


KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 North Binkley Street
Phone (907) 714-8888

Soldotna, Alaska
Fax (907) 262-9645

DATE: December 3, 2007
TO: Board of Education
FROM: Tim Peterson, Director, Human Resources 
THROUGH: Dave Jones, Assistant Superintendent
SUBJECT: Approval of Leave of Absence Request/Support- Item- 10 a

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

<u>Name</u>	<u>Position</u>	<u>Location</u>
Shane Cotman	Custodian I	Mountain View Elementary, effective January 1, 2008 for the remainder of the 2007-08 school year.

November 26, 2007

Tim Peterson
Director, Human Resources
Kenai Peninsula Borough School District
184 N. Binkly
Soldotna, Alaska 99669

Fax: 907-262-9645

Dear Mr. Peterson,

I would like to request a leave of absence from my position as a custodian at Mt. View Elem., starting January 1st 2008 through the end of this school year for personal reasons.

I certainly hope you will approve this request and forward it to the school board for the December 3rd agenda. If you have any questions, you can contact me at Mt. View Elem. School, my shift is 3:30 pm to 12:00pm.

Sincerely,



Shane Cotman
Custodian, Mt. View Elem.

cc John Cook

