



CROSSROADS SCHOOL & VOCATIONAL CENTER

4111 Ambassador Boulevard NW
St. Francis, Minnesota 55070-9688
Phone 763-753-7120 • Fax 763-753-1385

November 3, 2011

To Whom It May Concern:

Please accept this document as a letter of recommendation for Mrs. Lillian DeRung. Mrs. DeRung is currently a fourth grade teacher in the St. Francis School District at East Bethel Community School. She has worked in the district since August, 2004.

Mrs. DeRung has spent some of her secondary administrative internship hours in my building this fall. Crossroads School and Vocational Center is a K-12 separate site school designed to provide instruction to students who are considered to be highly at-risk. Many of the students display significant behavioral concerns and require a high level of structure and supervision.

During her internship here, Mrs. DeRung was able to observe and participate in wide variety of administrative duties including: Staff observation process; student behavioral concerns and discipline; lunchroom and hallway supervision, program planning and budget planning.

Mrs. DeRung conducted herself in a very professional manner. She communicated clearly and directly with students and staff. She was eager to participate in any activity or task that administrative in nature. Mrs. DeRung asked pertinent and thoughtful questions during this time. It became obviously clear to me, during this time, that Mrs. DeRung is not only a thoughtful person, but is also a task-oriented person.

During the course of our conversations, Mrs. DeRung indicated she believes she would be seeking an elementary administrative position, because she has worked in an elementary school throughout her career and believes she is an "elementary kind of person." Based on the time spent with her this fall, and after seeing how she handled certain situations, I believe Mrs. DeRung would be a fine candidate for a secondary school as well.

If you have any questions about Mrs. Lillian DeRung's internship at Crossroads School and Vocational Center, please feel free to contact me at (763) 753-7121. Thank you.

Sincerely,

Keri D. Neubauer
Principal



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To Whom It May Concern:

The purpose of this letter is to confirm administrative internship hours for Mrs. Lillian DeRung. Mrs. DeRung spent two full work days with me at Crossroads School and Vocational Center in St. Francis, MN. Those dates were 9/29/11 and 10/28/11.

Mrs. DeRung was able to observe a wide variety of administrative duties during those days including; student behavioral concerns and discipline; lunchroom and hallway supervision; teacher observation process; staff disciplinary concerns; program planning; budget planning; and discussion of classroom management expectations.

Crossroads School and Vocational Center is a K-12 separate site school, which provides education for students who are considered to be highly at-risk. The majority of the population resides at Bar-None Residential Treatment Center, which is located within the St. Francis School District boundaries.

It was a pleasure to have Mrs. DeRung with me for those two days and I believe she received good experience during that time. If you have any questions regarding this portion of her internship, please feel free to contact me at (763) 753-7121. Thank you.

Sincerely,

Keri D. Neubauer
Principal