



**FOREST LAKE AREA SCHOOLS  
INDEPENDENT SCHOOL DISTRICT NO. 831  
Forest Lake, MN 55025-9796  
CLASSIFIED PERSONNEL**

**BOARD MEETING: May 30, 2013**

**Resignation:**

- Gruening, Sarah – School Age Care Assistant Site Manager at Columbus Elementary, effective May 23, 2013.
- Nelson, Jean – Payroll Specialist at District Office, effective May 21, 2013.
- Petroske, Allyse – School Age Care Program Aide at Columbus Elementary, effective May 31, 2013.
- Wiese, Kimberly – Health Office Assistant at Southwest Junior High, effective May 3, 2013.

**Recommendation of Employment:**

- Levasseur, Ashley – School Age Care Program Aide at Forest Lake Elementary, 2.25 hours per day and 40 weeks per year, effective April 29, 2013.
- ◆ Stachowski, Terrance – Custodian, B shift at Scandia Elementary, effective April 29, 2013 (Open position)

**Authorization of Transfer:**

- ◆ Chamberlin, Ann – from Cook Helper/Long Hours at Senior High School, 6.75 hours per day and 178 days per year to Cook Helper/Cashier at Senior High School, 7 hours per day and 180 days per year, effective May 28, 2013. (Open position)
- ◆ Cummings, Tamara – from Payroll Assistant IV at District Office, 6 hours per day and 52 weeks per year to Payroll Specialist VI at District Office, 8 hours per day and 52 weeks per year, effective May 13, 2013. (Open position)

**Leave of Absence:**

- Karstens, Heather – Health Office Assistant at Senior High School, leave of absence from June 7, 2013 through June 14, 2013.
- Kloer, Karen – Special Education Paraprofessional II at Forest Lake Elementary, leave of absence from May 2, 2013 through May 24, 2013.
- Litecky, Elaine – ECFE Teacher Assistant II at Central learning Center/Family Center, leave of absence from May 23, 2013 through June 7, 2013.
- Meyer, Kelly – Special Education Paraprofessional II at Early Childhood Special Education, extend leave of absence from May 6, 2013 to May 20, 2013.
- Wollan, Nicolle – Administrative Assistant at Forest View Elementary, return early from leave of absence from June 30, 2013 to June 10, 2013.

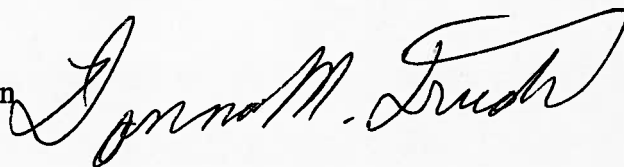
**Additional Positions:**

- Registered Nurse position for School Age Care, 3-8 hours per week and 52 weeks per year, effective May 28, 2013. This position will be paid for by Community Education.

**Additional Hours:**

- ◆ Office Assistant – Payroll IV – increase hours from 6 hours per day to 8 hours per day due to an increase in reporting requirements and job duties from the Affordable Health Care Act.

- Recommended by Donna Friedmann



- ◆ Recommended by Lawrence Martini

