

Friday Sept. 30 2011

Dear Superintendent Madsen,

The purpose of this letter is to inform the school district of my intent to take a maternity leave of absence during the 2011-2012 school year. My due date is Feb. 2 of 2012. I plan on spending at least six and up to twelve weeks away from school after the arrival of the child. I am estimating that I will be returning to school in mid to late April depending on when the baby arrives.

Sincerely,

Laura Davison

Laura Davison

OK
JMF
10/14/11

October 28, 2011

Donna Friedmann
Director of Administration & Human Resources
District Office

RECEIVED

OCT 28 2011

Dist. Office of Dist. 001

I am writing this letter to inform you of my plan to take maternity leave. Attached you will find the "certification of pregnancy" from my doctor. I plan to use whatever sick time I have accumulated when I am gone. If I deliver on time I plan to return to work on May, 29 2012. Please let me know if you need any additional information.

Thank you,
Courtney Gbolo

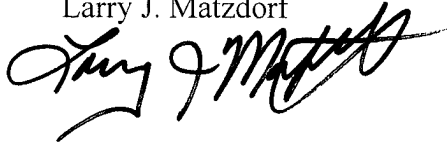


OK
DMF
11/2/11

Joel Olson,

Please accept my resignation as assistant football coach as of 11/8/2011.

Larry J. Matzdorf



NOV 11 2011

JMF
11/14/11



**RECOMMENDATION FOR
NON-CURRICULAR POSITION**

RECEIVED

NOV 14 2011

RECOMMENDATION FOR NON-CURRICULAR POSITION:

Name of Person Being Recommended: Bruce Abbe

Position Recommended For: yearbook advisor

Athletic Season: _____ Building: Scandia

Salary Amount: \$975

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

Musrc/Band instructor @ Scandia

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.

Activities Director's Signature Date

Jillianne M. Skeman 11-11-11
Principal's Signature Date

Forward to School Board for Approval:

Approved

Disapproved

JM
Director of Administration & Human Resources

11/14/11
Date

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Inspire the learner; ignite the potential!



**RECOMMENDATION FOR
NON-CURRICULAR POSITION**

NOV 16 2011

RECOMMENDATION FOR NON-CURRICULAR POSITION:

Name of Person Being Recommended: John Buck

Position Recommended For: 9th Boys Basketball Head Coach

Athletic Season: Winter 1 & 2 Building: Southwest

Salary Amount: \$ 3250 -

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

math teacher @ FLHS

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Sheri Alm
Activities Director's Signature

11/9/11
Date

[Signature]
Principal's Signature

11/10/11
Date

Forward to School Board for Approval:

- Approved
- Disapproved

[Signature]
Director of Administration & Human Resources

11/17/11
Date

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**RECOMMENDATION FOR
NON-CURRICULAR POSITION**

RECOMMENDATION FOR NON-CURRICULAR POSITION:

Name of Person Being Recommended: Bill Coleman

Position Recommended For: Boys Hockey Asst. .6039717

Athletic Season: Winter

Building: High School

Salary Amount: \$ 2610.97

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

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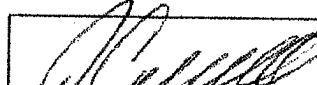
Current License or Appropriate Certificate For Head Coaches at the Senior High School: The current license or appropriate certificate must be on file at the District Office prior to the individual working unless a written exception is made by the Director of Administration & Human Resources.



Activities Director's Signature

11/22/11

Date



Principal's Signature

11-22-11

Date

Forward to School Board for Approval:

Approved

Disapproved


Director of Administration & Human Resources

11/22/11
Date

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**RECOMMENDATION FOR
NON-CURRICULAR POSITION**

NOV 16 2011

RECOMMENDATION FOR NON-CURRICULAR POSITION:

Name of Person Being Recommended: Tim Conley
Position Recommended For: 9th Boys Basketball Head Coach
Athletic Season: Winter 1 & 2 Building: Century
Salary Amount: \$3250-

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

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Sheri Alm 11/9/11
Activities Director's Signature Date

Beyla 11/10/11
Principal's Signature Date

Forward to School Board for Approval:

Approved [Signature] 11/17/11
 Disapproved
Director of Administration & Human Resources Date

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RECOMMENDATION FOR NON-CURRICULAR POSITION

RECOMMENDATION FOR NON-CURRICULAR POSITION:

Name of Person Being Recommended: Matt Fenno

Position Recommended For: Boys Hockey Asst. .610613

Athletic Season: Winter

Building: High School

Salary Amount: \$ 2639.68

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

SPED teacher at FLHS

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Activities Director's Signature

11/22/11
Date


Principal's Signature

11-22-11
Date

Forward to School Board for Approval:

Approved

Disapproved


Director of Administration & Human Resources

11/22/11
Date

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RECOMMENDATION FOR NON-CURRICULAR POSITION

RECOMMENDATION FOR NON-CURRICULAR POSITION:

Name of Person Being Recommended: Dan Forsythe

Position Recommended For: Boys Hockey Asst. .5088457

Athletic Season: Winter

Building: High School

Salary Amount: \$ 2199.74

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

11/22/11
Date


Principal's Signature

11-22-11
Date

Forward to School Board for Approval:

Approved

Disapproved


Director of Administration & Human Resources

11/22/11
Date

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**RECOMMENDATION FOR
NON-CURRICULAR POSITION**

NOV 18 2011

RECOMMENDATION FOR NON-CURRICULAR POSITION:

Name of Person Being Recommended: Katy Gross
Position Recommended For: Math Masters Coach; gr. 5
Athletic Season: 2011-12 Building: Scandia
Salary Amount: \$975

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

Teacher gr. 5

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Activities Director's Signature Date

Julianne Myerman 11-14-11
Principal's Signature Date

Forward to School Board for Approval:
 Approved [Signature] 11/21/11
Director of Administration & Human Resources Date
 Disapproved

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**RECOMMENDATION FOR
NON-CURRICULAR POSITION**

NOV 2 2011

RECOMMENDATION FOR NON-CURRICULAR POSITION:

Name of Person Being Recommended: Kevin Hagen

Position Recommended For: 7/8 Basketball Coach Co-Head Coach

Athletic Season: W II Building: SWJH Asst

Salary Amount: \$2112.50

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

Yes, SPANISH, SWJH

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[Signature] 10/31/11
Activities Director's Signature Date

[Signature] 11/31/11
Principal's Signature Date

Forward to School Board for Approval:

Approved [Signature] 11/2/11
Director of Administration & Human Resources Date

Disapproved

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**RECOMMENDATION FOR
NON-CURRICULAR POSITION**

NOV 2, 2011

RECOMMENDATION FOR NON-CURRICULAR POSITION:

Name of Person Being Recommended: Kevin Hagen

Position Recommended For: Football, 7/8 assistant

Athletic Season: Fall 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 SPANISH, SWJH

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[Signature] 10/31/11
Activities Director's Signature Date

[Signature] 10/31/11
Principal's Signature Date

Forward to School Board for Approval:

Approved

[Signature]
Director of Administration & Human Resources

11/2/11
Date

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**RECOMMENDATION FOR
NON-CURRICULAR POSITION**

NOV 2 2011

RECOMMENDATION FOR NON-CURRICULAR POSITION:

Name of Person Being Recommended: SHARON HEYER

Position Recommended For: 7/8 Basketball ASSISTANT COACH

Athletic Season: WI Building: SWJH

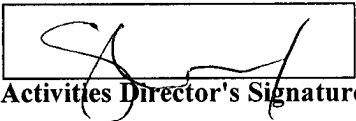
Salary Amount: \$1950-

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

YES, SCIENCE, SWJH

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Activities Director's Signature

10/31/11
Date


Principal's Signature

10/31/11
Date

Forward to School Board for Approval:

Approved 
Director of Administration & Human Resources 11/2/11
Date

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**RECOMMENDATION FOR
NON-CURRICULAR POSITION**

NOV 4 2011

RECOMMENDATION FOR NON-CURRICULAR POSITION:

Name of Person Being Recommended: JORDAN KOLBOW

Position Recommended For: 7th wrestling coach Head

Athletic Season: WI Building: SWJH

Salary Amount: \$2275

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

yes, 9th & 5th coach (wrestling) last year

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[Signature] 11/2/11
Activities Director's Signature Date

[Signature] 11/1/11
Principal's Signature Date

Forward to School Board for Approval:

Approved
 Disapproved

[Signature] 11/4/11
Director of Administration & Human Resources Date

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**RECOMMENDATION FOR
NON-CURRICULAR POSITION**

RECOMMENDATION FOR NON-CURRICULAR POSITION:

Name of Person Being Recommended: Jon Loo

Position Recommended For: Boys Hockey Asst.

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

11/22/11
Date


Principal's Signature

11/22/11
Date

Forward to School Board for Approval:

Approved
 Disapproved


Director of Administration & Human Resources

11/22/11
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**RECOMMENDATION FOR
NON-CURRICULAR POSITION**

RECOMMENDATION FOR NON-CURRICULAR POSITION:

Name of Person Being Recommended: Randal Schmidt

Position Recommended For: Hockey – Girls Asst. 20%

Athletic Season: Winter

Building: High School

Salary Amount: \$ 864.60

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

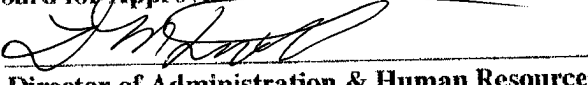
11/22/11
Date


Principal's Signature

11/22/11
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Approved


Director of Administration & Human Resources

11/22/11
Date

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**RECOMMENDATION FOR
NON-CURRICULAR POSITION**

RECEIVED

NOV 16 2011

RECOMMENDATION FOR NON-CURRICULAR POSITION:

Name of Person Being Recommended: Keith Schwartz

Position Recommended For: 8th grade Head Basketball Coach

Athletic Season: Winter One 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 Jr. High

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Sheri Alm 10/31/11
 Activities Director's Signature Date

[Signature] 11/10/11
 Principal's Signature Date

Forward to School Board for Approval:

- Approved
- Disapproved

[Signature]
 Director of Administration & Human Resources

11/17/11
 Date

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**RECOMMENDATION FOR
NON-CURRICULAR POSITION**

NOV 2 2011

RECOMMENDATION FOR NON-CURRICULAR POSITION:

Name of Person Being Recommended: Kyle Stark

Position Recommended For: 7/8 Basketball Co-Coach (Head + Asst)

Athletic Season: W II Building: SWJH

Salary Amount: ~~778~~ ~~888~~ \$2112.50

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

Yes, Social Studies, SWJH

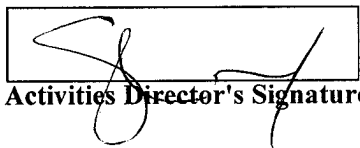
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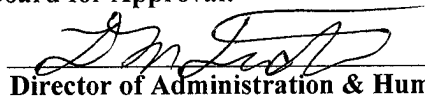
10/31/11
Date


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10/31/11
Date

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Approved


Director of Administration & Human Resources

11/2/11
Date

Disapproved

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**RECOMMENDATION FOR
NON-CURRICULAR POSITION**

NOV 4 2011

RECOMMENDATION FOR NON-CURRICULAR POSITION:

Name of Person Being Recommended: Sarah Wilke

Position Recommended For: 7/8 Basketball Girls ~~Assistant~~ ^{Head} Coach

Athletic Season: WI Building: SWJT

Salary Amount: \$1950 * 2275

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

yes, 7/8 ASSISTANT VOLLEYBALL COACH

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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[Signature]
Activities Director's Signature

11/2/11
Date

[Signature]
Principal's Signature

11/2/11
Date

Forward to School Board for Approval:

- Approved
- Disapproved

[Signature]
Director of Administration & Human Resources

11/4/11
Date

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TEACHER CONTRACT/ASSIGNMENT INFORMATION SHEET

- 1) **NAME:** Mary Gookins
 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: Paid via Payroll Vouchers
- 2) **BUILDING(S):** Wyoming Elementary
- 3) **ASSIGNMENT(S)/GRADE(S):** Title I Reading/Math (.42 FTE)
Please list FTE for each assignment and/or building.
- 4) **REPLACEMENT FOR:** New Position
Reason Therefore: LOA Retirement Resignation
 New Position Termination Other: Based on Title I Funding
- 5) **START DATE:** 11/1/11 **END DATE:** 5/1/12
- 6) **SALARY SCHEDULE PLACEMENT:** Step: 1 Lane: 1
- 7) **MN TEACHING LICENSE** File Folder #160725 Expiration: 2015 TDIS
LICENSURE AREA: Elementary Education 1-6, Librarian K-12 & 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: #831 (Retired Teacher) State: MN
Highest Degree Earned: M.A. College: U of M - Twin Cities
Major: Library Science
- Recommended By (Principal/Director): Michael Conway 11/7/11
Date
- Approved by Director of Administration/HR: [Signature] 11/14/11
Date
- Contract Signing Appointment if applicable: _____
- Satisfactory Criminal Background Report Received on: _____
- Approved by School Board on: _____