

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 North Binkley Street
Phone (907) 714-8888

Soldotna, Alaska
Fax (907) 262-9645

April 4, 2011

TO: Board of Education

FROM: Tim Peterson, Director, Human Resources

THROUGH: Dave Jones, Assistant Superintendent

SUBJECT: Approval of Requests for Leave of Absence-Certified Item 10 a (7)

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

Jill E. Herbert	Preschool	Seward Elementary, effective the 2011-12 school year
-----------------	-----------	--

R. Douglas Hogue	Frameworks	Soldotna Middle, effective the 2011-12 school year
------------------	------------	--

Jill E. Herbert

March 8, 2011

Mr. Tim Peterson
Human Resource Director
Kenai Peninsula Borough School District
148 North Binkley Street
Soldotna, AK 99669



Dear Mr. Peterson,

I would like to request a one year unpaid leave of absence for the 2011/12 school year from my position as a special education teacher in the preschool program at Seward Elementary. I have been teaching in the district for ten years, and while my commitment to our students and the Kenai Peninsula Borough School District remains strong, there are two compelling reasons for this request.

During this leave of absence, specifically August 16, 2011 to May 24, 2012, I hope to take advantage of educational opportunities that will enhance my ability to effectively teach an increasingly diverse student population. Additionally, my elderly parents currently require more assistance than I can provide while working full time.

My intention is to return to teaching in the Kenai Peninsula Borough School District for the 2012/13 school year. Thank you for your consideration of my request.

Sincerely,

Jill E. Herbert
Jill E. Herbert

Cc: Clayton Holland, Director of Pupil Services
Bob Ermold, Program Manager
David Kingsland, Seward Elementary Principal

Tim Peterson
21 MARCH 11

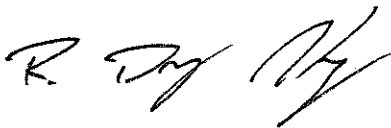
March 7, 2011

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

Dear Dr. Atwater,

I would like to request an unpaid leave of absence for the 2011-2012 school year. I have enjoyed teaching for the Kenai Peninsula Borough School District for the past 10 years. Currently, I need to dedicate some time to other areas in my life.

Sincerely,



R. Douglas Hogue

A handwritten signature in cursive script, followed by the date "11 MARCH 2011" written in a similar cursive style.