


KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 North Binkley Street
Phone (907) 714-8888

Soldotna, Alaska
Fax (907) 262-9645

DATE: August 4, 2008
TO: Board of Education
FROM: Tim Peterson, Director, Human Resources 
THROUGH: Dave Jones, Assistant Superintendent
SUBJECT: Approval of Leave of Absence Requests/Support- Item- 10 a (2)

It is recommended that the following requests for unpaid leave of absence be approved:

<u>Name</u>	<u>Position</u>	<u>Location</u>
Kellie Steiner Kelso	Secretary III	Nikiski North Star Elementary, effective December 1, 2008 through January 2, 2009***
Susan J. Lamb	School Nurse	Seward Elementary, effective the 2008-09 school year
Mary Ferguson Bell	School Nurse	West Homer Elementary, effective the first semester of the the 08-09 school year

***Requires School Board approval per KPESA Negotiated Agreement. Article 23E "Short Leaves of two (2) weeks or less may be approved by the Superintendent, without School Board approval." Since this request exceeds 2 weeks, it is being brought forward for School Board approval.

July 7, 2008

Tim Peterson
Director of Human Resources
Kenai Peninsula Borough School District
148 N Binkley St
Soldotna, AK 99669

Dear Mr. Peterson.

I would like to request a leave of absence from my position as secretary at Nikiski North Star Elementary for the period December 1, 2008 – January 2, 2009. This leave would allow me to minimize the time my husband and I are apart.

I hope you will approve this request and forward it to the School Board for their final approval.

Thank you,



Kellie Steiner Kelso
Head Secretary
Nikiski North Star Elementary School

Cc: Lori Manion



July 7, 2008

To Tim Peterson
Kenai Peninsula Borough School District
148 N. Binkley St.
Soldotna, Alaska 99669

I am respectfully requesting a leave of absence from my position as school nurse at Seward Elementary School for the school year 2008-2009.

I do hope to come back to the family of the Peninsula schools! Working as a school nurse these last ten years have been the most fulfilling of my nursing career and I do feel it is my calling.

Thank you for all you have done for me over the years and I look forward to working with you again.

Please let me know what other steps I should take to make this change a smooth one for all concerned.

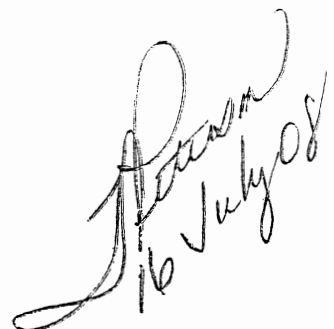
Sincerely,



Susan J. Lamb, RN, BSN
School Nurse
Seward Elementary School

Cc: Naomi Walsworth

Cc: David Kingsland



July 22, 2008

Tim Peterson, Director, Human Resources
Kenai Peninsula Borough School District
148 N. Binkley St.
Soldotna, AK 99669

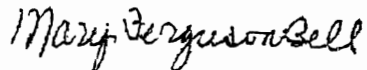
Dear Tim,

With regret, I am writing to request a leave of absence without pay for the first semester of the 2008-09 school year.

I have been fortunate to have the patience and support of my principal at West Homer Elementary, Charlie Walsworth, and the district nursing supervisor, Naomi Walsworth, throughout my ordeal with my departed husband and now with my ongoing situation. I appreciate the District's support as well and hope that upon my return, I can be as dependable an employee as I had been over the past 16 years.

Thank you for considering my request.

Sincerely,



Mary Ferguson Bell

