

*100 Smith St  
2 pm 8/6/12*

**TEACHER CONTRACT/ASSIGNMENT INFORMATION SHEET**

*#9666*

- 1) **NAME:** Valene Beckman  
 New Hire    Rehire    Change in FTE (Complete Items 1-5 Only)  
 Transfer from One Building to Another (Complete Items 1-5 Only)  
 Long-Term Substitute On Contract  
 Long-Term Substitute Not On Contract (Complete Items 1-7 Only)  
 Change in Assignment Within Same Building (Complete Items 1-5 Only)  
 Other: \_\_\_\_\_
- 2) **BUILDING(S):** Southwest Junior High
- 3) **ASSIGNMENT(S)/GRADE(S):** Spanish 7-9  
Please list FTE for each assignment and/or building.
- 4) **REPLACEMENT FOR:** Amy Kinsman Resignation  
Reason Therefore:    LOA    Retirement    Resignation  
 New Position    Termination    Other: \_\_\_\_\_
- 5) **START DATE:** 8/21/12
- 6) **SALARY SCHEDULE PLACEMENT:**   Step: E   Lane: M.A.
- 7) **MN TEACHING LICENSE** File Folder #423486   Expiration: 2015    TDIS  
**LICENSURE AREA:** Spanish K-12  
  
Special Permission (if applicable):  
 Variance    Waiver    Limited License    Other: \_\_\_\_\_
- 8) **MISCELLANEOUS CONTRACT INFO:**  
(Extended Weeks, Extra Hour, Etc.)
- 9) **STAR INFORMATION:**   Beginning Teacher:    Yes    No  
If not a beginning teacher, previous employment:  
District: St. Paul Conservatory for Performing Artists, State: MN  
Highest Degree Earned: M.A. College: Bethel University  
Major: Education/Spanish Education
- Recommended By (Principal/Director): Mary Peterson KK 7/30/12   Date
- Approved by Director of Administration/HR: [Signature]   Date 8/6/2012
- Contract Signing Appointment if applicable: \_\_\_\_\_   Date
- Satisfactory Criminal Background Report Received on: [Signature] 8/9/12
- Approved by School Board on: \_\_\_\_\_

*was reported 4/2  
K. J. [Signature]*

## TEACHER CONTRACT/ASSIGNMENT INFORMATION SHEET

- 1) NAME: James Carter  
 New Hire  Rehire  Change in FTE (Complete Items 1-5 Only)  
 Transfer from One Building to Another (Complete Items 1-5 Only)  
 Long-Term Substitute On Contract  
 Long-Term Substitute Not On Contract (Complete Items 1-7 Only)  
 Change in Assignment Within Same Building (Complete Items 1-5 Only)  
 Other:
- 2) BUILDING(S): Century Junior High
- 3) ASSIGNMENT(S)/GRADE(S): Industrial Technology 7-9 (1.0 FTE)  
Please list FTE for each assignment and/or building.
- 4) REPLACEMENT FOR: Justin Scheider Resignation  
Reason Therefore:  LOA  Retirement  Resignation  
 New Position  Termination  Other: \_\_\_\_\_
- 5) START DATE: 8/21/12
- 6) SALARY SCHEDULE PLACEMENT: Step: I Lane: 2
- 7) MN TEACHING LICENSE File Folder #418154 Expiration: 2014  TDIS  
LICENSURE AREA: Learning Disabilities K-12 & Nonrenewable Technology 5-12  
Special Permission (if applicable):  
 Variance  Waiver  Limited License  Other: \_\_\_\_\_
- 8) MISCELLANEOUS CONTRACT INFO:  
(Extended Weeks, Extra Hour, Etc.)
- 9) STAR INFORMATION: Beginning Teacher:  Yes  No  
If not a beginning teacher, previous employment:  
District: ISD #831 (11/12)  
Highest Degree Earned: St. Cloud State University  
Major: Bachelor of Elective Studies (BES) Special Education (LD)
- Recommended By (Principal/Director): Ben Lewis 7/13/12  
Approved by Director of Administration/HR: [Signature] Date 8/9/12  
Contract Signing Appointment if applicable: \_\_\_\_\_  
Satisfactory Criminal Background Report Received on: On File  
Approved by School Board on: \_\_\_\_\_

10<sup>45</sup> am  
on  
8/9/12

**TEACHER CONTRACT/ASSIGNMENT INFORMATION SHEET**

- 1) **NAME:** Shayna Navara  
 New Hire    Rehire    Change in FTE (Complete Items 1-5 Only)  
 Transfer from One Building to Another (Complete Items 1-5 Only)  
 Long-Term Substitute On Contract  
 Long-Term Substitute Not On Contract (Complete Items 1-7 Only)  
 Change in Assignment Within Same Building (Complete Items 1-5 Only)  
 Other: From ECFE Teacher to Wyoming Kindergarten Teacher
  
- 2) **BUILDING(S):** Wyoming Elementary
  
- 3) **ASSIGNMENT(S)/GRADE(S):** Kindergarten (.5 FTE)  
Please list FTE for each assignment and/or building.
  
- 4) **REPLACEMENT FOR :** Katie Lightfoot Fagnan LOA  
Reason Therefore:    LOA    Retirement    Resignation  
 New Position    Termination    Other: \_\_\_\_\_
  
- 5) **START DATE:** 8/21/12
  
- 6) **SALARY SCHEDULE PLACEMENT:**   Step: A   Lane: 6
  
- 7) **MN TEACHING LICENSE**   File Folder #384358   Expiration: 2017    TDIS  
**LICENSURE AREA:** Elem Ed K-6 & Pre-Primary PreK  
Special Permission (if applicable):  
 Variance    Waiver    Limited License    Other: \_\_\_\_\_
  
- 8) **MISCELLANEOUS CONTRACT INFO:**  
(Extended Weeks, Extra Hour, Etc.)
  
- 9) **STAR INFORMATION:**   Beginning Teacher:    Yes    No  
If not a beginning teacher, previous employment:  
District: #831 ECFE Teacher  
Highest Degree Earned: M.A.   College: St. Catherine  
Major: Education

Recommended By (Principal/Director): Mike Conway   8/8/12   Date  
Approved by Director of Administration/HRE: [Signature]   8/9/12   Date

Contract Signing Appointment if applicable: \_\_\_\_\_

Satisfactory Criminal Background Report Received on: Current Employee-On File

Approved by School Board on: \_\_\_\_\_

## TEACHER CONTRACT/ASSIGNMENT INFORMATION SHEET

- 1) **NAME:** Geraldine Seaburg  
 New Hire    Rehire    Change in FTE (Complete Items 1-5 Only)  
 Transfer from One Building to Another (Complete Items 1-5 Only)  
 Long-Term Substitute On Contract  
 Long-Term Substitute Not On Contract (Complete Items 1-7 Only)  
 Change in Assignment Within Same Building (Complete Items 1-5 Only)  
 Other: Less than 600 hours on a voucher basis
- 2) **BUILDING(S):** Scandia Elementary
- 3) **ASSIGNMENT(S)/GRADE(S):** IB Coordinator (.42 FTE)  
Please list FTE for each assignment and/or building.
- 4) **REPLACEMENT FOR:** Bruce Abbe was on a stipend last year  
Reason Therefore:    LOA    Retirement    Resignation  
 New Position    Termination    Other: \_\_\_\_\_
- 5) **START DATE:** 2012-13 SY
- 6) **SALARY SCHEDULE PLACEMENT:**   Miscellaneous Rate of Pay
- 7) **MN TEACHING LICENSE** File Folder #224975   Expiration: 2015    TDIS  
**LICENSURE AREA:** Elem Education 1-6 & Library Media Specialist K-12  
Special Permission (if applicable):  
 Variance    Waiver    Limited License    Other: \_\_\_\_\_
- 8) **MISCELLANEOUS CONTRACT INFO:**  
(Extended Weeks, Extra Hour, Etc.)
- 9) **STAR INFORMATION:**   Beginning Teacher:    Yes    No  
If not a beginning teacher, previous employment:  
District: Retired #831 Teacher  
Highest Degree Earned:   College:  
Major: \_\_\_\_\_
- Recommended By (Principal/Director): Julie Greiman   8/2/12  
Date
- Approved by Director of Administration/HR: JM Lutz   8/6/12  
Date
- Contract Signing Appointment if applicable: \_\_\_\_\_
- Satisfactory Criminal Background Report Received on: \_\_\_\_\_
- Approved by School Board on: \_\_\_\_\_

**Kim Kolberg - Fwd: Letter of Resignation**

**From:** Michael Coffee  
**To:** Donna Friedmann  
**Date:** 8/3/2012 2:59 PM  
**Subject:** Fwd: Letter of Resignation  
**CC:** Linda Madsen; Ben Lewis

August 3, 2012

Donna,

Please accept this email as my official letter of resignation from Forest Lake Area Schools. I will retire through TRA and have been offered a part time teaching position at Cambridge-Isanti High School. I apologize for the late notice, but the late offer from Cambridge-Isanti, as well as several important pieces of information that I just received, helped me to make the decision. Hopefully, notifying you today rather than next week will at least help get a jump start on finding a good replacement for the position.

It has been an absolute pleasure to have worked with the students, faculty and staff at Forest Lake these past 11 years and I am thankful for having been given the opportunity to do so.

Sincerely,  
Mike Coffee

JK  
DMF  
8/6/12

**Kim Kolberg - Resignation**

**From:** Dustie Lange <dustielange@yahoo.com>  
**To:** Kim Kolberg <KKolberg@flaschools.org>  
**Date:** 8/4/2012 9:33 AM  
**Subject:** Resignation  
**CC:** "rburris@flaschools.org" <rburris@flaschools.org>, "bspence@forestlake.k..."

*Lino Lakes  
Lit K-3*

Good morning,

I am sending this email to let you all know of a change in my life. My husband recently received a promotion within his company and accepted the offer. The job that he accepted is in Michigan. We will be leaving at the end of August and I will not be able to work with the wonderful Forest Lake school district, due to this move. This was a tough decision for all of us, but in the end we feel it was the right decision for our family.

Please let me know that this email was received by the correct people and any further steps that may be required of me. I do apologize for this inconvenience, it was a sudden offer on our side also.

Thank you for the chance to work in your schools! I was truly looking forward to it!

Dustie Lange

*OK  
DMF  
8/6/12*

**From:** Margi Rychley <margirychley@gmail.com>  
**To:** <DWall@flaschools.org>, <dfriedmann@forestlake.k12.mn.us>  
**Date:** 8/7/2012 12:04 PM  
**Subject:** Resignation

To Whom it May Concern:

I was hoping to take a position this fall within the special education program. However, since that decision, it has been apparent that my family needs are greater and require my full time attention. Also, complete placement information in regards to my schedule was still not clear to me. I was not aware that contract proceedings had taken place, but since they have and my position has been approved I must now resign. It saddens me that I must ask to resign from Forest Lake School District.

I thank the district for giving me the opportunity to work for this great organization for so long. I look forward to the school district considering me as a qualified, experienced, and choice candidate for future positions when I am ready to apply for a regular teaching position.

Sincerely,  
Margret Rychley

OK  
DWall  
8/7/12

**From:** Diane Talbot  
**To:** Dfriedmann@flaschools.org  
**Date:** 8/14/2012 7:48 AM  
**Subject:** Re: please contact me ASAP/thank you!

Thank you so much for approving this leave for me, I really appreciate it!

Diane Talbot Worwa

>>> Donna Friedmann 08/13/12 21:11 PM >>>

Hello Diane,

I have talked with Linda and Jeff about your request. Given all of the circumstances we would be willing to agree to a leave of absence for you. We wish you the best in your position and hope being closer to home works well for you.

Sent from my Verizon Wireless Phone

----- Reply message -----

From: "Diane Talbot" <dtalbot@flaschools.org>  
Date: Mon, Aug 13, 2012 4:29 pm  
Subject: please contact me ASAP/thank you!  
To: "Donna Friedmann" <Dfriedmann@flaschools.org>

>>> "Diane Talbot" <dtalbot@flaschools.org> 2012-08-13T16:13:37.472700 >>>  
Hello Donna,

I am writing in regards to accepting a long term sub position in another district closer to my home. It starts this school year. I would like to discuss with you about taking a leave of absence and legalities of it all. I will need a response from you by tomorrow morning. I have until tomorrow/Tues. to give them an answer. My number is

651-245-1804. Look forward to hearing from you.

Thank you,

Diane Talbot Worwa