

Attachment "A"

BECKER SCHOOLS
HIRING RECOMMENDATION FORM
Policy 401 - Equal Employment Opportunity

1. **Position:** Certified / Classified / Sch."C" Director of Business Services
(Circle One) Title

New / Replacement Replacing Gary Kaullewski
(Circle One)

2. **Postings:** Internal Date 4/13/10 External Date 4/13/10

External Locations MSBO - EdPost - Citizen Newspaper
MSBN - Website

3. **Closing:** 5/14/2010
Date

4. **Application**
Review: Number of Applications 12

Reviewed By Dr. Malone - Mike Horgen - Phil Norgaard
Gary Kaullewski & Steve Dooly

5. **Interview:**

Number Interviewed 4 Date of Interviews June 2, 2010

Interviewed By Dr. Malone & School Board

6. **Recommend to Hire:**

Recommended for Employment Joseph Prom

Start Date July 1, 2010

Recommended By: _____ Date _____

Supervisor

Supported By: _____ Date 6-9-10

Superintendent of Schools

Assigned to: Step _____ Lane _____ Salary 85,000 Per Hour _____

Attach Resume

Joseph Prom, CPA

Objective	To obtain the position of Director of Business Services.	
Education	Saint Cloud State University Graduated in December 2002	Saint Cloud, MN
	<ul style="list-style-type: none">• Bachelor of Science Degree in Accounting• Minor in Communication Studies• Cumulative G.P.A: 3.47	
Highlights of Qualifications	Technical Skills <ul style="list-style-type: none">• Comprehensive knowledge of Minnesota school district financial accounting and reporting requirements.• Capable of recognizing potential internal control improvements.• Proficient with a variety of software applications, including Microsoft Office products, SMART and Skyward Finance. Other Relevant Accomplishments and Abilities <ul style="list-style-type: none">• Experience managing staff with varying levels of job experience.• Excellent oral and written communication skills, including experience presenting financial information to Boards of Education.• Successfully coordinated the transition from one financial accounting software system to another.	
Related Work Experience	Saint Cloud Area School District 742 Controller, Sept. 2007 - Present	Saint Cloud, MN
	<ul style="list-style-type: none">• Supervisor of payroll, purchasing, accounts payable, and warehouse functions.• Coordinated annual audit process, including preparation of District financial statements.• Responsible for all financial reporting requirements of the District.• Assisted Executive Director of Business Services in all budget preparation processes.	
	Kern, DeWenter, Viere, Ltd. Governmental Audit Senior, Jan. 2003 - Dec. 2005 & July 2006 - Sept. 2007	Saint Cloud, MN
	<ul style="list-style-type: none">• Gained four years of experience auditing Minnesota school districts, cities, and universities.• Prepared and reviewed annual financial statements of Minnesota school districts and cities.• Obtained a thorough understanding of GASB requirements and UFARS reporting.• Responsible for leadership and training of audit teams.	
References	See Employment Application.	

Joseph Prom
1827 West Oakes Dr.
Saint Cloud, MN 56303

May 11, 2010

Becker Public Schools
Attn: Betty Thell, Admin. Assistant
12000 Hancock Street
Becker, MN 55308

To Whom It May Concern:

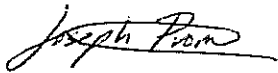
I am writing in response to the open position of Director of Business Services. My career path up to this point has involved auditing school districts, as well as being responsible for much of the financial operations of the Saint Cloud Area School District. I feel the opportunities and challenges this position presents are an ideal match for my abilities and goals.

As you'll see on my enclosed resume and application for employment, I have the educational background, professional experience, and qualifications for which you are searching. In addition, I am motivated and enthusiastic, and would appreciate the opportunity to meet the needs of Becker Public Schools.

I would appreciate the opportunity to meet with you and discuss this position. To arrange an interview, please contact me at the above address, via e-mail at joseph.prom@isd742.org, or by telephone at (320)761-9607.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in cursive script that reads "Joseph Prom".

Joseph Prom

Enclosures