


# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 North Binkley Street  
Phone (907) 714-8888

Soldotna, Alaska  
Fax (907) 262-9645

DATE: September 8, 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 (4)

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

<u>Name</u>	<u>Position</u>	<u>Location</u>
Effimia Litvin	ELL Tutor	Kachemak-Selo, for the 2008-09 school year
Debbie Baxter	Special Ed Aide	Kenai Alternative, for the 2008-09 school year
Rebecca Jackson	School Nurse	Mountain View Elementary, effective September 8, 2008

August 18, 2008

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

I am writing to request a leave of absence from my position as teacher's bilingual aide at Kachemak Selo School for the school year 2008-2009. This leave would allow me to get ahead on my college classes/credits toward a degree in Education.

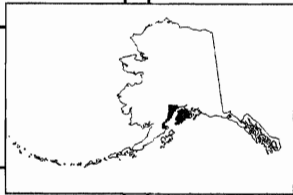
Thank you for considering my request.

Sincerely,

Effimia Litvin

A handwritten signature in black ink, reading "Tim Peterson" followed by the date "19 AUG 08". The signature is written in a cursive style.

Cc: Randy Creamer



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September 8, 2008

## MEMORANDUM

TO: Board of Education

FROM: Tim Peterson, Director, Human Resources

SUBJECT: Request for Leave of Absence

I have received a confidential request for leave of absence from Debbie Baxter, Special Ed Aide at Kenai Alternative, who is requesting a leave of absence for the 2008-09 school year.

August 11, 2008

Dear Mr. Peterson:

It is with great respect and appreciation to the Kenai Peninsula School District I submit this request.

This letter of intent is to request one year's leave of absence from my school nursing position, Mt. View Elementary, Kenai Peninsula School District beginning September 8, 2008.

Thank you for the many years of employment you have allowed me the honor of having. I am deeply grateful.

Respectfully submitted.

*Rebecca Jackson*

Rebecca Jackson



*Peterson*  
12 AUG 08