

# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 North Binkley Street Soldotna, Alaska 99669-7553

Phone (907) 714-8888 Fax (907) 262-9132

[www.kpbsd.k12.ak.us](http://www.kpbsd.k12.ak.us)

## SCHOOL BOARD COMMUNICATION

**Title:** Approval of Leave of Absence Requests/Support (REVISED)

**Date:** December 3, 2012

**Item Number:** 10a.(3)

**Administrator:** Tim Peterson, Human Resources  
**Through:** Dave Jones, Assistant Superintendent

*Tim Peterson*  
*Dave Jones*

**Attachments:** Letters of Request for Leave of Absence

☒ Action Needed ☐ For Discussion ☐ Information ☐ Other: \_\_\_\_\_

## BACKGROUND INFORMATION

Name	Position	Location
Angela Douthit	Special Education Emotional Disabilities Aide	Kenai Central High School, effective January 8, 2013 to May 23, 2013
Michael Reid	Special Education Emotional Disabilities Aide	Mountain View Elementary School, effective January 28, 2013 to May 23, 2013

## ADMINISTRATIVE RECOMMENDATION

It is recommended that the above requests for unpaid leave of absences be approved.

November 28, 2012

Kenai Peninsula Borough School District Board  
148 North Binkley Street  
Soldotna, Alaska 99669

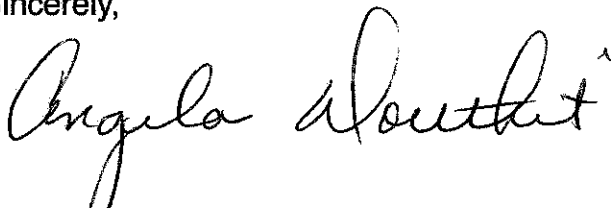
Re: Request for Leave without Pay

Dear School Board Members:

I am requesting leave without pay for personal reasons starting on January 8, 2013 through the end of the semester, May 23, 2013.

Thank you for your consideration on this matter.

Sincerely,



Angela Douthit

Special Education Aide

Kenai Peninsula School District



Tim,

I am nearing completion of my teaching program and getting ready to student teach. My program is providing me with a dual degree in both general and special education. Each session is eight weeks long and I have contacted willing administrators and mentor teachers at Mt. View Elementary, where I currently work, and Nikiski North Star Elementary. I am scheduled to begin student teaching January 28, 2013. I would like to formally request a leave of absence from this time until the end of the school year. I am very excited to continue and expand my role in special education for this district.

Thank you for your consideration of my request.

Sincerely,

Mike Reid

