

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 North Binkley Street Soldotna, Alaska 99669-7553
Phone (907) 714-8888 Fax (907) 262-9132
www.kpbsd.k12.ak.us

SCHOOL BOARD COMMUNICATION

Title:	Approval of Leave of Absence Requests/Certified		
Date:	May 6, 2013	Item Number:	10a.(10)
Administrator:	Tim Peterson, Director, Human Resources Dave Jones, Assistant Superintendent		
Attachments:	Letters of Request for Leave of Absence		

Action Needed **For Discussion** **Information** **Other:** _____

BACKGROUND INFORMATION

Name	Position	Location
Mindy Hunter	3 rd – 4 th Grade Teacher	Fireweed Academy, effective the 2013-14 school year
Toni Steward	6 th Grade Teacher	Kenai Middle School, effective the 2013-14 school year

ADMINISTRATIVE RECOMMENDATION

It is recommended that the above requests for an unpaid leave of absences be approved.

April 16, 2013

Fireweed Academy
PO Box 474
Homer, AK 99603

Kenai Peninsula Borough School District
148 North Binkley Street
Soldotna, Alaska

Dear Mr. Peterson,

I would like to request a year's unpaid leave of absence in order to continue caring for my son with special needs. Thank you for your kind consideration.

Sincerely,



Mindy Hunter



Mr. Peterson
22 April 13

April 26, 2013

Dear Dr. Atwater and School Board Members,

I have been a full time employee with KPBSD since January 1992, and currently teach 6th grade at Kenai Middle School. Before that time, I was a temporary employee for an additional year.

I am requesting a one year unpaid leave of absence due to personal reasons. As it states in our contract:

“345 UNPAID LEAVE OF ABSENCE

- A. Any teacher may, upon written request to the Superintendent and with approval of the School Board, be granted an unpaid leave of absence for illness, professional study, or for personal reasons...”

Having the year off will allow me to pursue some personal goals.

I have enjoyed my years working with the KPBSD and I hope you approve this requested leave.

Sincerely,

Toni Anne Steward

Toni Anne Steward

