



INDEPENDENT SCHOOL DISTRICT NO. 831
Forest Lake, MN

January 5, 2012

Agenda Item 9.4

TO: School Board

FROM: Donna Friedmann

RE: LICENSED PERSONNEL

I recommend approval of the following licensed personnel:

A. UNPAID LEAVE OF ABSENCE:

Jan Mrozinski – Policy 415 LOA for the 2012-13 school year.

B. NON-CURRICULAR ASSIGNMENTS:

1. Bruce Abbe – Elementary Choir Concert Advisor (Sc).
2. Robert Andresen – Boys' Assistant Swim Coach (FLHS).
3. Brian Conley – 7/8 grade girls' Assistant Basketball Coach (SW) and 7th grade boys' Assistant Basketball Coach (CJH).
4. Abby Schroeder – Student Council Advisor (SW)
5. Keith Schwartz – 8th grade boys' Head Basketball Coach (CJH).
6. Doug Sewall – Boys' Assistant Basketball Coach (FLHS).
7. Andrew Waldron – Assistant Speech Coach (FLHS).

C. ADDITIONAL POSITION: .5 FTE Special Education Teacher at Lino Lakes Elem.

12/29/11

Kim Kolberg - Question regarding leave request

From: Jan Mrozinski
To: <dfriedmann@forestlake.k12.mn.us>
Date: 12/2/2011 3:42 PM
Subject: Question regarding leave request

Hi Donna,

My name is Jan Mrozinski. I have been on child care leave for the last 4 years. I spoke with you recently regarding my wish to continue my leave of absence for one more year. Deb Wall said she discussed this with you and my next step is to submit the request.

I know that there is a Policy 415 leave of absence, which I used for one month from August - September 2010, prior to my second child's birth. Is this the type of leave that I request in this situation?

Thanks again for your time,
Jan Mrozinski

*Please place on
Bd agenda w/
recommendation to
approve.
JMF
12/19/11*



**RECOMMENDATION FOR
NON-CURRICULAR POSITION**

NOV 30 2011

RECOMMENDATION FOR NON-CURRICULAR POSITION:

Name of Person Being Recommended: Bruce Abbe
Position Recommended For: (Choir concert) Gen Music Elem
Athletic Season: 2011-12 Building: Scandia
Salary Amount: \$390

If this person is a current Forest Lake School District employee, what position do they hold and at what building?

Music at Scandia and Forest Lake Elem.

If this person isn't a current Forest Lake School District employee or there's been any gap in service, the following items need to be attached to this recommendation:

- W-4
- I-9
- Criminal Background Report:** The completed criminal background report must be on file at the District Office prior to the individual working unless a written exception is made by the Director of Administration & Human Resources.
- Current License or Appropriate Certificate For Head Coaches at the Senior High School:** The current license or appropriate certificate must be on file at the District Office prior to the individual working unless a written exception is made by the Director of Administration & Human Resources.

_____ _____ Julianne M. Sherman 11/30/11
Activities Director's Signature Date Principal's Signature Date

Forward to School Board for Approval:
 Approved [Signature] _____ 11/30/11
Director of Administration & Human Resources Date
 Disapproved

These recommendations go before the School Board at their monthly meetings on the first Thursday of every month. Your recommendations need to be at the District Office at least a week prior to this meeting, which is when the School Board mailing goes out.



**RECOMMENDATION FOR
NON-CURRICULAR POSITION**

071 12 2011

RECOMMENDATION FOR NON-CURRICULAR POSITION:

Name of Person Being Recommended: Robert Andresen

Position Recommended For: Boys Swim Asst. Coach

Athletic Season: Winter

Building: High School

Salary Amount: \$ 3413.00

If this person is a current Forest Lake School District employee, what position do they hold and at what building?

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W-4

I-9

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Activities Director's Signature

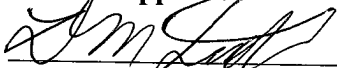
11/30/11
Date


Principal's Signature

11/30/11
Date

Forward to School Board for Approval:

Approved


Director of Administration & Human Resources

12/5/11
Date

Disapproved

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Inspire the learner; ignite the potential!



NOV 30 2011

**RECOMMENDATION FOR
NON-CURRICULAR POSITION**

RECOMMENDATION FOR NON-CURRICULAR POSITION:

Name of Person Being Recommended: Brian Conley

Position Recommended For: 7/8 Basketball Assistant (Girls)

Athletic Season: WI Building: SWJH

Salary Amount: \$1950

If this person is a current Forest Lake School District employee, what position do they hold and at what building?

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[Signature]
Activities Director's Signature 11/28/11
Date

[Signature]
Principal's Signature 11/28/11
Date

Forward to School Board for Approval:

Approved

[Signature]
Director of Administration & Human Resources

11/30/11
Date

Disapproved

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**RECOMMENDATION FOR
NON-CURRICULAR POSITION**

DEC 27 2011

RECOMMENDATION FOR NON-CURRICULAR POSITION:

Name of Person Being Recommended: Brian Conley
Position Recommended For: 7th Boys Asst. Basketball Coach
Athletic Season: Winter Two Building: Century
Salary Amount: \$1950-

If this person is a current Forest Lake School District employee, what position do they hold and at what building?

7th Girls BB Asst @ Southwest

If this person isn't a current Forest Lake School District employee or there's been any gap in service, the following items need to be attached to this recommendation:

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Sherril Alm
Activities Director's Signature

12/20/11
Date

Bryllin
Principal's Signature

12/21/11
Date

Forward to School Board for Approval:

Approved

Disapproved

[Signature]
Director of Administration & Human Resources

12/28/11
Date

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Inspire the learner; ignite the potential!

Forest Lake Area Schools • Independent School District 831 • Equal Opportunity Employer



**RECOMMENDATION FOR
NON-CURRICULAR POSITION**

NOV 30 2011

RECOMMENDATION FOR NON-CURRICULAR POSITION:

Name of Person Being Recommended: Abby Schroeder (Wenzel)

Position Recommended For: STUDENT COUNCIL

Athletic Season: FY 2011-12 Building: SWJH

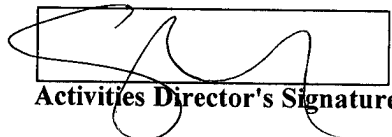
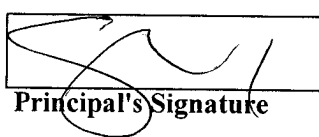
Salary Amount: \$1950

If this person is a current Forest Lake School District employee, what position do they hold and at what building?

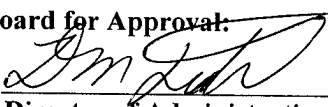
yes. FACS Teacher

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 Activities Director's Signature	<u>11/29/11</u> Date	 Principal's Signature	<u>11/29/11</u> Date
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Forward to School Board for Approval:

<input checked="" type="checkbox"/> Approved	 Director of Administration & Human Resources	<u>11/30/11</u> Date
<input type="checkbox"/> Disapproved		

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**RECOMMENDATION FOR
NON-CURRICULAR POSITION**

DEC 27 2011

RECOMMENDATION FOR NON-CURRICULAR POSITION:

Name of Person Being Recommended: Keith Schwartz
Position Recommended For: 8th Boys Head Basketball Coach
Athletic Season: Winter Two Building: Century
Salary Amount: \$ 2275

If this person is a current Forest Lake School District employee, what position do they hold and at what building?
8th English @ Century

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Sheri Alm
Activities Director's Signature

12/20/11
Date

[Signature]
Principal's Signature

12/21/11
Date

Forward to School Board for Approval:

- Approved
- Disapproved

[Signature]
Director of Administration & Human Resources

12/28/11
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**RECOMMENDATION FOR
NON-CURRICULAR POSITION**

INDEPENDENT SCHOOL DISTRICT 831
FOREST LAKE AREA SCHOOLS

DEC 20 2011

RECOMMENDATION FOR NON-CURRICULAR POSITION:

Name of Person Being Recommended: Doug Sewall

Position Recommended For: Boys Basketball Asst. Coach

Athletic Season: Winter

Building: High School

Salary Amount: \$ 4323.00

If this person is a current Forest Lake School District employee, what position do they hold and at what building?

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Activities Director's Signature

12/20/11
Date


Principal's Signature

12/20/11
Date

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Approved


Director of Administration & Human Resources

12/21/11
Date

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**RECOMMENDATION FOR
NON-CURRICULAR POSITION**

RECOMMENDATION FOR NON-CURRICULAR POSITION:

DEC 20 2011

Name of Person Being Recommended: Andrew Waldron

Position Recommended For: Speech-Asst. Coach

Athletic Season: Winter

Building: High School

Salary Amount: \$ 3413.00

If this person is a current Forest Lake School District employee, what position do they hold and at what building?

English teacher at FLHS

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Memorandum

Date: December 29, 2011

To: Donna Friedmann, Director of Administration and Human Resources

From: Deb Wall, Director of Special Education

Subject: Additional .5 FTE Special Education Teacher @ Lino

Please consider the approval of an additional .5 FTE Special Education Teacher to meet the increased student needs at Lino Lakes Elementary School. This position will be funded in part through state special education dollars.

Thank you for considering this request.

45-628-408-740-161-000

OK

JMF

12/29/11