



To: Verndale School Board

From: Arick Follingstad, Principal

Date: February 3, 2020

Re: Long-Term Substitute School Counselor

I recommend the Verndale School District hire Tom Nelson to fill a long-term substitute School Counselor position. This position has an approximate start date of February 24th and will last for the remainder of the school year. Tom will be compensated according to the Long-Term Substitute Pay Schedule for this contract.

Tom has many years of experience as a school counselor in our building. He will be a great fit to fill in during this long-term substitute contract.

Sincerely,

Arick Follingstad
K-12 Principal