 pursuant to Minnesota Statutes, Sec. 122A.40, Subd. 11, without pay or fringe benefits.

BE IT FURTHER RESOLVED, that a notice of placement on unrequested leave, together with a copy of this resolution be forwarded to said teacher by certified mail or be delivered personally and that an affidavit of same be placed in her file, together with a copy of the notice and resolution.

The motion for the adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

\_\_\_\_\_;

and the following voted against the same: \_\_\_\_\_;

and the following were absent: \_\_\_\_\_;

whereupon said resolution was declared duly passed and adopted.

NOTICE OF PLACEMENT ON  
UNREQUESTED LEAVE OF ABSENCE

June 28, 2012

Ms. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 831 held on June 28, 2012, a resolution was adopted by majority roll call vote of the School Board, placing you on unrequested leave of absence as a teacher of Independent School District No. 831 effective at the end of the 2011-2012 school year on June 30, 2012, pursuant to Minnesota Statutes, Sec. 122A.40, Subd. 11 without pay or fringe benefits.

A copy of the resolution duly adopted by the School Board is attached hereto for your information.

If a position becomes available in a field in which you are licensed, at any time up to 5 years after your leave is effective, you may have a right to reinstatement to that position if you have sufficient seniority in the district and if you filed a written request for reinstatement prior to April 1 of each year while you are on leave. If you do not file such a request each year, your right to reinstatement will be automatically terminated.

Please keep the school district's personnel office advised in writing of your address at all times until your rights have expired, so that the district may notify you of any available positions for which you may qualify.

Yours very truly,

SCHOOL BOARD OF INDEPENDENT

SCHOOL DISTRICT NO. 831

By: \_\_\_\_\_

Clerk of the School Board