

5. In addition to the documentation, entities must *mail in* a \$55 check made out to the Board of School Administrators.

Complete the Request for Administrative Variance Form below. Please complete a separate form for each administrator for whom a variance request is made.

Request for Administrative Variance Form

- District Name and District Number: Roseau School District #682
- District Superintendent and cell phone number: Thomas A. Jerome (218) 452-0450
- Current name and File Folder Number of the individual for whom the variance is requested. The name and the File Folder number must match: Bryce McKay Lingen #371471
- Has the District verified that all other administrators on staff are fully licensed and have paid their annual fee? Yes
- Administrative area of the variance request:
☐ Superintendent (or assistant supt.) ☒ K-12 Principal (or assistant principal)
☐ Director of Community Education ☐ Director of Special Education (or assistant)
- Did any applicant holding an appropriate administrative license apply for the position?
yes (1)
- If applicable, please describe why the district made a decision not to contract with a fully licensed administrator? *see attached document #1
- Please list the unlicensed applicant's additional skills, experience, education, or other qualifications that better align with the requirements of the position. *see attached document
- Provide the name of the administrative education licensure institution the applicant for the variance will be or is attending. St. Marys
- If this is a request for extending a variance, please list the reasons why the applicant did not complete the required work within one year. Also, please specify the date that you wish the variance to be extended not to exceed one year. *see attached document
- Has the district conducted the appropriate backgrounds checks of the applicant?
Yes

I attest that the information stated in this request for a variance is true to the best of my knowledge and that I have verified that all other administrators are fully licensed and have paid their annual fee.

T. A. Jerome

Date: 9.1.21

District Superintendent or School Board Chair

Roseau School District

Office of the Superintendent
509 Third Street NE
Roseau, MN 56751
(218) 463-1471

Date: September 10, 2021

Re: Variance to hire a non-licensed administrator

Document #1

If applicable, please describe why the district made a decision not to contract with a fully licensed administrator?

Background information:

The Roseau School District consists of one K-12 building. Roseau School District employs 81 certified teaching staff members and has a student population of approximately 1,154 students. The Roseau School District employs a K-6 Principal, a 7-12 Principal and a K-12 Assistant Principal in addition to a full-time Superintendent.

On April 28th, 2021 the 7-12 Roseau School Principal submitted a resignation effective the end of the contract year. The Roseau School District following formal board action immediately posted the Principal position seeking applicants. After approximately 10 weeks of advertising we received zero licensed applicants. The position was reposted and our district received an application from a licensed internal candidate (acting K-12 Assistant Principal). The Assistant Principal was interviewed and was the unanimous choice to assume the role of 7-12 Principal.

After transitioning the K-12 Assistant Principal into the 7-12 High School Principal position, the Roseau School District immediately advertised for a "new" K-12 Assistant Principal. The Roseau School District received applications and offered interviews to everyone who applied. Three candidates (one licensed applicant) accepted invitations to interview for the K-12 Assistant Principal. The selection committee following interviews unanimously ranked the only licensed candidate as the lowest ranking candidate for the Roseau K-12 Assistant Principal position. The licensed candidate from approximately 400 miles away was not deemed a match for our school district. Furthermore, the evident skillset of the licensed candidate following the interview did not lead any member of the committee to believe he would be successful as the K-12 Assistant Principal within our school, district and/or community.

The selection committee consisting of Administration, Teachers (2 Elementary/2 High School) and one Board member unanimously ranked Mr. Bryce Lingen as the #1 ranked candidate.

Mr. Lingen is an educator from NW Minnesota. Bryce has served as a teacher for twenty-three years. Bryce taught two years at Holy Angels, 10 years at Stephen-Argyle and the last 11 years in Thief River Falls.

Bryce has demonstrated leadership serving as a department chair in both Stephen-Argyle and Thief River Falls, a Region 8 committee member as well as the Chair of the Leadership Team at Lincoln High School in Thief River Falls. In addition, Mr. Lingen has been a member of the Minnesota Education Association for 21 years and member of the Minnesota State High School Coaches Association for 20+ years. To further demonstrate his leadership skills, Mr. Lingen has also served as a Deacon within his church.

Mr. Lingen will complete all requirements necessary for administrative licensure by December of 2021. Mr. Lingen is a member of the St. Mary's University of Minnesota administrative cohort in Thief River Falls, MN. Mr. Lingen's work experience and references are excellent. His communication and organizational skills are exemplary and his knowledge of our students and community located in NW Minnesota make him a perfect fit for the Roseau School District, students and community.

While I understand the importance of securing licensed staff members, please understand we rarely receive applicants from licensed candidates for administrative positions. Quite simply, there are virtually no candidates currently with administrative licenses applying for any positions in Roseau, MN (teaching or administrative) which is located 10 miles from the Canadian border.

I am asking for your consideration and ultimately your support and willingness to grant the Roseau School District a variance to allow our district to hire Mr. Lingen to serve as a K-12 Assistant Principal for a brief period of time this fall after which he will apply for full licensure.

Personally, I am entering my 30th year in education. I served as a teacher for 9 years, Assistant Principal for 9 years and I am entering my 12th year as a Superintendent. I will make sure mentorship is provided and administratively we will continue to work together as a team to provide Mr. Lingen with the support necessary to make sure he is successful. If you have any questions, please do not hesitate to contact me directly at :

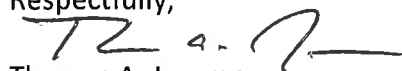
218-452-0450 (cell)

218-463-6366 (office)

Email: tom_jerome@roseauschool.org

Thank you for your consideration.

Respectfully,



Thomas A. Jerome

Superintendent, Roseau School District

President, Minnesota State High School League Board of Directors

Please list the unlicensed applicant's additional skills, experience, education, or other qualifications that better align with the requirements of the position.

Mr. Lingen has strong knowledge of the Roseau community, farming community and day to day life experiences within NW Minnesota. The candidate has served in NW Minnesota as an educator for the past 23 years.

Provide the name of the administrative education licensure institution the applicant for the variance will be or is attending.

Saint Mary's University of Minnesota

If this is a request for extending a variance, please list the reasons why the applicant did not complete the required work within one year. Also, please specify the date that you wish the variance to be extended not to exceed one year

N/A



Tony Greene Assistant Professor & Cohort Advisor
agreene@smumn.edu or tony.greene@myprowler.org
218.689.0583

TO: Minnesota Department of Education

DATE: 8.9.21

RE: Variance Recommendation for Mr. Bryce Lingen

I am writing this letter of recommendation for Mr. Bryce Lingen who is working towards his Ed. S. in Educational Administration program from St. Mary's University (SMU). I serve as the university program advisor - Thief River Falls cohort for SMU. Bryce is currently serving as the Dean of Students at the Roseau High School.

Professionally, he has taken advantage of his own educational achievements by taking on new professional challenges as they have come his way. Taking courses in this program is an indication of his drive and commitment to serving students in the best possible way.

Mr. Lingen is currently finishing his last summer session course work. He has two courses remaining to complete the entire course work of the program (see below). Upon completion of these two courses and the required 320 hours of field experience, he will be able to apply for licensure once he passes his exit interview by showing he has met all competencies.

EDS 720 Organization and Human Resource Management (2 cr.)
Term 1: 8/30 – 10/24

EDS 750 Principal as Building Leader (3 cr.)
Term 2: 10/25 – 12/19

The dates above give a timeline of when Bryce would be expected to finish his coursework. I am confident that he possesses the knowledge, skills, and desire and he's soon on his way to becoming a licensed administrator in the state of Minnesota. If you have any questions, please feel free to contact me.

Regards,

Dr. Tony Greene, Assistant Principal

Minutes of Regular Meeting

The Board of Directors
Roseau Public School

A regular meeting of the Board of Directors of Roseau Public School was held Monday, August 16, 2021 beginning at 5:15 PM in the school library.

1. Call to Order at 5:16 PM
2. Roll Call
 1. Roll Call: Pete Kvien, Vonda Danielson, Thor Didrikson, Micky Hulst, Tim Fugleberg, Jodee Haugen
 2. Administration: Tom Jerome
3. Listening Session
 - *Rachel Krahn spoke on the importance of keeping the needs of students receiving special education services a top priority and proposed that the school look in to offering a Transition Program for those students ages 18-21.
 - *Cindy Tangen expressed interest in continuing to serve on the Special Education Parent Advisory Committee and spoke on the importance of keeping the Special Education Director involved in all conversations/decisions involving special education.
 - *James Whitlow expressed his opposition to the school being used as a COVID-19 vaccination clinic site.
 - *Christine Dokken asked the board to consider maintaining a mask mandate for elementary students.
4. Approval of Agenda
 1. A motion was made by Jodee Haugen, seconded by Vonda Danielson and UC that, BE IT RESOLVED the Board of Education approve the agenda of the August 16, 2021 regular board meeting as presented/amended.
5. Minutes
 1. A motion was made by Thor Didrikson, seconded by Micky Hulst and UC that, BE IT RESOLVED the Board of Education approve the minutes of the preceding work session of August 4, 2021.
 2. A motion was made by Micky Hulst, seconded by Thor Didrikson and UC that, BE IT RESOLVED the Board of Education approve the minutes of the preceding special board meeting on August 4, 2021.
 3. A motion was made by Vonda Danielson, seconded by Jodee Haugen and UC that, BE IT RESOLVED the Board of Education approve the minutes of the preceding regular meeting of July 12, 2021.
6. Business Services
 1. A motion was made by Tim Fugleberg, seconded by Micky Hulst and UC that, BE IT RESOLVED the Board of Education approves the payment of bills based on review by the Audit Committee (Hulst, Fugleberg) in the amount of \$1,229,613.12.
 2. A motion was made by Jodee Haugen, seconded by Tim Fugleberg and UC that, BE IT RESOLVED the Board of Education approves the payment of building project bills based on review by the Audit Committee (Hulst, Fugleberg) in the amount of \$1,011,456.42.
7. Reports

1. Listening Session
2. Kraus-Anderson: Steve Trudeau
8. Communications
 1. Superintendent
 - a. Buildings and Grounds
 - b. Roseau School District Budget to Actual
 - c. Roseau School District Enrollment
 - d. Miscellaneous Compensation Schedule
 - e. Roseau School District Job Fair
 - f. Roseau School Phase I Ribbon Cutting Ceremony
 - g. Roseau School District Open House
 - h. Employee Identification/Proximity Card
 - i. Miscellaneous Fee Schedule
 - j. Employee Contracts
 - k. In-Person Learning Plan 2021-2022
9. Principal Report
 1. Principal Report
10. Proposed Resolutions August 16, 2021
 1. A motion was made by Vonda Danielson, seconded by Thor Didrikson and UC that, BE IT RESOLVED the Board of Education of District 682 approve the hiring of Julie Przekwas as the Special Education Director and District Assessment Coordinator.
 2. A motion was made by Thor Didrikson, seconded by Micky Hulst and UC that, BE IT RESOLVED the Board of Education of District 682 approve the hiring of Sarah Pagett as a paraprofessional.
 3. A motion was made by Thor Didrikson, seconded by Micky Hulst and UC that, BE IT RESOLVED the Board of Education of District 682 approve the hiring of Morgan Carlson as a paraprofessional.
 4. A motion was made by Micky Hulst, seconded by Vonda Danielson and UC that, BE IT RESOLVED the Board of Education of District 682 approve the hiring of Emily Waling as a paraprofessional.
 5. A motion was made by Thor Didrikson, seconded by Jodee Haugen and UC that, BE IT RESOLVED the Board of Education of District 682 approve the hiring of Keegan Foss as a paraprofessional.
 6. A motion was made by Micky Hulst, seconded by Tim Fugleberg and UC that, BE IT RESOLVED the Board of Education of District 682 approve the hiring of Alexis Kroft as a paraprofessional.
 7. A motion was made by Thor Didrikson, seconded by Micky Hulst and UC that, BE IT RESOLVED the Board of Education of District 682 approve the resignation of Haley Braun as a paraprofessional.
 8. A motion was made by Jodee Haugen, seconded by Vonda Danielson and UC that, BE IT RESOLVED the Board of Education of District 682 approve the resignation of Heather Wyer as a paraprofessional.
 9. A motion was made by Thor Didrikson, seconded by Micky Hulst and UC that, BE IT RESOLVED the Board of Education of District 682 approve the resignation of Don Johnson as the girls golf coach.
 10. A motion was made by Thor Didrikson, seconded by Vonda Danielson and UC that, BE IT RESOLVED the Board of Education of District 682 approve the hiring of Kelly Zajac as a long term substitute English teacher.

11. A motion was made by Jodee Haugen, seconded by Micky Hulst and UC that, BE IT RESOLVED the Board of Education of District 682 approve the resignation of Calvin Giles as technology/media center paraprofessional.
12. A motion was made by Tim Fugleberg, seconded by Micky Hulst and UC that, BE IT RESOLVED the Board of Education of District 682 authorizes administration to approve bid from Cass Clay for milk provider during the 2021-2022 academic year.
13. A motion was made by Pete Kvien, seconded by Jodee Haugen and UC that, BE IT RESOLVED the Board of Education of District 682 authorizes administration to approve bid from Bimbo Bakeries for bread provider during the 2021-2022 academic year.
14. A motion was made by Thor Didrikson, seconded by Vonda Danielson and UC that, BE IT RESOLVED the Board of Education of District 682 approves the hiring of Interquest Detection Canines during 2021-2022 academic year.
15. A motion was made by Thor Didrikson, seconded by Micky Hulst and UC that, BE IT RESOLVED the Board of Education of District 682 approve the resignation of Pam Swan as food service employee.
16. A motion was made by Thor Didrikson, seconded by Vonda Danielson and UC that, BE IT RESOLVED the Board of Education of District 682 approves requesting an administrative variance for a non-licensed administrator from the Minnesota Board of School Administrators.
17. A motion was made by Thor Didrikson, seconded by Vonda Danielson and UC that, BE IT RESOLVED the Board of Education of District 682 approve the hiring of Matt Sibilleau as technology assistant.
18. A motion was made by Jodee Haugen, seconded by Micky Hulst and UC that, BE IT RESOLVED the Board of Education of District 682 approve Superintendent Thomas Jerome to act as the Identified Official with Authority (IOwA) and Mrs. Heidi Karnowski to act as the IOwA as needed to add and remove names only for Roseau School District.
19. A motion was made by Pete Kvien, seconded by Jodee Haugen and UC that, BE IT RESOLVED the Board of Education of District 682 approve naming the Roseau Ram Field House attached to the Ram Sports Center as the Doug Borowicz Field House.
20. A motion was made by Thor Didrikson, seconded by Micky Hulst and UC that, BE IT RESOLVED the Board of Education of District 682 approve the miscellaneous fee schedule as presented.
21. A motion was made by Jodee Haugen, seconded by Micky Hulst and UC that, BE IT RESOLVED the Board of Education of District 682 approve LifeCare conducting an OPTIONAL first dose one day Covid-19 vaccination clinic at Roseau School during the week of September 20th. (second dose to occur 3 weeks later)
22. A motion was made by Thor Didrikson, seconded by Micky Hulst and UC that, BE IT RESOLVED the Board of Education of District 682 approve the 2021-2022 in-person learning plan as presented.
23. A motion was made by Thor Didrikson, seconded by Vonda Danielson and UC that, BE IT RESOLVED the Board of Education of District 682 approve the 2021-2022 miscellaneous compensation schedule as presented.
24. A motion was made by Jodee Haugen, seconded by Thor Didrikson and UC that, BE IT RESOLVED the Board of Education of District 682, County of Roseau, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events to the Minnesota State High School League, and so hereby certifies to the State Commissioner of education as provided for by the Minnesota Statutes. *see attached

25. A motion was made by Jodee Haugen, seconded by Thor Didrikson and UC that, BE IT RESOLVED the Board of Education of District 682 approve the resignation of Angie Steinbach as the school readiness teacher/coordinator.

*Member Didrikson exited the meeting.

11. Board consensus to move the September work session from the 6th to the 13th at 5:15 PM.
12. Adjournment: 7:48 PM
13. Communications
 1. August 30th Staff Workshop

Signed _____
Tim Fugleberg, Clerk

Signed _____
Pete Kvien, Chairman