



St. Francis High School

3325 Bridge Street

St. Francis, Minnesota 55070-9537

Phone: (763) 213-1500 • Fax: (763) 213-1693

Paul D. Neubauer
Principal

Donnie C. Thompson
Assistant Principal

Luanne M. Wagner
Assistant Principal

"Students will be thoughtful, productive citizens in an ever-changing world."

November 8, 2011

To whom it may concern:

Please consider this a formal letter of recommendation for Ms. Lillian DeRung for an administrative position in your district. It has been my pleasure to work with Ms. DeRung during the course of her internship the past year and I can attest to her willingness to learn, enthusiasm for her job, and her ability to see administration from a wide lens.

Although Ms. DeRung is an elementary instructor, she fulfilled hours at our high school by helping supervise extracurricular events and spending time with our administrative team during the course of the school day. I have appreciated Lillian's willingness to come to our school, inquire about our procedures, thrust herself into situations, and to work with us to come to successful conclusions. Ms. DeRung participated in student interviews, strategy sessions regarding an ongoing student investigation, participated in our school lockdown drill, supervised our lunchroom, was involved in a staff re-direction, and debriefed at the close of the day. At each turn of events, Lillian asked relevant "good" questions that demonstrated a depth of understanding of the administrative role. In an unflinching way, Ms. DeRung re-directed students at events, and at all times reflectively evaluated her performance of the task accomplished.

During the course of her work here, it became apparent Lillian really loves education and enthusiastically pursues the many tasks of an administrator. She approached her internship as an opportunity to learn and to significantly and positively impact our school programs. Ms. DeRung's work never really seemed like work, but rather an opportunity to get to know the secondary student and system on a deeper level. At the beginning of her internship hours with us, we saw Lillian as an elementary school administrator and shortly after beginning our work with her, we all began to see her as a secondary school administrator. It is my opinion and the opinion of others Ms. DeRung will have the opportunity to work at a variety of levels of the school system.

Finally, one of our goals for our administrative interns is to help broaden their perspective of the school environment from one of an instructor concerned about their class and department to a perspective of whole school improvement. Lillian has a broadened view of a school system as evidenced during a meeting with the Crossroads Principal, the Director of Business Affairs, and I when we were discussing a proposal for an alternative program for students. Ms. DeRung patiently waited for the opportunity to contribute and provided valuable insight into how the program might be better communicated to students and parents. Additionally, Ms. DeRung sat in on our district wide principal's meeting and carefully and meticulously took notes as to the nature of the agenda items. During her reflection time at the end of the day, it became evident Lillian "gets it" and will have a great command of the administrative job once she secures it.

Please give Ms. Lillian DeRung every consideration as an administrator in your district. Feel free to contact me at any time if you have any questions at all.

Sincerely,

A handwritten signature in cursive script that reads "Paul Neubauer".

Paul Neubauer

Principal

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763-213-1501 w

pauneu@stfrancis.k12.mn.us



FOCUS
ON
TEACHING & LEARNING