



Windom Area Schools

District Office:
PO Box 177
Windom MN 56101
Phone: 507-831-6901
Fax: 507-831-6919

An Equal Opportunity Employer
Windom Area Elementary
1200 17th Street
PO box 177
Windom MN 56101
Phone: 507-831-6925

Windom Area
Middle /High School
1400 17th Street
PO Box 177
Windom MN 56101
Phone: 507-831-6910

Windom Schools will create a safe, responsive, and nurturing environment where every learner receives a high-quality, challenging education that empowers them with the skills and knowledge needed for a successful future.

WWW.WINDOM.K12.MN.US

July 8, 2024 Regular Meeting
Windom City Council Chamber
444 9th Street
Windom, MN 56101
July 8, 2024
6:30 PM
Live at [Media SB22](#) on youtube

1. Call to order
Joel Bordewyk
 2. The Pledge of Allegiance
Joel Bordewyk
 3. Approval of the Agenda (revise as necessary)
Joel Bordewyk
 4. Acceptance of Donations
Joel Bordewyk
 5. Approval of Consent Agenda
Joel Bordewyk
- **June Minutes (June 10 & June 24, 2024 & Emergency Meeting-June 4, 2024)**
 - **Bills and Wires Transfers**
 - **Financial Report**
 - **Approve resignation of Carissa Van Dyke as Elementary Special Education Teacher effective end of the 2023-2024 school year.**
 - **Approve resignation from Dane Nielsen as Boys Basketball B Squad Coach effective the end of the 2023-2024 school year.**
 - **Approve resignation from Heather Janssen as Gymnastics Head Coach effective August 3rd, 2024.**
 - **Approve resignation from Heather Janssen as Fall Cheerleading Advisor effective August 3rd, 2024.**
 - **Approve resignation from Heather Janssen as Winter Cheerleading Advisor effective August 3rd, 2024.**
 - **Approve 1 year leave of absence for Holly Boldt, Lunchroom Manager, beginning on August 1, 2024.**
 - **Approve resignation from Holly Boldt as Backpack Program Director effective August 1, 2024.**
 - **Approve 1 year leave of absence for Alyson Taylor, Special Education Secretary, beginning on July 1, 2024.**

- **Approve hiring Alyson Taylor as MS Special Education Teacher effective the 2024-2025 school year.**
 - **Approve hiring Holly Boldt as Cook Manager effective August 1, 2024.**
6. Open Forum
Joel Bordewyk
 7. Recognition of Retirees -
Jackie Jurgens for 12 years of service as a paraprofessional.
Elaine Deutchman for 15 years of service as the Food Service Director.
Joel Bordewyk
 8. Administration Report-Preschool/Elementary
Corey Barfknecht
 9. Administrative Report Middle School-Grades 5-8
Jamie Frank
 10. Administrative Report-High School-Grades 9-12
Bryan Joyce
 11. Superintendent Report
Jamie Frank
 12. Board of Education Report
Jamie Frank
 13. Approve Part-Time Attendance Coordinator Position
Jamie Frank
This position will be funded through the Attendance Project which was created during the 2024 Legislative session. Windom Schools was invited to participate in this three-year project decrease absenteeism and will receive \$60,000 annually to fund the position.
 14. Approve Resolution 070824B for Establishing Dates for Filing Affidavits of Candidacy
 15. Review Handbook Updates - Informational
The Principals
The principals will be presenting proposed changes to both the Elementary Student Handbook and the Middle High School Student Handbook. The proposed changes are for review only tonight. The board will approve the Handbooks at the July 22 Worksession.
 16. Review School Facility Self-Assessment Checklist by the Minnesota School Safety Center - Informational
Jamie Frank
Objective 1.1 in the Strategic Plan calls for a study to be conducted to compile potential safety improvements, including an annual update for staff on safety protocols with ongoing training for new staff.
 17. Review of Strategic Plan - Informational
Jamie Frank

We have completed the first year of our 5 year strategic plan. Let's review the progress that has been made thus far.

18. Other Items for the Board

19. Closed meeting to discuss Superintendent evaluation per MS 13D.05 Subd 3a.
Chairperson

20. Adjourn

Resolution 07082024A

Member introduced the following resolution and moved its adoption:

WHEREAS, the following donations were received

BE IT RESOLVED by the Board of Education to accept the donations on behalf of Independent School District No. 177 to be used for the benefit of the students of Windom School District.

Member seconded the motion. Upon vote, the resolution passed unanimously.

\$2,000 received from Vern and Karen Carey for a scholarship
\$3,000 from the Second Harvest Heartland Summer Food Service Program Grant - this will be used to help with the expenses of running two locations during the summer
\$300 from the American Lutheran Church Sunday School for the Weekend Backpack Program
\$55.00 from Bethany Lutheran Church for the Weekend Backpack Program.
\$278.00 from Friends of the Windom Library for Olivia Hoffman's Eagle Achievement Project.
\$500.00 from Lance Jackson for the Girls Basketball Program
\$300.00 from Toro Foundation for the 2024 Band and Choir Disney Trip
\$8.70 from Multiple Individuals for Gerardo Najera-Ruiz and Hardon Eliou's Eagle Achievement Project
\$5,300 from the Robert and Helen Remick Charitable Foundation Trust for the 2024-2025 Freshman Academy Meals and Transportation
\$47,575.47 from the Robert and Helen Remick Charitable Foundation Trust for the 2024-2025 Family and Community Engagement Specialist (FACES) position salary and benefits
\$90,767.00 from the Robert and Helen Remick Charitable Foundation Trust for the 2024-2025 Mental Health contract from the SWWC Service Cooperative

Minutes- Regular Meeting June 10, 2024

The Windom Board of Education met in regular session on Monday, June 10, 2024 at 6:30 p.m. in the Windom City Council Chambers.

Members present: Mews, Klassen, Miller, Jones

Absent: Bordewyk, LaCanne, Stevens

Angie Klassen opened the meeting with the Pledge of Allegiance.

MSP Jones/Miller to approve the agenda as presented.

Public Hearing of Tax Abatement for 705 Plum Avenue, Windom

Resolution 061024A was approved for Certain Property Pursuant of Minn. Stat 469-1813 for Plum Avenue, Windom, MN. Members: Jones, Miller, Klassen, and Mews all in favor. Members LaCanne, Bordewyk and Stevens were absent.

MSP Miller/Mews - Acceptance of donations-Resolution 061024A:

\$11,000 from the Robert and Helen Remick Charitable Foundation Trust to purchase anti-bullying curriculum/speakers.

\$655 donation from the Robert and Helen Remick Charitable Foundation Trust for the SMI room field trip to Spirit Lake, IA YMCA pool

\$55 donation from Bethany Lutheran Church for the Elementary Backpack Program

\$7,500.00 from Robert and Helen Remick Charitable Foundation Trust for the Band and Choir Disney Trip.

\$220.00 from Windom Booster Club for Olivia Hoffman's Eagle Achievement Project.

\$250.00 from Windom Booster Club for Tristyn Maras' Eagle Achievement Project.

Hy-Vee donated 6 cases of bananas to our Food Service Department valued at \$185

Washed rock for landscaping project at MSHS by Jace Harwood's Landscaping class valued at \$700.00 from Snowy River Hauling & Grading/Colin and Tyler Bennett

MSP Jones/Miller Consent Agenda consisting of :

Approval of May Board Minutes (May 13th, 2024 only)

Approve of Bills & Wire Transfers

Approve Financial Report

Approve resignation from Parent Educator Nancy Sajban.

Approve resignation from Emma Pohlman as paraprofessional effective end of the 2023-2024 school year.

Approve resignation from Eliana Tade as Junior High Track and Field Coach effective the end of the 2023-2024 school year.

Approve resignation from Joni Fischenich as Winter Play Director effective the end of the 2023-2024 school year.

Approve resignation from Trey Randel as Junior High Football Coach effective the end of the 2023-2024 school year.

Approve resignation from Jackie Jurgens as paraprofessional effective August 16, 2024.

Approve resignation from Rebecca Burud-Kolander as Speech and Language Pathologist effective August 2, 2024.

Approve resignation from Aaron Walklin as Assistant Buildings and Grounds Supervisor effective June 5, 2024.
Approve resignation from Dora Larson as paraprofessional effective June 1, 2024.
Approve 1 year leave of absence for Mandie Borer, Cook Manager, beginning on July 1, 2024.
Approve the resignation of Kari Rubitschung as Food Service Director
Approve the hiring of Mandie Borer as Food Service Director effective July 1, 2024
Approve TOSA, Kristi Maricle, Peer Coach for the 2024-2025 school year.(No hard copy needed to bring to the meeting, signed through DocuSign.)
Approve hiring Kevin Defries, 2nd Shift Custodian, effective May 13, 2024.
Approve hiring Sarah Theesfeld, 1st Grade Teacher, effective the 2024-2025 school year.
Approve hiring Joan Schafer as Long-Term Substitute beginning approximately August 26, 2024, through approximately October 4, 2024.

There was no request for an open forum.

Elementary Principal, Kris Krafka reported on a busy end of the school year. The Kiwanis sponsored Terrific Kid program was held May 21 and 22. The Elementary Track Meet was held on May 16, this was a huge success. She expressed appreciation for all the time that Joe Fischenich and Kristin Hovland put in for the planning and organizing. The 4th and 5th grade students had a concert on May 20, they sounded great. The Elementary ELA Curriculum Team continues to research and explore the approved curricula. Career Day was held on May 23 and was also a great success. She thanked Cassie Muske for all the time she put into organizing and thanked the community members that came and shared their passions with the students. The Eagle Pride Team planned a Water Day celebration. The kids had a blast. Preschool signing days were held on Wednesday, May 29th and Thursday, May 30 for the 4-year-olds that will be entering Kindergarten next Fall. She thanked all the PreSchool and Elementary teachers for all the time and hard work spent on LETRS (Language Essentials for Teachers of Reading and Spelling) training.

Middle School Principal, Dane Nielsen updated the board on some things that the students did to end the school year. On May 17th was the middle school Awards Day. On May 20th there was a Middle School Pops Concert. Shout out to Mrs. Axford, Mrs. Pohlman, Miss Swanson and Mrs. Scheitel for all the work they have done. May 22nd was a big day as the 7th grade students took a field trip to Minnesota History Center and the State Capitol. It was a great trip. 4th grade students visited the middle school and received a tour from the outgoing 5th grade students. The 5th graders were great tour guides. Fifth grade students had their DARE Graduation on May 29th. Thank you to Officer Dana Wallace for leading the DARE program. May 30th was the Community Clean Up Day around the City of Windom. This was also the last day of school with an early dismissal at 12:35pm. We fell short of our STAR reading and math proficiency goals in the Middle School for the 23 - 24 school year. Our reading goal was to have 59% proficient and we were 58.2%. Our math goal was to be at 73% proficient and we were at 67%. This will improve moving forward. We have great teacher leadership. June will be spent preparing for the 24-25 school year. We will be reviewing the handbooks, preparing Welcome Letters, rolling over all of our data management systems, preparing for New Teacher Bootcamp in July, and many other tasks to complete. He thanked the board for all the support during the 2023-2024 school year.

High School Principal, Bryan Joyce presented information on Semester 2 attendance and academic data. He also presented information on the ICU numbers at the end of year. He said that Community Day was also a huge success and that several students expressed feeling like they really contributed to the community. The 2023-2024 school year was a great year. He stated that the staff was relentless in their pursuit of excellence for the students. He thanked the board for the continued support throughout the year. High school students made their STAR goals in Reading and Math. In July the Student Handbook will be reviewed and some changes will be made. Hoping to have it ready to be reviewed and possibly approved at the July Board meetings.

Superintendent Frank reviewed the enrollment numbers for the district. The last day of school total was 1145 in grades K-12. Graduation week was a huge success. We graduated 83 students, wishing them the best in their futures. Windom Area Schools has 6 paras and 2 secretaries that have been accepted in the Special Education Teacher Pipeline Grant. This grant pays for the tuition to become a teacher and gives them a stipend while student teaching. The school had a float in the Riverfest Parade. The Remick Foundation provided funding for the Family

and Community Engagement Specialist position for another year as well as mental health services for students through SWWC. The counselors and social workers also asked Remick to fund Second Step, which is a curriculum that teaches social and emotional regulation skills. The Remick Board also approved this request. We are very grateful to this foundation for supporting Windom Area Schools and providing services that we would otherwise not be able to fund. The House Finance Bill H5237-3 names Windom Schools as a participant in the Student Attendance Pilot Program. This awards Windom Schools with \$185,000 over three years to make strides in student attendance. We will need to develop goals, strategies, review policies, identify challenges, and assess effectiveness for student absenteeism. Bryan Joyce will take the lead and collaborate quarterly with other schools participating in the project.

MSP Mews/Miller to approve the QComp report. Betsy Harwood was there to present the annual report which includes goals, programming and an overview of the QComp Program as it relates to Windom Schools.

MSP Jones/Miller approve the 2025 Senior Class fundraiser at the County Fair. Dunk a Senior – the goal is for the proceeds to be used to purchase a yearbook for every senior.

MSP Mews/Miller approve the Local Literacy Plan. Kris Krafska wrote the plan and presented it.

Members Jones, Miller, Klassen and Mews voted yes. Members Bordewyk, LaCanne and Stevens were absent. Resolution for the Minnesota State High School league (MSHSL) Annual Membership.

MSP Miller/Mews the Workman’s Compensation Insurance with SFM for FY 2025 beginning July 1, 2024.

MSP Jones/Mews the Tenure and Continuing Contract Status for Eligible Teachers.

MSP Miller/Mews to approve Policies 213-1, 214-1, 402-1 and 403-1.

Review of the Policies 408, 606, 608, 614, 801 and 807.

MSP Jones/Miller to call for Quotes on Milk/Dairy Products for the FY2025

MSP Mews/Miller to approve the date to perform the Superintendent Evaluation. Each board member was given an evaluation form to complete. This evaluation is to be completed by June 25th. Closed session for the evaluation results will be on July 8th and the evaluation summary will be presented on July 22nd.

There being no other items for the board meeting was adjourned at 7.31 p.m.

Clerk

Attest: _____
Clerk

Vice-Chair

**WINDOM AREA SCHOOLS, ISD 177
WINDOM, MN
TREASURER'S REPORT TO SCHOOL BOARD**

Date of report July 2, 2024

For the Month Ending June 30, 2024

FUNDS	Cash Balance Beginning of Month	Receipts	Interest	Payroll	Disbursements	Cash Balance End of Month	Adjustments	Cash Balance End of Month
General Fund (01)	8,071,058.62	1,845,083.75	38,711.14	2,223,546.61	655,046.46	7,076,260.44		7,076,260.44
Food Service Fund (02)	302,587.35	123,925.25		45,229.42	23,517.63	357,765.55		357,765.55
Community Service Fund (04)	214,282.74	51,706.02		57,248.29	5,870.58	202,869.89		202,869.89
Sub-Total Funds 01/02/04	8,587,928.71	2,020,715.02	38,711.14	2,326,024.32	684,434.67	7,636,895.88	0.00	7,636,895.88
Debt Service Fund (07)	526,093.29	521,287.15				1,047,380.44		1,047,380.44
Scholarship Fund (18)	17,285.43	2,250.00			11,250.00	8,285.43		8,285.43
Activity Account (21)	233,951.73	17,176.34	573.02		22,273.23	229,427.86		229,427.86
Sub-Total Funds 07/08/21	777,330.45	540,713.49	0.00	0.00	33,523.23	1,285,093.73	0.00	1,285,093.73
TOTALS	\$ 9,365,259.16	\$ 2,561,428.51	\$ 38,711.14	\$ 2,326,024.32	\$ 717,957.90	\$ 8,921,989.61	\$ -	\$ 8,921,989.61

RECONCILEMENT OF TREASURER'S BALANCE WITH BANK(S)

Description	Current Rate Of Interest (info. only)	Balance Per Bank Statement			Outstanding Checks & Wires	Deposits Not Bank Statement	Other Reconciling Items	Balance Per Treasurer's Books
BANK MIDWEST-GENERAL	1.88%	586,481.86			73,354.62	349.50	15.32	513,492.06
CASH ON HAND, games & concessions		75.00						75.00
CASH ON HAND, food service		130.00						130.00
MSDLAF+ LIQUID	5.17%	1,684.81						1,684.81
MSDLAF+ MAX	5.24%	4,177,179.88						4,177,179.88
MSDLAF+ TERM	5.32% - 5.34%	4,000,000.00						4,000,000.00
BANK MIDWEST-ACTIVITY ACCOUNT	3.05%	232,052.50			2,624.64			229,427.86
Treasurer's Bal. Per Books		\$ 8,997,604.05			\$ 75,979.26	\$ 349.50	\$ 15.32	\$ 8,921,989.61

Other Reconciling Items - ICS Sweep Adjustment

June 20, 2024

Jamie Frank
Superintendent
Windom Area Schools
1400 17th St
Windom MN, 56101

JUN 21 2024

Dear Jamie Frank,

I am writing to formally resign from my position as a Special Education Teacher. I am incredibly grateful for the opportunities and experiences this position has given me. I want to acknowledge my appreciation towards the administration and staff at Windom Area Schools. I have received an abundance of support and guidance throughout my four years and I am truly thankful. I wish the school, staff, and students all the very best for the coming future.

Sincerely,



Carissa VanDyke



JUN 7 2024

Holly Anderson <handerson@isd177.com>

Fwd: Assistant Basketball Coach

1 message

Jacob Johnson <jjohnson@isd177.com>
To: Holly Anderson <handerson@isd177.com>

Fri, Jun 7, 2024 at 7:19 AM

See Below:

----- Forwarded message -----

From: **Dane Nielsen** <dnielsen@isd177.com>
Date: Mon, Jun 3, 2024 at 2:04 PM
Subject: Assistant Basketball Coach
To: Jacob Johnson <jjohnson@isd177.com>

Mr. Johnson,

Please accept my resignation as a paid assistant boys basketball coach. I would like to stay on as a volunteer assistant.

Thank you,

Dane Nielsen
5th - 8th Grade Principal
Windom Area Middle School
PO 177
1400 17th Street
Windom, MN 56101
Work: 507-831-6910 ext. 305



--
Jacob Johnson
Activities Director
Ag/Industrial Technology Teacher
Head Girls Basketball Coach
Windom Area Schools
PO 177
Windom, MN 56101
Work: 507-832-8744
Cell: 507-221-0549

Eagle Pride!



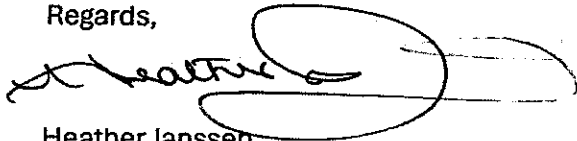
JUN 14 2024

06-07-2024

Windom Area School,

I have decided that it is time for me to resign from both Head Gymnastics Coach and Cheerleading Advisor positions. I will also no longer be running a Youth Community Ed Gymnastics program after Aug. 3rd or Youth Football Cheerleading camp.

Regards,

A handwritten signature in black ink, appearing to read "Heather Janssen", with a large, stylized flourish that loops back under the name.

Heather Janssen



Holly Anderson <handerson@isd177.com>

Fwd: Resignation

Peggy Pfeffer <ppfeffer@isd177.com>

Mon, Jul 1, 2024 at 3:39 PM

To: Holly Anderson <handerson@isd177.com>, Jana Raverty <jraverty@isd177.com>

----- Forwarded message -----

From: **Holly Boldt** <hboldt@isd177.com>

Date: Mon, Jul 1, 2024 at 2:55 PM

Subject: Resignation

To: Peggy Pfeffer <ppfeffer@isd177.com>

JUL 01 2024

I would like to take a one year leave from the cafeteria manager position at Highland elementary school to take the Cook Manager's position at Windom middle/high school.

This is my letter of resignation from the Backpack Program Director position.

Thank you,
Holly Boldt

June 11, 2024

Alyson Taylor
[REDACTED]
[REDACTED]

Dear Jamie,

Please accept this letter as my request to take a leave of absence from my current position of Special Education Secretary. Please know that my time in this position has been very special to me, but I am eager to grow and expand in my new position of Special Education Teacher for 5th and 6th grade.

Thank you,

A handwritten signature in cursive script that reads "Alyson Taylor".

Alyson Taylor

Alyson Taylor

Highly motivated and proactive professional with experience in supporting executive leadership (CEO), office management, and customer service within fast paced environments. A proven leader with the ability to build strong internal and external business relationships, improve processes and procedures, and continuously meet deadlines efficiently. Problem solver, self-starter, and team player who is always willing to go the extra mile.

CMG Home Loans | San Ramon, CA (REMOTE)

February 2023-Current

Mortgage Loan Processor

Home Mortgage Alliance was acquired by CMG Home Loans. All duties remain the same.

Home Mortgage Alliance | Denver, CO (REMOTE)

August 2020-February 2023

Mortgage Loan Processor

Responsible for processing all mortgage loans assigned from loan officers and supervisors within the given timeframe of the loan. Directly support the loan officers by handling loan processing from point of application/rate lock through closing/funding.

- Manage loan cycle from application through closing/funding, ensuring guidelines and regulations are adhered to and appropriately applied.
- Continuously expanding my education pertaining to different loan types including but not limited to: Conventional, VA & FHA.
- Determine necessary information for each loan file, gathering documents from multiple sources, including but not limited to: customers, title company and county assessor offices.
- Ensure timely completion of each loan to guarantee closing is schedule prior to loan expiration dates.
- Collaborate with Underwriting department to ensure outstanding conditions are satisfied.

Revel | Minneapolis, MN

March 2017-January 2020

Sr. Executive Administrative Assistant to CEO

Provided a full range of support services to CEO to include: calendar/schedule management, travel arrangements, reports, and prepared requisite materials. Directly supported CEO and Executive Team with Entrepreneurial Operating System (EOS) training and process implementation throughout business.

- Managed and coordinated multiple busy calendars with extreme attention to detail, including extensive international/domestic travel arrangements for the CEO
- Implemented processes and procedures that increased operational efficiency; managed daily functions of the office and premises. Supervised office administrator, including on boarding and quarterly/annual reviews.
- Maintained strict confidentiality with sensitive information, financial documents, records and personal matters
- Provided support to all senior executive team members in weekly L10 meeting (EOS), by preparing meeting documents, and capturing notes and to-do's
- Collaborated interdepartmentally to complete various projects and conferences
- Coordinated quarterly Executive off-site meetings with EOS facilitator
- Monitored email and replied on behalf of the CEO on related issues
- Scheduled and organized meetings, conference calls and webinars
- Organized the communication and logistics of quarterly board meetings for senior management/investors and compiled and produced meeting agendas/materials. Sat in on all meetings as acting secretary, capturing meeting minutes
- Prepared and reconciled expense reports using Expensify
- Managed all on boarding of new employees and documentation for HR between March 2017-October 2017

Westridge Marketing | Minnetonka, MN

July 2015-March 2017

Manager, Customer Accounts

Responsible for the overall management of the Customer Account functions at Westridge Marketing. This included management of Customer Account Specialists, systems and data, and vendor relationships, while proactively developing strategies that increase sales and customer retention, improve customer satisfaction metrics, and decrease the return and cancel rate.

- Managed sales team with a vendor base of 200 and day-to-day operations of department
- YoY gross margin increased 20% by delivering high end customer service and building credibility with customers
- Assisted with negotiating terms and agreements with third party vendors
- Proactively worked with Account Specialist team to reduced return rate by .5% YTD
- Direct responsibility of account management and post order process for single most profitable vendor for company
- Individually managed vendor base cumulating 5.5 million in annual sales in 2016

Capella University | Minneapolis, MN

February 2015-July 2015

Academic Advisor

Provided support and guidance through student advocacy, academic coaching, customer service and outreach.

- Maintained direct contact with student advisees via telephone or email in an ongoing basis to build rapport, identify barriers to success, set goals and develop action plans for academic success
- Collaborated with other departments and faculty regarding student concerns, progress and course content
- Participated and supported all key departmental operations including tracking statistics, proper file documentation, strategic planning, and departmental meetings

Concur Technologies | Eden Prairie, MN

January 2014-January 2015

Market Development Representative

Focused on lead generation, partner relationships, and pipeline growth within Concur while providing value on spend management for mid-sized organizations.

- Managed Marketing & Sales initiatives
- Fostered relationships with key decision makers regarding Concur product offerings
- Identified project needs and business issues for prospects

- Built business cases based on information obtained from targeted accounts to support the value proposition of Concur products
- Converted one in four calls into an executive overview for my assigned Regional Sales Executive
- Managed six Regional Sales Executives over the year
- Finished Q4 at 126% to goal

Rasmussen College, Inc. | Multiple locations

June 2008-January 2014

Academic & Student Advisor Eagan, Minnesota

October 2012-January 2014

Provided academic advising to new and current students to ensure on track graduation.

- Communicated with 350 students on a recurring basis to provide the support needed to ensure successful college completion
- Generated and managed retention reports daily and called at risk students to address academic goals at any given time
- Managed and created all student course roadmaps by scheduling classes on a quarterly basis to ensure they stay on track for graduation
- Managed/tracked up to 24 incoming students into the Law Enforcement SKILLS program
- Collaborate with Academic Dean and create campus quarterly schedule; identifying courses that are in demand and needed

Admission Manager Brooklyn Park, Minnesota

November 2010-October 2011

In addition to Program Manager duties listed below; tracked quarterly numbers and goals as a team, maintained open lines of communication between Management and Program Managers, and assisted in running meetings within the department.

- Full cycle recruitment and primary point of contact for all interested candidates for our Nursing program; managed candidates with the enrollment process by consistent contact and follow-through
- Conducted informational interviews and campus tours to prospective nursing students
- Maintained programmatic knowledge of nursing field: expected growth within field and career outlook to address needs
- Team Lead: helped train and develop skills of new employees in the department and ran daily meetings to ensure individual metrics were being met and goals were on target within the department
- *Transferred to the Bloomington campus:* October 2011-October 2012. Same duties as listed above

Program Manager Brooklyn Park, Minnesota

June 2008-November 2010

Ensured adequate student enrollment, positive image of the College, and accurate representation of all policies and procedures

- Met and exceeded standards for quarterly enrollments and student starts
- Communicated clear and accurate knowledge of the College's products, services, and comparison of competition
- Managed pipeline, to ensure proper enrollment numbers were met each quarter
- Maintained contact as necessary with student services and organizations
- Tracked student information utilizing SalesForce

Pacific Office Automation | Medford, Oregon

June 2007-May 2008

Customer Service Representative/Supply Manager

- Responsible for meeting customers' product and support needs

Education

Bachelor of Science, Communication and Public Relations

June 2006

Southern Oregon University, Ashland, Oregon

