



INDEPENDENT SCHOOL DISTRICT NO. 831  
Forest Lake, MN 55025

February 2, 2017

Agenda Item #7.4

**TO:** School Board

**FROM:** Donna M. Friedmann, Director *DMF*  
Administration & Human Resources

**SUBJ:** LICENSED PERSONNEL

**I recommend approval of the following licensed personnel:**

**A. UNPAID LEAVE(S) OF ABSENCE (LOA):**

1. Swensen, Jeremy: Exclusive Rep LOA for 2017-18
2. Ward, Jane: Unpaid LOA for approx dates: 1/30/17 - 6/9/17

**B. NON-CURRICULAR ASSIGNMENT(S):**

1. Bahr, Kerrie: Gen Music Elem (COL)
2. Cole, Trevor: Hmong Club (SR)
3. Harden, Holly: Jr High Asst Speech (CEN)
4. Matel, Jonathan: .5 Head/Asst Adaptive Basketball (SR)
5. Nygaard, Kierstin: .5 Head/Asst Girls' Track (SR)

**C. EMPLOYMENT:**

Tice, Stephanie: 1.0 FTE effective 1/23/17

**D. RETIREMENT/RESIGNATION(S):**

Underkoffler, Lawrence: retire effective end of  
2016-17 school year (20 years)

**E. AUTHORIZATION OF ADDITIONAL POSITION:**

1.00 FTE ECSE Teacher

**F. CHANGE IN HOURS**

Kimber, Susanne: ABE Teacher from 7-13 hours per week  
& 47 weeks per year to 16.5 hours per week for the  
remaining 20 weeks of the 2016-17 school year &  
then decrease to 10.5 hours per week during the  
scheduled 5 weeks of summer