

August 2010

To Whom It May Concern:

This summer I had the privilege of having Amy Starr work with me as an Administrative Intern during the Extended Year Elementary Program at Gideon Pond Elementary. Amy worked with me for 40 hours during the school session and another 5 hours during a workshop day.

Amy handled many duties during this internship, ranging from bus duty, welcoming and registering new students, to discipline and being the school nurse. Amy quickly showed her leadership skills in many areas, and her leadership abilities certainly helped make our summer program a very successful one for students.

Please feel free to contact me at any time should you have any questions regarding Amy Starr and her internship at Gideon Pond this summer. trobison@burnsville.k12.mn.us (952) 707-3054

Sincerely,

A handwritten signature in black ink, appearing to read 'Tom Robison', with a stylized flourish at the end.

Tom Robison
Gideon Pond Site Coordinator, BALC