



**~Mission Statement~**

*The mission of the Verndale Public School District is to provide a safe environment where students are prepared for an ever-changing world through educational excellence.*

To: Verndale School Board  
From: Paul Brownlow, Superintendent  
Date: January 31, 2019  
Re: Secretary - Increase in Hours

I recommend the Verndale School District increase the hours for Mary Gronlund from 6.5 hours to 8 hours in the secretarial position. Although there is a change to her daily schedule, there will be no change to the number of days she is scheduled to report to work. This change took effect on Monday, December 3, 2018.

Sincerely,

Paul Brownlow  
Superintendent