

Dear _____ (list the appropriate professional association here)

Pursuant to the variance requirements of Minnesota Administrative Rule 3512, we hereby notify you that District of _____ (fill in your district here) intends to fill the position _____ (list the administrative position here) with a non-licensed candidate. If you wish to express comments about this decision, you may email your comments to the executive director of the Board of School Administrators, Karen Schaub, at Karen.Schaub@state.mn.us.

Sincerely,

_____ (name of superintendent or HR director)

Executive Directors:

Minnesota Association of School Administrators
Deb Henton, Ed.D
deb.henton@mnasa.org

Minnesota Association of Secondary Principals
Bob Driver
bob@massp.org

Minnesota Elementary School Principals' Association
Michelle Krell
michelle@mespa.net

Minnesota Administrators for Special Education
Erin Toninato
etoninatomase@gmail.com

Minnesota Community Education Association
Matt Dickhausen
mdickhausen@mn-mcea.org