



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

BOARD MEETING: August 6, 2015

Retirement:

- McKie, Sandra – Special Education Paraprofessional II at Southwest Jr. High, effective July 31, 2015 after 17 years of service.

Resignation:

- Baklund, Pamela – School Age Care Program Aide at Wyoming Elementary, effective July 17, 2015.
- Cameron, Kari – School Age Care Program Aide at Wyoming Elementary, effective August 7, 2015.
- Dickey, Thomas – Special Education Paraprofessional II at Forest Lake Sr. High, effective July 24, 2015.
- Forseth, Lori – Noon Duty Supervisor I at Lino Lakes Elementary, effective May 7, 2015.
- Knauff, Deborah – School Age Care Program Aide at Wyoming Elementary, effective August 7, 2015.
- Steeves, Kari – School Age Care Assistant Site Manager at Wyoming Elementary, effective July 31, 2015.
- Weizenegger, Melinda – School Age Care Nurse, effective August 26, 2015.

Recommendation of Employment:

- Julien, Stacey – Health Office Assistant IV at Columbus Elementary, 6 hours per day and 37 weeks per year, effective September 8, 2015. (Open position)
- ◆ Siedow, Matthew – School Bus Mechanic, effective July 13, 2015. (Open position)
- Unzen, Sheila – Deaf Interpreter at Forest View Elementary, 7 hours per day and 37 weeks per year, effective September 8, 2015. (Open position)
- Young, Kyle – Secondary Youth Planner V at the Central Learning Center, 25 hours per week for 35 weeks per year and 20 hours per week for 12 weeks per year, effective August 24, 2015. (Open position)

Authorization of Transfer:

- Barnes, Kerstin – from School Age Care Program Aide at Lino Lakes Elementary, 4.75 hours per day and 40 weeks per year to School Age Care Assistant Site Manager at Linwood Elementary, 3.75 hours per day and School Age Care Program Aide at Linwood Elementary, 2.75 hours per day and 52 weeks per year, effective August 31, 2015. (Open position)

(over)

- Hughes, Barbara – School Age Care Program Aide at Lino Lakes Elementary, from 5 hours per day to 2.5 hours per day and 40 weeks per year, effective September 8, 2015.
- Ihfe, Michelle – from Substitute Calling System Office Assistant III at the District Office, 6 hours per day and 43 weeks per year to Office Assistant IV at Southwest Jr. High, 8 hours per day and 39 weeks per year, effective August 31, 2015. (Open position)
- Martens, Aimee – from Payroll Office Assistant III at the district office, 7 hours per day and 52 weeks per year to Substitute/Absence Reporting Office Assistant III at the district office, 8 hours per day and 52 weeks per year, effective August 17, 2015. (Pending approval restructure of position below)

Leave of Absence:

- ◆ Davis, Jeffrey – Assistant to the Buildings & Grounds Supervisor, leave of absence from July 23, 2015 through September 3, 2015.
- ◆ Langston, Warren – School Bus Driver, leave of absence from June 24, 2015 through July 24, 2015.
- ◆ Peterson, Paul – School Bus Driver, leave of absence from July 1, 2015 through July 25, 2015.

Restructure of Positions:

- Special Education Office Assistant III at ECSE/STEP, 6 hours per day and 37 weeks per year, effective September 8, 2015. This position was a Special Education Paraprofessional II position at 8 hours per day and 37 weeks per year, which is now vacant. This proposal is to cut the special education paraprofessional position and create this office assistant position.
- With the vacant Substitute Calling System Office Assistant III position at the district office, 6 hours per day and 43 weeks per year, we propose at this time to restructure the duties of the Payroll Office Assistant III position at the district office, 7 hours per day and 52 weeks per year, to one position as Substitute/Absence Reporting Office Assistant III at 8 hours per day and 52 weeks per year.

- Recommended by Donna Friedmann



- ◆ Recommended by Lawrence Martini



D.M.F./L.A.M.
07/31/2015