

# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 North Binkley Street  
Phone (907) 714-8888

Soldotna, Alaska  
Fax (907) 262-9645

September 13, 2010

TO: Board of Education

FROM: Tim Peterson, Director, Human Resources 

THROUGH: Dave Jones, Assistant Superintendent 

SUBJECT: Approval of Administrative Recommendation regarding  
Requests for an Unpaid Leave of Absence/Support Item - 10 a. (7)

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

James L. Brown    Delivery Driver    Student Nutrition Services, Homer Area  
\*February 11 to March 11, 2011

Janine Carlough    Custodian    Mountain View Elementary, one year unpaid leave of  
absence beginning September 19, 2010

\*It is negotiated that short leaves of two (2) weeks or less may be approved by the Superintendent, without School Board approval. Since this leave exceeds that time period, School Board approval is necessary.

Allan Gee  
Principal, Homer High School

Aug 27, 2010

Attention: Lynne Sandahl and the Kenai Peninsula Board of Education

Regarding: James Brown's Leave Request

Dr Gee,

I respectfully request approval of a Leave without Pay from my position of delivery driver with Food Services in Homer from Feb 11<sup>th</sup> to March 11<sup>th</sup> 2011 to prepare for and participate in the 2011 Serum Run. The leave will be for 75 hours of work.

Sincerely,



James Brown



September 5, 2010

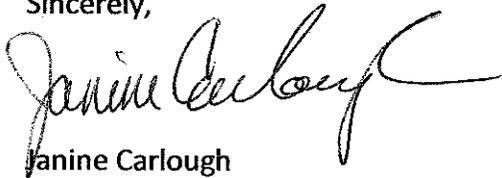
Tim Peterson  
KPBSD School Board  
148 North Binkley  
Soldotna, AK 99669

Mr. Peterson and School Board:

This will be my 14<sup>th</sup> year working as a custodian for the KPBSD. Over the past couple of years I have been furthering my education and have obtained my Associates degree in Petroleum Technology. ConocoPhillips offered me an internship this past summer which was recently extended to October. I did fax a letter to HR to request that time off on September 3rd. Things have changed once again; ConocoPhillips have offered me an apprenticeship to further my education. This is an incredible opportunity to learn at many different levels.

I am requesting to be able to take a year leave of absence starting September 19, 2010, ending next September. I thank you for your time.

Sincerely,



Janine Carlough



Tim Peterson  
8 Sep 10