

## KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 North Binkley Street  
Phone (907) 714-8888

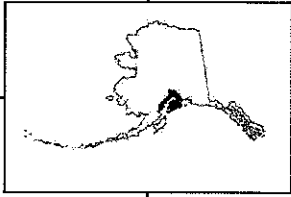
Soldotna, Alaska  
Fax (907) 262-9645

November 2, 2009

TO: Board of Education  
FROM: Tim Peterson, Director, Human Resources  
THROUGH: Dave Jones, Assistant Superintendent  
SUBJECT: Approval of Resignation -Item 11 a (3)

It is recommended the following resignation be approved:

Melody Douglas, RSBO Chief Financial Officer District Office,  
effective November 30, 2009



# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

## Finance

Melody Douglas, Chief Financial Officer  
148 North Binkley Street Soldotna, Alaska 99669-7553  
Phone (907) 714-8888 Fax (907) 262-5867  
Email [mdouglas@kpbsd.k12.ak.us](mailto:mdouglas@kpbsd.k12.ak.us)

October 27, 2009

Dr. Steve Atwater, Superintendent  
Kenai Peninsula Borough School District  
148 N. Binkley Street  
Soldotna, AK 99669

Dear Dr. Atwater,

Please accept my resignation as of November 30, 2009; my plan is to retire effective December 1, 2009.

As you know, I postponed my retirement from the fall of 2008 to the fall of 2009 due to implementation of the new finance and payroll/ HR integrated software in February, 2008. One might ask, "Why retire in the fall?" Financial reporting, the final task relative to a fiscal year, is a significant component of a CFO's job. That task isn't completed until the Comprehensive Annual Financial Report (CAFR) is accepted by the Board of Education. The FY09 CAFR is on the November 2, 2009 Board Meeting Agenda.

There have been many discussions over the last couple of years concerning the transition of tasks and responsibilities assigned to my position, both administratively and with pertinent District staff. Exposure to my workflow and training by key finance department staff over the last few years should ensure as smooth a transition as possible for the District. In addition, all finance department task assignments have been recently reviewed and appropriate realignments have occurred. As a result, I encourage you to look at restructuring District Office.

It is an honor, privilege, and a blessing to have served the students and the Kenai Peninsula Borough residents since March, 1978. I've invested my career in Alaska's future, resulting in many memorable experiences throughout the years. I particularly appreciate the support I've received from my colleagues in the finance department, other District staff, my supervisors, and the Board of Education in my service to public education.

Respectfully submitted,

Melody Douglas, RSBO  
Chief Financial Officer